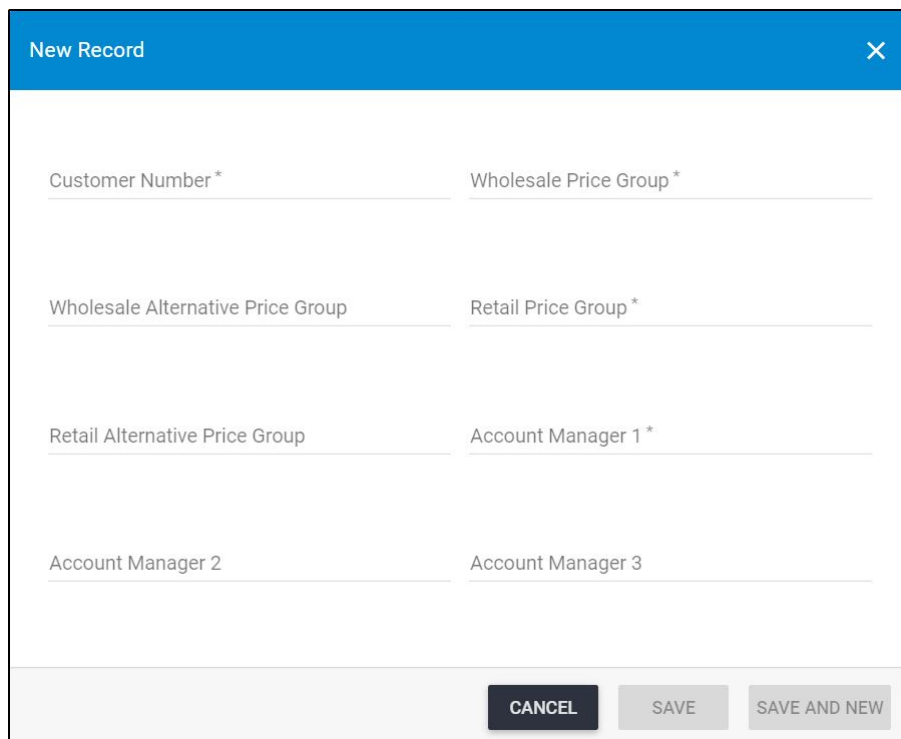


## Add linked customer

To link a customer to the selected catalog, follow these steps:

1. Click the **Add** button, the following window appears:



The screenshot shows a 'New Record' form with a blue header bar containing the text 'New Record' and a close button (X). The form contains several input fields arranged in two columns:

- Customer Number\* (left column, top row)
- Wholesale Price Group\* (right column, top row)
- Wholesale Alternative Price Group (left column, second row)
- Retail Price Group\* (right column, second row)
- Retail Alternative Price Group (left column, third row)
- Account Manager 1\* (right column, third row)
- Account Manager 2 (left column, bottom row)
- Account Manager 3 (right column, bottom row)

At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'.

### Notes:

- It is mandatory to assign an account manager in "Account Manager 1" field, and you can add up to seven account managers for each customer.
- If the selected catalog is a Stock catalog, two fields are displayed to assign stock codes and threshold for the selected customer as shown in the below example:

If the stock threshold is more than 0, it will be displayed to the customer instead of the actual stock quantity for both article and size stocks. For more information on defining stock codes, refer to "[Stock Definition](#)".

2. Click the "Customer Number" field and select the customer you want,
3. Select the "Wholesale Price Group" or "Retail Price Group" or both, you will notice that when you select one of them, the other is optional,
4. Select alternative price groups, if you want,
5. Select the account managers you want to assign for this customer,
6. Select the "Order Price Group",
7. Select the available stocks, if the stocks option is activated for the catalog,
8. Click **Save** to add the customer and close the window or **Save and New** to add it and open a new window. The customer is added to the list.