



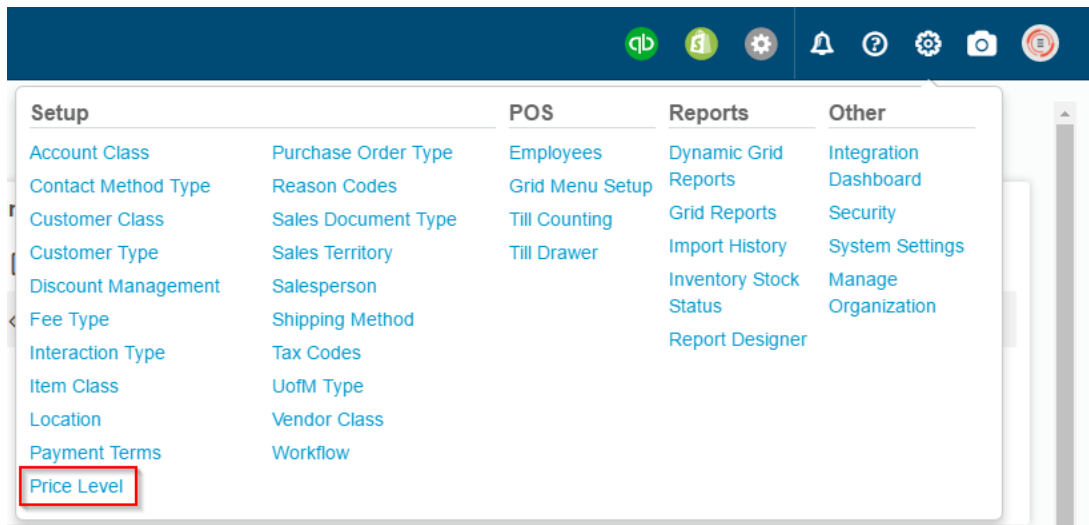
## Price Level

Megan De Freitas - 2025-06-10 - Settings

### Overview

Price Levels allow you to give specific Customers or Customer Classes special pricing.

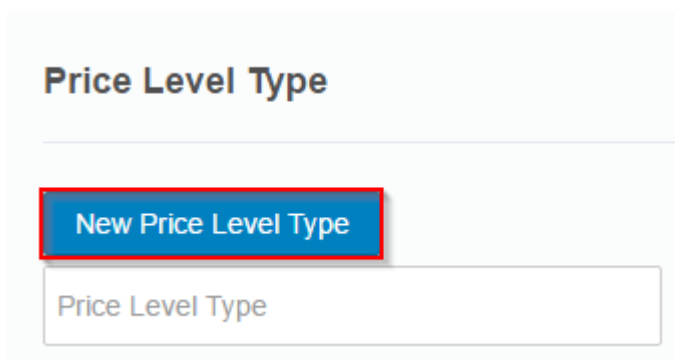
To get started, select **Price Level** from the Settings menu.



### Price Level Type

#### Create a Price Level Type

To create a Price Level, click the **New Price Level Type** button in the upper left-hand corner of the screen.



The Price Level Type drawer will appear. Give your Price Level Type a name, and choose between Fixed Percentage and Per Item for Price Level Type.

## Price Level Type

Feedback



Price Level

Price Level Type

Fixed\_Percentage

**Per\_Item**

Fixed Percentage sets a percentage of list price that will apply to all items on a sales document with this Price Level. This only works, though, if an item has a list price.

Per Item assigns a different price to specific items. This will override the list price for the item.

When you've finished entering your information, click **Save**.

### Edit a Price Level Type

To edit an existing Price Level Type, first select the Price Level Type from the list on the left-hand side of the Price Level Type window.

## Price Level Type

Price Level Type

Legacy Customer

Dan 50%

Herman Miller

Kidney Table

**Reward Member**

Once you've selected the Price Level Type you want to edit, make your changes in the information fields on the right-hand side of the screen. If you selected Fixed Percentage in

the Price Level Type dropdown, you can enter that percentage in this window.

Price Level: Reward Member      Price Level Type: Fixed\_Percentage      Percent Of List: 75

☐ Inactive      [Save](#)

If you selected Per Item, you can select the items that have special pricing with this Price Level. Click **New Line**, find the item, and enter the new price in the Amount column.

Price Level: Loyalty Reward      Price Level Type: Per\_Item

☐ Inactive      [Save](#)

[New Line](#)      [More](#)      ☒ Hide Inactive Lines      [Columns](#)

	Item Number	UoM	Amount	Inactive
<input type="checkbox"/>	10 Speed - 0mg, 100ml	Each	10.00	<input type="checkbox"/>
<input type="checkbox"/>				
<input type="checkbox"/>				

When you've finished making your changes, click **Save**.

### See it in Action

Price Level dropdowns appear in various places in SalesPad Cloud, including the New or Edit Customer drawers and on Sales Documents.

[Feedback](#)

## Create Customer

Customer Name

Customer Type

Customer Class

**Price Level**

**Note:** Price Levels on a customer card are automatically applied to sales documents created for that customer. Price Levels on a sales document (set either by the customer's Price Level or set separately by whoever created the sales document) apply to each line on a sales document. Sales document Price Levels can be overridden on the line-item level by adding the Price Level column and making changes there.

Line Items

Linked Purchase Orders

Payments

Interactions

Audits

Alerts

Links

Notes

New Line

More ▾

		Item #	Description	Qty	Unit Price	Price Level	UofM
		<a href="#">10 Speed - 0...</a>	Banana, Wate...	1	10.00	<div><div>✕</div><div>Friday Sale</div></div>	Each