

# CREATE AND ASSIGN PRICE LEVELS

Once your trade accounts are setup for Microcat Market, you must go to the Landing page and assign price levels to your trade accounts. You can also create customised price levels.

To access the Landing page go to [www.login.superservice.com](http://www.login.superservice.com) and enter your Microcat LIVE user name and password. You'll see the Pricing and Account Administration tabs at the top right of the page.

## ACCOUNT ADMINISTRATION

In the **Account Administration** screen, you will need to assign price levels to your trade accounts for Microcat Market. The price level must be assigned before the trade customer can order parts from your dealership.

### Assign a price level

To assign a price level to a Microcat Market account:

- 1 Click **Account Administration** on the Landing page.
- 2 Click on the **Company Accounts** tab.
- 3 Click on the name in the **Company name** column.
- 4 Under Subscriptions, click **Configure** in the **Settings** column.

Subscriptions				
Subscription name	Quantity	Assigned by	Expiry Date	Settings
Microcat MARKET	1	<a href="#">Dealer 1</a>		<a href="#">Configure</a>

- 5 Select where the orders for this shop will be sent from the **Dealer** drop-down.
- 6 Select the price level for this shop from the **Price Level** drop-down.

**Microcat MARKET**

**Subscription Settings**

Dealer

1234 - Dealer 1 ▼

Price Level

Trade 1 ▼

Save

Cancel

- 7 Click **Save**.


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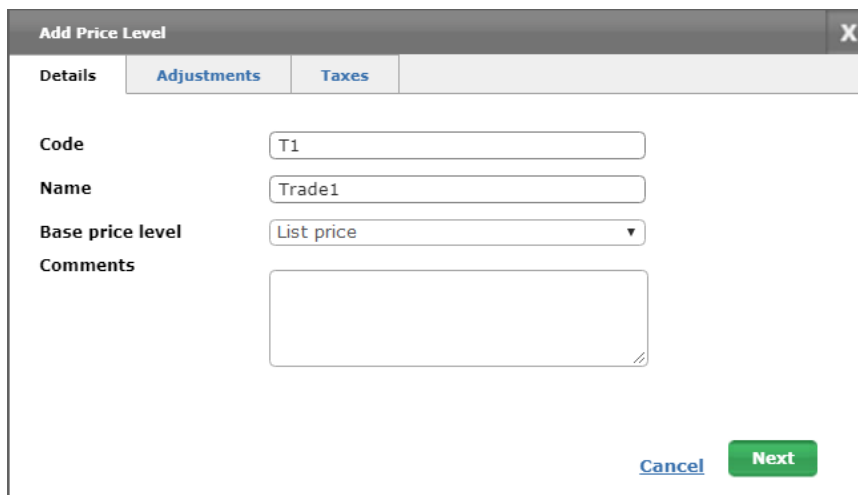
## PRICING ADMINISTRATION

Once your trade accounts have been setup by Infomedia Customer Service, you can create new price levels in the **Pricing Administration** screen. You have the ability to set up multiple price levels for different accounts so you have complete control of the pricing.

### Create customised price levels

To create a price level for a Microcat Market account:

- 1 Click **Pricing Administration** on the Landing Page.
- 2 Click  **Add Price Level** in the Price Levels tab.
- 3 Type the price level details such as the name and click **Next**.  
The price level code must differ from any existing code.



The screenshot shows a window titled "Add Price Level" with a close button (X) in the top right corner. It features three tabs: "Details", "Adjustments", and "Taxes". The "Details" tab is selected and contains the following fields:

- Code**: A text input field containing "T1".
- Name**: A text input field containing "Trade1".
- Base price level**: A dropdown menu with "List price" selected.
- Comments**: A large text area for additional notes.

At the bottom right of the window are two buttons: "Cancel" and "Next".

- 4 If you want to apply an adjustment to all parts, select **Adjustment percentage** and enter the required percentage, then click **Next**.  
To mark up the price of parts, enter a positive percentage, or to discount the price enter a negative percentage. For example, -5%.
- 5 If you want to add a tax rate to all parts, select **Tax percentage** and enter the required percentage. For example, 10%.
- 6 Click **Finish**.
  - ▶ To set the default price level, select the price level and click **Set as Default**.