

USERGUIDE

GETTING STARTED

To get started, please create a PriceDonkey Free Trial Account by visiting pricedonkey.net. You get to upload up to three price list files with an unlimited number of products right off the bat for free.

SETTINGS

Click on the “Settings” button in the left nav bar. Determine your form field labels in the “Column Name”. Certain Column Names will auto populate including Vendor, Product Name, Model, Brand, SKU, Category, Descriptions, MSRP, MAP Price, Dealer Price and Sub Category.

Think of the data you’d like to export into your CRM or accounting software. You get the option to map fields you want to map and cut out all the junk. To delete a Column Name, click on the red trash can. To add a Column, click “Add Column” in the top right. You can always go back and Show/Hide columns.

You can also add your company logo and favicon in the “Company” tab and customize time zone and email notificaitons in the “General” tab.



Settings

Upgrade to Paid

Master Sheet

Active

Import

Vendors

Users

Settings

No vendor sheet available

Import

Show/Hide Columns Company General

Add Column

Column Name	Action	Show / Hide
Vendor		<input checked="" type="checkbox"/>
Product Name		<input checked="" type="checkbox"/>
Model		<input checked="" type="checkbox"/>
Brand		<input checked="" type="checkbox"/>
SKU		<input checked="" type="checkbox"/>
Category		<input checked="" type="checkbox"/>
Descriptions		<input checked="" type="checkbox"/>
MSRP		<input checked="" type="checkbox"/>
MAP Price		<input checked="" type="checkbox"/>
Dealer Price		<input checked="" type="checkbox"/>
Sub Category		<input checked="" type="checkbox"/>

Cancel Save

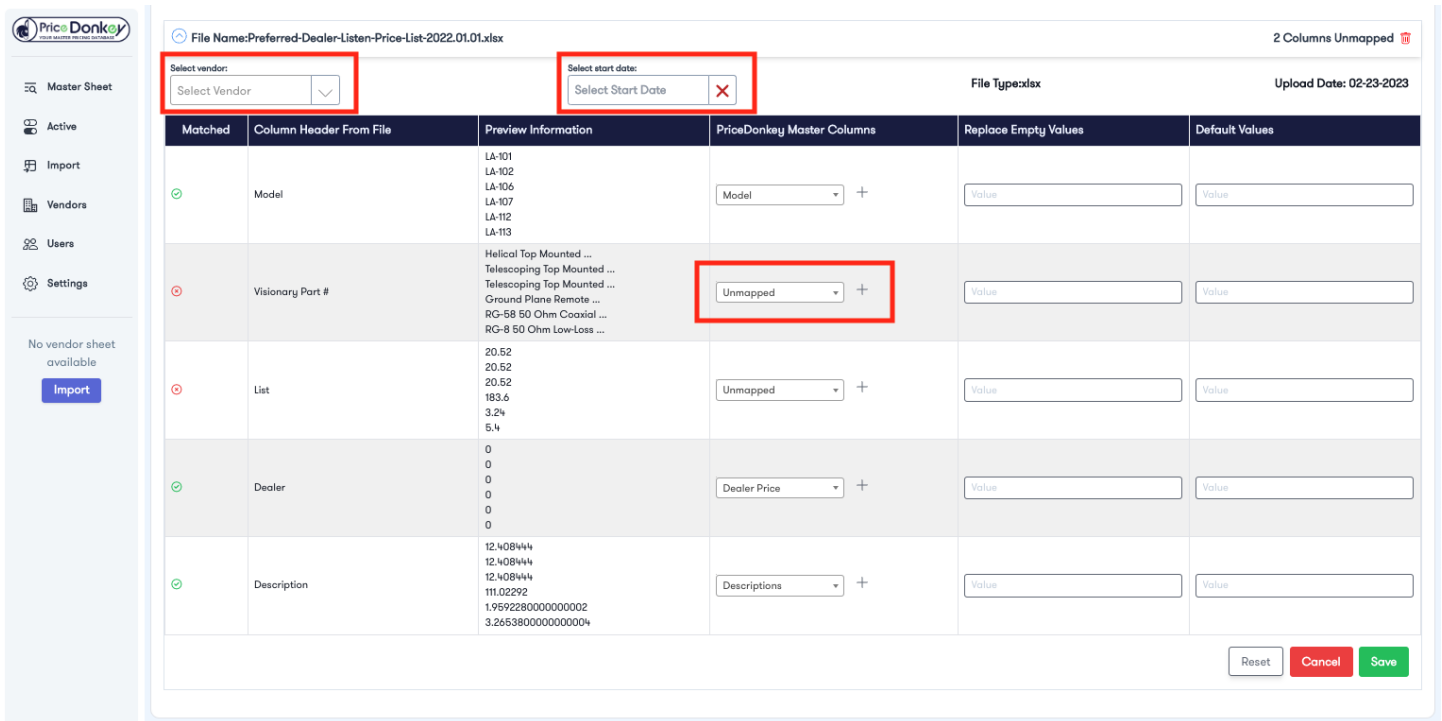
IMPORT

Click on the “Import” button in the left nav bar. Select the file you’d like to import.

NOTE: For more complex price lists, please allow 6 – 12 hours to complete import. Our team of specialists will take care of the complex data and get it to you wrapped in a pretty red bow.

Enter Vendor Name and Start Date. Having a “Start Date” option gives you complete control of when updated pricing goes into effect.

Map “Column Header From File” to the “PriceDonkey Master Columns” you created in the “Settings” section. Ignore unwanted data fields by checking “Unmapped”. To add a new “Master Column” label, click on the “+” button. Click the green “Save” button when mapping is completed.



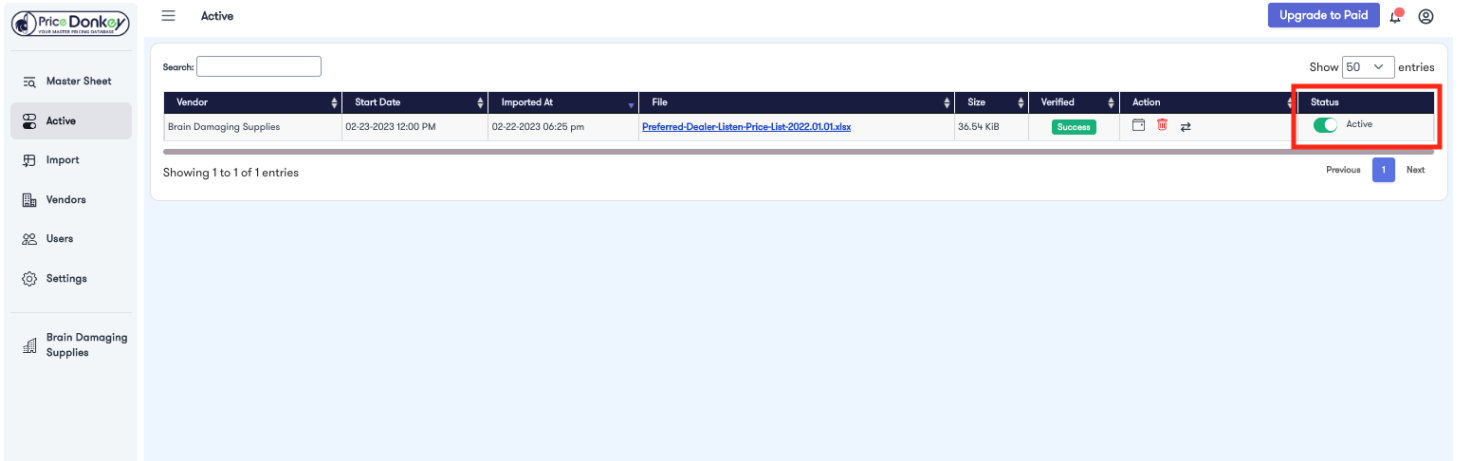
The screenshot shows the import interface for a file named "Preferred-Dealer-Listen-Price-List-2022.01.xlsx". The interface includes a sidebar with navigation options (Master Sheet, Active, Import, Vendors, Users, Settings) and a main table for mapping columns. The table has six columns: Matched, Column Header From File, Preview Information, PriceDonkey Master Columns, Replace Empty Values, and Default Values. The "Matched" column contains status icons (green checkmark for success, red circle for error). The "PriceDonkey Master Columns" column contains dropdown menus and a "+" button for each row. The "Replace Empty Values" and "Default Values" columns contain input fields labeled "Value".




Matched	Column Header From File	Preview Information	PriceDonkey Master Columns	Replace Empty Values	Default Values
✓	Model	LA-101 LA-102 LA-106 LA-107 LA-112 LA-113	Model ▾ +	Value	Value
⊘	Visionary Part #	Helical Top Mounted ... Telescoping Top Mounted ... Telescoping Top Mounted ... Ground Plane Remote ... RC-58 50 Ohm Coaxial ... RG-8 50 Ohm Low-Loss ...	Unmapped ▾ +	Value	Value
⊘	List	20.52 20.52 20.52 183.6 3.2% 5.4	Unmapped ▾ +	Value	Value
✓	Dealer	0 0 0 0 0 0	Dealer Price ▾ +	Value	Value
✓	Description	12.40844 12.40844 12.40844 111.02292 1.9592280000000002 3.2653800000000004	Descriptions ▾ +	Value	Value

At the top of the interface, there are fields for "Select vendor:" (with a dropdown menu) and "Select start date:" (with a date picker and a close button). The "File Type" is set to "xlsx" and the "Upload Date" is "02-23-2023". At the bottom right, there are "Reset", "Cancel", and "Save" buttons.

ACTIVE

You should be redirected to the “Active” dashboard. Be sure to mark your price list Status as “Active”. Once activated, your price list will be visible in the “Master Sheet”. You can also add a start date, remap, delete, and download the original price list file from this dashboard.



Vendor	Start Date	Imported At	File	Size	Verified	Action	Status
Brain Damaging Supplies	02-23-2023 12:00 PM	02-22-2023 06:25 pm	Preferred-Dealer-Listen-Price-List-2022.01.01.xlsx	36.54 KIB	Success	  	<input checked="" type="checkbox"/> Active

MASTER SHEET

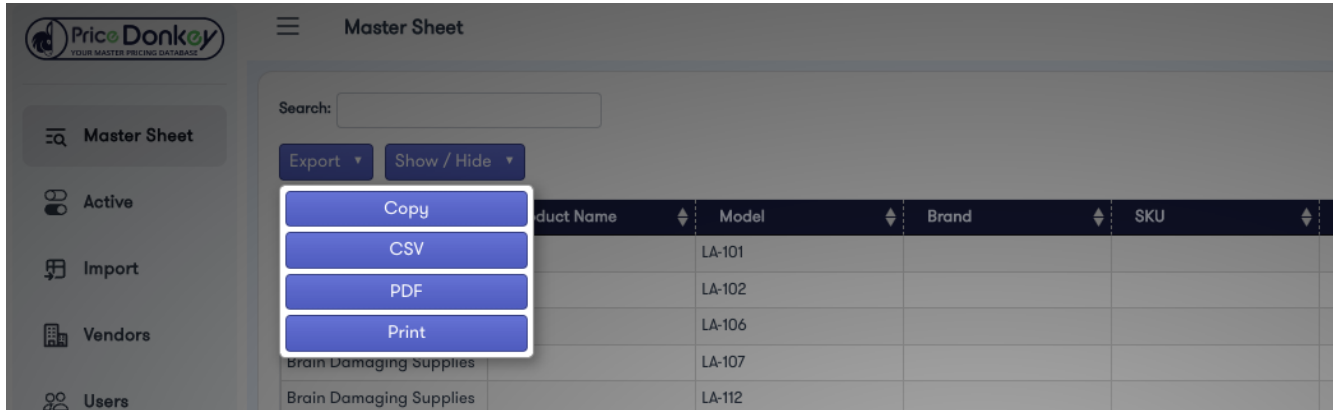
View all price lists by clicking on “Master Sheet” on the left navigation bar. Filter Master Sheet by “Vendor” or “Category” by clicking on the Hamburger menu in the top right. Show or hide “Master Column Names” using the Show/Hide button.



Vendor	Product Name	Model	Brand	SKU	Category	Descriptions
Brain Damaging Supplies		LA-101				12.4084
Brain Damaging Supplies		LA-102				12.4084
Brain Damaging Supplies		LA-106				12.4084
Brain Damaging Supplies		LA-107				111.0229
Brain Damaging Supplies		LA-112				1.9592
Brain Damaging Supplies		LA-113				3.2654
Brain Damaging Supplies		LA-115				12.4084
Brain Damaging Supplies		LA-116				111.0229
Brain Damaging Supplies		LA-117				111.0229
Brain Damaging Supplies		LA-122				67.9199
Brain Damaging Supplies		LA-123				20.8984
Brain Damaging Supplies		LA-124				20.8984
Brain Damaging Supplies		LA-125				39.8376
Brain Damaging Supplies		LA-126				39.8376
Brain Damaging Supplies		LA-127				4.5715
Brain Damaging Supplies		LA-128				39.8376

MASTER SHEET CONTINUED

Export to a CSV or PDF file, print or copy the price list data by clicking on the purple “Export” button. You now have a completely formatted and ready-to-upload price list you can add to your CRM or master pricing database.



You have the option to Show/Hide any of the “Master Column Names” for the price list you want to export, copy or print.



NOTES

- *Manage users by clicking on the “Users” button on the left navigation bar.
- *View individual vendors by clicking on the “Vendor” name on the left navigation bar.
- *View subscription plan details by clicking on the person icon in the top right of the browser.