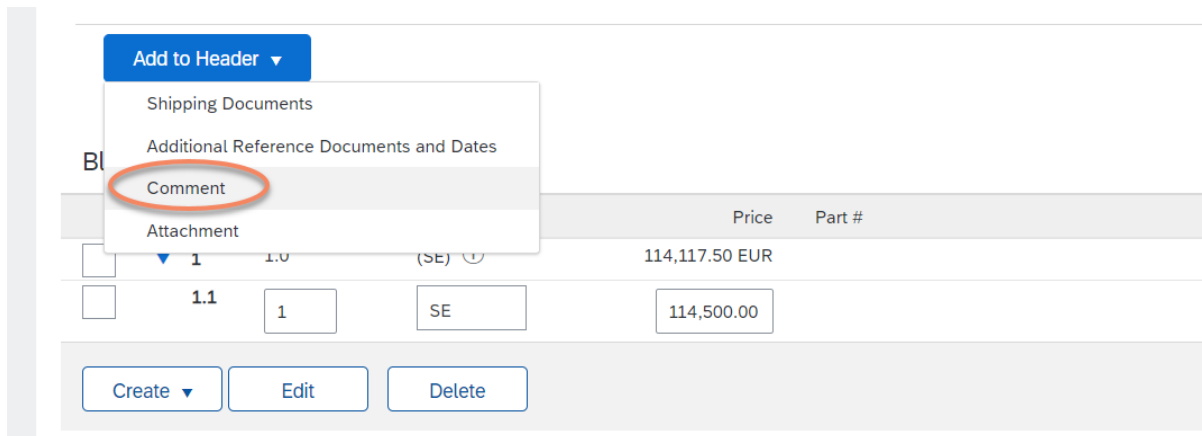


How to add Shipping Charges in ARIBA.

Unfortunately it is not possible to add shipping charges as a second PO line item or to add the shipping charges on header level.

The shipping charges should be added to the unit price. Please check if the change in the unit price didn't affect the tax calculated in an unexpected way.

In the example below the shipping charges have been added to the line item.



The screenshot shows a table with columns for Line, Quantity, UOM, Price, and Part #. A dropdown menu is open over the first row, with 'Comment' highlighted. Below the table are buttons for 'Create', 'Edit', and 'Delete'.

Line	Quantity	UOM	Price	Part #
1	1.0	(SE)	114,117.50 EUR	
1.1	1	SE	114,500.00	

Please add the comment section by selecting Add to Header > Comment

You can now fill in the comment section with a breakdown of the shipping charges.

Comment

Comments: Shipping Charges added = 382.50 EUR

Default Invoice Comment Text:

Add to Header ▾

Blanket PO Items

Line	Quantity	UOM	Price	Part #
1	1.0	(SE)	114,117.50 EUR	
1.1	1	SE	114,500.00	