


Gibraltar

Invoices – VAT (Tax Descriptions)




- Suppliers must ensure that when processing invoices for Mitie Defence Ltd (Gibraltar site) the Buyer VAT ID on the CSP/ SAN invoicing screen to be selected is **“Gibraltar”**

 To

Customer Mitie Group Plc

*** Bill-To Address** Mitie (Defence) Ltd
Level 12 The Shard
32 London Bridge Street
London
CA
United Kingdom

Buyer VAT IDVAT GIBRALTAR 

Ship to Address Mitie Defence Gibraltar
Floor 2
Building 45
GX11 1AA HMNB Gibraltar
Gibraltar
Location Code: AD001

Document Due Date None

- When creating your Legal entity in Coupa, your organisation will be exempt from tax registration, please ensure you follow the Guide [How to set up your legal entity](#) which can be found on [Mitie Suppliers](#) with lots of other useful guides. You will need to add your Gibraltar (TIN) and your taxpayer reference number issued by your Income Tax Office.

Gibraltar VAT/ Taxes

- The invoice produced by Coupa is not a legal invoice, Suppliers own invoices are the legal documents in this case. Suppliers must therefore upload a copy of the tax invoice to the Coupa invoice submission or Coupa will prevent the submission.

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text" value=""/>	<input type="text" value="0.000"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>

GI: L2 - Gibraltar: 0% input - 0.0%

- In the Tax Description drop down, select the relevant Tax Code GI: L2 Gibraltar 0% as per below

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text" value="GI: L2 - Gibraltar: 0%"/>	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>