

Configuration

How do I add a charge to a group of trading partners?

In order to apply a charge to a group you will need to create a partner category.

Login as Admin and go to the Configuration menu located on the top of the screen.

Configuration > Partner Category Setup

Once inside, double click to create a new category. Name it whatever is relevant.

Save and close.

Then go to the trading partners who are included in this group and add it to their record. Select it under CATEGORY. Save and Close

In Charges .. select the category under Supplier Category.

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Author: Melanie Jones

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