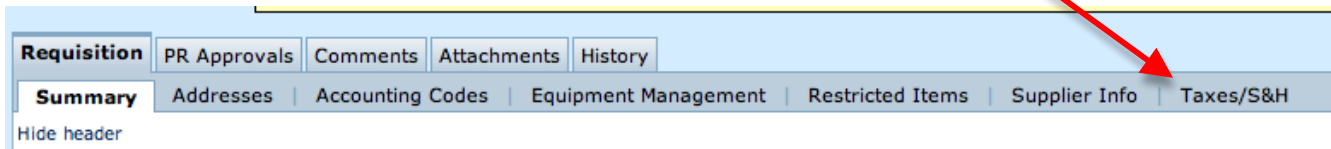


Freight/Shipping Charges on the Requisition

Some suppliers' pricing includes shipping (look for the little cardboard box icon next to the supplier name); for these suppliers, you do not need to enter a Freight/Shipping estimate on your requisition.



For all other suppliers, you should enter a freight/shipping estimate on the requisition. In the Requisition page (after you Finalize your cart), click on the Taxes/S&H tab.



Once in the Taxes/S&H page, just after the line item details, you'll see the "Supplier subtotal" section and a link that says "Edit taxes, shipping and handling for all line items in this group..."

Supplier subtotal		83.70
Sales Tax	7.75%	6.49
Shipping	0%	0.00
Handling	0%	0.00
Supplier total		90.19 USD

[Edit taxes, shipping and handling for all line items in this group...](#)

In the Shipping section of the Edit tax, shipping and handling box, choose "override" from the dropdown (important: be sure only to override shipping, **not** tax). On the "per PO" line, enter in an estimate for the shipping for the order (or if you have been quoted an actual amount of shipping or freight, enter the quoted amount).

Sales Tax	use default	7.75 %
Shipping	override	
per line	0	%
per PO	0.00	
<input type="checkbox"/> free if over		
Handling	use default	
per line		0 %
per PO		0.00 USD

Enter Shipping Estimate here

Note: The campus tolerance for shipping is currently set at \$50, so if the shipping estimate you put in this section is within \$50 of the amount billed, the invoice will pay without additional action needed. If you think shipping will be less than \$50 for your order, you can leave the shipping estimate at \$0, and as long as the invoiced shipping is between \$0 and \$50 the invoice will be able to pay without additional action needed due to shipping cost.