PO Admin Checklist
SET UP SHIP TO LOCATIONS

This will identify which locations are "Ship To" addresses. Each Ship To Location needs to be set up before it will appear and can be selected in the purchase order or requisition as a ship to location.

Navigation: *Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations*

1. Click **Add a New Value** Tab

2. Select/Verify the SetId (Business Unit)

3. Find an existing Location to identify for shipping by clicking on the magnifying glass next to 'Ship To Location:'

4. Click on the Location desired.
   a. This Location must be set up under Common Definitions first. (See checklist for setting up Locations.)

5. Click 'Add.' Verify the information as shown below:

6. Click Save. If you receive a warning message such as the one below, click "OK", then click on the Sales/Use Tax link.
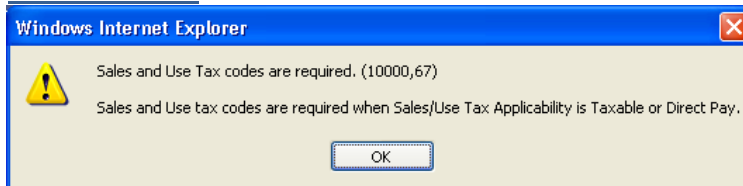
7. Complete the screen like the following:

   a. Change the Exception Type to "**Exempt**"
   b. The Excptn End Date must be **12/31/2200**
   c. The Sales/use Tax Exception Certif is "**E-2001**"
   d. Make sure the Sales/Use Tax Applicability in the blue row says "Exempt" as well.

8. Click 'SAVE' again. To set up additional Ship to Locations or to search for an existing value, just click 'Add.'