

# How to Setup Pricing Level

The Pricing Level is another type of pricing the item that uses bulk/volume of item ordered/sold to define the price. The price setup here is most likely a price lower than that of Retail Price and MSRP to attract customers from ordering/purchasing item in volume/bulk.

1. Open **Item screen > Pricing tab > Pricing Level tab**.
2. A new line will be available to allow you to add a new pricing level information.
3. Pricing is setup per location. Select a location in the **Location field**.



Only Pricing Level added to the selected Location will be available. To guide you on how to setup Pricing Level, see [How to Add Pricing Level](#).

4. Select the **Pricing Level**.
5. Select Item **UOM**. To show how Unit Price is computed on this tab, see [How Unit Price is computed based on UOM selected](#).
6. The **Unit Qty** field will be updated by the Unit Qty setup of the UOM you selected.
7. In the **Min** and **Max** fields enter the minimum and maximum quantities the customer should order/buy to get a price lower than the regular price.
8. Select a **Pricing Method**. To guide you on how each pricing method computes for the Price, see [How Price is computed based on different Pricing Methods](#).
9. Depending on the pricing method selected, fill in amount or rate in the **Amount/Percent** field.
10. The **Unit Price** will automatically be computed based on Retail Price/MSRP, Pricing Method and Amount/Percent selected.
11. In the **Commission On** field select how the commission is to be computed for the item. For 15.2 version, this functionality is not yet available. What is available is only the setup in the Item screen.
12. Depending on the Commission On selected, fill in amount or rate in the **Comm Amount/Percent** field. For 15.2 version, this functionality is not yet available. What is available is only the setup in the Item screen.

Location*	Price Level*	UOM*	UPC	Min Qty	Max Qty	Pricing Method*	Currency	Amount/Percent	Retail Price
<input type="checkbox"/>				0.00	0.00			0.00	

13. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.