






FREIGHT/SHIPPING


From the **Request Non-Catalog Items** page:

1. Leave the **Item Identifier** blank.
2. In the **Item Description** field, type **Shipping** or **Freight**.
3. Use the **Prompt** icon  or type to indicate the **Spend Category**. **This will need to correspond with the spend category on the rest of the PR.** Typically, this is charged as 4310 Supplies. We do NOT select a Spend Category that corresponds with Assets (see the Assets chapter for more details).
4. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
5. **The Quantity field should be** the total dollar amount of the shipping charges. (change the screenshot above as it is incorrect)
6. Type to enter the **Unit Cost of \$1.00**.
7. Use the **Prompt** icon  or type to select the appropriate **Unit of Measure**.
8. Workday will automatically calculate the math and display it in the Extended Amount.

Item Description *	<input type="text" value="Shipping"/>
Spend Category *	<input type="text" value="X 4230 Supplies"/>
Supplier	<input type="text"/>
Supplier Contract	(empty)
Quantity *	<input type="text" value="1"/>
Unit Cost	<input type="text" value="25.00"/>
Unit of Measure *	<input type="text" value="Each"/>
Extended Amount	25.00

9. Click  to add the line to the Requisition.
10. Click . Notice how that item was added to the cart in the top right of the screen.

11. Once you are ready to continue, click on the **Cart** icon .

12. The Cart screen displays. Click .
13. Continue the business process as normal.