



Changing the VAT rate

Before the VAT rate can be changed the purchase order needs to be unreserved.

*If it has already been approved:
Click on the **Approve** button, check the **Un-reserve** box is checked and click **OK**.*

Purchase Order Summary to Purchase Orders - 1738692

Operating Unit	Cambridge University	Created	27-SEP-2013 10:12:50
PO, Rev	1738692	Type	Standard Purchase Order
Supplier	COME CLEAN LTD T/A CCL SU	Site	CAMBRIDGE
Ship-To	KA	Bill-To	KA Accounts Office 1
Buyer	HARPUR, Mr. Charles	Status	Approved, Reserved
Description	STORES ORDER: 27/09/13		

Contact: []
Currency: GBP
Total: 397.50

Num	Type	Item	Rev	Category	Description	UOM	Quantity	Price	Promised
1	Goods	HKAD007		HKA	REFUSE SACK (BLACK-50MICRONS)	Box/2	30	13.25	

Item: HKAD007 REFUSE SACK (BLACK-50MICRONS)

Buttons: Catalog... Currency... Terms Shipments **Approve...**

1. Select **Actions** and then **Manage Tax**.

Purchase Orders - 1739252

Operating Unit	Cambridge University	Created	28-JAN-2014 13:44:55
PO, Rev	1739252	Type	Standard Purchase Order
Supplier	STARLAB (U K) LTD	Site	MILTON KEYNES
Ship-To	KA	Bill-To	KA Accounts Office 1
Buyer	PARKER, Mrs Helen	Status	Incomplete
Description	Gloves		

Contact: Markham, Joyce
Currency: GBP
Total: 38.45

Buttons: Lines Price Reference Reference Documents More Agreement

2. This will open up the **Buyers Work Centre**.
3. Select **Additional Tax Information**.

INV Detailed Procedure
Changing the VAT rate

UNIVERSITY OF CAMBRIDGE

Tax: Standard Purchase Order 1739252

Operating Unit: Cambridge University
Supplier: STARLAB (U K) LTD
Supplier Site: MILTON KEYNES
Buyer: PARKER, Mrs Helen
Order Description: Gloves

Currency: GBP
Amount: 38.45
Nonrecoverable Tax: 2.19
Recoverable Tax: 0.00
Total Tax: 2.19
Approval Amount: 40.64

Additional Tax Information

Search

Line:
Line Description:
Schedule:
Location:

Go Clear

Schedules Distributions

Shipments

Details	Line	Line Description	Schedule	Location	Amount	Nonrecoverable Tax	Recoverable Tax	Total Tax
Show	3	Gloves	1	KA	5.00	1.00	0.00	1.00
Show	4	GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM-PAIR	1	KA	5.95	1.19	0.00	1.19

4. The tax rate can then be amended by line on the purchase order

UNIVERSITY OF CAMBRIDGE E-Business Tax

Additional Tax Information: Standard Purchase Order 1739252

* Indicates required field

Legal Entity Name: Cambridge University
Taxation Country: United Kingdom

Cancel Apply

Tax Determining Factors for Lines

Search

Line	Description	Shipment	Location	Tax Classification	Product Type
3	Gloves	1	KA	SR20.0%	GOODS
4	GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM-PAIR	1	KA	SR20.0%	GOODS

Cancel Apply

Privacy Statement Preferences Help Close Window Copyright (c) 2006, Oracle. All rights reserved.

5. Clicking on the torch icon will bring up a list of tax code options

Search and Select: Tax Classification

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Tax Classification Name % Go

Results

Select	Quick Select	Tax Classification	Tax Classification Name
<input type="radio"/>		EC0.0%	Ec0.0%
<input type="radio"/>		EXEMPT	Exempt
<input type="radio"/>		ZR0.0%	Zr0.0%
<input type="radio"/>		ME0.0%	Me0.0%
<input type="radio"/>		Services Tax	Services Tax
<input type="radio"/>		NO UK VAT	No Uk Vat
<input type="radio"/>		EC17.5	Ec17.5
<input type="radio"/>		SR17.5%	Sr17.5%
<input type="radio"/>		SR20.0%	Sr20.0%
<input type="radio"/>		INTERNAL	Internal

Previous 1-10 Next 10