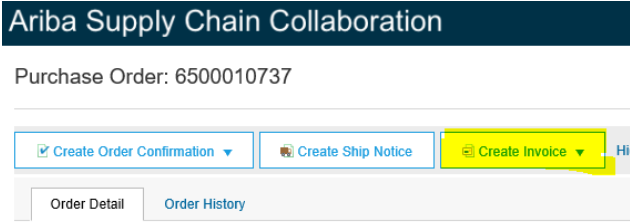
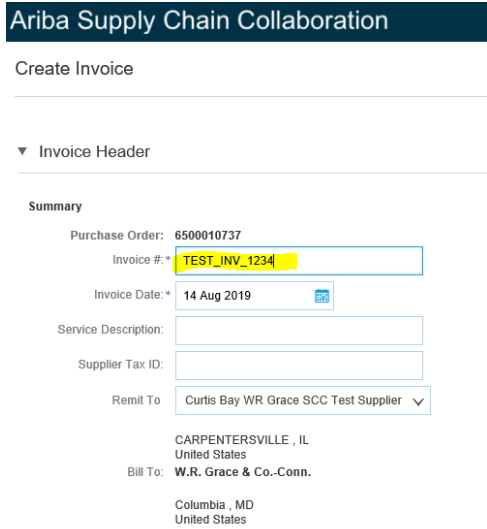


# How to enter invoice with Shipping cost (with and without tax)

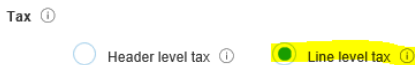
1. Select create invoice



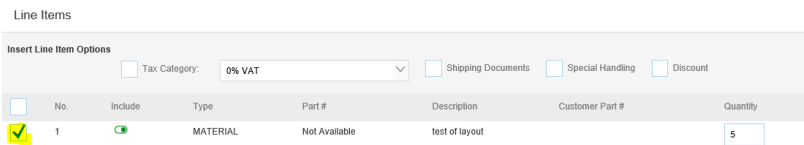
2. Select Standard invoice
3. Enter invoice number



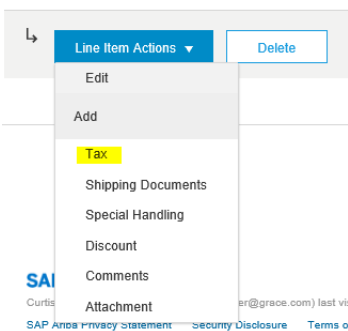
4. Go to Tax section and select Line level tax



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



6. Select line item actions and select Tax



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

Insert Line Item Options

Tax Category: 0% VAT  Shipping Documents  Special Handling  Discount  [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test of layout		5	EA	\$55.00 USD	\$275.00 USD

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \$275.00 USD

Rate(%): 10

Tax Amount: \$27.50 USD

Exempt Detail: (no value)

Date Of Supply: 14 Aug 2019

Triangular Transaction

[Line Item Actions](#) [Delete](#)

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

Ariba Supply Chain Collaboration

Create Invoice [Update](#) [Save](#) [Exit](#) [Next](#)

Invoice Header [Add to 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 Supplier

CARPENTERSVILLE, IL  
United States

Bill To: W.R. Grace & Co.-Comm.  
Columbia, MD  
United States

Subtotal: \$275.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$275.00 USD  
Total Net Amount: \$275.00 USD  
Amount Due: \$275.00 USD

[View/Edit Addresses](#)

9. select Shipping Cost

\* Indicates required field

[Add to Header](#)

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment

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

\* Indicates required field

[Add to Header](#)

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment

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

Shipping Cost

Shipping Amount:  Shipping Date:

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:

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

Triangular Transaction

13. At the Add to Header select Attachments

\* Indicates required field

Add to Header

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment

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

\*Attachments

The total size of all attachments cannot exceed 10MB

Browse...

15. Click update to check for any error

16. Click next

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.



## Ariba Supply Chain Collaboration

Invoice TEST\_INV\_1234 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

19. Click exit invoice creation