

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



# 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**”
3. “**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** ([link](#)).

## Illustration

The screenshot illustrates the Ariba invoice creation interface. At the top right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below these, a dropdown menu is open, showing options: 'Tax', 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', and 'Comment'. A red circle with the number '1' is placed over the 'Add to Header' button, and a red circle with the number '2' is placed over the 'Shipping Cost' option in the dropdown menu.

The main form area is divided into several sections:

- Tax**: Includes radio buttons for 'Header level tax' (selected) and 'Line level tax'. Fields include 'Category' (25% VAT / Standard VAT Denmark (DK)), 'Location', 'Description' (Standard VAT Denmark (DK)), 'Regime', 'Date Of Pre-Payment', 'Law Reference', 'Taxable Amount' (250.00 EUR), 'Tax Rate Type', 'Rate(%)' (25), 'Tax Amount' (62.50 EUR), 'Exempt Detail' (no value), and 'Date Of Supply' (7 May 2024). A 'Triangular Transaction' checkbox is also present.
- Additional Fields**: Includes a 'taxExemptionID' field.
- Shipping**: Includes radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. Fields include 'Ship From' (Test Dummy Supplier, Copenhagen, Denmark), 'Ship To' (Vestas Manufacturing A/S, Tim, Denmark), and 'Deliver To'. A 'View/Edit Addresses' link is visible.
- Shipping Cost**: Includes a 'Shipping Amount' field (50.00 EUR) and a 'Shipping Date' field.

Red circles with numbers '3' and '4' are placed over the 'Shipping Amount' field and the 'Taxable Amount' field, respectively. A 'Remove' link is visible next to the 'Taxable Amount' field.

# NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)

