

# SALES

## INTRODUCTION TO COMMERCIALS

A **commercial** is an agreement with a customer, as to how much you will sell your products / parts and services for. It is a list of **parts** and **labour** with *pricing details*.

The pricing details specified for a commercial are the defaults that will reflect when creating sales documents e.g. a sales invoice for a customer linked to the commercial.

There are two types of commercials in **BPO**:

- ✓ Pricing by Item
- ✓ Pricing by Type / Class

For the commercial type - **Pricing by Item** you can only specify the discount and / or selling price per Craft, individual Parts or individual Service item.

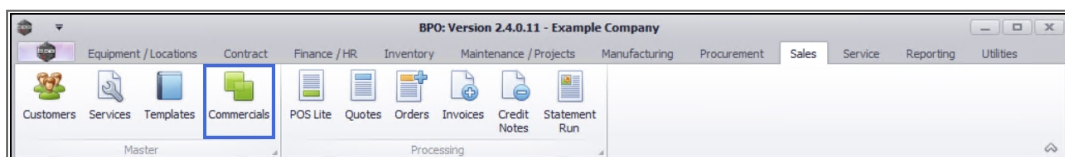
For the commercial type - **Pricing by Type / Class** you can only specify markups and / or selling price per Craft, per Part Category or per Service Item Type.

**Customers** are linked to Commercials and any updates to commercials will affect the associated customers.

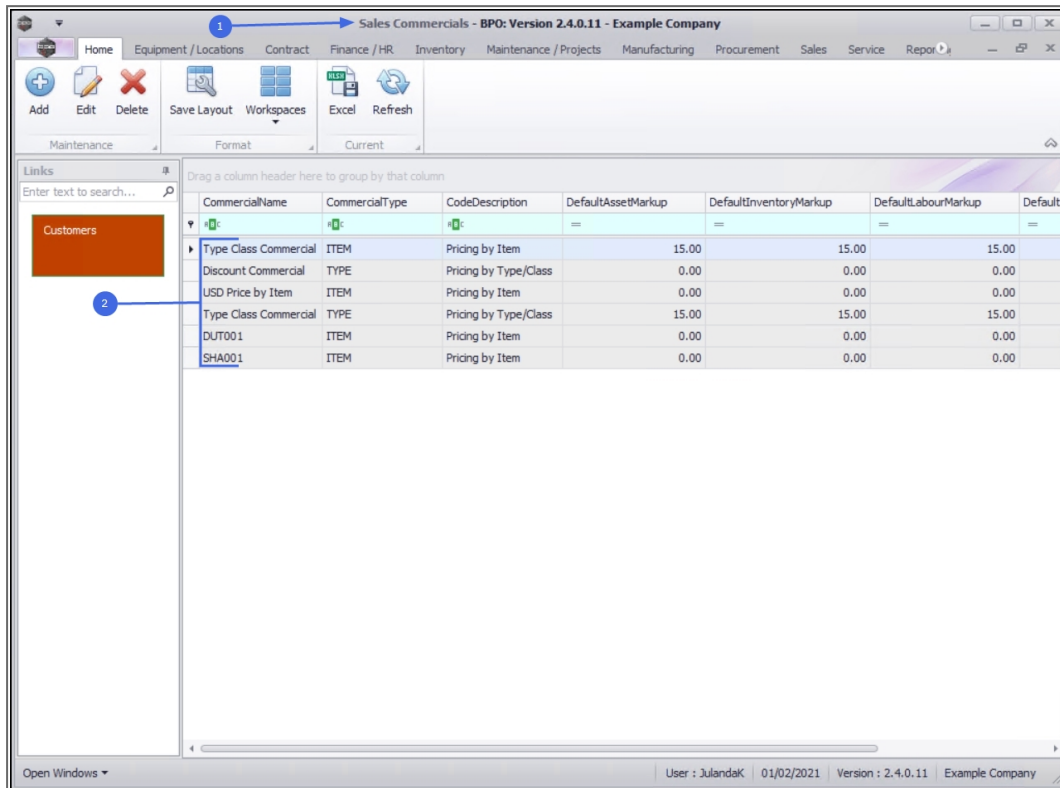
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**Ribbon Access:** *Sales > Commercials*

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1. The **Sales Commercials** listing screen will display.
2. From here you can view a list of all the sales commercials and the specified default mark ups.



## SALES COMMERCIALS SCREEN

The Commercials Listing screen has been divided into 3 frames;

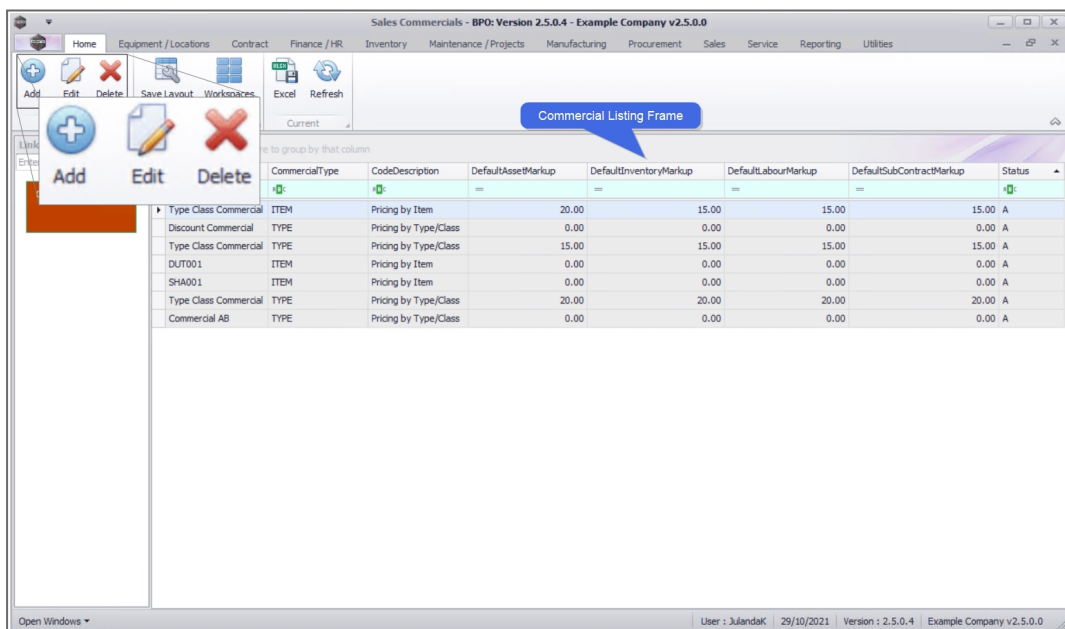
### COMMERCIAL LISTING FRAME

- **CommercialName:** The name of the commercial to identify it by, e.g Discount Commercial.
- **CommercialType:** The commercial type is set to **TYPE** for pricing by Type/Class or **ITEM** for pricing by Item.
- **CodeDescription:** A description linked to the commercial type e.g ITEM - Price by Item and TYPE - Price by Type/Class.

- **DefaultAssetMarkup:** The column display the default markup for a *serialised part sale*.
- **DefaultInventoryMarkup:** The column display the default markup for a *non-serialised part sale*.
- **DefaultLabourMarkup:** The column will display the default markup for a *labour sale*.
- **DefaultSubContractMarkup:** The column will display the default markup for a *third-party subcontract sale*.
- **Status:** The column will display the status for the commercial.

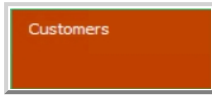
## RIBBON TOOLBAR

- Click on **Add** to create a new commercial. Refer to [Commercials - Add Commercial](#).
- Click on **Edit** to make changes to the information on an existing Service. Refer to [Edit Commercial](#)
- Click on **Delete** to remove or deactivate a Service that is no longer required. Refer to [Commercials - Delete \(Deactivate\) Commercial](#)



## LINKS FRAME

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From the [Customers tile](#) you can view a list of the **Sales Commercial Customers** that have been linked to the selected **Sales Commercial**. Refer to suppliers linked to the service [Commercials - Link Customer to Commercial](#)

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