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



VERSION: 1.0 Classificat UPDATED: MAY 2020

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HOW TO ADD SHIPPING COST AND TAX TO YOUR INVOICE IN ARIBA

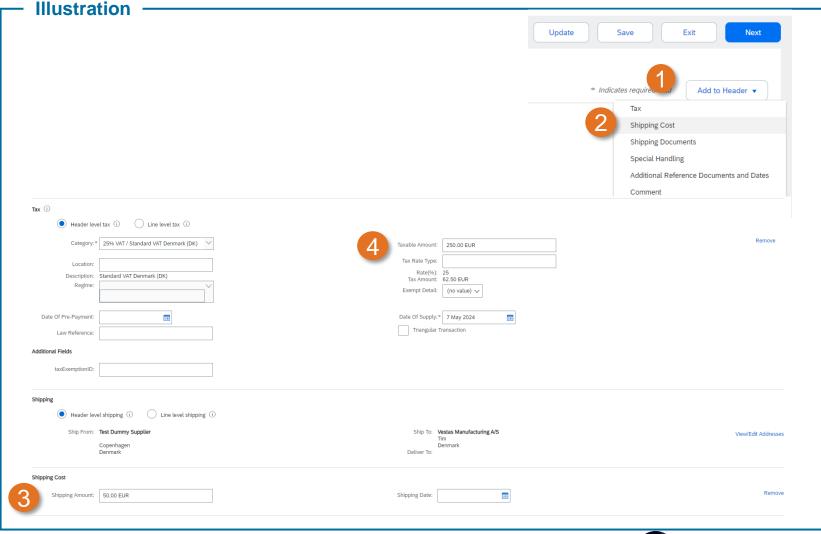
Step-by-step

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"
- "Shipping Cost" will be added to the invoice. Enter the "Shipping Amount"
- 4. Update the **Taxable Amount** to include Shipping Amount For example: if order amount is 200 EUR and shipping amount is 50 EUR, Taxable Amount should be 250 EUR.

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 (<u>link</u>).





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Classification: Public

NEED HELP?

Support is available!



For **questions or technical support** please contact the <u>Vestas SSC Ariba team</u>



For **information and guides** from the Digital Procurement program in Vestas, visit our <u>website</u>

