How to Create Price Group

Overview:
Since there are different pricing for each Customer Group, setting a Price Group in the system will help the user to group their customers with the same pricing requirements.
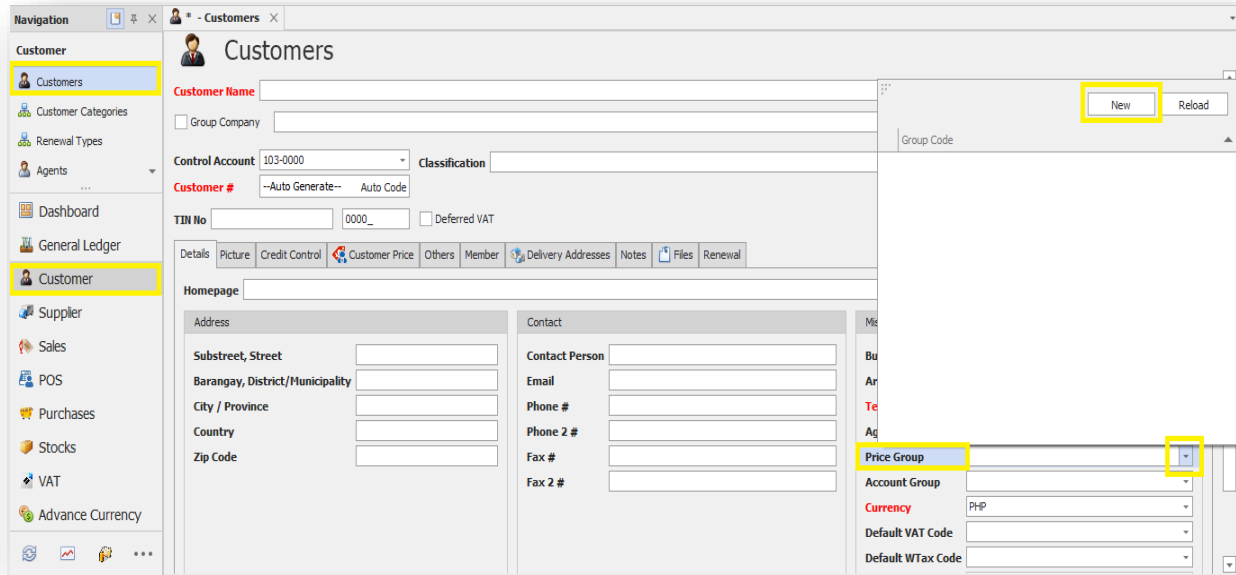
Procedures:
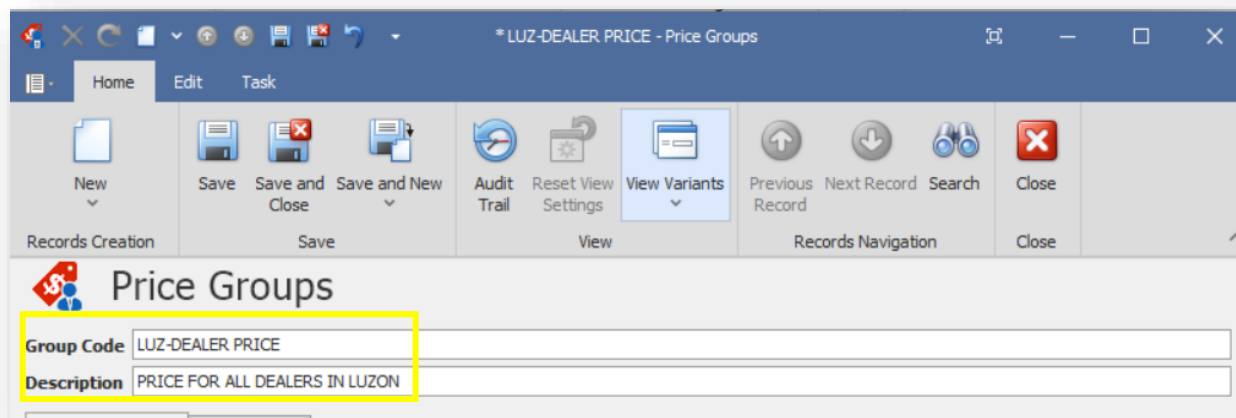There are two ways to create **Price Groups**

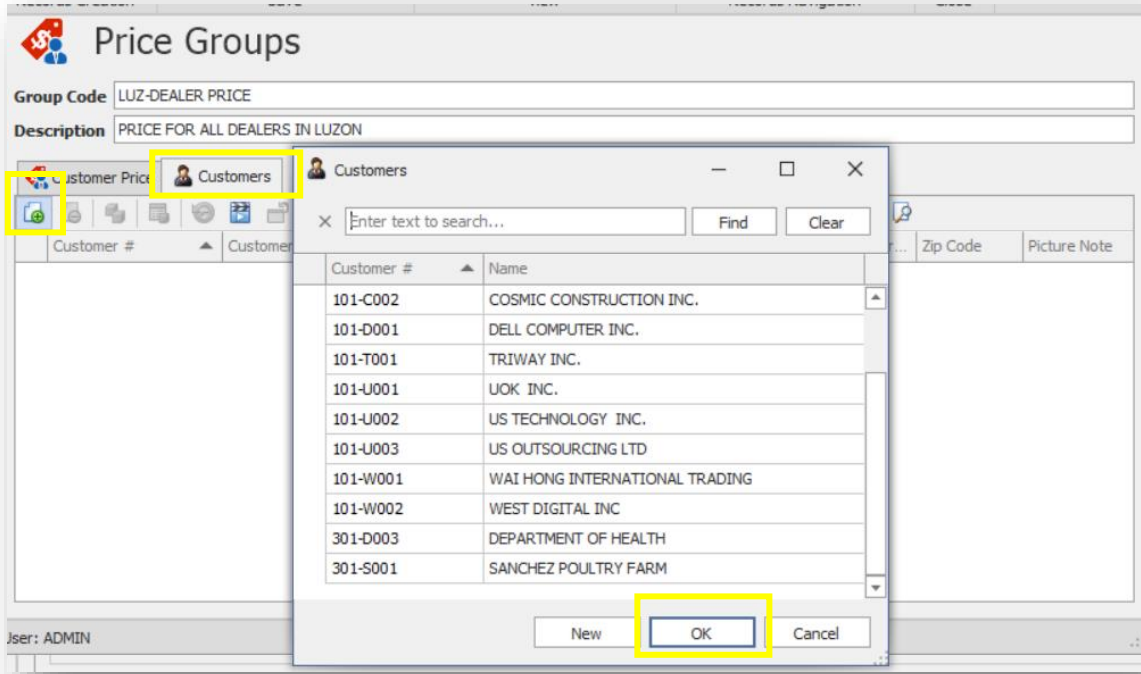*Option 1.* In Navigation Pane, Go to Stocks > Price Groups

Option 2. Thru Customer > Customer Maintenance, look for the Price Group field, click the dropdown arrow Button then click 'New'

1. Price Group Maintenance will be opened, fill in the following:
   Group Code – Price Group Name or Customer Group Name
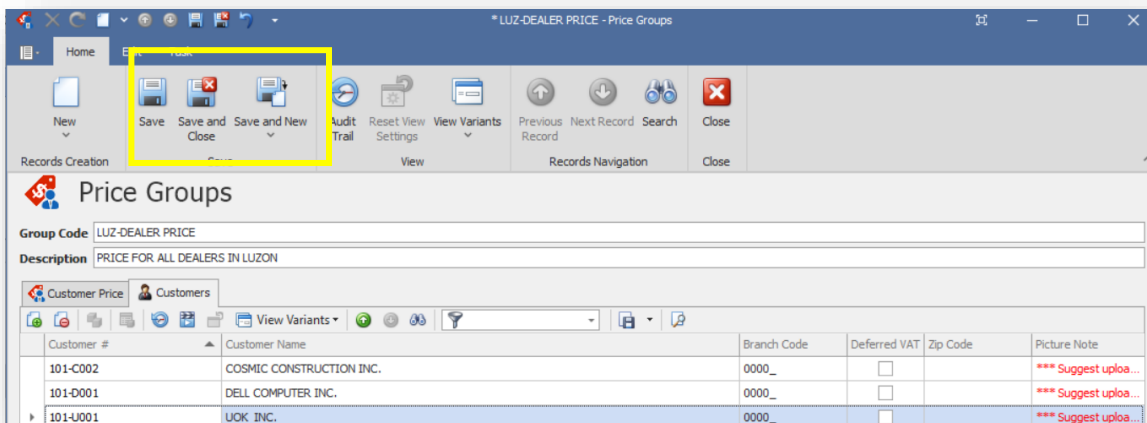   *Description* – A brief description/explanation of the Price Grouping

2. Go to Customers Tab, click the Link Button, search for the Company/Client that should be part of the group then click OK Button. Repeat until all applicable companies are added.
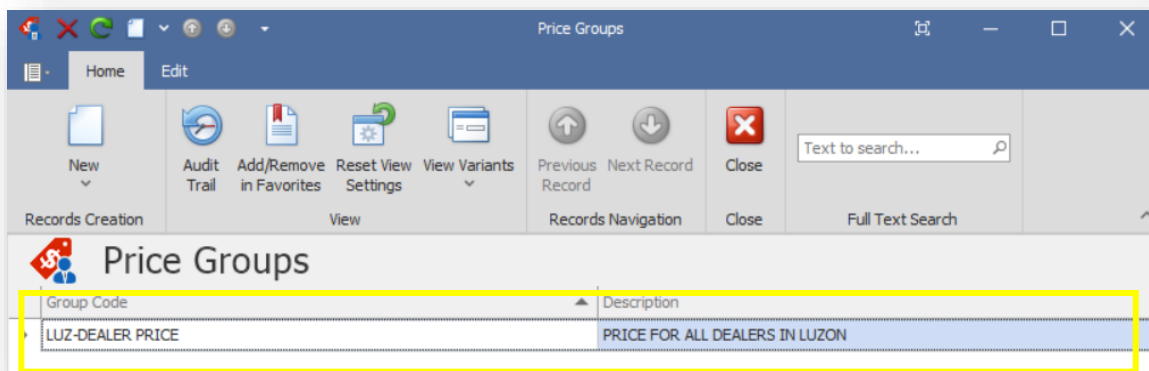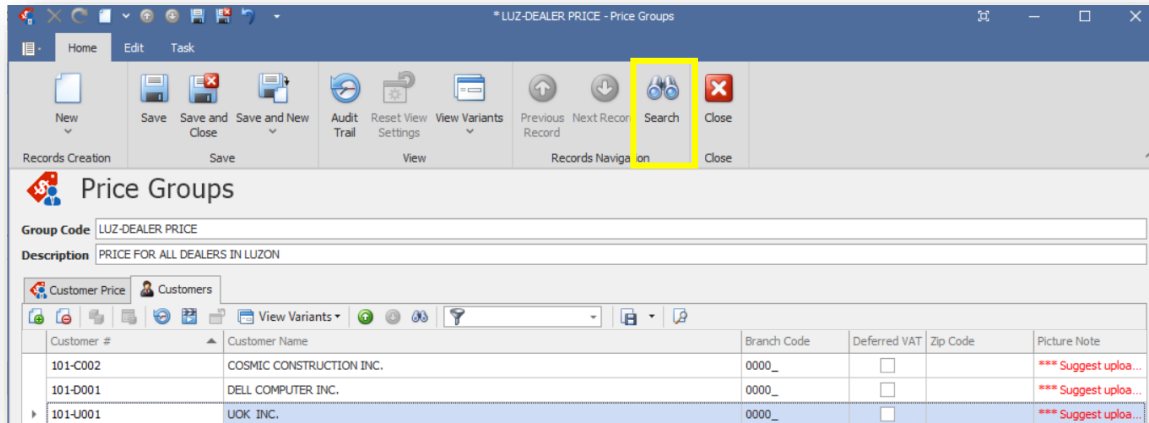

Note: Customer Price Tab refers to the setup of Item Custom Price and/or Discount (To further know the Pricing Setup, refer to *KB - How to set up Customer Pricing Rule)*

3. Once Customers are added and Customer Price has been established, click Save button.

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4. To see the Price Group List, just click the Search Button and the system will display all maintained Price Group.

📝 *For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://support.qne.com.ph*