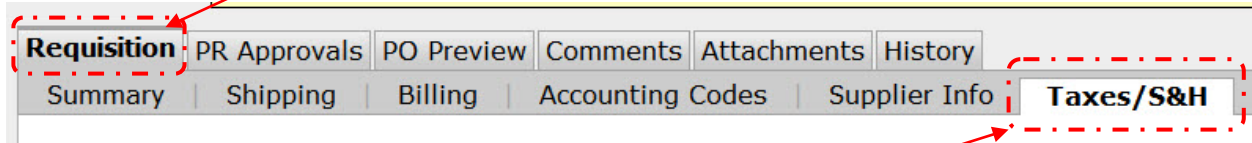


Adding Shipping to an order

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

A screenshot of a pop-up box for editing shipping. It has a title 'Shipping' and a dropdown menu set to 'override'. Below the dropdown are three options: 'per line' with a text input field containing '0' and a percentage dropdown set to '%'; 'per PO' with a text input field containing '0.00' (highlighted with a red dashed box); and 'free if over' with an unchecked checkbox. A red arrow points from the 'per PO' option to the '0.00' input field.

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.