

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 –

Purchase Order: 8000001042

Buttons: Create Order Confirmation, Create Ship Notice, **Create Invoice**

Order Detail | Order History

BeiGene

From: BeiGene USA, Inc.
55 Cambridge Parkway, Suite 70
Cambridge, MA 2142
United States

To: Verizon Wireless Services LLC-TEST
One Verizon Way
Basking Ridge, NJ 07920
United States
Phone:
Fax:
Email: pritamghosh2@kpmg.com

Purchase Order (New)
8000001042
Amount: \$200.00 USD
Version: 1

Track Order

Payment Terms: NET 30 | Routing Status: Sent

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 –

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 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 | Enter a description for this item. | | | | | \$200.00 USD |

Tax

Line Item Actions | Delete | Add

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-------------------------------------|-----|-------------------------------------|----------|---------------|------------------------------------|-----------------|----------|------|------------|---|
| <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Enter a description for this item. | | | | | \$200.00 USD (i) |

↳ **Edit**

- Add** [Delete](#) [Add ▼](#)
- Tax
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment

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

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3. On the "Rate(%)" field, put "0", then automatically Tax Amount will become 0.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|----------|---------------|------------------------------------|-----------------|----------|------|------------|---|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Enter a description for this item. | | | | | \$200.00 USD (i) |

Tax

Category: * [Remove](#)

Location:

Description:

Regime:

Taxable Amount:

Rate(%):

Tax Amount:

↳ **Line Item Actions** [Delete](#) [Add ▼](#)

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

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$10,000.00 SGD

Rate(%): 0

Tax Amount: \$0.00 SGD

Comments

- Edit
- Add
- Delete
- Add
- Tax
- Shipping Documents
- Allowance
- Charge
- Comments
- Attachment

Next Update Save

Line Item Allowances and Charges

Service Code: Additional Packaging

Description:

Start Date:

End Date: 4 Aug 2023

Charge: Amount \$50.00 US\$

Add Tax Remove

Comments

Line Item Actions Delete Add