

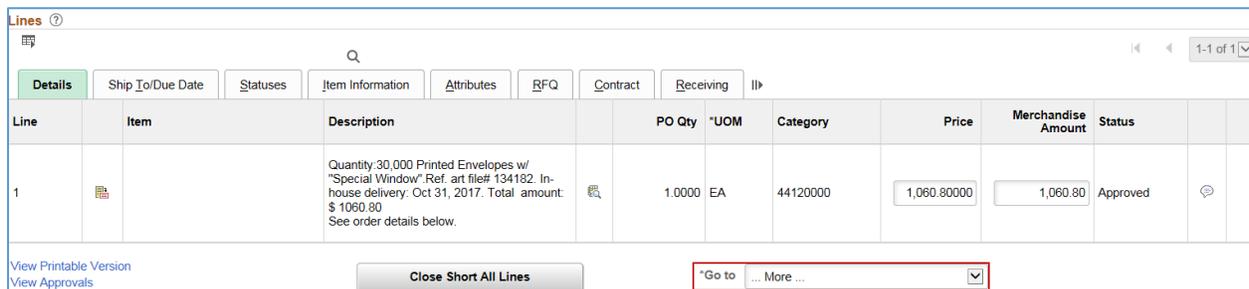
QUICK REFERENCE GUIDE

Updated November 1, 2019

Add Freight and Miscellaneous Charges to a Purchase Order

This guide provides an overview of the freight and miscellaneous charges recorded in SWIFT. It also lays out the steps to add these charges on a new or existing purchase order in SWIFT.

Enter freight and miscellaneous charges on the **Header Misc. Charges** page. Find this page on the **Go To** drop down menu. It is located at the bottom, right side of the **Purchase Order** page.



The screenshot shows the 'Lines' page in SWIFT. At the top, there are tabs for 'Details', 'Ship To/Due Date', 'Statuses', 'Item Information', 'Attributes', 'RFQ', 'Contract', and 'Receiving'. Below the tabs is a table with the following columns: Line, Item, Description, PO Qty, *UOM, Category, Price, Merchandise Amount, and Status. The table contains one row with the following data: Line 1, Item (envelope icon), Description 'Quantity: 30,000 Printed Envelopes w/ "Special Window" Ref. art file# 134182. In-house delivery: Oct 31, 2017. Total amount: \$ 1060.80. See order details below.', PO Qty 1.0000, *UOM EA, Category 44120000, Price 1,060.80000, Merchandise Amount 1,060.80, and Status Approved. At the bottom of the page, there are links for 'View Printable Version' and 'View Approvals', a 'Close Short All Lines' button, and a 'Go to ... More ...' dropdown menu which is highlighted with a red box.

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Quantity: 30,000 Printed Envelopes w/ "Special Window" Ref. art file# 134182. In-house delivery: Oct 31, 2017. Total amount: \$ 1060.80. See order details below.	1.0000	EA	44120000	1,060.80000	1,060.80	Approved

Steps to add freight or miscellaneous charges on a new purchase order

- Step 1: Access the Purchase Order page in SWIFT
- Step 2: Update Freight Terms on the Schedules page
- Step 3: update Freight or Miscellaneous Charges on a purchase order
- Step 4: Add the Amount and allocate the Miscellaneous Charges

Steps to add freight or miscellaneous charges on an existing purchase order

- Step 1: Access the Purchase Order page in SWIFT
- Step 2: Access the Schedule page
- Step 3: Update Freight Terms on the Schedules page
- Step 4: Enter or update Freight or Miscellaneous Charges on a purchase order
- Step 5: Add the Amount and allocate the Miscellaneous Charges

Overview of Freight and Miscellaneous Charges

Miscellaneous costs reflect non-merchandise charges related to getting items to the state for receiving. They include freight, taxes and fees other than Sales and Use Tax. Examples of these fees include Ground Water Tax or Hazardous Material Fee.

Freight is the most common miscellaneous charge recorded in SWIFT.

Freight is the goods transported to state agencies and their method of transportation.

Freight terms used on purchasing documents determine two things:

- When ownership of the goods passes to the state
- Who pays the freight charges

Freight terms in SWIFT start with *FOB* or “Free on Board”. *FOB* determines when the title for the merchandise passes from the supplier to the State/Agency.

FOB Destination is **ALWAYS** used in SWIFT. It means the following:

- The supplier retains the title and control of the goods until they are delivered.
- The supplier selects the carrier and is responsible for the risk of transportation.
- The supplier is responsible for filing claims for loss or damage.

Freight Terms Codes and Descriptions

Field Name	Field Description
FOB_PALLOW: FOB Destination, Prepd & Allow	FOB Destination, Freight Prepaid and Allowed: This is the default on a PO. <ul style="list-style-type: none"> • The vendor includes the cost of shipping in the product cost. This Freight Term Code is the most common one used.
FOB_PADD: FOB Destination, Prepd & Add	FOB Destination, Freight Prepaid and Added: <ul style="list-style-type: none"> • The vendor itemizes shipping cost separately.

For more information about shipping terms, review the Authority for Local Purchase (ALP) manual from the Minnesota Department of Administration. <http://www.mmd.admin.state.mn.us/alpmanual.htm>

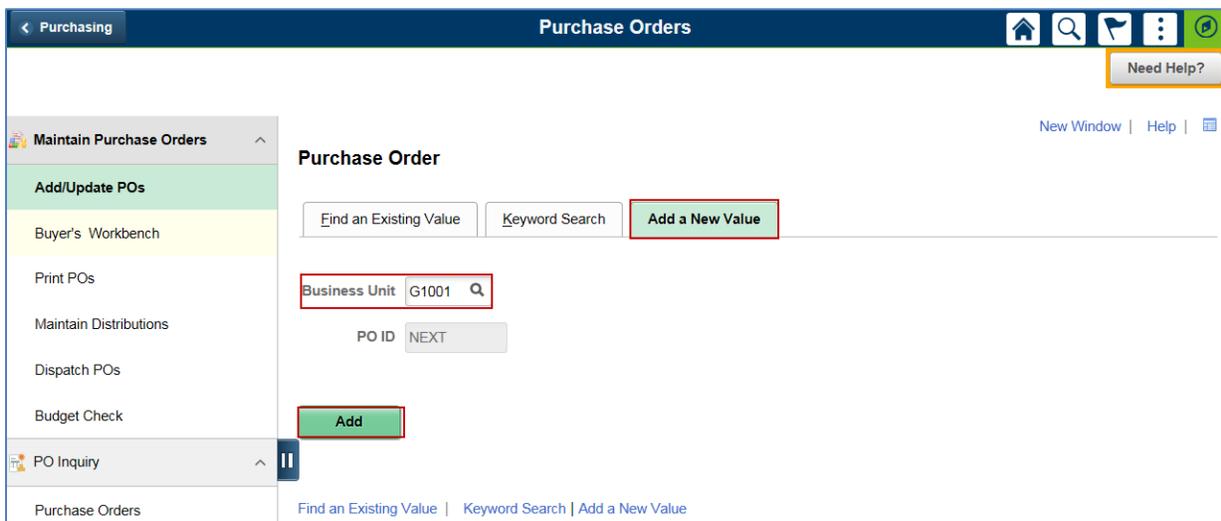
Steps to add freight terms on a new purchase order

Step 1: Access the Purchase Order page in SWIFT

1. Navigate to the **Purchase Order** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Orders, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the **Purchase Order** page, select the **Add a New Value** tab, enter your *Business Unit* and press the **Add** button.



3. On the **Purchase Order** page, enter the information to create a purchase order with the applicable line(s). Save as needed.
 - Enter the Header information.
 - Enter the Lines information.

Step 2: Go to the Schedule page to update Freight Terms

1. On the line you want to add freight expenses, select the **Schedule** icon.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status	Schedule icon
1		Headphones	50.0000	EA	10101500	185.00000	9,250.00	Approved	

2. On the **Schedule** page, open the **Freight** tab to review and update the freight terms as needed.
 - *Freight Terms* default to “FOB_PALLOW”. Update it to “FOB_PADD”, select **Save**.

Schedules

Details | Statuses | Shipment | Matching | Receiving | **Freight** | RTV

Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1	08/22/2018	G020030000	FOB_PADD			<input type="checkbox"/>

- Repeat this step for all lines you want to add freight or a miscellaneous charge.
- Select the **Return to Main Page** link.

Step 3: Enter Freight or Miscellaneous Charges on a purchase order

1. On the main **Purchase Order** page, select the **Go To** drop-down menu. It is located at the bottom, right side of the **Purchase Order** page. Select **13-Header Misc. Charges**.

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merch
1		test	1.0000	EA	43222500	1,000.00000	

View Printable Version | View Approvals | Close Short All Lines | *Go to ... More ...

2. SWIFT opens up the **Header Misc. Charges** page. Select the **Miscellaneous Charges** link.

Maintain Purchase Order

Header Misc. Charges

Business Unit G1001 PO ID NEXT Supplier

[Return to Main Page](#) | [Miscellaneous Charges](#)

3. On the **Header - Miscellaneous Charges** page, select a *Miscellaneous Charge*. Typically, you will select "FREIGHT".

PO Header Misc. Charges

Maintain Purchase Order

Header - Miscellaneous Charges

Business Unit G1001 PO ID NEXT Supplier

Template ID

Miscellaneous Charges

*Miscellaneous Charge	Description	Allocation Method	Amount	Merch Supplier	RTV Credit
1 FREIGHT	Freight Charge	Matl Value		<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK | Cancel | Refresh

Options on the Miscellaneous Charge menu

Field Name	Field Description
FREIGHT Freight Charge	This field is the most commonly selected. It is the charge for goods transported to state agencies.
GRND WATER Ground Water Tax	Use this field for fees and surcharges related to agricultural pesticides. <ul style="list-style-type: none"> • There is no ground water tax in Minnesota. • Ground water tax is often seen on invoices from agricultural pesticides sales. • Minnesota Department of Administration recommends removing ground water tax from invoices. Replace it with Minnesota Gross Sales Fee and ACRRA Surcharge on your invoices.
HAZARD Hazardous Material Fee	This field can be used for hazardous waste fees. Minnesota Pollution Control Agency and several metropolitan counties charge a fee or require a license to use their hazardous waste facilities.
MISC Miscellaneous Charge	State agencies may use it for their tracking and reporting purposes.
SOLIDWASTE Solid Waste Tax	This field is used for waste management services. The Solid Waste Management (SWM) Tax applies to services for both mixed municipal solid waste and non-mixed municipal solid waste.
STEEL Steel Surcharge Fee	This field is rarely used. It may be used to reflect purchases related to steel processing firms that recover and refine steel.
TIVEXCISE Transit Improvement Vehicle Excise Tax	This field is used to reflect fees on the purchase and acquisition of motor vehicles.

Step 4: Add the Amount and allocate the Miscellaneous Charges

1. Choose an *Allocation Method* and add the *Amount*.

The *Amount* is related to the *Allocation Method* you select. SWIFT uses this field to allocate the amount to selected lines on the purchase order.

Options on Allocation Method

Field	Description
Matl Value	Allocates by value (e.g., material value).
Quantity	Allocates by quantity (e.g., how many items).
Volume	Allocates by volume (e.g., amount of space that the object occupies in a shipping container).
Weight	Allocates by weight (e.g., how much the item weighs).

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2. Validate that the *Merch Supplier* checkbox is selected.
 - Do not select the *RTV Credit*. SWIFT does not use the RTV functionality.
 - If adding a multiple miscellaneous charges, press the “+” button to add a new line(s). Repeat the steps outlined above for all of these new lines.
3. Press the **OK** button.

The screenshot shows a window titled "PO Header Misc. Charges" with a "Help" link in the top right. Below the title bar, it says "Maintain Purchase Order" and "Header - Miscellaneous Charges". There are fields for "Business Unit" (G1001), "PO ID" (NEXT), and "Supplier". A "Template ID" field with a search icon is also present. Below this is a section titled "Miscellaneous Charges" with a search icon and a "View All" link. A table displays the following data:

*Miscellaneous Charge	Description	Allocation Method	Amount	Merch Supplier	RTV Credit		
1 FREIGHT	Freight Charge	Matl Value	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+	-

At the bottom of the window are three buttons: "OK", "Cancel", and "Refresh".

The updated **Header – Miscellaneous Charges** page appears.

4. Allocate each of the charge(s).
 - Press the **Sel checkbox** on each line for which the charge(s) will be allocated.

NOTE: You need to change the freight terms on each of these lines as highlighted in Step 3 of this guide.

- Press the **Allocate** button and validate that the charge is populated in the *Amount* field.
- Repeat these steps for each miscellaneous charge added.
- When adding multiple miscellaneous charges, use the **Allocate All Charges** button instead of allocating each charge separately.

Maintain Purchase Order

Header - Miscellaneous Charges

Business Unit G1001 PO ID NEXT Supplier

[Return to Main Page](#)
Miscellaneous Charges

All Charges 1 of 1 View All

Charge FREIGHT Charge Amount 100.00 USD Allocation Method Matl Value

Current Charge 1-1 of 1 View All

Sel	Line	Item ID	Description	Amount	PO Qty	Merch Amt	Currency	Packing Weight	Weight UOM	Packing Volume	Volume UOM
<input checked="" type="checkbox"/>	1		Description				USD				

Select All Clear All

- After you allocate these costs, SWIFT updates the *Amount* and *Charge Amount* fields to reflect these costs.

Current Charge 1-5 of 5 View All

Sel	Line	Item ID	Description	Amount	PO Qty	Merch Amt	Currency	Packing Weight	Weight UOM	Packing Volume	Volume UOM
<input checked="" type="checkbox"/>	1		Headphones	61.71	50.0000	9,250.000	USD				
<input checked="" type="checkbox"/>	2		Extension cord	16.01	50.0000	2,400.000	USD				
<input checked="" type="checkbox"/>	3		Batteries	0.42	50.0000	62.500	USD				
<input checked="" type="checkbox"/>	4		scarves	18.01	150.0000	2,700.000	USD				
<input checked="" type="checkbox"/>	5		gloves	3.85	150.0000	577.500	USD				

- Continue to process the purchase order as required.
 - Press the **Save** button.
 - Select the **Return to Main Page** link.

You have successfully added freight or miscellaneous charges on a new purchase order.

Steps to add or update freight or miscellaneous charges on an existing purchase order

Step 1: Access the Purchase Order page in SWIFT

1. Navigate to the **Purchase Order** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the **Purchase Order** page, select the **Find an Existing Value** tab.

3. SWIFT opens up the **Search Criteria** section of the **Find an Existing Value** page.

- Enter search items such the *PO ID*. Select **Search**.

Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
G1001	3000004387	511	10/26/2017	Dispatched	MINNESOTA-001	G100000000	MINNESOTA MANAGEMENT & BUDGET	01136301	Savino,Diane M	General	FY18 Developmt Costs -ETD	N

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- SWIFT opens up search results at the bottom of the page. Press the *PO ID* link of the purchase order you wish to update.

SWIFT displays the **Maintain Purchase Order** page for the selected purchase order.

Step 2: Access the Schedules page

- Go to the **Line** section of the **Maintain Purchase Order** page. On the **Details** tab, select the **Schedule** icon.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Upfront Develop Costs, Enterprise Talent Development (ETD), tech support-Enterprise Learning Mgmt (ELM) system, project mgmt. & implementation, eLearning module development, wkforce planning & employee engagement	1.0000	EA	80101500	8,448.00000	8,448.00	Approved

- SWIFT opens up the **Schedules** page.

Since the purchase order has already been dispatched, you will need to make a change order. Press the **Schedule Details** icon. It is on the front of the row.

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	08/07/2018	G104THFL00	20.0000	22.40000	448.00	Active

- SWIFT displays the **Details for Schedule** page. Select the **Change Order** icon.

Unit	G1001	Supplier	MINNESOTA-001
PO ID	3000004387	Item	Upfront Develop Costs, Enterpr
Line	1	Change Order icon	
Schedule	1	Status	Active

- SWIFT displays the **Schedules** page for that line.

Step 3: Update Freight Terms on the Schedules page

1. On the **Schedules** page, choose the **Freight** tab to update the freight terms as. *Freight Terms* default to "FOB_PALLOW".
2. Update it to "FOB_PADD" and press the **Save** button.

Sched	*Due Date	*Ship To	Freight Terms	Arbitration	Charge Method	Freight Charge Override
1	08/22/2018	G020030000	FOB_PADD			<input type="checkbox"/>

3. Select the **Return to Main Page** link.

Step 4: Update Freight or Miscellaneous Charges on a purchase order

1. On the main **Purchase Order** page, select the **Go To** drop-down menu. It is located at the bottom, right side of the **Purchase Order** page. Select **13-Header Misc. Charges**.

The screenshot shows a table with columns: Line, Item, Description, PO Qty, *UOM, Category, Price, and Merc. The first row contains the value '1' in the Line column and 'test' in the Description column. Below the table, there is a 'Go to' dropdown menu with 'More ...' selected, which is highlighted with a red box.

2. SWIFT opens up the **Header Misc. Charges** page. Select the **Miscellaneous Charges** link.

The screenshot shows the 'Header Misc. Charges' page with fields for Business Unit (G1001), PO ID, NEXT, and Supplier. At the bottom left, there is a 'Miscellaneous Charges' link highlighted with a red box.

3. On the **PO Header Misc. Charges** page, select a *Miscellaneous Charge*. Typically, you will select "FREIGHT".

The screenshot shows the 'PO Header Misc. Charges' page with a table of Miscellaneous Charges. The first row is selected and has 'FREIGHT' in the '*Miscellaneous Charge' column, which is highlighted with a red box. The table has columns: *Miscellaneous Charge, Description, Allocation Method, Amount, Merch Supplier, and RTV Credit.

Step 5: Add the Amount and allocate the Miscellaneous Charges

1. Choose an *Allocation Method* and add the *Amount*.

The *Amount* is related to the *Allocation Method* you select. SWIFT uses this field to allocate the amount to selected lines on the purchase order.

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2. Validate that the *Merch Supplier* checkbox is selected.
 - Do not select the *RTV Credit*. SWIFT does not use the RTV functionality.
 - If adding a multiple miscellaneous charges, press the “+” button to add a new line(s).
 - Repeat the steps outlined above for all of these new lines.
3. Press the **OK** button.

The screenshot shows the 'PO Header Misc. Charges' window. At the top, it says 'Maintain Purchase Order' and 'Header - Miscellaneous Charges'. Below this, there are fields for 'Business Unit' (G1001), 'PO ID' (NEXT), and 'Supplier'. There is also a 'Template ID' search field. The main area is titled 'Miscellaneous Charges' and contains a table with the following columns: *Miscellaneous Charge, Description, Allocation Method, Amount, Merch Supplier, and RTV Credit. The first row shows '1 FREIGHT' with a description of 'Freight Charge', an allocation method of 'Matl Value', an amount of '100', and the 'Merch Supplier' checkbox checked. There are also '+' and '-' buttons next to the RTV Credit checkbox. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

The updated **Header – Miscellaneous Charges** page appears.

4. Allocate each of the charge(s).
 - Check the **Sel** box on each line for which the charge(s) will be allocated.
 - Choose the **Allocate** button.

The screenshot shows the 'PO Header Misc. Charges' window with the 'All Charges' section expanded. It shows a table with columns: Charge, FREIGHT, Charge Amount (100.00), USD, Allocation Method, and Matl Value. Below this, there is a 'Current Charge' section with a table that has columns: Sel, Line, Item ID, Description, Amount, PO Qty, Merch Amt, Currency, Packing Weight, Weight UOM, Packing Volume, and Volume UOM. The first row shows a checked 'Sel' box, '1' in the Line column, and 'Description' in the Description column. Below the table, there are 'Select All' and 'Clear All' checkboxes, and an 'Allocate' button. At the bottom, there are 'Select All Charges', 'Clear All Charges', and 'Allocate All Charges' buttons. There are also 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

5. Validate that the charge is populated in the *Amount* field.

Current Charge												
Sel	Line	Item ID	Description	Amount	PO Qty	Merch Amt	Currency	Packing Weight	Weight UOM	Packing Volume	Volume UOM	
<input checked="" type="checkbox"/>		1	Headphones	61.71	50.0000	9,250.000	USD					
<input checked="" type="checkbox"/>		2	Extension cord	16.01	50.0000	2,400.000	USD					
<input checked="" type="checkbox"/>		3	Batteries	0.42	50.0000	62.500	USD					
<input checked="" type="checkbox"/>		4	scarves	18.01	150.0000	2,700.000	USD					
<input checked="" type="checkbox"/>		5	gloves	3.85	150.0000	577.500	USD					

6. Repeat these steps for each miscellaneous charge added.

When adding multiple miscellaneous charges, use the **Allocate All Charges** button instead of allocating each charge separately.

6. Continue to process the purchase order as required.

You have successfully added or updated freight or miscellaneous charges on an existing purchase order.