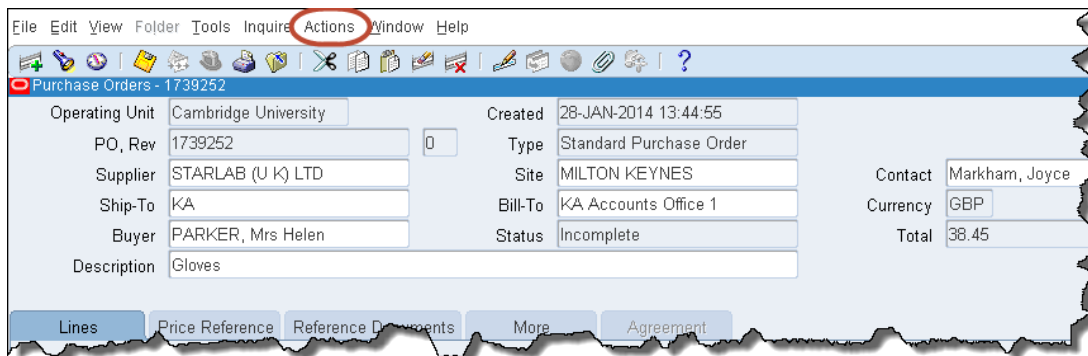


Changing the VAT rate

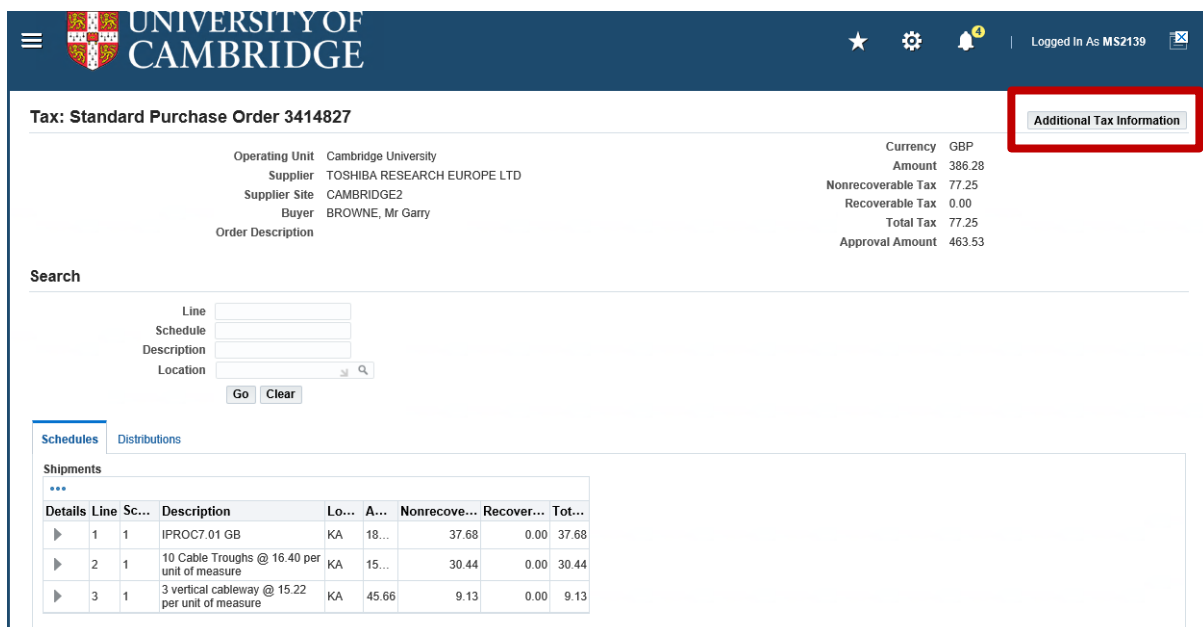
Before the VAT rate can be changed the purchase order needs to be unreserved.

If it has already been approved:
Click on the **Tools** menu, select the **Unreserve** box and click **OK**.

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



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



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

INV Detailed Procedure
Changing the VAT rate

UNIVERSITY OF CAMBRIDGE E-Business Tax

Additional Tax Information: Standard Purchase Order 3414827

Legal Entity Name: Cambridge University
Taxation Country: United Kingdom

Tax Determining Factors for Lines

Line	Description	Shipment	Location	Tax Classification	Product Type
1	IPROC7.01 GB	1	KA	SR20.0%	Goods
2	10 Cable Troughs @ 16.40 per unit of measure	1	KA	SR20.0%	Goods
3	3 vertical cableway @ 15.22 per unit of measure	1	KA	SR20.0%	Goods

5. Clicking on the magnifying glass 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 %

Results

Sel...	Quick Select	Tax Classification	Tax Classification Name
<input type="radio"/>		ACQUISITION RR TAX	Acquisition RR Tax
<input type="radio"/>		EC0.0%	Ec0.0%
<input type="radio"/>		EC15.0%	Ec15.0%
<input type="radio"/>		EC17.5	Ec17.5
<input type="radio"/>		EC20.0	Ec20.0
<input type="radio"/>		EXEMPT	Exempt
<input type="radio"/>		IMPORT0%	IMPORT0%
<input type="radio"/>		IMPORT20%	IMPORT20%
<input type="radio"/>		IMPORT5%	IMPORT5%
<input type="radio"/>		INTERNAL	Internal