Configuration

Price Group Maintenance

Where is Price Group Maintenance Located?

- **Configuration > Price Group Maintenance**

Why & When to use Price Group Maintenance

Use Price Groups when you are setting up sales contracts so that the prices will apply to a large group of customers (that you select). Price Groups can be assigned to trading partners.

How to Add a Price Group

1. **Configuration > Price Group Maintenance**
2. Click **New.**
3. Type in a code and name for the price group. You may name them whatever you choose.
   - Tip: Short, concise names are best for ease of viewing on the Price Schedule.
4. When you have entered the desired price groups, **Save and Close**

How to Add a Price Group to a Trading Partner

1. **Company > Find > Trading Partners**
2. Price Groups can only be added to Customers.
3. Click the customer name you wish to add a price group to.
4. When the customer information opens, click the **Customer** tab.
5. Locate the **Price Group** field. Open the dropdown and clik the Price Group you would like to select.
6. **Save and Close**

Unique solution ID: #1062
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Last update: 2017-05-30 18:06