



OptimMerchandising – How to Create and Assign A Price List to a Retailer

1. Go to app.optimmerchandising.com and log in with the manager or supervisor credentials.
2. Create a price list. Go to Settings > Product Settings > Price Lists > Add List

The screenshot shows the Powata application interface. The top navigation bar includes the Powata logo and menu items: Retail Execution, Stock Management, and Sales. The sidebar on the left contains navigation options: Company Settings, Manage Users, Location Settings, Product Settings (highlighted), Packings, Categories, Brands, Products, Store Models, Price Lists, and Mapping. The main content area is titled 'Price Lists' and features a 'Client' dropdown menu, a 'Filter' button, and a search bar. Below the search bar are three buttons: 'Add List', 'Assign a Price List to a Retailer', and 'View Retailer Price Lists'. A red arrow points to the 'Add List' button. The 'Price Lists' section also includes a 'Display' dropdown set to '10 records'. Below this is a table with the following data:

<input type="checkbox"/>	Name	Client	Retailers	Date From	Date To	Actions
<input type="checkbox"/>	Price List (Unilever)	Unilever	Guardian	2020-01-01	2020-12-31	   



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3. Fill-in all the fields including the effective start and end date of the price list.

 Add Product Price List

List Name *

Client*

From *

To *

Product Prices

Product	Variant
No prices a	

◀ Dec 2020 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



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4. Click on the Add Product Price button to start adding items to the list.
5. On the pop-up box, select the product, barcode and set the price. Click Submit.

The screenshot shows a web application interface with a navigation bar at the top containing 'Retail Execution', 'Stock Management', and 'Sales'. A blue header bar for the pop-up window reads 'Add a Product Price'. The form contains the following fields:

- Product ***: A dropdown menu with the selected item 'Alpo Meal Helpers 18 Pouches NET WT 2.04 kg' and a search icon.
- Variant ***: A dropdown menu with the selected barcode '4005808224845'.
- Price ***: A text input field containing '100.00'.
- Submit**: An orange button at the bottom left of the form.

Below the form, a table is visible with the following structure:

Product	Variant	Price	Actions
No prices added.			

In the bottom right corner of the table area, there is a blue button labeled 'Add Product Price' with a red arrow pointing down to it.



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- You may edit or delete the items by clicking on the buttons under the Actions column.
- When finished with the list, click Submit.

Powata Price List  Powata 

From * 2020-01-01 To * 2020-12-31

Product Prices

Product	Variant	Price	Actions
Alpo Meal Helpers 18 Pouches NET WT 2.04 kg	4005808224845	100.00	 
Alpo Dental Chews 24 Count NET WT. 595 g	4800888190307	110.00	 
Dove Men+Care Anti Dandruff Shampoo 340ml	4800888190286	50.00	 

  



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8. Click on the Assign a Price List to a Retailer button.

The screenshot shows the Powata interface for managing Price Lists. The left sidebar contains navigation options: Company Settings, Manage Users, Location Settings, Product Settings, Packings, Categories, Brands, Products, Store Models, Price Lists (highlighted), and Mapping. The main content area is titled 'Price Lists' and includes tabs for 'Price List' and 'Promo Price List'. At the top right, there are buttons for 'Export Sample CSV' and 'Import CSV'. Below the tabs, there is a 'Client' dropdown menu with a 'Filter' button. A search bar is also present. A red arrow points to the 'Assign a Price List to a Retailer' button, which is part of a row of buttons that also includes 'Add List' and 'View Retailer Price Lists'. Below this, there is a 'Price Lists' section with a 'Display 10 records' dropdown. At the bottom, a table lists price lists with columns for Name, Client, Retailers, Date From, Date To, and Actions.

	Name	Client	Retailers	Date From	Date To	Actions
<input type="checkbox"/>	Price List (Unilever)	Unilever	Guardian	2020-01-01	2020-12-31	



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9. Select a retailer from the drop-down list.

Assign Retailers Price List

Retailers Name*

Select Retailers Name

- 7-Eleven
- Guardian
- FairPrice
- Retailer Test A
- My First Retailer

Price List IV

Price List Powata

Search...

Price List Selected

Columns

No Rows To Show



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10. On the left column, tick the box before the price list to be assigned.
11. Click on the Add button to move the price list to the right column.

Assign Retailers Price List

Retailers Name*

7-Eleven x

Price List Name *

Search...	Columns
<input type="checkbox"/> Price List To Select	
<input type="checkbox"/> Price List (Unilever)	
<input type="checkbox"/> Price List IV	
<input checked="" type="checkbox"/> Price List Powata	

Add >>

Search...	Columns
Price List Selected	
No Rows To Show	



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12. Click submit to save the assignment.

Price List Name *

Search...	Columns
<input type="checkbox"/> Price List To Select	
<input type="checkbox"/> Price List (Unilever)	
<input type="checkbox"/> Price List IV	
<input type="checkbox"/> Price List Powata	

Add >>

Search...	Columns
Price List Selected	
Price List Powata	

Submit **Empty selection**



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13. On the Price Lists page, you will see in the table the list of assignments. You can view, edit, delete or download the details under the Actions column.

[Add List](#) [Assign a Price List to a Retailer](#) [View Retailer Price Lists](#)

Price Lists
Display records

<input type="checkbox"/>	Name	Client	Retailers	Date From	Date To	Actions
<input type="checkbox"/>	Price List (Unilever)	Unilever	Guardian	2020-01-01	2020-12-31	
<input type="checkbox"/>	Price List IV	Unilever	Guardian	2020-01-01	2020-12-31	
<input type="checkbox"/>	Price List Powata	Powata	7-Eleven	2020-01-01	2020-12-31	

Items 1 - 3 of 3 total

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