



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

Revision 1.2



Miva Corporation  
5060 Santa Fe Street  
San Diego, CA 92109

Telephone: 858-490-2570  
Telefax: 858-731-4200

<http://www.miva.com>  
[info@miva.com](mailto:info@miva.com)

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# HOW TO

## Set Up & Administer Price Groups

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### Introduction

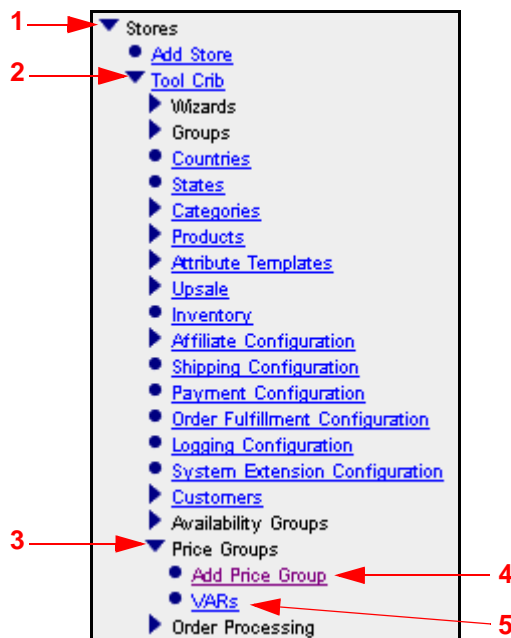
Price Groups allow you to define Customers who will receive special prices on specified products. First you create the Price Group, then you add the products and the customers to the Price Group.

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

### Add or Edit 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 items below it.
4. To create a new price group, select the Add Price Group link.
5. To edit a Price Group, select its name. (As an example, VARs is used here.)



Price Group is the only tab that is present on the initial Add Price Group form.

6. If you are editing, and the Price Group tab is not selected, select Price Group.
7. Enter (or change) the name of this Price Group.
8. Select one of the following methods of pricing for the Price Group:
  - a. Retail
    - Sells at the price you entered for the product's Price field.
  - b. Cost
    - Sells at the cost you entered for the product's Cost field.
  - 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.

9. Click Add (or Update, if editing).



When the Price Group is created, new tabs display.

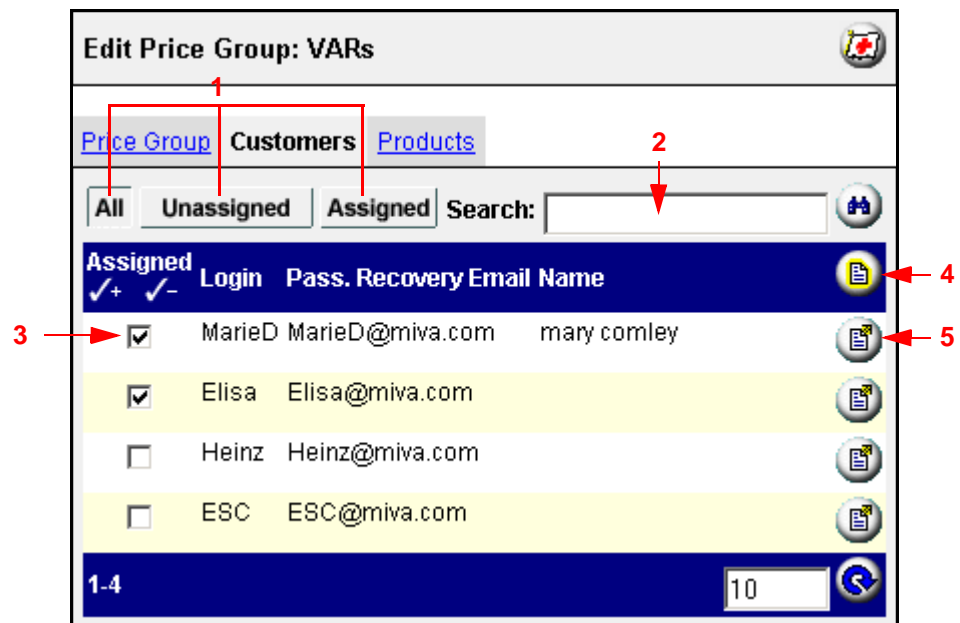
Once the Price Group has been established, you must add customers and products to it. This is done using the Edit Price Group form.

## Assigning Customers to a Price Group

Select the tab you want to update to display a list. The example below shows the Customer tab, which also represents the functionality for the Products tab.

You can perform the following tasks in 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.
3. To Assign a customer to the Price Group, check the box by the name of the customer you want to add. Click + to check all items, and – to uncheck all items in the list. Click Update.
4. To add a new customer, click the New Customer button. See [“Add Customer” on page 4](#).
5. To edit customer information, click the Edit  button.



6. Click Update when complete.

## Add Customer

When you click the New Customer  button, the following form displays.

1. Enter the information for the new customer.
2. Click Update.

For detailed information about adding new customers, refer to *HOW TO Set Up Customers*.

### Add Customer

**Identification** [Shipping/Billing Information](#)

<b>Login:</b>	<input type="text"/>
<b>Email Lost Passwords To:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<b>Confirm Password:</b>	<input type="password"/>

## Assigning Products to a Price Group

Select the Products tab to display a list of your store's products. You may choose to associate any of these products with the price group.

See the detailed descriptions for displaying, searching, and selecting items under [“Assigning Customers to a Price Group” on page 3](#). The same methods are used.

**Edit Price Group: VARs**

Price Group
Customers
Products

All
Unassigned
Assigned
Search:

Assigned	Code Name	
<input checked="" type="checkbox"/>	P001 Finish Hammer	
<input checked="" type="checkbox"/>	P002 Screwdriver set - 4-piece	
<input type="checkbox"/>	P003 200# Sandpaper	
<input checked="" type="checkbox"/>	P004 Wrench Set	
<input type="checkbox"/>	P005 Tape Measure	

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1. Select the Products tab.
2. Click the checkbox by the name of the product(s) you want to add to this Availability Group.
3. 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.