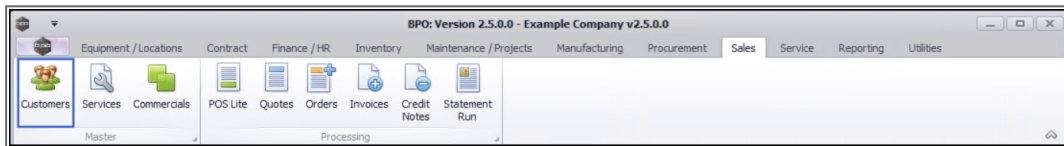


SALES

COMMERCIALS – LINK CUSTOMER TO COMMERCIAL

Ribbon Access: *Sales > Customers*



1. The **Customer Listing** screen will display.
2. Select the **Site** where the customer can.
 - The example has **Durban** selected.
3. Select the **Status** of the customer.
 - The example has **Active** selected.
4. Click on the **row** of the **customer** you wish to **link** a **commercial** to.
5. Click on **Edit**.



Short cut key: **Right click** to display the **All groups** menu list. Click on **Edit**.

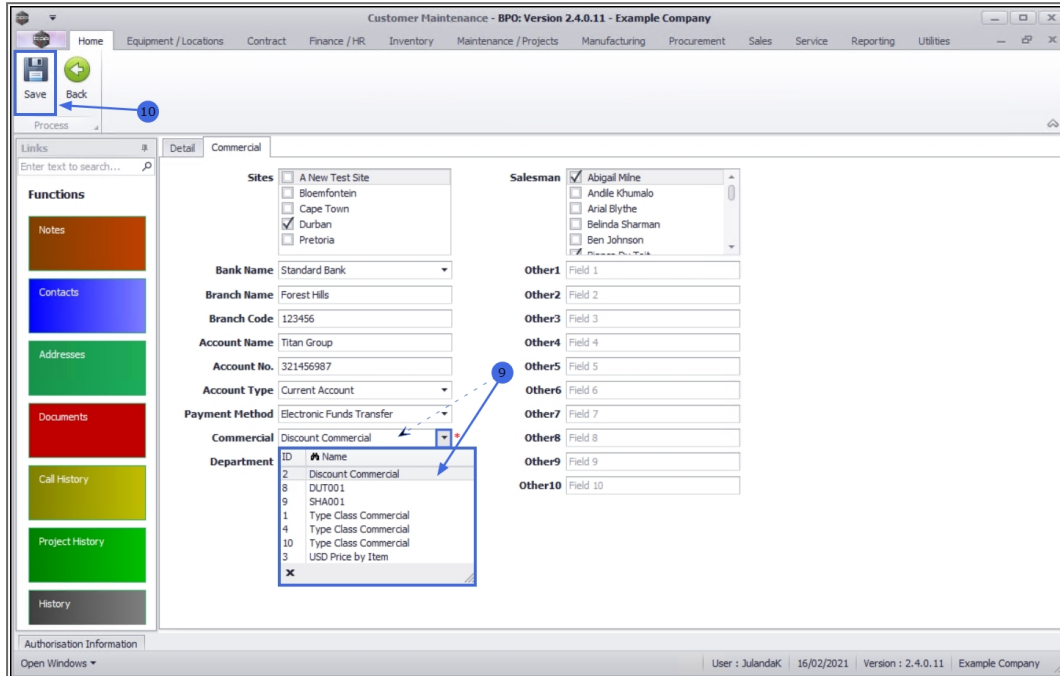
6. The **Customer Maintenance** screen will display.
7. Click on the **Commercial** tab to display the commercial **details** for the Customer.
8. Click on the down **arrow** in the **Commercial** field.

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9. From the commercial drop-down menu, select the **commercial** you wish to **link** to the customer.

- The example has **Discount Commercial** selected.

10. Click on **Save** to return to the **Customer Listing** screen.



You can now [Commercials - View Customers Linked to a Commercial](#).

MNU.067.007

