



How to Add Shipping Charges to a Requisition

Step #1: Click on the “Taxes/S&H” tab

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info | **Taxes/S&H**

Hide header

General	Shipping	Billing
Status Pending Fiscal Approval (Patrick Biggs) Submitted 5/22/2012 9:40 AM Cart Name 2012-05-22 patritb_local 01 Description no value Requestor Patrick Biggs Priority Normal Employee Family Owned Business X Certificate of Completion X Non Tax-Exempt X Item Number no value Contract # no value Bid Code no value Campus Code AA General University Board Approval no value Cost Match Invoices Only? X PO Distribution Bypass ✓	Ship To Attn: Patrick Biggs Room/Blg PURCHASING Dept AAD0330 - PURCHASING OK State Univ 1224 N BOOMER RD STILLWATER, OK 74078 United States Delivery Options Req Delivery no value	Bill To Oklahoma State University University Accounting 405-744-5865 304 Whitehurst Stillwater, OK 74078 United States Billing Options Accounting Date 5/22/2012

View/edit by line item...

Step #2: Click the “Edit taxes, shipping and handling for all line items in this group”

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info | **Taxes/S&H**

Supplier / Line Item Details

For selected line items Reject Selected Items Go

John Deere Company more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Turf Gator more info...	45498	EA	8,000.00	1 EA	8,000.00 USD	
Shipping		0%	0.00			
Handling		0%	0.00			
Supplier subtotal					8,000.00	
Shipping (overridden) 10.00 per PO					10.00	
Handling 0%					0.00	
Supplier total					8,010.00 USD	

Edit taxes, shipping and handling for all line items in this group...

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	8,000.00
Shipping	10.00
Handling	0.00
Total	8,010.00 USD

See configuration for this requisition



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Step #3: The Shipping drop-down box should be set to “override”

Step #4: Fill in the shipping amount for the order in the “per PO” field.

Step #5: Click “Save”

Edit tax, shipping and handling ? X

Shipping override

per line 0 %

per PO 100.00

☐ free if over

Handling use default

per line 0 %

per PO 0.00 USD

Save Cancel

This is what the requisition will now look like with the shipping charges added:

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		
1	Turf Gator more info...	45498	EA	8,000.00	1 EA	8,000.00 USD	<input type="checkbox"/>	edit
		Work Order #	no value		Internal Note	no note		
		Phase #	no value		Internal Attachments			
		External Note	no note		add attachment...			
		Attachments for supplier			PO Clauses	edit clauses...		
		add attachment...			no clause			
						Supplier subtotal	8,000.00	
						Shipping	100.00	
						Handling	0.00	
						Supplier total	8,100.00 USD	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.						Subtotal	8,000.00	
						Shipping	100.00	
						Handling	0.00	
						Total	8,100.00 USD	
See configuration for this requisition view carts								