

## Etail Systems Tip Sheet

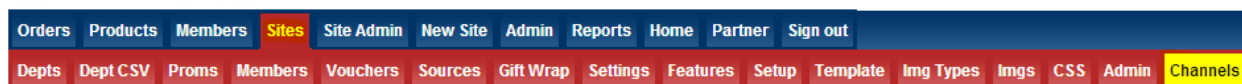
*Objective: To add your PlayTrade information in COMS & to export a file to send to PlayTrade.*

The following tells you how to achieve this;-

PlayTrade is relatively simple to get up & running - they offer no actual integration, so you need to export a file to send to them so they can add your products for you.

### Inputting your PlayTrade information

You'll need to go to Sites > Channels



& then select the PlayTrade icon:

**NB: If you can't see this icon, please let us know.**

You'll then see this page:

A screenshot of the "PlayTrade Account Details" page. The page has two tabs: "PlayTrade Account Details" (active) and "PlayTrade Logs". The form contains the following fields and options:

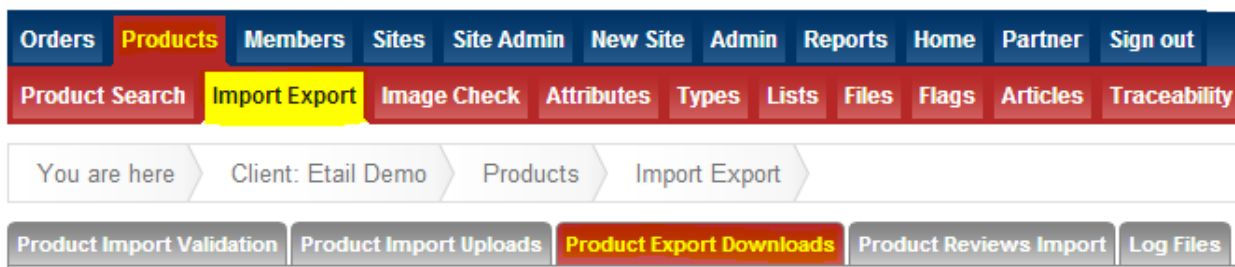
- Username: [text input] Your PlayTrade login email address
- Password: [text input] Your PlayTrade password
- Account active: ☐ Account is enabled. Disable to temporarily stop all PlayTrade processing
- Sync Products: ☐ Update PlayTrade with Product Prices, Stock and Status changes
- Calc Euro price: ☐ Calculate Euro price from GBP price using Exchange rate (This must be set up)
- Import Orders: ☐ Import Orders from PlayTrade
- Update Orders: ☐ Update dispatch information on PlayTrade when orders are despatched from COMS
- Shipping surcharge: [text input] All PlayTrade prices are 'Delivered'. Included a surcharge to apply to all normal product prices for shipping. Alternatively you can specify PlayTrade prices at product level.

At the bottom left is an "Add Account" button.

Just enter your username & password & click 'Add Account'. Don't tick any boxes – we need to do this when everything is set up.

## Exporting your PlayTrade file

Go to Products > Import Export. You'll then need the Product Export Downloads mini tab.



You'll then need to scroll down until you see this:

OR Play.com templates :

Site: Select Site

- ☐ Gadgets
- ☐ Toys
- ☐ Electronics
- ☐ Computing
- ☐ Mobile
- ☐ Sport and Outdoor
- ☐ Clothing and Accessories
- ☐ Mobile
- ☐ Mobile

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OR Play.com stock :

- ☐ Stock

Export Products

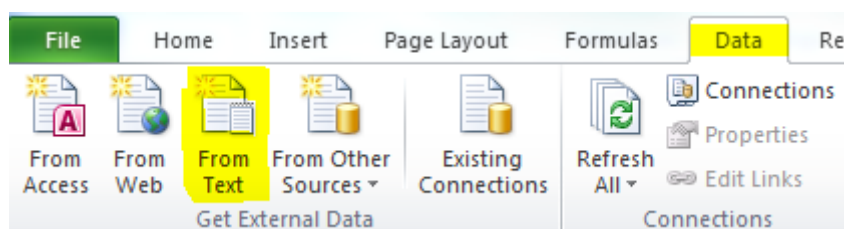
If you have multiple sites, select the site you want to export your products from. If you only have one, then your site should be selected already.

Choose **one** category that best fits your products, then click 'Export Products'.

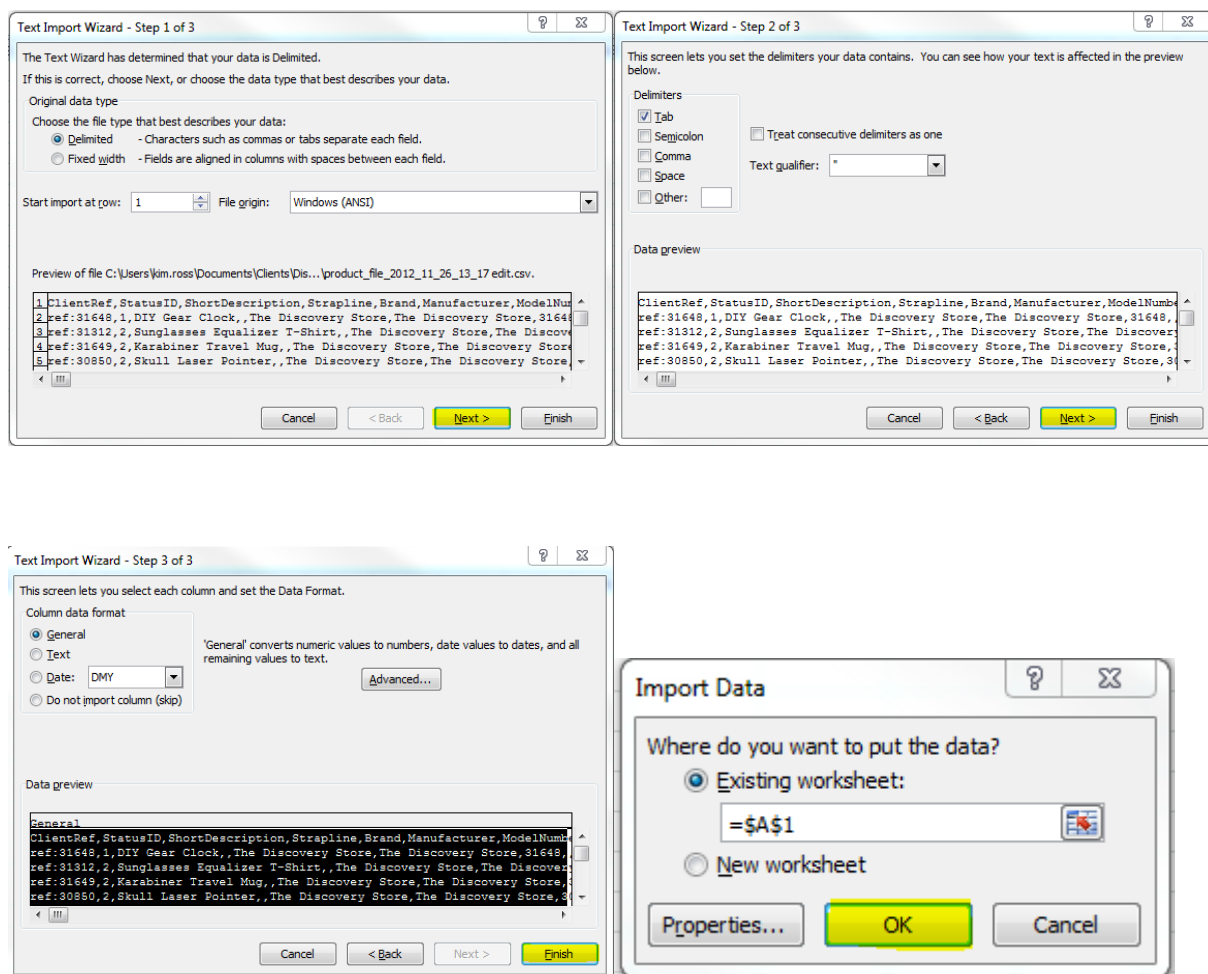
**NB: You may need to alter some of the columns before sending it to PlayTrade – please liaise with them on what you need to do with your data. If any massive data changes are needed that can be exported from our system, please contact us.**

## Opening your PlayTrade file

To open your PlayTrade file, you need to open it in Excel as a text file. To do this, download your file, but don't open it in Excel. Open up Excel & start a blank sheet. Then go to Data > From Text.



Select your file & click "Import". The follow screens should look similar to this & have the same options selected:



Your file should now be set out in columns, as with a normal spreadsheet.

If this doesn't work, try downloading OpenOffice – it's basically a free, open source version of Microsoft office, minus a lot of the issues Office has! Repeat the process above (the wording & screenshots might be slightly different, search on Google for the latest way of how to do this in Open Office).

## PlayTrade & COMS

Once you're happy for all your PlayTrade orders to be imported, your prices, stock & status changes syncing & updating despatch information from COMS to PlayTrade, please let us know so we can set this up.

## Prices

As all PlayTrade prices are 'Delivered' prices. If you would like us to increase all your PlayTrade products by a certain amount to take postage costs into consideration, please let us know how much.

## Reserve Stock

If you'd like to have 'Reserve' on the amount of stock that can be sold on PlayTrade for a particular item, you need to go in to edit the product, & click on the 'PlayTrade' button. This 'Reserve' feature means that if you want to take the product off PlayTrade when you only have say, 5 in stock, you can.

Back to Listing Product Edit Prices / SKUs Images Stock Relations Reviews **PlayTrade**

PlayTrade - 6mm Airsoft Paintball Pellets - Blue

Reference / Attributes	Stock	Channel	Price	Listed	Enabled	Delivered Price	Reserve
32303	13	PlayTrade	£6.95	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GBP: <input type="text" value="5.7917"/> 6.95 incl VAT Euro: <input type="text"/>	<input type="text" value="0"/>

Click the green 'update' button to save your changes. You can also manually change the price of an item here.

If you need any more information on PlayTrade, please call 0844 482 0908 or email [support@etailsystems.com](mailto:support@etailsystems.com).