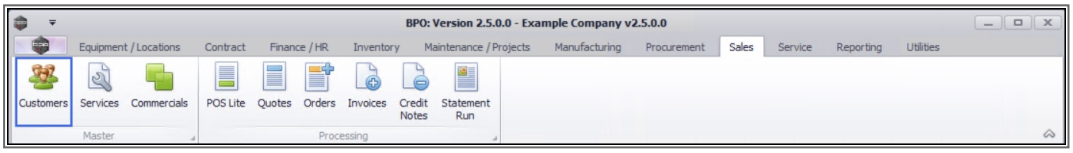
We are currently updating our site; thank you for your patience.

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**.

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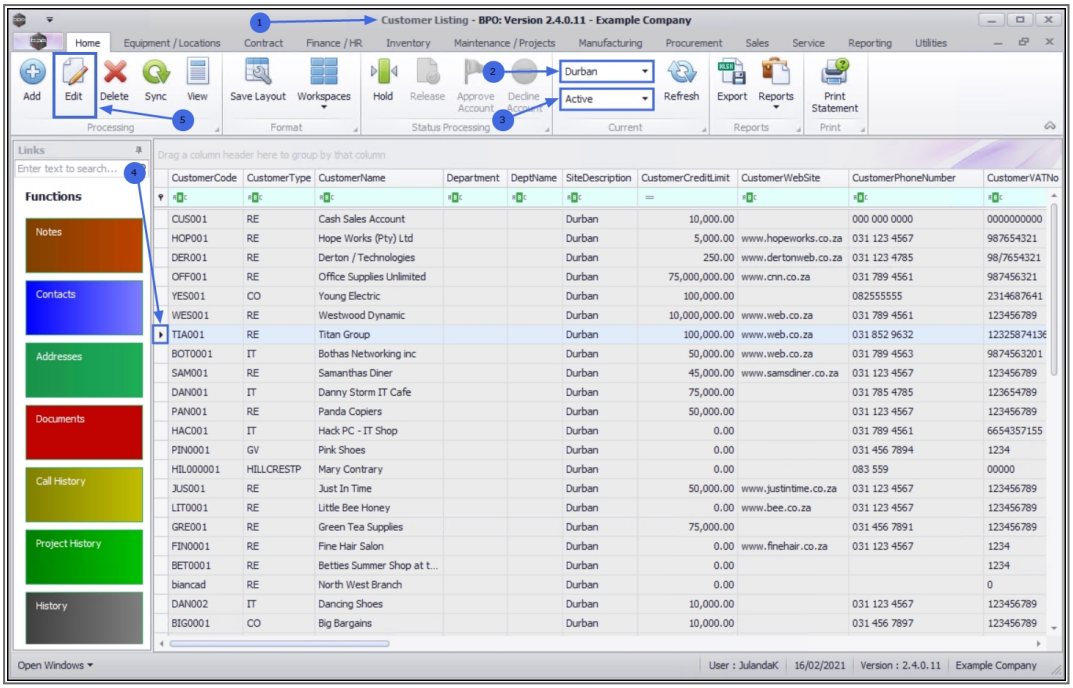
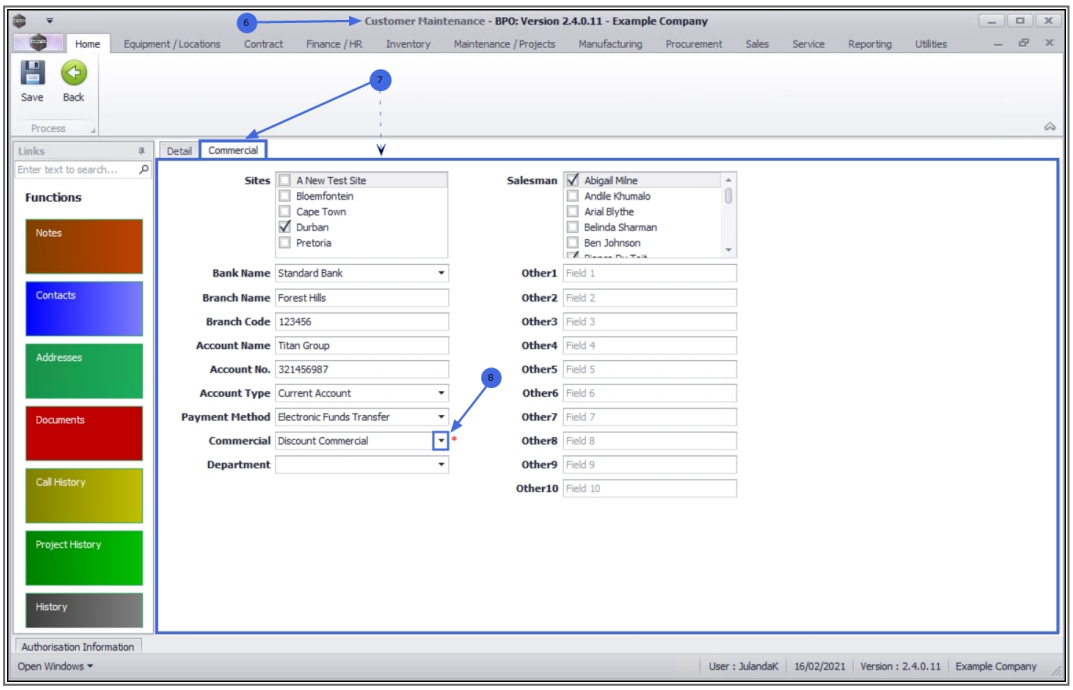


6. The **Customer Maintenance** screen will display.
7. Click on the **Commercial** tab to display the commercial **details** for the Customer.
8. Click on the down **arrow** in the **Commercial** field.



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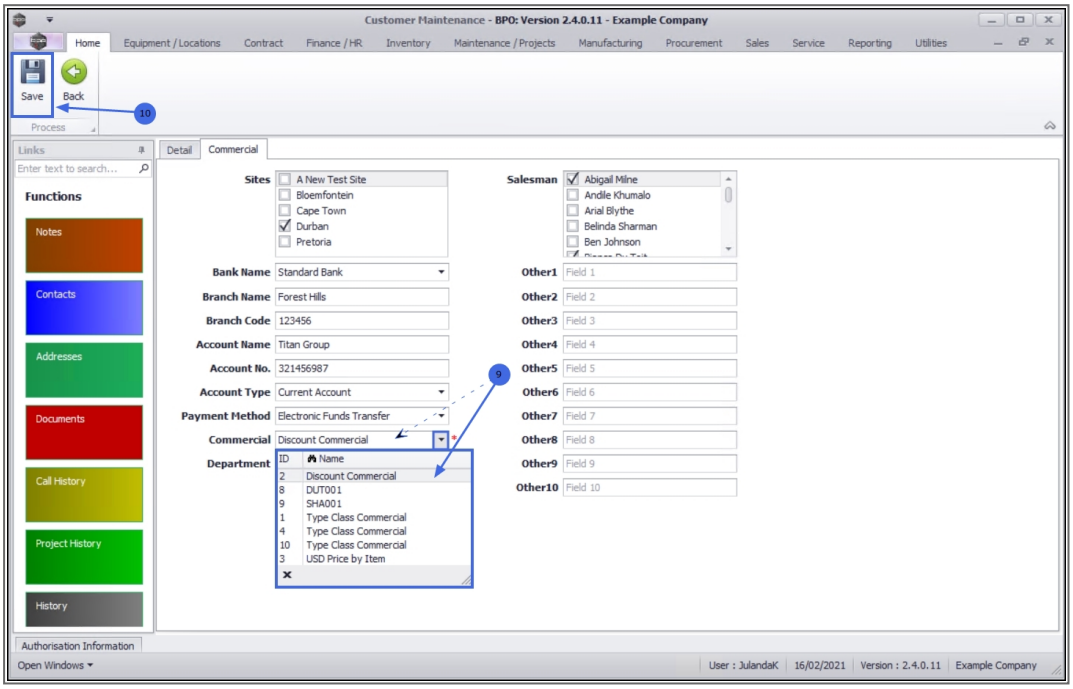
9. From the commercial drop-down menu, select the **commercial** you wish to **link** to the customer.
    - The example has **Discount Commercial** selected.
10. Click on **Save** to return to the **Customer Listing** screen.



You can now Commercials - View Customers Linked to a Commercial.

MNU.067.007

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