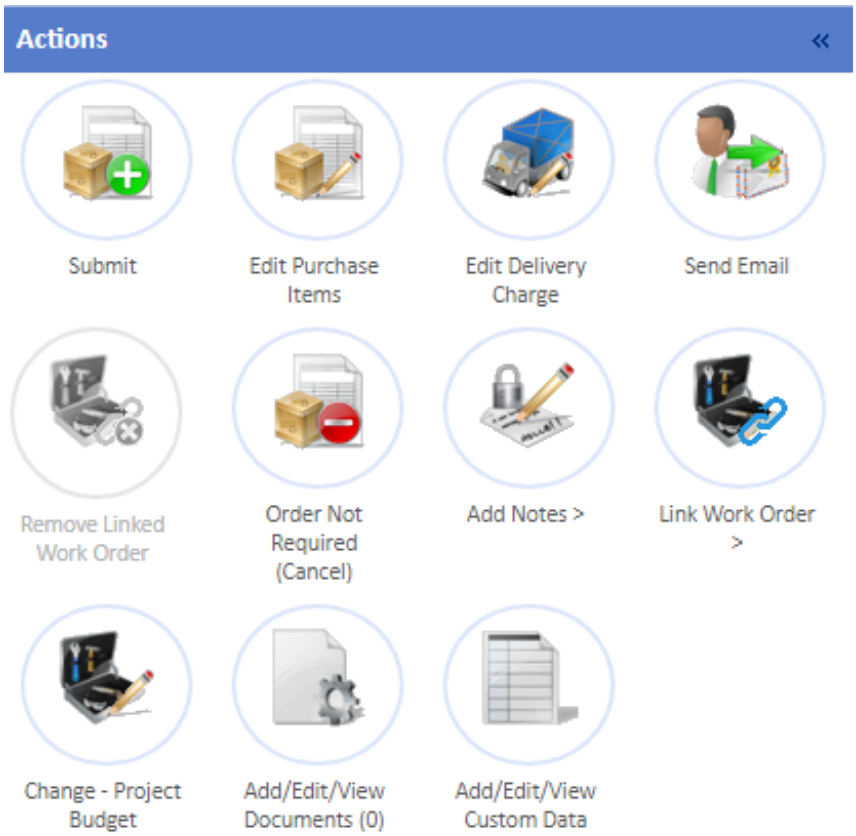
Edit Delivery Charge

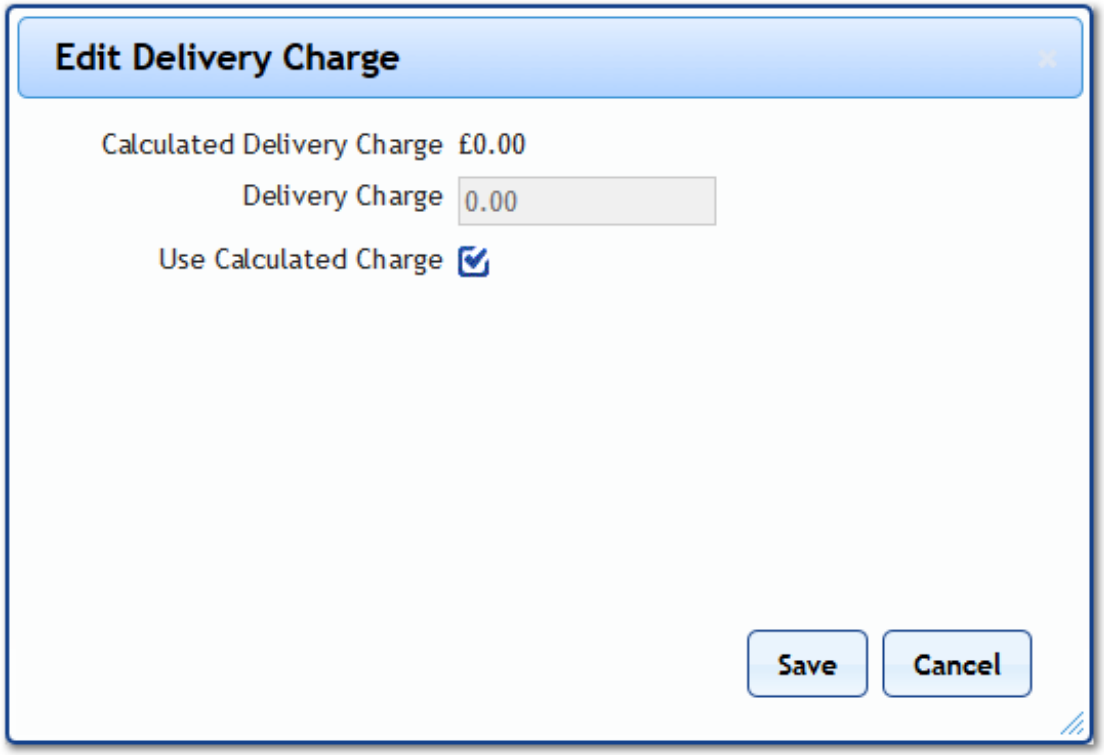
Fri, Jan 19, 2024 Job Detail Actions

Whilst accessing a Purchase Order, there maybe a case where a decision has been about the delivery charge for the order so the Supplier will need to update it. This can be done using the "Edit Delivery Charge" button.

1. On the Job Detail screen, select the "Edit Delivery Charge" button to display the Edit Delivery Charge pop up.



2. This screen shows the calculated Delivery Charge and whether the Calculated Charge is being used or not. To change the Delivery Charge, untick the "Use Calculated Charge" tick box and enter the desired value into the "Delivery Charge" field. Then click the "Save" button to update the order.



Note: Depending on the rules in the system, adjusting the Delivery Cost may move the Purchase Order into authorisation where an authoriser will need to authorise it before it can be progressed.

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