

CHECKLIST: PRICE LISTS

Step 1: Verify Your Price List Settings

Confirm that your sales price list and the prices within it are configured correctly.

- ☐ Confirm the **correct sales price information** (RP, Former RP, MSRP) is assigned to the article. What is needed depends on the channel (see "X-14" on your [Channel Sheet](#)).
"Articles > Price catalogue" → Select price list → "Articles" tab
 - ☐ Ensure the price list is marked as **"Active."**
"Articles > Price catalogue" → Select price list → "Settings" tab
 - ☐ Verify the **Validity period** is current and the promotion has already started.
 - ☐ Select the **"Sales" checkbox** (mandatory for all non-default, sales lists).
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Step 2: Confirm Channel Assignment & Article Export

Check if the price list is properly linked to the channel and that the article itself is ready for export.

- ☐ Verify that the price list is **assigned to the correct channel**.
"Channels > [*Your Channel*] > Price catalogue"
 - ☐ Set the sales list to a **higher Priority** (e.g., "Priority 1") than your default list.
 - ☐ Confirm the article has **no export-blocking errors** in the Article Error Hub.
"Articles > Article error hub"
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Step 3: Review Channel Feedback

If all internal settings are correct, check for any feedback from the channel (if the channel provides it).

- ☐ Look for any **price rejection messages** sent back from the channel.
"Channels > [*Your Channel Name*] > Article status" or
"Data exchange > Directories > Error files"