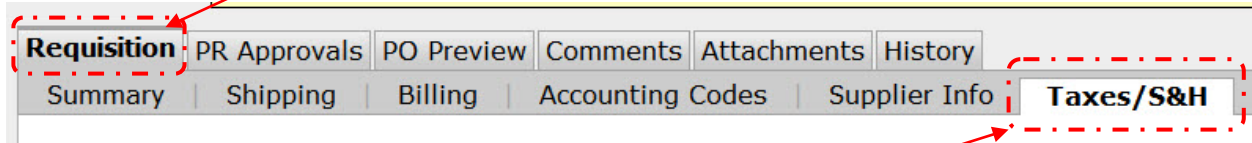## *Adding Shipping to an order*

Shipping and handling amounts can be added to any order.

Once the **Proceed to Checkout** button has been selected shipping and handling can be added. The **Requisition** tab will already be selected.

To add Shipping to an order.

1. Select the **Taxes/S&H** tab

2. Go to the **Supplier total** area at bottom of page

3. Select the *Edit taxes, shipping and handling for all line items in this group...* link

4. Select the drop down arrow for *Shipping* in the **Edit tax, shipping and handling** pop-up box

5. Choose **override** from the drop down

6. In the field **per PO** type in the dollar amount for the order

7. Select **Save**

Supplier subtotal		318.91
Shipping (overridden)	10.00 per PO	10.00
Handling	0%	0.00
Supplier total		328.91 USD

Note: If a *Handling* fee needs to be entered follow the same steps for the *Handling* area.