

Dealer Program

Customers who resell our products will sometimes ask for dealer pricing. If they do, send them a copy of the dealer application document ([link to the document here](#)). Once they send it back, send it over to Josh. He'll let you know if they're approved for dealer pricing.

If the customer is approved, try Looking Up Customer Accounts to see if they've already got an account with us. If not, you'll have to create one. Once their account is set up, on page 2 on the Customer Maintenance module, you'll see a spot to put their Price Level. Put the level they were approved for in the box, and their dealer pricing will automatically apply to all their future quotes and orders.

If a customer is curious about their dealer pricing level, you can use their previous year's spend to determine what it should be. If they've met the minimum spend for a higher tier, you can simply replace the number in the box to get them better pricing.

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