

October 4

2021

# Single Store Pricing for Retail Partners

## User Guide

What is it? Application for centrally managing store-specific retail pricing that overrides any zone pricing. AKA: SSP (rewrite of old application Retail Store Pricing)

Things to know before you start:

- These price changes will be the SRP on your invoice and affect your GIG (going in gross profit).
- These price changes will batch to stores just like any other SaveALot hosted batch, **EXCEPT FOR** any Retail Departments you've elected to **BLOCK FROM HOST**. Call Host Support to change any settings for department blocking.
- Batches are sent to stores daily at 3pm & 8pm CST, for prices with following day's effective date, or today's effective date for last minute corrections.
- You do not have to manage ALL items, just the items you want to vary from your zone price.
- All items are managed at the "Master" item level. Any related items and UPC's will be updated automatically.
- These price changes may conflict with TPR's, Ad & SKVI batches. More details are in the Validation Errors section of this document.
  - Name your batches in the following format to easily differentiate:
    - "RP Name, Description, initial of person making batch"
    - e.g. "John Smith Group, Pasta Changes, RJC"
- Prices for Fresh Meat, Produce, and other PLU items may be managed in this application, **ONLY** if all PLU's are within **SaveALot's Standardized PLU master**.
- Batches must be **Saved** and **Approved** before they will process.
  - You can process a batch at any time you are completely done editing. However, once a batch is processed it cannot be edited.
  - If you approve a batch it will automatically process prior to the effective date. In this status you may Un-Approve, and make changes.

Where is it? RP Connect → Merchandising → Pricing → Single Store Pricing

Application is available to internal pricing team as well as Retail Partners

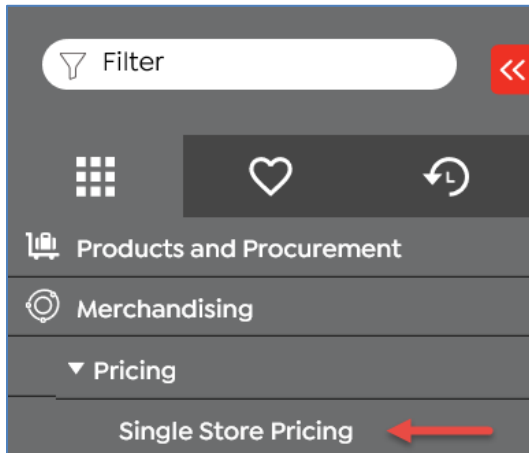
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## Menu Page

The application is found in RP Connect. You can either drill down to the application or type the application name into the filter on the RP Connect landing page.

**NOTE:** Your menus may have more or fewer applications based on your security accesses.



## Single Store Pricing Landing Page

This application is controlled by UTSA (User to Store Association). A user can only view, create or edit retail price batches for stores assigned to their UTSA.

**NOTE:** Screen may take a moment to initially load.

**Single Store Pricing**

Batch Control:

Batch ID:  Approved:  Store No:  Eff Date: ≥

Description:  Processed:  Item No:  Exp Date: ≤

Batch Type:

**Price Batches** (double-click on a row to view/edit a batch) Max Entries -  Records retrieved - 0

Batch ID	Batch Type	Description	Create Date	Created By	Eff Date	Exp Date	Status	Status Date	Last Updated By
No Rows To Show									

Status: kcla01n

## Search Functions

Click 'Find' or 'Enter' key to execute entered search criteria. Click 'Reset' to clear the screen. Select multiple filters to further refine search.

- **Batch ID:** Enter a retail pricing batch ID number.
- **Description:** Enter the description of a retail pricing batch.
- **Batch Type:** Search for Store, Price Reduction or both (all) via the drop-down. Defaults to 'all'.
- **Approved:** Search for records that are approved, not approved or both (all) via the drop-down. Defaults to 'all'.
- **Processed:** Search for records that have been processed, have not processed or both (all) via the drop-down. Defaults to 'all'.
- **Store No:** Enter a store number that the desired retail pricing batch contains.
- **Item No:** Enter an item number that the desired retail pricing batch contains. Click the icon to open the 'Item Finder' window for help finding a specific item.
- **Eff Date:** Select or type an effective date to refine results to records that are effective on or after that date. Defaults to 'today's' date.
- **Exp Date:** Select or type an expiration date to refine results to records that are expired on or before a selected date (including records with no expiration date).
- **Max Entries:** This field aids in limiting the number of records that the application will pull back to avoid timing out. This defaults to 350 but is manually editable. If more records than the 'Max Entries' limit allows match the entered search criteria, the user will receive a message indicating that they may want to further refine their search.
- The number of records that pulled into the application can be seen above the item grid as 'Records Retrieved'.

## Columns

Records sort on records creation date in descending order.

Columns can be resorted by clicking a column header.

Price Batches (double-click on a row to view/edit a batch)

Max Entries - 350

Records retrieved - 48

Batch ID	Batch Type	Description	Create Date	Created By	Eff Date	Exp Date	Status	Status Date	Last Updated By
290210	ST	test 0020	08/26/2021	Carolyn Pugh	08/26/2021	07/01/1947	Expired	07/01/1947	Karthikeyan Rajasekaran
311306	ST	SK Regression Sample	08/05/2021	Sabarieswari Ka...	08/14/2021	08/31/2021	Submitted	08/05/2021	Karthikeyan Rajasekaran
311308	ST	Regression_Unapprove validation	08/05/2021	Prathibha Panyam	08/07/2021	08/31/1950	Submitted	08/05/2021	venkateswarlu addanki
311309	ST	Test Regression SK	08/05/2021	Sabarieswari Ka...	08/07/2021		Submitted	08/05/2021	Padmanabhan Kichenamo...
311310	ST	test dec	08/05/2021	balaji archunan	08/07/2021	07/01/2022	Open - Approved	08/05/2021	Padmanabhan Kichenamo...
311314	ST	testing	08/05/2021	balaji archunan	08/07/2021	08/31/2021	Submitted	08/05/2021	Padmanabhan Kichenamo...
311316	ST	test status msg	08/05/2021	venkateswarlu a...	08/07/2021		Open - Not Appr...	08/05/2021	Vaishnu S
311317	ST	testnew12	08/05/2021	Karthikeyan Raj...	09/23/2021	08/12/1947	Submitted	08/05/2021	Karthikeyan Rajasekaran
311318	ST	Koki's TestData005	08/05/2021	Kokilavani Bala...	08/07/2021		Submitted	08/05/2021	Padmanabhan Kichenamo...

Delete Add

- **Batch ID:** Reference number for created retail pricing batch record.
- **Batch Type:** Indicates what type of retail pricing batch the record is, which includes: ST (Store) or PR (Price Reduction).
- **Description:** Description of retail pricing batch record.
- **Create Date:** Date that the retail pricing batch record was created.
- **Created By:** User who created the retail pricing batch record.
- **Eff Date:** Date that the retail pricing batch record will be effective.
- **Exp Date:** Date that the retail pricing batch record will expire.
- **Status:** Status of the retail pricing batch record, which include: Open – Not Approved, Open – Approved, Submitted, Processed & Expired.
- **Status Date:** Date that the status was last updated for the retail pricing batch record.
- **Last Updated By:** User who last updated the retail pricing batch record.

## Actions

- **Delete:** Select a record that is **not yet effective & processed** and click 'Delete' to delete the pricing batch.
- **Add:** Click to add a new retail pricing batch.
- **Edit:** Double-click on a record to open up the record for editing.

## Creating/Updating a Retail Pricing Batch Record in Edit Screen

Click 'Add' on the landing page to navigate to the edit screen to create a new record.

Double-click on an existing record to navigate to the edit screen to update the existing record.

### Edit Screen

### Edit Screen Batch Header Fields

- **Batch ID:** Auto-generates when a retail pricing batch is created & saved.
- **Description:** Enter name of new retail pricing batch record or update the name of the existing record. Updating existing pricing batch description is only available on records that are not in processed or expired status AND only contain stores in the user's UTSA (users cannot edit header information for batches that contain any item/store records for stores not assigned to them).  
**NOTE:** *The description naming convention should be "RP name, Description, Initials of person creating batch"*
- **Effective Date:** Enter effective date for the pricing batch record either manually or via the calendar icon. This defaults upcoming Saturday but is editable for retail pricing batches that are not in processed or expired status AND only contain stores in the user's UTSA (users cannot edit header information for batches that contain any item/store records for stores not assigned to them).
- **Expiration Date:** Enter expiration date for the pricing batch record either manually or via the calendar icon. This field is optional and is editable for pricing batches that are not expired AND only contain stores in the user's UTSA (users cannot edit header information for batches that contain any item/store records for stores not assigned to them).
- **Created:** Date that the record was created (auto-generated when a retail pricing batch is created & saved).
- **Modified:** Date that the record was last modified (auto-generated when a retail pricing batch is created & saved or an edit is made and saved for an existing retail pricing batch).
- **Status:** Current status of the record (auto-generated). Status flow below:
  - **Open – Not Approved:** Retail pricing batch has been created & saved but not approved.
  - **Open – Approved:** Retail pricing batch has been approved but is not yet effective or processed.
  - **Submitted:** Retail pricing batch has had the 'process' button manually clicked but has not been processed yet.

- Processed: Approved retail pricing batch has been processed but has not expired yet.  
**NOTE**: Once a pricing batch has either had the process batch job manually initiated (via the 'process' button) or via the nightly batch job, that pricing batch will update to 'processed' status. The nightly batch job updates the status to 'processed' for any approved retail pricing batches effective within the next 2 days.
- Expired: Pricing batch processed and has expired.
- Status Date: Date that the current status took effect (auto-generated).

## Edit Screen Columns

Displays all item/store retail records for stores in the user's UTSA for the retail pricing batch record being viewed/created.

**Single Store Pricing**

**Batch Details :**  
 Batch ID: 311326    Description: 2021-10-02\_WED\_OCT AD    Effective Date: 10/02/2021    Expiration Date: MM/DD/YYYY  
 Created: 08/06/2021    Modified: 08/06/2021    Status: Open - Not Approved    Status Date: 08/06/2021

**Batch Items** Records shown - 4

Item No	Description	Quantity	Price	Store No	Store Name
35859	MANDARIN ORANGES IN LT SYRUP	1	1.25	101	New Port Richey, FL-Mass Ave
36392	DICED PEACH CUP LT SYRUP 4PK	1	0.55	101	New Port Richey, FL-Mass Ave
35859	MANDARIN ORANGES IN LT SYRUP	1	1.25	102	St Petersburg, FL-Federal Plaza
36392	DICED PEACH CUP LT SYRUP 4PK	1	0.55	102	St Petersburg, FL-Federal Plaza

(Show Combo/Child Items)

Status: Batch saved successfully, Batch ID - 311326 kcla01n

- Item No: Item number
- Description: Item description
- Quantity: New retail multiplier for the store/item. This can be clicked to edit for a store/item record for retail pricing batches that are not in processed or expired status.
- Price: New retail price for the store/item. This can be clicked to edit for a store/item record for pricing batches that are not in processed or expired status.
- Store No: Store number
- Store Name: Store name

## Adding Item/Store Records to a Pricing Batch Record

Open window to add items & stores to a batch by clicking the 'Add Items' button. Window defaults to no stores or items populated when first opened.

The 'Add Items' window consists of two main sections: 'Stores' and 'Items'. Each section has a text input field with an 'Add' button (a green plus icon) above it. Below each input field is a table grid.

**Stores Grid (Left Screenshot):**

Store No	Store Name
No Rows To Show	

**Items Grid (Left Screenshot):**

Item No	Description	Qty	Price
No Rows To Show			

**Stores Grid (Right Screenshot):**

Store No	Store Name
101	New Port Richey, FL-Mass Ave-j
102	St Petersburg, FL-Federal Piza

**Items Grid (Right Screenshot):**

Item No	Description	Qty	Price
36392	DICED PEACH CUP L...	1	
35859	MANDARIN ORANGE...	1	

At the bottom of the window are three buttons: 'Add' (green plus icon), 'Reset' (eraser icon), and 'Exit' (red X icon).

### Add Items Window Columns


- **Store Grid:**
  - Store No: Store numbers that will be added to the currently viewed retail pricing batch for the items in the Items grid within the same Add Items window.
  - Store Name: Store names for the listed store numbers.
- **Items Grid:**
  - Item No: Item numbers that will be added to the currently viewed retail pricing batch for the stores in the Items grid within the same Add Items window.
  - Description: Item descriptions for the listed item numbers.
  - Qty: Retail price multiple quantity for the new retail price for the item being added to the currently viewed retail pricing batch (will apply to all stores in the upper Stores grid when added to the retail pricing batch). Defaults to '1' but is editable.
  - Price: New retail price for the item being added to the currently viewed retail pricing batch (will apply to all stores in the upper Stores grid when added to the retail pricing batch).

### Adding stores to a retail price batch record via the Add Items window:

**NOTE:** A store/item must have a base price before a Single Store price can be attached.

- Enter one or more store numbers that are within your UTSA into the Stores field (separated by commas) and click 'Enter' key or 'Add' button above the upper grid.  
**NOTE:** Invalid stores or stores not within the user's UTSA will not be added (a warning message will populate for the invalid stores).
- Valid store numbers and names will populate in the 'Stores' grid in the Add Items window.

### Adding items to a retail price batch record via the Add Items window:

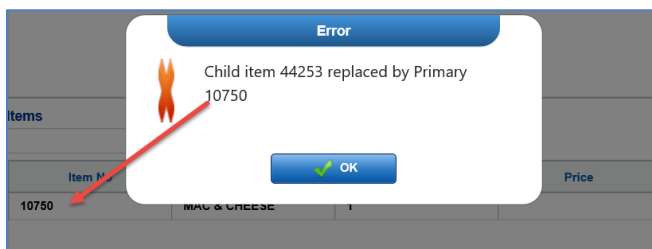
- Enter one or more item numbers in the Items field (separated by commas) and click 'Enter' key or 'Add' button above the lower grid.
- Click  icon to open up a search window for items if item numbers are unknown.  
**NOTE:** Invalid items will not be added (a message will populate with the invalid items).



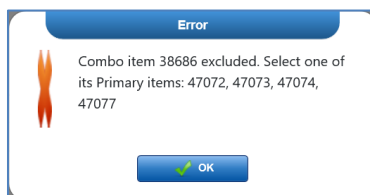
- Valid item numbers and descriptions will populate in the 'Items' grid in the Add items window.

**NOTE:** *Retails are maintained at the Primary (Parent) Item level.*

*If a child item is entered for a pricing batch, the user will receive a soft warning communicating that the entered child item has been replaced with the correct primary item and that primary item will populate in the item grid in this Add Items window.*



*If a combo item is entered for a pricing batch, the user will receive a soft warning with a list of the combo's primary items. The user must then enter one or more of the listed primary items (that require a retail price update) in order to update the retail for the combo item (the combo's 'retail' is actually a weighted average calculation based on the combo's primary items' quantities on the combo and their respective retails). If the quantities change, the combo retail is recalculated the next time a batch is processed.*



#### *Add Items Window Actions:*

- Qty:** Enter retail quantity for each item row if different than the defaulted '1' (required).
- Price:** Will default blank. Enter the retail price for the Qty entered for each item row (required).
- Add:** Once all items are entered and have retails assigned, click the 'Add' button at the bottom of the window to add the listed stores/items/retails records in the Add Items window to the pricing batch. They will be visible in the background screen once 'Add' is clicked.  
**NOTE:** *THIS MUST BE DONE BEFORE clicking 'Exit' to add the stores/items/retails to the retail pricing batch.*
- Reset:** Clear the window's screen to start over in the Add Items window.
- Exit:** Closes the window to return to the pricing batch creation/edit screen.

## Edit Screen Actions

**NOTE:** After saving, approving/unapproving or processing a retail pricing batch, a status will populate in the lower left-hand corner to confirm the action was completed.

- **Show Combo/Child Items:** Opens a second grid at the bottom of the screen to display details for any current combo or child items associated with selected item/store row (combo/child records only populate for one selected item/store record). Clicking the 'arrow', if present, next to the Item No in this lower grid will expand the item to additional information. Click the link again to hide the grid (link label changes to 'Hide Combo/Child Items when open').

(Hide Combo/Child Items)

Item No	Item Type	Current Source	Current Combo Qty	Current Qty	Current Price	New Qty	New Price
47072	Primary	EXCEPTION		1	2.19	1	2.5
38686	Combo	EXCEPTION		1	2.34	1	2.42
47072	Primary	EXCEPTION	90	1	2.19	1	2.5
47073	Primary	EXCEPTION	90	1	2.79	1	2.79

- **Item No:** Item number for the grid's row.
- **Item Type:** Indicates whether the item is a primary, child or combo item.
- **Current Source:** Indicates where the current retail pricing is originating from for the store/item.
- **Current Combo Qty:** Quantity of item primary present on the combo item.
- **Current Qty:** Current retail quantity for the store/item. Retails are not managed at the combo level.
- **Current Price:** Current retail price for the store/item. Retails are not managed at the combo level.
- **New Qty:** New retail quantity entered for the store/item on the batch being viewed/created.
- **New Price:** New retail price entered for the store/item on the batch being viewed/created.
- **Check Conflicts:** Checks for any conflicts within existing SSP records for the pricing batches against the batch being created. This option is available for records that are not in expired status or processed TPRs. This screen populates existing batches' items/stores that conflict with any item/store records in the batch being created. **An action MUST be selected for each populated record in order to save avoid pricing issues.**

Retail Price Conflicts

Conflicting Batch					My Batch	
Batch	Effective/Expiration	Store	Item	Price	Price	Action
311249 - Krista -Demo Con...	20210810 - 0	101	36392 - DICED PEACH CU...	1 for \$2.5	1 for \$0.55	None
311249 - Krista -Demo Con...	20210810 - 0	102	36392 - DICED PEACH CU...	1 for \$1.5	1 for \$0.55	None

Updated selected response: None Respond

Cancel Save

 License Expired

- Columns:
  - **Batch:** Name of retail price batch that the conflicting store/item record is assigned to.
  - **Effective/Expiration:** Effective & expiration date of the existing conflicting retail price batch.
  - **Store:** Store number of the conflicting store/item record.

- Item: Item number & description of the conflicting store/record item.
- Price: Retail price for the store/item on the conflicting retail price batch.
- My Batch Price: Retail price for the store/item on the retail price batch being created/edited.
- My Batch Action: Action to be taken for each record.
- Select one of the following actions for each record by double-clicking the action field for each row and selection on of the options.
  - None: This option takes no action for either of the conflicting retail price batches. **An action MUST be selected for each populated record in order to save avoid pricing issues ('none' is not considered taking action).**
  - Expire: This option expires the store/item from the existing batch. All other records on the conflicting batch will not be altered.
  - Overlay: This option will overlay the newly created store/item pricing record on top of the existing conflicting store/item pricing record. Once the newly created store/item pricing record expires, the retail price will revert back to the previously existing retail (if it has not expired at that time).
  - Remove: This option will remove the store/item record from the batch being created/edited.
- To apply the same action for multiple records, select the desired records (by clicking each desired row or using the ctrl or shift buttons), select the desired action from the 'Update Selected Responses' drop-down and click 'Respond'.
- Click 'Save' to save all selected actions. The actions will not take place until the new retail pricing batch has been fully processed.
- If there are not conflicts present, the below message will populate in the lower left-hand corner of the screen after clicking the 'Check Conflict' button.

Status: No conflicts found for Batch ID - 290210

- Add Items: Populates a pop-up window to select 1 or more stores for 1 or more items for the pricing batch being viewed. This option is available for pricing batches that are not in processed or expired status.
  - Delete Items: Select a record row and click 'delete' to delete the store/item from the pricing batch. This option is available for pricing batches that are not in processed or expired status. Multiple rows can be deleted at once using ctrl or shift keys.
  - Approve/Unapprove: Approves the entire pricing batch. Approving the pricing batch flags it as ready for processing by the nightly batch job. Unapproving the pricing batch removes that flag. Unapprove is only available for pricing batches not in processed or expired status. Status will update to 'Approved – Open' for pricing batches that have been approved and are not expired.
  - Process: Approved pricing batches that are effective within the 'next' 2 days are automatically processed via an overnight batch job. This button allows the user to initiate the processing batch job for approved pricing batches immediately. The pricing batch will be processed the next time EPOS is run (3:00pm daily). The status will update to 'Submitted' until the processing batch job has been run for the retail pricing batch record.
- NOTE:** Once the batch is processed, the only field that is editable is the expiration date.
- NOTE:** An email is generated for any batches that failed validation when the processing batch job initiates (either manually or automatically) with details of the failed validations as well as every zone/store included in the processed record change.
- NOTE:** An email containing the Batch ID is generated for processed pricing batches on their effective date confirming whether the pricing batch was processed successfully or not.
- Save: Click to save the pricing batch being created/edited. This will not initiate processing of the retail pricing batch.
  - Close: Navigates back to the landing page.

## Price Warnings

Once 'save' is clicked, a 'price warning' window will populate. This screen provides visibility to the item/store retail prices being saved for the pricing batch that are 30% higher or lower than the store/item's current retail price. To proceed, click the 'save' button. To navigate back to the pricing batch's editing screen without saving, click 'cancel'.

Price Warnings

Click 'Save' to accept, or 'Cancel' to continue editing prices

Item No	Current Quantity	Current Price	New Quantity	New Price	Warning	Store No
36392	1	2.5	1	10	300%	101
36392	1	1.5	1	10	567%	102

Save

Cancel

## Validation Errors

After saving, a window may populate with any pricing validation errors. User can export the list via the 'excel' icon to dig deeper into the issues.

Validation Errors

The item 36392 for store 102 conflicts with batch 311249 - Krista -Demo Conflict

The item 36392 for store 101 conflicts with batch 311249 - Krista -Demo Conflict

OK

## Batch Processing Email Messages

Messages may include the below notes and error messages:

### Informational Messages

Informational message that a pricing batch was validated, and no errors were found.

- The item (number) in batch (number) – (number) no longer has a valid primary/child relationship.  
*When the pricing batch was created, the item was related to a different item. That relationship no longer exists, but the pricing batch hasn't been updated to reflect the new item relationship.*
- The child items primary item is not valid.  
*When the batch was created, the child item had a different parent item than it currently does.*
- The retail price on item (number), (Item number) for (price) is too low. The retail price must be at least \$0.01
- The batch (number) - (number) does not have any items and will not be processed.
- Batch (number) contains an orphaned child item, item number.

### Error Messages

Most of the errors listed would occur due to item maintenance occurring after a pricing batch is created for errors received from the auto-run batch processing job since the Single Store Pricing application runs the same validation logic as the auto-batch processor does.

- Batch number contains an item which is not in the item master. Item: (number) Store (number)
- Batch (number) contains a non-primary item as a primary item. Item: (number) Store: (number)
- Could not find the pricing batch (number)
- Validated batch (number) – (number)
- Base price error in SSP – This error only comes up when the batch is saved. If the batch is originally saved with a valid base price and the base price then drops out, \*the users can still click the approve and/or process buttons to initiate processing of the batch. They won't get an error message until the batch processing email comes in.  
*\*Example: Beginning of May, pricing department creates a retail price batch effective September 1st. Middle of July, the item is no longer in the DCs and the base price is purged.  
Pricing begins getting validation error emails for the pricing batch created in May.*
- Orphaned item  
*An orphaned child item occurs when a child item is in a pricing batch, but its primary item is not.*
  - Item (number) is listed as a child item in the batch. It is not a child item
  - Child item (number) is not a UPC item
  - The batch primary item (number) for child item (number) is incorrect. The correct primary item is (number).
  - Child item (number) is a combo and cannot be a child item
  - Child item (number) is a supply or non-retail item and cannot be a child item
  - Item (number) is a combo item
  - Child item (number) for store/zone (number) is an invalid combo item
  - The batch retail item (number) for combo item (number) is not a retail item of the combo
  - The item (number) for store (number) conflicts with batch (number) - (number)
  - The item (number) for store/zone (number) does not have a base zone price
  - The combo item (number) does not have any retail items
  - The batch (number) - (number) has not been approved for processing