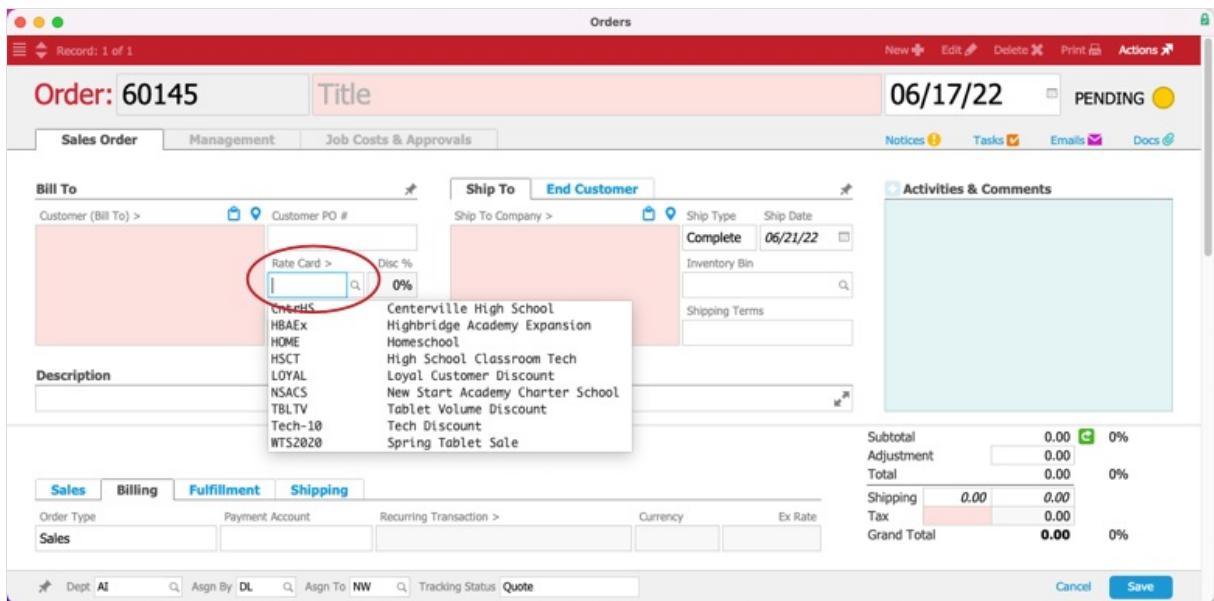# Assigning Rate Cards to Orders

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> This guide explains how to link a rate card to an order. It is intended for general users.

When entering an order, you can link a rate card to pull in special pricing for your products and services:

1. Navigate from **Main Menu** > **Order Management** > **Orders**.
2. In the control bar, click **New** > **Sales**.
3. In the Bill To section, click the Rate Card field or the selector (🔍) icon.

4. Select the desired rate card.
5. Complete the rest of the order as needed.

After you link a rate card to the order, the line item code (LIC) pricing for that order is managed by the rate card. This includes updating pricing for order items that have already been recorded. However, if a certain LIC is in the order, but is *not* linked to that rate card, then the LIC's general pricing scheme applies.