


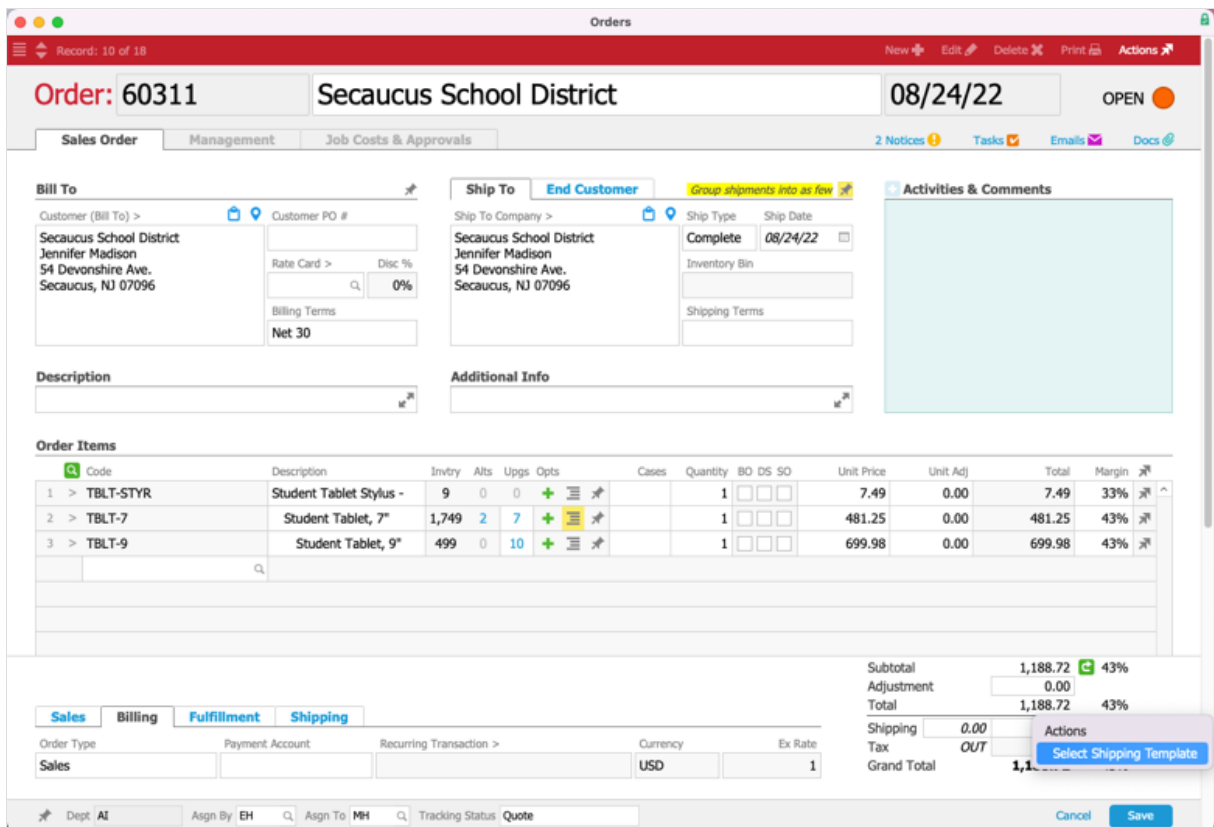
# Using Templates for Shipping Charges

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This guide explains how to apply an existing template of shipping charges to an order. It is intended for general users.

Your system administrator (and other Team Members with the required [privileges](#) (<https://aace6.knowledgeowl.com/help/controlling-access-to-aace-modules-with-user-groups>) can [build templates](#) (<https://aace6.knowledgeowl.com/help/building-a-template>) to store standard shipping charge setups. Those shipping charges can then be added to the order. When you enter an order, simply select the correct shipping template to pull in the standard shipping charges:

1. Navigate from **Main Menu > Order Management > Orders**.
2. At the Orders module, locate the desired order using the [Quick Search](#) (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) bar.
3. At the detail view, click **Edit**.
4. In the Totals section (bottom-right corner), click the shipping-level **Actions** (  ) > **Select Shipping Template**.



The screenshot displays the 'Orders' module interface. At the top, it shows 'Order: 60311' for 'Secaucus School District' dated '08/24/22'. The 'Bill To' and 'Ship To' sections both list 'Secaucus School District' with address 'Jennifer Madison, 54 Devonshire Ave., Secaucus, NJ 07096'. The 'Order Items' table lists three items: 'Student Tablet Stylus -' (9 units), 'Student Tablet, 7"' (1,749 units), and 'Student Tablet, 9"' (499 units). The 'Totals' section shows a Subtotal of 1,188.72 (43% margin), an Adjustment of 0.00, and a Total of 1,188.72 (43% margin). A 'Shipping' field is set to 0.00. An 'Actions' dropdown menu is open, highlighting the 'Select Shipping Template' option.

Code	Description	Invtry	Alts	Upps	Opts	Cases	Quantity	BO	DS	SO	Unit Price	Unit Adj	Total	Margin
1 > TBLT-STYR	Student Tablet Stylus -	9	0	0	+		1				7.49	0.00	7.49	33%
2 > TBLT-7	Student Tablet, 7"	1,749	2	7	+		1				481.25	0.00	481.25	43%
3 > TBLT-9	Student Tablet, 9"	499	0	10	+		1				699.98	0.00	699.98	43%

5. Select the desired shipping template and click **Save**.

