



***HOW TO  
Set Up & Administer  
Price Groups***

Revision 1.1



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# HOW TO

## Set Up & Administer Price Groups

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### Introduction

Price Groups allow you to define Customers who will receive special prices on specified products. First you create the Price Group, then you add the products and the customers to the Price Group.

Customers who are assigned to the Price Group will see the assigned products at the price you assign to them in the Price Group.

### Creating a Price Group

Price Groups are created using the Administration Interface.



1. Click the triangle next to Stores to view the stores in your Miva Domain.
2. Click the triangle next to store's name to view the functional areas of the store.
3. Click the triangle next to Price Groups to view the Add Price Group link.
4. Click the Add Price Group link.

5. If necessary, click Price Group  
This is the only link that shows on the initial Add Price Group form.
6. Enter the name of this Price Group.
7. There are four pricing methods that you can use for a Price Group. Select one of the following methods of pricing for the Price Group:
  - a. Retail  
Sells at retail price.
  - b. Cost  
Sells at your cost.
  - c. Discount From Retail:%  
- Sells at the percent of discount from Retail.  
- Enter the percent discount in the text box provided.
  - d. Markup From Cost:%  
- Sells at a markup percentage from cost to the price group.  
- Enter the percent markup in the appropriate text box.
8. When you have finished defining the discount amount, click Add.  
When the Price Group is created, two new links display.

### Selecting the Price Group

- **Customers** Click the Customer link to assign customers to the Price Group.
- **Products** Click the Products link to assign products to the Price Group.

Once the Price Group has been established, you must add customers and products to it. This is done using the Edit Price Group form. Use the following procedure to open the form.

1. Click the triangle next to the store name to expand the menu.
2. Click the triangle next to Price Group. This expands the Price Group menu to show all Price groups in your store.



3. Click the link for the Price Group to open the Edit Price Group form.

### Edit Price Group: Special Customers 🔍

Price Group [Customers](#) [Products](#)

Price Group Name:

Pricing:

Retail

Cost

Discount From Retail:  %

Markup From Cost:  %

## Assigning Customers to a Price Group

Click the Customer link to display a list of the store's customers.

### Edit Price Group: Special Customers 🔍

Price Group [Customers](#) [Products](#)



**All** [Unassigned](#) [Assigned](#) Search:

	Assigned	Login	Pass.	Recovery	Email	Name	
<input type="checkbox"/>	george	george@miva.com	george	bancroft			📄
<input type="checkbox"/>	g	george@miva.com					📄
<input type="checkbox"/>	bill	bill@miva.com					📄

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You can perform the following tasks with this screen:

1. Display your store's customers.
  - All Displays all customers.
  - Unassigned Displays customers not assigned to this Price Group.
  - Assigned Displays customers assigned to this Price Group.
2. Search for a customer.
  - a. Enter the name, or a partial name into the text box.

- b. Click the Search  button.
  - c. Those customers that meet the search criteria are displayed.
  - d. Click the check box next the name to assign the customer to the Price Group.
3. Add a new customer by clicking the New Customer button.
- Click the New Customer  button and the following form is displayed.

### Add Customer


Identification
Shipping/Billing Information

**Login:**

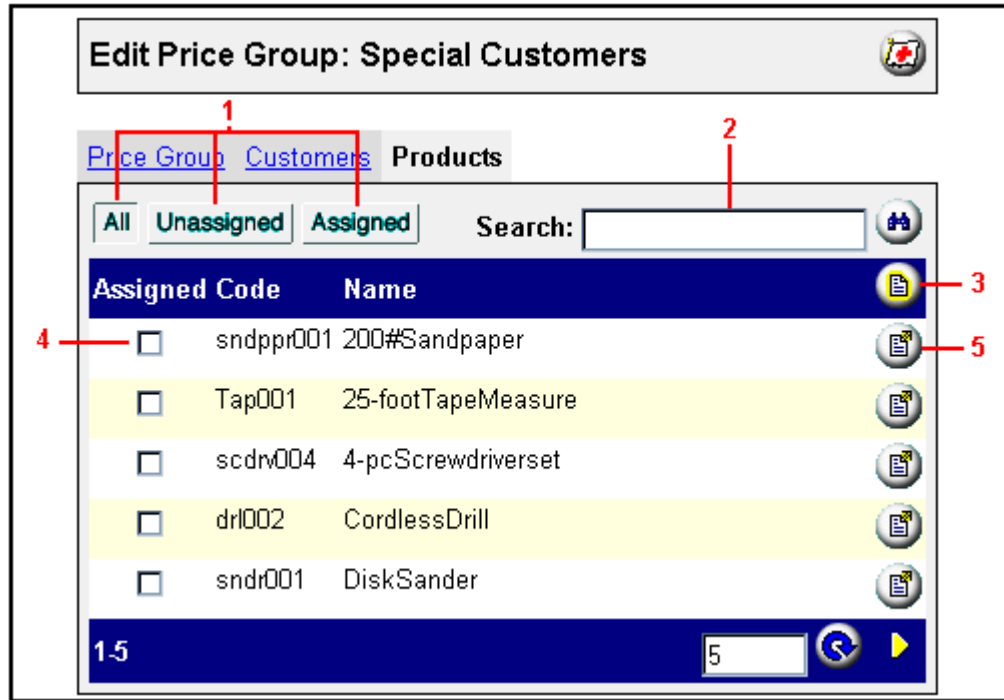
**Email Lost Passwords To:**

**Password:**

**Confirm Password:**


- a. Enter the information for the new customer.
  - b. Click Update.
- For more detailed information about adding new customers, refer to *HOW TO Set Up Customers*.
4. Assign a customer to the Price Group by clicking the checkbox for the appropriate customer.
  5. Edit customer information by clicking the Edit  button for the customer.
  6. Click Update when complete.
- For more detailed information about editing customer information, refer to *HOW TO Set Up Customers*.

## Assigning Products to a Price Group



Click the Product link to display a list of products assigned to the store.

You can perform the following tasks with this screen:

1. Display your store's products.
  - All Displays all products.
  - Unassigned Displays products not assigned to this Price Group.
  - Assigned Displays products assigned to this Price Group.
2. Search for a product.
  - a. Enter the name, or a partial name into the text box.
  - b. Click the Search  button.
  - c. Those products that meet the search criteria are displayed.
  - d. Click the check box next the name to assign the product to the Price Group.
3. Add a new product by clicking the New Product button.
  - a. Click the New Product button and the following form is displayed.

**Add Product**

Product [Images](#) [Headers & Footers](#)

Product Code:

Product Name:

Price:

Cost:

Weight:


Description:

Taxable

b. Enter the information for the new product.

c. Click on Update.

For more detailed information about adding new products, refer to *HOW TO Set Up Products and Attributes Using the Administration Interface*.

4. Assign a product to the Price Group by clicking the checkbox for the appropriate product.
5. Edit product information by clicking the Edit  button for the product.
6. Click Update.

The customers who are assigned to this Price Group will now see the assigned products for the price that you assign to it in the Price Group.