

## Linking a Price List to a Customer

You can link a price list to a specific customer. To do this, you will need to edit the customer masterfile and select the preferred price list for that customer.

To edit the customer, follow these easy steps:

1. Select [Customers...Lists...List of Customers](#).
2. Click on the customer that you want to edit, or click on the [Actions](#) button followed by the [Edit](#) option.
3. Select the price list that you want to use for the customer in the [Default Price List](#) drop down menu.

**Edit Customer - \* Morningview Bicycles**

Record Navigation: ⏪ ⏩ ⏴ ⏵

Customer Name: \* Morningview Bicycles      Active:

Category: General Distributors      Credit Limit: R 0.00

Cash Sale Customer:       Customer VAT Number: VAT-039485-99

Opening Balance: R 3,185,460.00      Sales Rep: (None)

Opening Balance as At: 11/05/2016      Accepts Electronic Invoices:

Auto Allocate Receipts to Oldest Invoice:

Details | Activity | Additional Contacts | Notes | User Defined Fields | Sales Graph | Quotes | Invoices | Report Layouts

**Postal Address**

P O Box 39478  
Sandton  
2039  
Postal Code

**Delivery Address**

Delivery Address  
187 Rivonia Road  
Morningside  
Sandton  
South Africa  
Postal Code  
[Copy from Postal Address](#)    [Map](#)

**Contact Details**

Contact Name: John Smith  
Email: johnsmith@morningview.co.za  
Telephone: +27 11 555-3039  
Mobile: +27 83-555-0098  
Fax: +27 11 555-3098  
Web Address: www.morningview.co.za

**Default Settings**

Statement Distribution: Print  
Default Discount: 0.00 %  
Default Price List: **Default Price List** (dropdown menu)  
Default VAT Type: Default Price List  
Due Date for Payment: Price List A, Price List B, Price List C

Record Navigation: ⏪ ⏩ ⏴ ⏵

[Save](#)    [Save and New](#)

Click on the [Save](#) button.

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