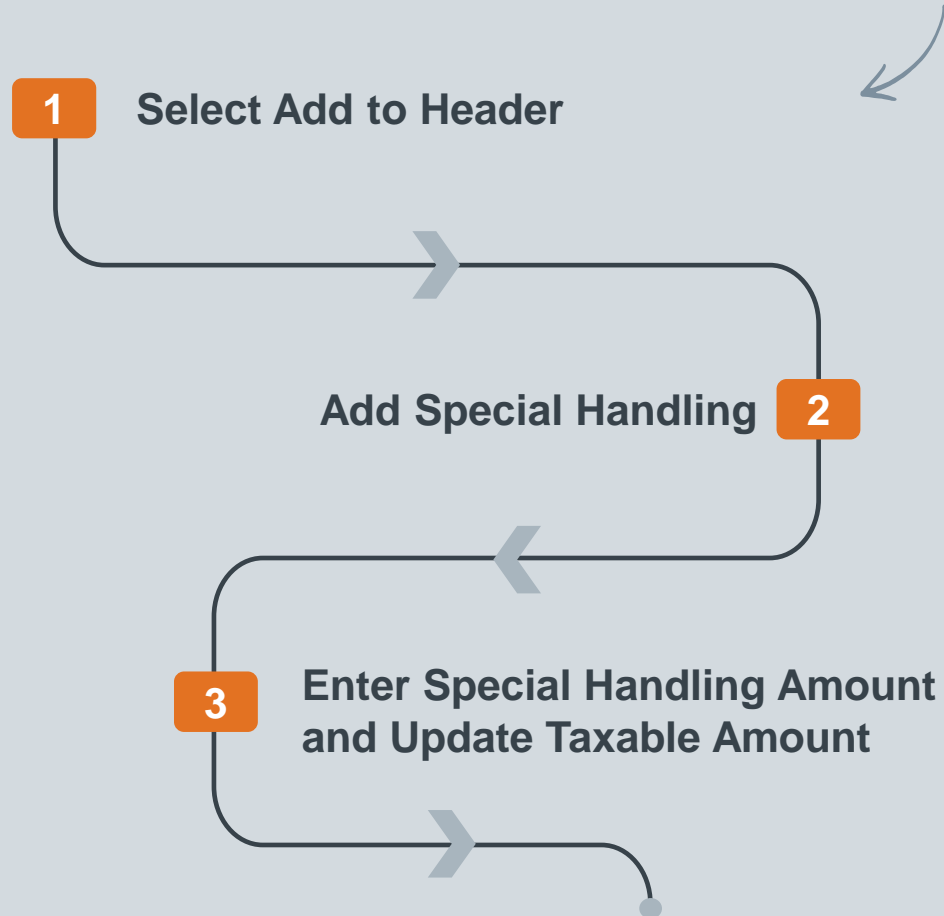


This **Supplier Quick Guide** shows you how to...

ADD ADDITIONAL FEES AND TAX TO YOUR INVOICE IN ARIBA

...in **three simple steps**



VERSION: 1.0

UPDATED: MAY 2020

HOW TO ADD ADDITIONAL FEES AND TAX TO YOUR INVOICE IN ARIBA?

Step-by-step

If you need to add additional fees e.g., environmental fee or packing cost to your invoice in Ariba, please follow the steps below while creating an invoice:

1. Click on “**Add to Header**”
2. Select “**Special Handling**”
3. “**Special Handling**” will be added to the invoice. Enter the “**Amount**” and “**Description**”
4. Update the **Taxable Amount** to include Special Handling Amount
For example: if order amount is 200 EUR and special handling 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 additional 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'. A dropdown menu is open, showing options: 'Tax', 'Shipping Cost', 'Shipping Documents', 'Special Handling' (highlighted with a red circle '2'), 'Additional Reference Documents and Dates', and 'Comment'. A red circle '1' is next to the 'Add to Header' button. Below the menu, the 'Tax' section is visible. It has radio buttons for 'Header level tax' (selected) and 'Line level tax'. The 'Category' is set to '25% VAT / Standard VAT Denmark (DK)'. The 'Taxable Amount' is 250.00 DKK (marked with a red circle '4'). The 'Tax Rate Type' is 'Standard VAT Denmark (DK)'. The 'Rate(%)' is 25, and the 'Tax Amount' is 62.50 DKK. The 'Exempt Detail' is '(no value)'. The 'Date Of Supply' is '8 May 2024'. Below the 'Tax' section is the 'Shipping' section with radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. The 'Ship From' is 'Test Dummy Supplier' (Copenhagen, Denmark) and the 'Ship To' is 'Vestas Manufacturing A/S' (Ringkøbing, Denmark). Below the 'Shipping' section is the 'Special Handling' section. It has a red circle '3' next to the 'Amount' field, which is set to '50.00 DKK'. The 'Description' field contains 'Environmental fee'.

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](#)

