



# Goods & Services Tax (GST)

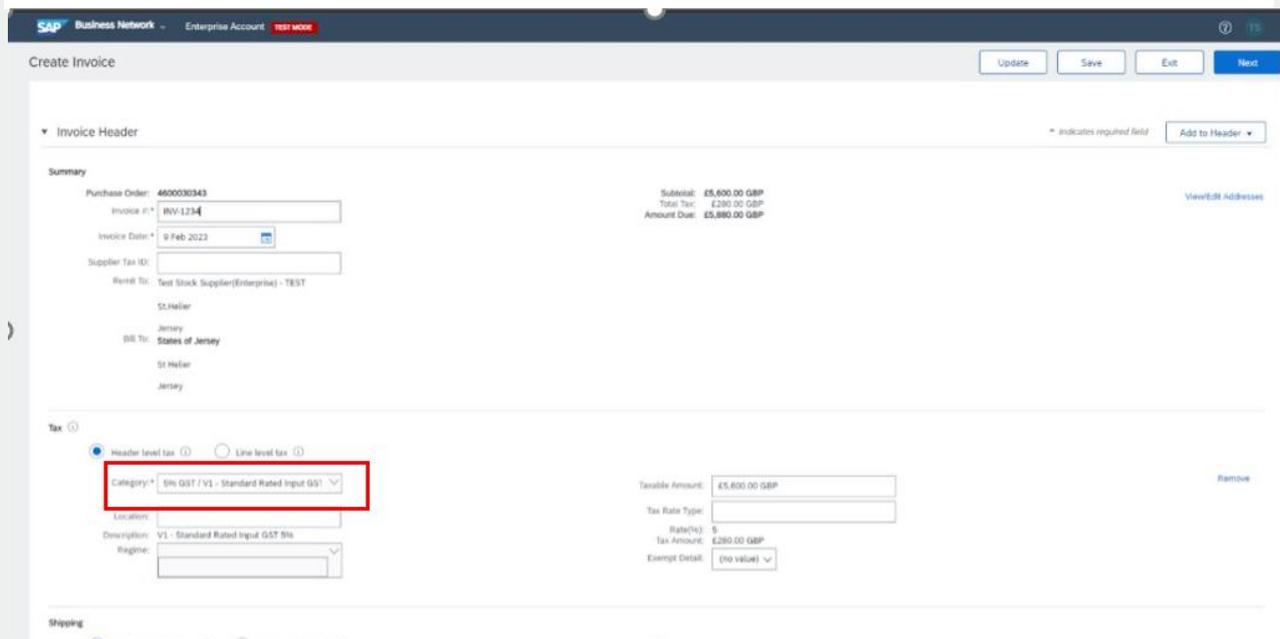
## Guidance

## Instruction

### How to add GST to Invoices

General guidance on how to create invoices can be found in this [Quick Reference Guide](#).

When the supplier is raising an invoice they will need to check the GST value and if appropriate, change the value. The Connect system is set to apply a default value of 0% (Exempt) and it is important that the supplier reviews the GST value for every invoice raised. To change the GST the supplier needs to select the drop-down from the <Category> / Tax section and select the correct GST that needs to be applied to that specific invoice.



The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is expanded, showing a 'Summary' of invoice details. The 'Tax' section is active, with 'Header level tax' selected. A red box highlights the 'Category' dropdown menu, which is set to '0% GST / V1 - Standard Rated Input GST'. To the right, the 'Taxable Amount' is £5,600.00 GBP, and the 'Tax Amount' is £280.00 GBP. The 'Exempt Detail' is set to '(no value)'. The 'Shipping' section is partially visible at the bottom.

### What to do if the incorrect GST has been set in an Invoice?

If an invoice is received into Connect with the wrong GST coding, but everything else matches to the PO, then the invoice will be automatically approved and sent for payment on the next payment run. It is a supplier's responsibility to charge the correct GST.

If the supplier realises that they have submitted an invoice with the incorrect GST and they contact the Accounts Payable team before the invoice and PO have been 'matched', then the AP team can make the invoice obsolete (return to supplier with reason why). The supplier will then be able to submit a new invoice with the correct GST.

If the supplier identifies they have charged the incorrect GST after they have been paid they will need to contact Accounts Payable. Accounts Payable can process GST credit notes to reimburse overpaid GST and GST only invoices for underpaid GST.