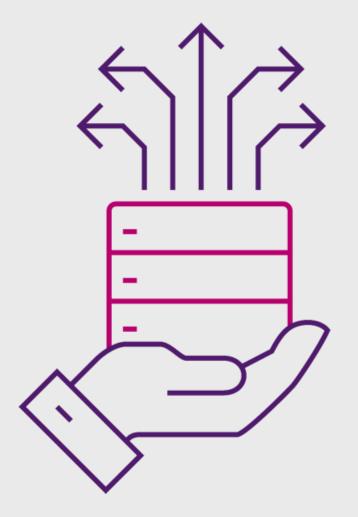


## **G**ibraltar

Invoices – VAT (Tax Descriptions)



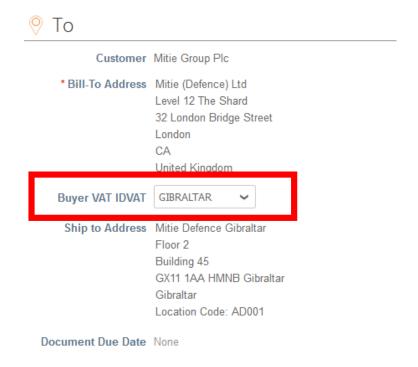
Version: Aug 24

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## Gibraltar VAT/ Taxes



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"



• When creating your Legal entity in Coupa, your organisation will be exempt from tax registration, please ensure your 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.



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

