

My invoice has several VAT Rates, but my PO just have one line? How do I upload my invoice?

After filling in all the **General Info** on your invoice, please go to **Lines** and fill in the 1st line.

Once this is done, please click on **Add Line**:

A 2nd line will be created, and by default, it will be created in **Quantity (Qty)**. If your PO is set with **Amount (Amt)**, please change this on **Type**:

Regardless of **Amount or Quantity**, you will need to enter the **Description** and the **Price**:

2	Type	Description	Qty	UOM	Price	0.00	✕
	Qty		1.00	Each	0.00		
	PO Line	Service Sheet Line	Contract	Supplier Part Number			
	None Clear	None					
	Withholding tax	Late Fees					
			USD				
	<small>Applicable for WHT relevant Spain suppliers</small>	<small>Add the total amount that are incurred by late fees.</small>					
	Taxes						
	VAT Rate	VAT Amount	Tax Reference				
		0.00					

2	Type	Description	Price	0.00	✕
	Amt		0.00		

2	Type	Description	Price	0.00	✕
	Amt	Test 2	500.00		

Once this is entered, please fill in the **VAT Rate**, that will be applied to this line:

This being filled in, please go to **PO Line** and click on the magnifying glass:

A new window will open will show the PO number. Click on **Choose**:

The screenshot shows a software interface with several sections. At the top, a 'Taxes' section has a 'VAT Rate' dropdown set to '5.0%' (highlighted with a red box), a 'VAT Amount' field with '25.00', and an empty 'Tax Reference' field. Below this is a table with columns 'Type', 'Description', and 'Price'. The first row has 'Amt', 'test 2', and '500.00'. To the right of the table is a '0.00' value with a red 'x' icon. Below the table is a 'PO Line' section with a dropdown set to 'None' and a 'Clear' button (highlighted with a red box). Other fields include 'Service Sheet Line' (None), 'Contract' (dropdown), and 'Supplier Part Number' (text field). There are also 'Withholding tax' and 'Late Fees' sections. Another 'Taxes' section at the bottom has a 'VAT Rate' dropdown set to '21.0%' (highlighted with a red box), a 'VAT Amount' field with '105.00', and an empty 'Tax Reference' field. A blue banner at the bottom says 'Pick Order Line(s)'. Below that is an 'Invoice Line' table with columns 'Line', 'Type', 'Description', 'UOM', 'Quantity', 'Price', and 'Total'. The first row has '2', 'Amount', 'test 2', 'Each', '1.0', '0.00', and '0.00'. Below that is a 'PO Lines' section with a search bar and a table. The search bar has 'Filter By' set to 'PO Number' and 'Filter Clause' set to '261014802'. The table has columns 'PO Number', 'Line', 'Item', 'UOM', 'Qty', 'Price', 'Invoiced', and 'Actions'. The first row has '261014802', '1', 'Costs', 'None', 'None', '10000.00', '0.00', and an 'Actions' column with a 'Choose' button (highlighted with a red box).

Your lines should look like this:

Lines

1	Type	Description	Price							
		Test XML	500.00	500.00						
PO Line 318014919-1 Clear Service Sheet Line None Contract <input type="text"/> Credit Line None Clear										
Supplier Part Number <input type="text"/> Withholding tax <input type="text"/> <small>Applicable for WHT relevant Spain suppliers</small> Late Fees <input type="text"/> EUR <input type="text"/> <small>Add the total amount that are incurred by late fees.</small>										
Billing 318408174-KA41										
Taxes										
<table border="1"><thead><tr><th>VAT Rate</th><th>VAT Amount</th><th>Tax Reference</th></tr></thead><tbody><tr><td>19.0% <input type="text"/></td><td>95.00</td><td><input type="text"/></td></tr></tbody></table>					VAT Rate	VAT Amount	Tax Reference	19.0% <input type="text"/>	95.00	<input type="text"/>
VAT Rate	VAT Amount	Tax Reference								
19.0% <input type="text"/>	95.00	<input type="text"/>								

2	Type	Description	Price							
		Test 2	500.00	500.00						
PO Line 318014919-1 Clear Service Sheet Line None Contract <input type="text"/> Credit Line None Clear										
Supplier Part Number <input type="text"/> Withholding tax <input type="text"/> <small>Applicable for WHT relevant Spain suppliers</small> Late Fees <input type="text"/> USD <input type="text"/> <small>Add the total amount that are incurred by late fees.</small>										
Billing 318408174-KA41										
Taxes										
<table border="1"><thead><tr><th>VAT Rate</th><th>VAT Amount</th><th>Tax Reference</th></tr></thead><tbody><tr><td>7.0% <input type="text"/></td><td>35.00</td><td><input type="text"/></td></tr></tbody></table>					VAT Rate	VAT Amount	Tax Reference	7.0% <input type="text"/>	35.00	<input type="text"/>
VAT Rate	VAT Amount	Tax Reference								
7.0% <input type="text"/>	35.00	<input type="text"/>								

If you have questions, or you need support, please contact coupasupplierenablement@kantar.com