

# Shipping/Freight Charges

## Rules

MPI may consider compensation for shipping/freight for the following scenarios:

- Aftermarket accessories or special order parts not available from within MB.
- Repaired wheels (see [Wheels](#)).

Shipping/freight charges (including crate, brokerage, duties, etc.) must be approved by MPI prior to ordering the part(s). The requested amount must be supported by an invoice or quote.

[Invoices](#) are required to support final payment of all shipping/freight charges. Repair shops are not permitted to charge markup on shipping costs. Repair shops are responsible for any rush or expedited delivery costs.

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No shipping/freight charges will be considered for Parts Autonomy, or supplier of choice decisions made by the shop. All requests are subject to audit and part selection reviews.

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## Reference

See [MPI Parts Business Rules](#) for further information on shipping/freight charges, and the impacts of Parts Autonomy decisions on these and other additional costs.

## Procedure

Follow the steps below to add shipping/freight charges to an estimate.

Begin with the estimate open in Mitchell Estimating.

1. Under the **Repair** tab, select the **Long Exp** sub-tab.
2. From the left window, select **Shipping/Freight**.
3. From the right window, double-click **Shipping**.
4. In the **Estimate** tab, under the **Price** column, add the pre-tax dollar amount of the shipping/freight charges, as shown on the invoice or quote.
5. If necessary, provide an explanation for the charges in a line item.
6. Upload an invoice or quote to support the shipping/freight charge request.

Admin | Vehicle | Profile | **Repair** | Safety Recall

CEG | Ref Sheet | ATG | **Long Exp** 1

Long Exp. Group:  Add Repair Line

- Lab Test
- Local Trim
- Locks
- Motorcycles
- Mould
- Obvious T/L Estimate
- Paint
- Paint - Clear Coat
- PDR Hail
- PDR Non-Hail
- R/V Trailer Estimate
- Rodent
- Rodent/Exterminator
- Rollover
- RV Interior Parts
- Shipping \ Freight** 2
- Snowmobile
- Snowmobile Tunnels
- Stone Protection
- Tear Down
- Total Theft
- VCF Reruns

**Part Description**

**Shipping** 3

Invoice required

**Estimate** | Assembly

No	Sup	Labor Type	Labor Op	Part Description	P	P	Price
1			AC	Shipping			<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span> 0.00
2				Invoice required			

## Parts Exception Request

Shops not using Mitchell systems must submit a Parts Exception Request form to MPI for all shipping/freight charges.

## Related Links

- [Accessories and Special Order Parts](#)
- [MPI Parts Business Rules](#)
- [Restocking Fees and Non-Returnable Parts](#)
- [Wheels](#)