**Marketplace delivery charges**

The cost for a delivery charge must be taken into account at the Requisitioning stage, especially if it relates to a project as funds are checked at this stage of the purchase.

1. Once you have found your item on the Marketplace, click on **Delivery Charge may apply. Click for details** to view applicable the delivery charge.

   *Do not add the delivery charge at this point as you may have other items to purchase from the same supplier that will impact the delivery cost. In addition if you do, the delivery charge is added to your basket, the basket screen displays with delivery charge but no item so you have to search for the item again to add that to basket*

2. **Add**... the item to your shopping basket.

3. **Click on View Basket.**

4. Once all the item/s are in your basket, click on **Delivery Charge may apply. Click for details.**

5. **Click Add to Basket for the applicable charge**

6. The item and delivery charge are now in your basket ready to check out.

If a delivery charge is applicable and it hasn’t been added when you click **Checkout** from the Marketplace, the system will prompt you to either ‘**Add to basket**’ the relevant delivery charge or select ‘**No thanks**’. 