Guide document for Suppliers to add Tax information while creating Invoices

1. On Ariba Network, open the PO and click on “Create Invoice”>”Standard Invoice” option –

![Ariba Network PO creation page]

2. On the Invoice creation page, for adding tax information, go to Line Item section and select the line item and click on “Line Item actions” dropdown > then Add Tax –

![Invoice creation page with Add Tax option]

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- Steps for adding tax information in Ariba Network: Open PO, create invoice, navigate to Line Item section, select line item, click Line Item actions, and add tax.
3. On the “Rate(%)” field, put “0”, then automatically Tax Amount will become 0.

4. If there is any tax amount, then it should be added as a charge amount at line level