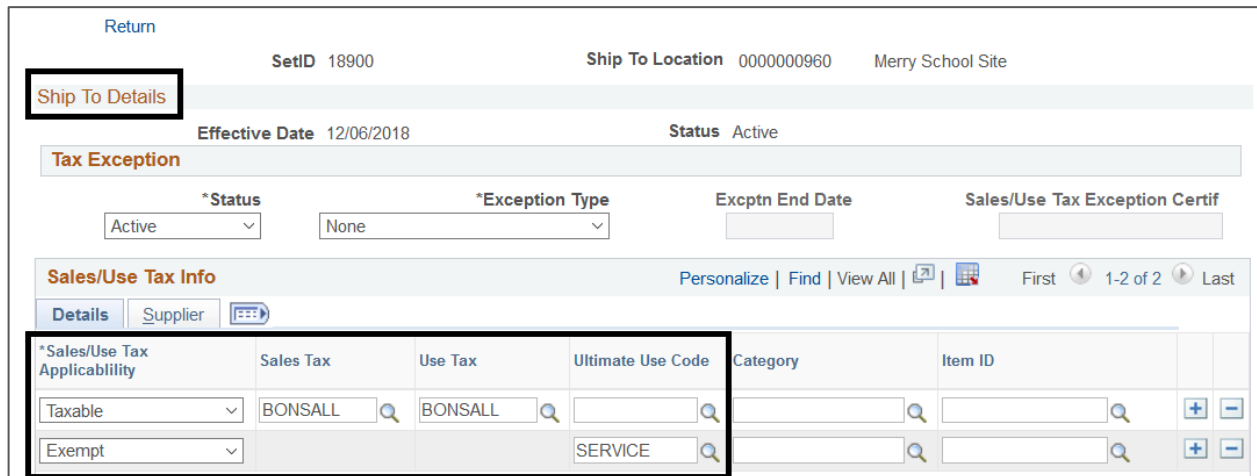


# Add a Ship To Location Code

Version 1.0 | Updated December 14, 2018

This job aid describes how to add a Ship To Location Code. See p.2 for “Inactivate a Ship To Location.”

1. Navigate to **Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations.**
2. Click the **Add a New Value** tab.
  - **SetID:** Defaults to your district number.
  - **Ship To Location:** Look up the location code to add.
  - Click **Add**.
3. On the **Ship To Locations** page, change the **Region SetID** and **Receiving Business Unit** to your district number.
  - *For Inventory districts only:* Enter your district number in the additional fields: Distribution Network SetID and Distribution Network Code.
4. Click on **Sales/Use Tax** link.
5. On the **Ship To Details** page, set up the sales/use tax applicability for the Taxable and Exempt options.



Return

SetID 18900 Ship To Location 000000960 Merry School Site

**Ship To Details**

Effective Date 12/06/2018 Status Active

**Tax Exception**

\*Status: Active \*Exception Type: None Excpn End Date: Sales/Use Tax Exception Certif:

**Sales/Use Tax Info** Personalize | Find | View All | First 1-2 of 2 Last

Details Supplier

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

- **Set up the Taxable row:** On the Sales/Use Tax Info grid, in the Details tab,
    - Under **Sales/Use tax Applicability** column, select *Taxable*.
    - Select the appropriate tax code for the following fields: **Sales Tax** and **Use Tax**.
  - **Setup the Exempt row:**
    - Add a new row by clicking on plus sign.
    - Under **Sales/Use tax Applicability** column, select *Exempt*.
    - On the **Ultimate Use Code** column, select *SERVICE*.
6. Click **Save**.
  7. Click on **Return** link to return to the Ship To Location main page.
  8. Click on **Supplier Order Location** link. In the **Supplier SetID**, select your district number. Click **OK**.
  9. Click **Save**.

## Inactivate a Ship To Location

1. Navigate to **Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations**.
2. Click on **Find an Existing Value** tab.
3. Click **Search**.
4. Go to the Ship to Location you want to inactivate.
5. Click on the **Add New Row** to effective date the inactivation.
6. Change status from *Active* to *Inactive*.
7. Click **Save**.