



SHIPPING CHARGES INSTRUCTIONS

The steps are from Header level only and not on line, so the Charge line gets added on Header but is actually a separate line -

please see below –

1) Add Shipping Cost on Header

Create Invoice Update Save Exit Next

▼ Invoice Header Shipping Cost is required field Add to Header ▼

Summary

Invoice #: Support2
Invoice Date: 26 Feb 2021
Service Description:
Supplier Tax ID:
Remit To: Sample Address 1
Wyoming, MI
United States
Choose Address: child1

Subtotal: \$4,567.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$4,567.00 USD
Total Net Amount: \$4,567.00 USD
Amount Due: \$4,567.00 USD

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

2) This will show a Shipping Cost on Summary level at this point

Tax ⓘ
 Header level tax ⓘ Line level tax ⓘ

Shipping
 Header level shipping ⓘ Line level shipping ⓘ

Ship From: AMERICAN INTERNATIONAL
PITTSBURGH, AL
United States

Ship To: Gordon Food Service (GFS)
Wyoming, MI
United States
Deliver To:

Shipping Cost

Shipping Amount: Shipping Date:

3) Go back to Add to Header section and add Shipping Tax -

* Indicates required field

Add to Header ▾

- Shipping Tax
- Shipping Documents
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

4) You will now notice a Shipping Tax on Summary level as below -

Shipping Cost

Shipping Amount: \$23.00 USD

Shipping Date:

Shipping Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$23.00 USD

Tax Rate Type:

Rate(%): 2

Tax Amount: \$0.46 USD

Tax on Shipping line



5) Click Next and you will see that Shipping Cost is a separate line and tax is on it.

GROSS AMOUNT: \$4,007.00 USD
Net Amount: \$4,567.00 USD

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
2	0	SERVICE	Shipping Cost	1 / (EA)	\$23.00 USD	\$23.00 USD

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: unspsc
Service Classification: 78100000
Additional Information:
Is Shipping Service Item: yes

Shipping charge as second
line and Tax on it

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	2%		\$23.00 USD	\$0.46 USD				