

## **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:’

**Ship To Locations**

[Find an Existing Value](#) [Add a New Value](#)

SetID:  

Ship To Location:  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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:

Ship To Locations

SetID: 11000 Ship To Location: 110520 State Procurement Office

Ship To Details Find | View All First 1 of 1 Last

\*Effective Date: 04/28/2008 \*Status: Active

\*Description: State Procurement Office \*Short Desc: State Proc

Distribution Network SetID: Distribution Network Code:

Inventory Unit: Receiving Business Unit: 11000

Region SetID: STATE Region Code:

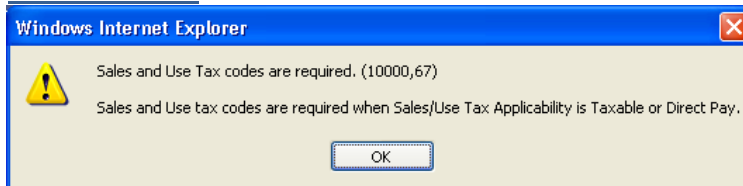
External Interface:  Send Expected Receipt

Delivery Instructions:  Copy To Transactions  Send to Vendor

Sales/Use Tax Vendor Order Location

Save Notify Add Update/Display Include History Correct History

- Click Save. If you receive a warning message such as the one below, click "OK", then click on the [Sales/Use Tax](#) link.



- Complete the screen like the following:

Sales/Use Tax

[Return](#)

SetID: 11000 Ship To Location: 110522 Shipping - SPO

Ship To Details

Effective Date: 01/22/2003 Status: Active

Tax Exception

*Status	*Exception Type	Excptn End Date	Sales/Use Tax Exception Certif
Active	Exempt	12/31/2200	E-2001

Sales/Use Tax Info Customize | Find | View All First 1 of 1 Last

*Sales/Use Tax Applicability	Sales Tax	Use Tax	Ultimate Use Code	Category	Item ID
Exempt					

- Change the Exception Type to "**Exempt**"
  - The Excptn End Date must be **12/31/2200**
  - The Sales/use Tax Exception Certif is "**E-2001**"
  - Make sure the Sales/Use Tax Applicability in the blue row says "Exempt" as well.
- Click 'SAVE' again. To set up additional Ship to Locations or to search for an existing value, just click 'Add.'