Modifying Shipping and Handling in Carts

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- Modifying shipping and handling

This guide demonstrates how to modify the shipping & handling costs in a cart. This is helpful when a supplier has provided a quote on shipping & handling that is different from the default settings.

Procedure
1. From the LSU GeauxShop homepage, access your listing of assigned carts by clicking the Action Items link in the top navigation bar.

2. Click Carts Assigned to me to retrieve the list.

3. Click the cart name to make it your active cart.

4. Click the Proceed to Checkout button.
5. Select the **Requisition → Shipping** tab.

6. Requisition lines are grouped by supplier. Click on the **Edit taxes, shipping and handling for all line items in this group**... link in the supplier subtotal section.

   Note: Do not modify tax and shipping & handling information at the line level by clicking on the “edit” button associated with the line.

7. In the resulting pop-up window, you have the option of separately editing the shipping only or handling charges. In the drop-down menu corresponding to each line, select **use default** or **override**. If you opt to override the default values, you must enter the values to be used.

   - Changes will be applied to all of the lines of the requisition.

8. After making the changes, click on the **Save** button.

   You have successfully modified the shipping & handling in your cart.