

Adding Shipping and Special Handling as Line Items

Making Shipping and Handling “Taxable”

On the SAP Business Network, the following rule is enabled by Suntory Global Spirits:

Allow suppliers to add shipping and special handling costs and tax details as separate invoice lines.

Steps: When entering an invoice on the SAP Business Network, the following procedure should be followed:

1. Ensure that you specify that Tax will be captured at the Line Level and Shipping is to be captured at the Header Level.

Sales Order #: Sales Order Date:

Tax

☐ Header level tax ☒ Line level tax

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Internal Strategy and Innovation - TEST
Pittsburgh, PA
United States

Ship To: Internal Strategy and Innovation - TEST
Pittsburgh, PA
United States

[View/Edit Addresses](#)

2. Add Shipping Cost to the Header. This menu will look different when the transaction rule is enabled.
NOTE: Do NOT add a new Line Item to the invoice. (Add -> General Goods / Service). Shipping should still be added to the Header of the invoice:

Regime: 1 EA Pittsburgh, PA 1200.00 USD

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Internal Strategy and Innovation - TEST
Pittsburgh, PA
United States

Ship To: Internal Strategy and Innovation - TEST
Pittsburgh, PA
United States

Deliver To: [View/Edit Addresses](#)

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Internal Strategy and Innovation - TEST
Pittsburgh, PA
United States

Customer: Internal Strategy and Innovation - TEST
Pittsburgh, PA
United States

Email:

[View/Edit Addresses](#)

Add to Header

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

1 Line Items, 1 Included, 0 Previously Fully Invoiced

☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Not Applicable	Fallen pine tree in rear of building 420	TREE04	1	EA	\$1,200.00 USD	\$1,200.00 USD

[Add](#)

3. Once Shipping has been added, the option to add Shipping Tax will be available. This allows you to add Tax directly to the Shipping. This is optional.

pittsburgh , PA
United States

Deliver To: United States

Shipping Cost

Shipping Amount:

Shipping Date:

[Remove](#)

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Internal Strategy and Innovation - TEST
pittsburgh , PA
United States

Service Start Date:

Service End Date:

Customer: Internal Strategy and Innovation - TEST
Pittsburgh , PA
United States

[View/Edit Addresses](#)

Bill From: Internal Strategy and Innovation - TEST
pittsburgh , PA
United States

[View/Edit Addresses](#)

Email:

Add to Header

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

1 Line Items, 1 Included, 0 Previously Fully Invoiced

☐ Shipping Documents ☐ Special Handling ☐ Discount

[Add to Included Lines](#)

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Not Applicable	Fallen pine tree in rear of building 420	TREE04	1	EA	\$1,200.00 USD	\$1,200.00 USD

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

[Turn on Error Dump](#) [Hide/Show XML](#)

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

<https://admin.snv.ariba.com:8443/Supplier.aw/125016034/aw?awh=r&awssk=Y6GZekS#>

4. Once you have added all of this to the invoice, your invoice should appear as pictured below.

☐ Header level tax ☒ Line level tax

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Internal Strategy and Innovation - TEST
pittsburgh , PA
United States

Ship To: Internal Strategy and Innovation - TEST
Pittsburgh , PA
United States

[View/Edit Addresses](#)

Deliver To: United States

Shipping Cost

Shipping Amount:

Shipping Date:

[Remove](#)

Shipping Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

[Remove](#)

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Internal Strategy and Innovation - TEST
pittsburgh , PA
United States

Service Start Date:

Service End Date:

Customer: Internal Strategy and Innovation - TEST
Pittsburgh , PA
United States

[View/Edit Addresses](#)

Bill From: Internal Strategy and Innovation - TEST
pittsburgh , PA
United States

[View/Edit Addresses](#)

[Add to Header](#)

5. Please note, the confirmation (pdf) version of the Invoice will appear with Shipping as a separate line item.

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: SHTTEST012
Invoice Date: Wednesday 3 Apr 2019 9:38 AM GMT-04:00

Subtotal: \$1,215.00 USD
Total Tax: \$1.50 USD
Total Gross Amount: \$1,216.50 USD
Total Net Amount: \$1,216.50 USD
Amount Due: \$1,216.50 USD

REMIT TO:
Internal Strategy and Innovation - TEST
Postal Address:
210 sixth ave
pittsburgh , PA 15222
United States

BILL TO:
John Campbell
Postal Address:
210 Sixth Avenue
Pittsburgh , PA 15222
United States
Address ID: child1

SUPPLIER:
Internal Strategy and Innovation - TEST
Postal Address:
210 sixth ave
pittsburgh , PA 15222
United States

BILL FROM:
Internal Strategy and Innovation - TEST
Postal Address:
210 sixth ave
pittsburgh , PA 15222
United States

CUSTOMER:
Internal Strategy and Innovation - TEST
Postal Address:
210 7th Ave
Pittsburgh , PA 15222
United States
Email: [REDACTED]

SHIPPING INFORMATION:

SHIP FROM:
Internal Strategy and Innovation - TEST
Postal Address:
210 sixth ave
pittsburgh , PA 15222
United States

SHIP TO:
Internal Strategy and Innovation - TEST
Postal Address:
210 7th Ave
Pittsburgh , PA 15222
United States

Shipping Date: Friday 1 Feb 2019 12:00 AM GMT-05:00

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Applicable Planting of tree	TREE04	1 / (EA)	\$1,200.00 USD	\$1,200.00 USD

DETAILS
Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:

Subtotal: \$1,200.00 USD
Gross Amount: \$1,200.00 USD
Net Amount: \$1,200.00 USD

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
2	0	SERVICE	Shipping Cost		1 / (EA)	\$15.00 USD	\$15.00 USD

DETAILS
Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: unspsc
Service Classification: 78100000
Additional Information:
Is Shipping Service Item: yes

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	10%		\$15.00 USD	\$1.50 USD				

Subtotal: \$15.00 USD
Tax: \$1.50 USD
Gross Amount: \$16.50 USD
Net Amount: \$16.50 USD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	10%		\$15.00 USD	\$1.50 USD				

Invoice Summary

Subtotal: \$1,215.00 USD
Total Tax: \$1.50 USD
Total Gross Amount: \$1,216.50 USD
Total Net Amount: \$1,216.50 USD
Amount Due: \$1,216.50 USD

***Please note: If your Shipping Cost or Special Handling does not have associated tax, then you can add at the Line Level.**