



## 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 Hide value descriptions

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

**John Deere Company** [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 <a href="#">more info...</a>	45498	EA	8,000.00	1 EA	8,000.00 USD	<input type="checkbox"/>
	Shipping	0%	0.00	<input type="button" value="edit"/>		
	Handling	0%	0.00			
<b>Supplier subtotal</b>					<b>8,000.00</b>	
	Shipping (overridden)	10.00 per PO			10.00	
	Handling	0%			0.00	
<b>Supplier total</b>					<b>8,010.00 USD</b>	

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.

<b>Subtotal</b>	<b>8,000.00</b>
Shipping	10.00
Handling	0.00
<b>Total</b>	<b>8,010.00 USD</b>

[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** [v]  
per line 0 % [v]  
**per PO 100.00**  
 free if over

Handling **use default** [v]  
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 <a href="#">more info...</a>	45498	EA	8,000.00	1 EA	8,000.00 USD	<input type="checkbox"/> <a href="#">edit</a>
Work Order # <i>no value</i>		Internal Note <i>no note</i>				
Phase # <i>no value</i>		Internal Attachments				
External Note <i>no note</i>		<a href="#">add attachment...</a>				
Attachments for supplier <a href="#">add attachment...</a>		PO Clauses <a href="#">edit clauses...</a>				
		<i>no clause</i>				
					<b>Supplier subtotal</b>	<b>8,000.00</b>
					Shipping	100.00
					Handling	0.00
					<b>Supplier total</b>	<b>8,100.00 USD</b>
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.					<b>Subtotal</b>	<b>8,000.00</b>
					Shipping	100.00
					Handling	0.00
					<b>Total</b>	<b>8,100.00 USD</b>

See configuration for this requisition [view carts](#)