

## MRP only changes

1. Login to the [Partnersbiz portal](#) and go to assortment Tab
2. Click on the “Bulk MRP upload” tab on the top right, **this is active for only GST related “MRP” changes until communicated otherwise**

The screenshot shows the 'Assortment' page with 33 listed products. At the top right, there is a 'Bulk MRP Upload' button and an 'Add new Product' button. Below this, a notification banner states 'GST changes affecting your MRPs? Update quickly with our Bulk Upload feature and edit MRPs as needed.' with an 'Upload Changes' button. A 'Requests' tab is active, showing a table of MRP requests.

Request ID	Type	Manufacturer	Creation by	Creation at	Status	Updated by	Updated at	Remarks
123482	MRP/ Grammage	Hindustan Unilever	Rahim ahmed	4 April 2024	Draft	Ranjan Lalwa	4 April 2024	NA
123482	MRP/ Grammage	BitSquared	Rahim ahmed	4 April 2024	Approval pending	Ranjan Das	4 April 2024	2 Redo View
123482	MRP/ Grammage	BitSquared	Rahim ahmed	4 April 2024	Image under review	Ranjan Das	4 April 2024	2 Redo View

3. Download the pre-filled format for your listed products- only the eligible items with GST changes will appear here. Ensure inputs are given for all items and variants to process POs and payments in-line.

The screenshot shows the 'Assortment' page with a 'Bulk MRP Update' dialog box open. The dialog box contains the following text:

**Bulk MRP Update**  
Update MRPs with GST changes using a file upload.

**STEP 1**  
Download the pre-filled format for your listed products. Ensure inputs are given for all items and variants to process POs and payments in-line, use the below logic for inputs in column I and J

[Download Template](#)

**Guidelines for filling the sheet:**

- Only MRP has changed?  
Column I as "Y" and Column J as "N".
- Only Grammage changed?  
Column I as "N" and Column J as "Y".
- MRP and Grammage have changed?  
Column I as "Y" and Column J as "Y".

Buttons: Cancel, Next

4. Upload the file and check for errors if any

## Only Grammage or MRP & Grammage changes

5. Login to the [Partnersbiz portal](#) and go to assortment Tab

6. Follow the current variant creation flow, in case of GST related grammage changes, click “Yes” on the highlighted field

**PartnersBiz** my catalog 33

Item id: 123482  
Listed Products > Nova Instant Coffee (Rich & Smooth)

Step 01 Basic Details Step 02 Images And Videos Step 03 Activation Inputs Step 04 Verify And Submit

Item Details		
Item Id 879459f8946c	Item Name 8906032011019	HSN Code 3435535
UPC 96656464356	Brand Nova Instant Coffee (Rich & Smooth)	Manufacturer Nova Manufacturer
L0 Category Personal care	L1 Category Trimmer	L2 Category Shaving cream
Item Attributes		
Size 12x4 inch	Color Blood red brown	Packaging Type Card board box

**i** MRP, UPC, and Grammage combinations must be unique. Selecting existing values for two will disable any third to avoid duplicates.

**UPC** Select existing or enter new UPC  
Add New UPC 343535353434 736875735893

**Grammage** Select existing or enter new grammage  
Add New Grammage 100 g 340 g 334 g

**MRP** Select existing or enter new MRP  
Add New MRP ₹ 588.00 ₹ 588.00 ₹ 588.00

Is this change due to the new GST rule? \*  
 Yes  No

Save & continue