How to enter invoice with Shipping cost (with and without tax)

1. Select create invoice

Ariba Supply Ch	ain Collaboration	
Purchase Order: 6500	010737	
Create Order Confirmation	Create Ship Notice	Create Invoice 🔻 Hid
Order Detail Order His	story	
2. Select Standar	d invoice	
3 Enter invoice r	number	
Ariba Supply C	Colloboration	
Anda Supply C	nam Collaboration	
Create Invoice		
 Invoice Header 		
Summary		
Purchase Order:	6500010737	
Invoice #:*	TEST_INV_1234	
Invoice Date:*	14 Aug 2019	
Service Description:		
Supplier Tax ID:		
Remit To	Curtis Bay WR Grace SCC Test Supplie	r 🗸

Tax 🛈

Header level tax () Line-level tax ()

CARPENTERSVILLE , IL United States Bill To: W.R. Grace & Co.-Conn.

> Columbia , MD United States

4. Go to Tax section and select Line level tax

5. Under the line item, select the line item by checking the box

Line	Items						
Insert L	ine Item Opt	ions Tax (Category: 0% VAT		Shipping Documents	Special Handling	Discount
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity
√	1	۲	MATERIAL	Not Available	test of layout		5

6. Select line item actions and select Tax

I				_
•	Line Item Actions 🔻		Delete	
	Edit			
	Add			
	Tax			
	Shipping Documents			
	Special Handling			
	Discount			
SAI	Comments			
Curtis	Attachment	er	@grace.co	m) last vi
SAP Anna	Privacy Statement Secu	rny Di	sclosure	Terms o

7. Select tax category and enter Rate% (Note: if the invoice is non-taxable it is still required to provide tax category select VAT and enter Zero "0" under rate%)

Line	Items												I LINC REINS, I ING	uucu, o rieviousiy i uliy ilivoiceu
Insert I	Line Item Optio	ns												
		Tax Ca	tegory: 0	% VAT		Shipp	ing Documents	Special Handling	Discount					Add to Included Lines
	No.	Include	Туре		Part #	Descripti	DN	Customer Part #	(Quanti	lity	Unit	Unit Price	Subtotal
\checkmark	1	۲	MATERIA	۱L	Not Available	test of lay	/out			5		EA	\$55.00 USD	\$275.00 USD
	Тах			Category	VAT	~			Tayable Amour	nt G	\$375.00.119D			Remove
									Taxable Alloui		\$275.00 03D			
				Location:					Rate(%	6):	10			
			D	lescription:					Tax Amour	nt 🖇	\$27.50 USD			
				Regime:		\vee			Exempt Deta	ail:	(no value) 🗸			
			Date Of Pre	Payment		-			Date Of Suppl	hr -	14 Aug 2019	F		
			Date Office	-i aymont						y	14 Aug 2010	<u>1946</u>		
			Law F	Reference:					Thangui	iar i rai	insaction			
۴ (Line Item Ac	tions 🔻	Delete											

8. At the header level, click "Add to Header".

Ariba Supply (Chain Collaboration			Company Settings + CurtisBay Supplier
Create Invoice				Update Save Exit Next
 Invoice Header 				* Indicates required field
Summary				
Purchase Order:	6500010737	Subtota	: \$275.00 USD	View/Edit Addresses
Invoice #:*	TEST_INV_1234	Total Ta: Total Gross Amoun	: \$0.00 USD : \$275.00 USD	
Invoice Date:*	14 Aug 2019 📖	Total Net Amoun Amount Due	: \$275.00 USD : \$275.00 USD	
Service Description:				
Supplier Tax ID:				
Remit To	Curtis Bay WR Grace SCC Test Supplier 🗸			
Bill To:	CARPENTERSVILLE , IL United States W.R. Grace & CoConn.			
	Columbia , MD United States			

9. select Shipping Cost



10. Click add to header again and select Add shipping tax



11. Under Shipping Cost, enter the amount and date of shipment

Shipping Cost				
Shipping Amount:	\$10.00 USD	Shipping Date:	14 Aug 2019	

12. Under Shipping Tax, select the tax type and enter the tax percentage (%) under the rate section (Note: if the shipping tax is non-taxable it is still required to provide tax category select VAT and enter Zero "0" under Rate%)

Shipping Tax			
Category: *	VAT VAT	Taxable Amount:	\$10.00 USD
Location:		Tax Rate Type:	
Description:		Rate(%):	10
Regime:	\checkmark	Tax Amount:	\$1.00 USD
		Exempt Detail:	(no value) 🗸
Date Of Pre-Payment:		Date Of Supply:	14 Aug 2019
Law Reference:		Triangular T	ransaction

13. At the Add to Header select Attachments

	H 0010 0 1 0 0000	
* Indicates required field	Add to Header 👻	more the
	Shipping Tax	ase or
	Shipping Documents	om a li
	Special Handling	
	Special Handling Tax	custor
	Additional Reference Documents and Dates	ion ru
	Comment	tax ra
	Attachment	
	information in row	uirod w

14. Browse the invoice copy (make sure it is in PDF format)

*Attachments		
The total size of all attachments cannot exceed 10MB		
C:\Users\jbquintos\Desktop\06282019\745-032019-C04275281.pdf	Browse	Add Attachment

15. Click update to check for any error





- 17. Review the content of the invoice
 - a. if any correction is needed click Previous button



b. if you still need time click save



18. After review and or making corrections click submit to send the invoice to WR Grace.



19. Click exit invoice creation