

This **Supplier Quick Guide** shows you how to...  
**ADD SHIPPING COST AND  
SHIPPING TAX TO YOUR INVOICE  
IN ARIBA** ...in **three simple steps**



# 1. HOW TO ADD SHIPPING COST AND TAX TO YOUR INVOICE IN Ariba

## Step-by-step

If you need to add shipping costs to your invoice in Ariba, please follow the steps below while creating an invoice:

1. Click on “**Add to Header**”
2. Select “**Shipping Cost**”
3. Select “**Shipping Tax**”.
4. Enter the **Shipping Amount**.
5. Enter the **Tax Rate %** (the tax amount will be automatically calculated).

*Once you submit your invoice, the total tax amount will be calculated automatically on your invoice, including tax for the shipping cost.*

*For additional instructions on Invoice Creation, refer to the instructions for **Sending Invoice and credit note in Ariba** ([link](#)).*

## Illustration

The illustration shows the Ariba invoice creation interface. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below these, a dropdown menu is open, showing options: 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Special Handling', 'Allowance', 'Charge', 'Additional Reference Documents and Dates', and 'Comment'. A red circle with the number '1' is placed over the 'Add to Header' button, a red circle with '2' is over 'Shipping Cost', and a red circle with '3' is over 'Shipping Tax'. Below the dropdown, the 'Shipping Cost' section is visible, with a red circle with '4' over the 'Shipping Amount' field, which contains '100.00 EUR'. The 'Shipping Tax' section is also visible, with a red circle with '5' over the 'Rate(%)' field, which contains '10'. Other fields include 'Shipping Date', 'Taxable Amount' (100.00 EUR), 'Tax Rate Type', 'Tax Amount' (10.00 EUR), 'Exempt Detail' (no value), 'Date Of Pre-Payment', 'Date Of Supply' (8 Apr 2024), and 'Law Reference'. A checkbox for 'Triangular Transaction' is also present.

# NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



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