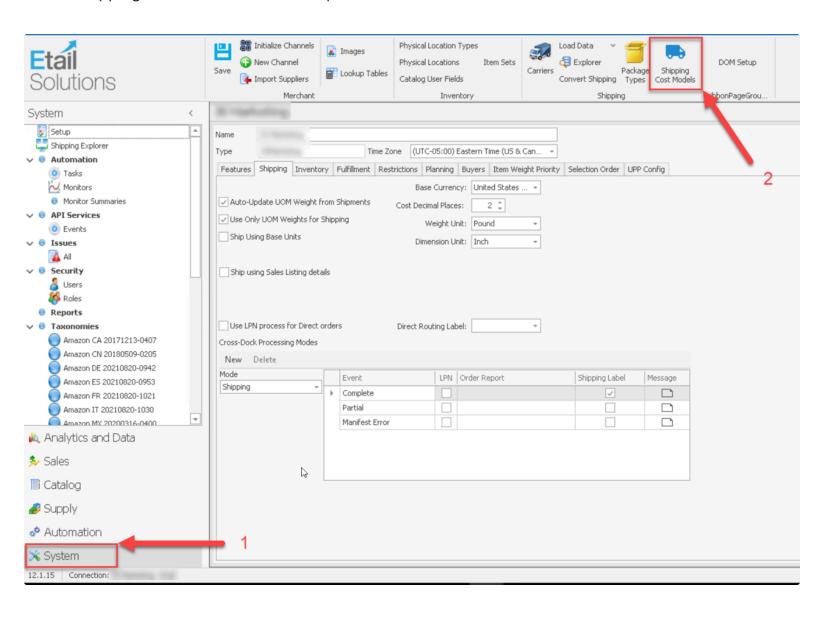# Setup Guide: Fuel Surcharge Adjustments

A fuel surcharge is a fee in addition to the contract rate when the cost of fuel exceeds a defined level.

This how-to document will go through the process of adding or adjusting the fuel surcharge on Shipping Cost Models in EVP.
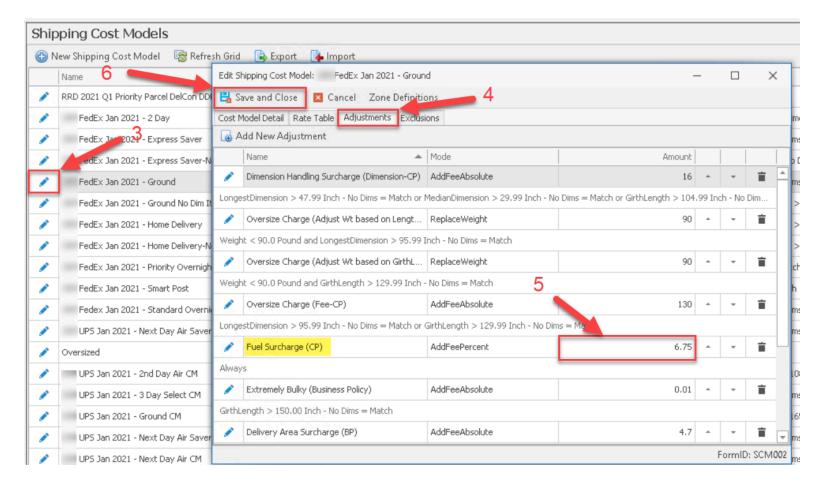
Some Standard SCM for FedEx USPS and UPS added as part of Native Shipping integration will have an existing adjustment for fuel surcharges.

Adjusting Existing Fuel Surcharges

1. Navigate to the Systems Module
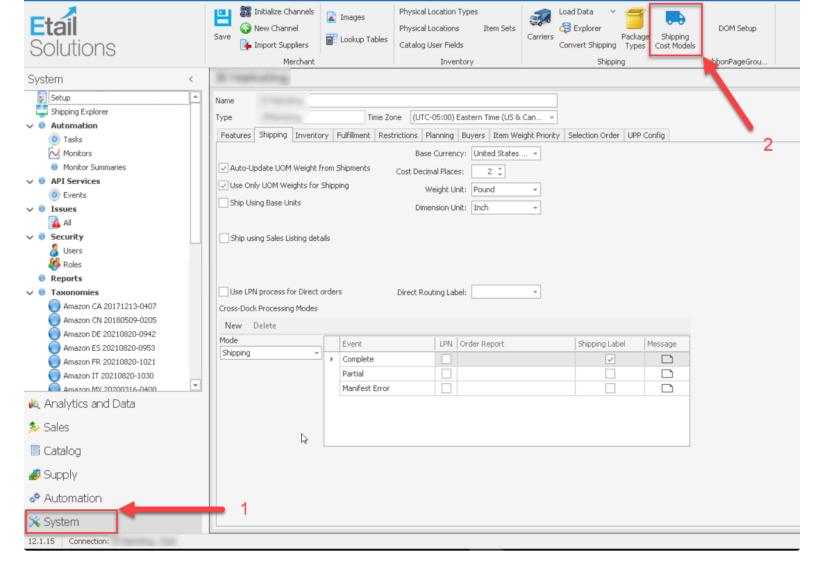2. Select Shipping Cost Models from the top Menu Ribbon

3. Edit the existing SCM with the Blue Pen

4. In the Edit window for the SCM select the Adjustments tab

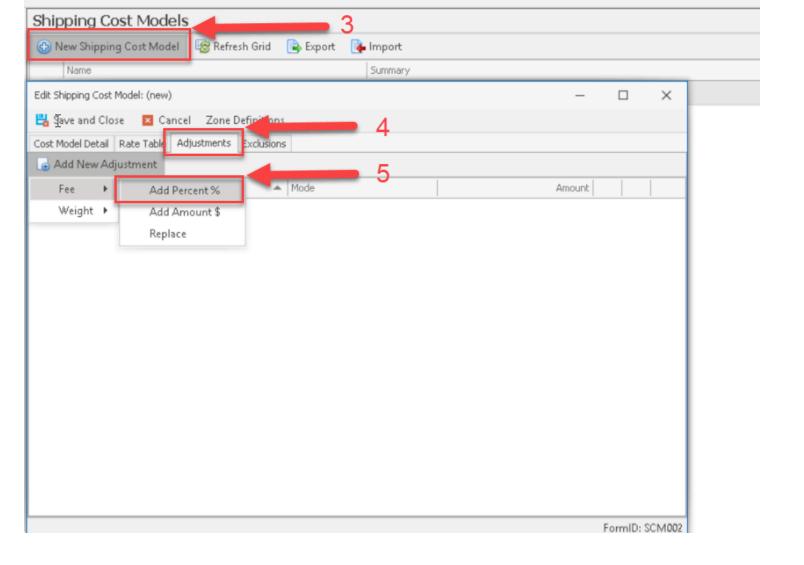5. Change the Amount for the Fuel Surcharge Adjustment
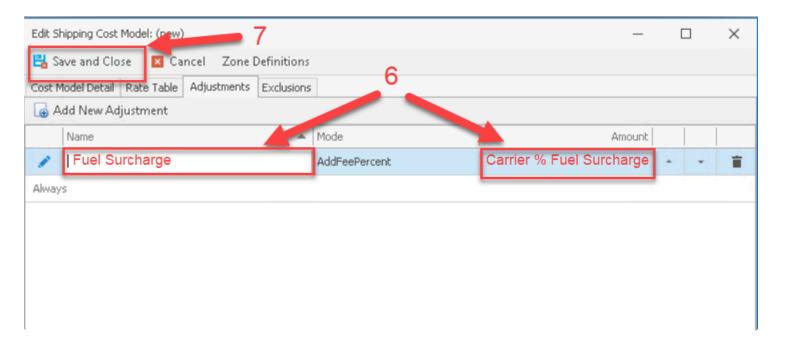
6. Save & Close

Adding Fuel Surcharges

1. Navigate to the Systems Module

2. Select Shipping Cost Models from the top menu ribbon

3. Select Add new Shipping Cost Model

4. In the Edit window for the SCM select the Adjustments tab

5. Select Add New Adjustment → Fee → Add Percent %

6. Add a Name and Amount to the adjustment

7. Save & Close

Fuel Surcharges should always apply; No need for selection criteria (Blue Pen)