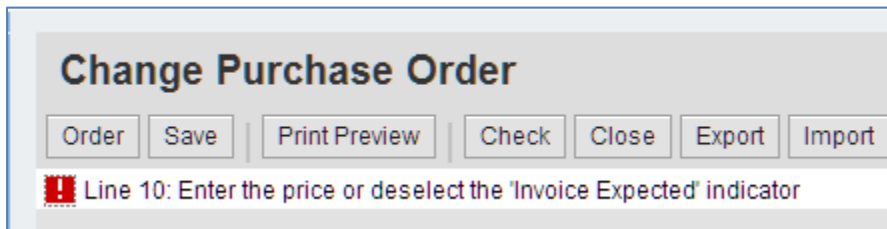


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Supplier quotes will occasionally contain no-charge line item(s). The line item(s) must be listed on the purchase order in order to assure they are provided by the supplier and accounted for upon receipt. There is a setting on the purchase order to indicate cost as \$0.00.

SRM:

If a cost of \$0.00 is entered on a purchase order line item, the following message will appear:



To correct and set to no-charge, navigate to the respective line item in the bottom Details section. Go to Related Documents tab and uncheck box for Invoice Expected. Repeat for other lines that are no charge.

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SAP:

Check the Free Indicator on line item. Repeat for other lines that are no-charge.

PO 4500070224 Created by Wendy H Brown

Print Preview Messages Personal Setting

4500070224 Vendor 159313 US Postal Service-Hasler Doc. date 10/06/2016

Conditions Texts Address Communication Partners Additional Data Org. Data Status UK Fields

1 Continuous-t...

tl Group	Pint	Stor. Location	Batch	Reqmt No.	Requisitioner	IM Material	Info Rec.	R...	Free
121513	UK00				E. LaFavers			<input type="checkbox"/>	<input checked="" type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

Note: The departmental Shopper or Requisition creator does not have the option to set line item cost to \$0.00 on the Shopping Cart or Requisition. They must enter a cost of \$0.01 and place a header note to the Purchasing buyer that the item is free. The Purchasing buyer finalizes the actual no-charge status during processing of the purchase order.