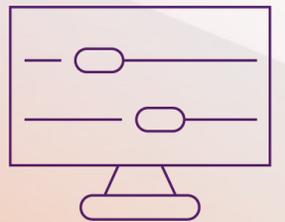


How to manage invoices for Suppliers who are Tax Exempt or under the CIS scheme



Taxes - 0%, Exempt and Reverse Charge

For Suppliers with Invoices needing special tax treatment for e.g. 0%, Exempt, Reverse Tax

- Start to invoice with the standard process [Create and Submit an Invoice via CSP](#) or [Create and Submit an invoice via SAN](#)
- In the VAT drop down select the relevant VAT Options depending on country. UK are 20%, 12.5%, 5.0%, 0.0% Exempt and Reverse Charge

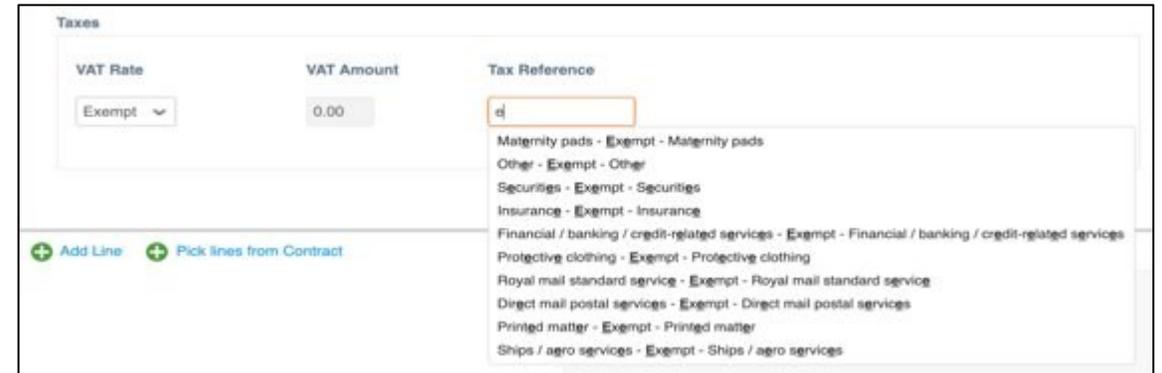
❖ 0%.

- The tax reference can be left blank



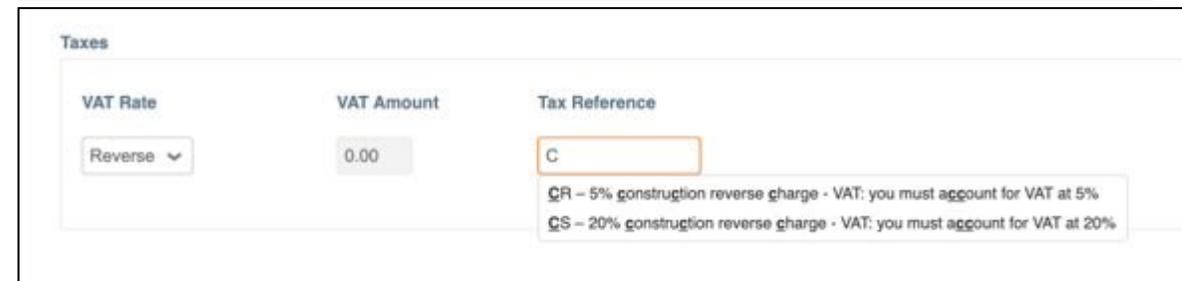
❖ Exempt

- In the Tax Reference type E and select an option



❖ Reverse Charge

- In the Tax Reference type C and select an option



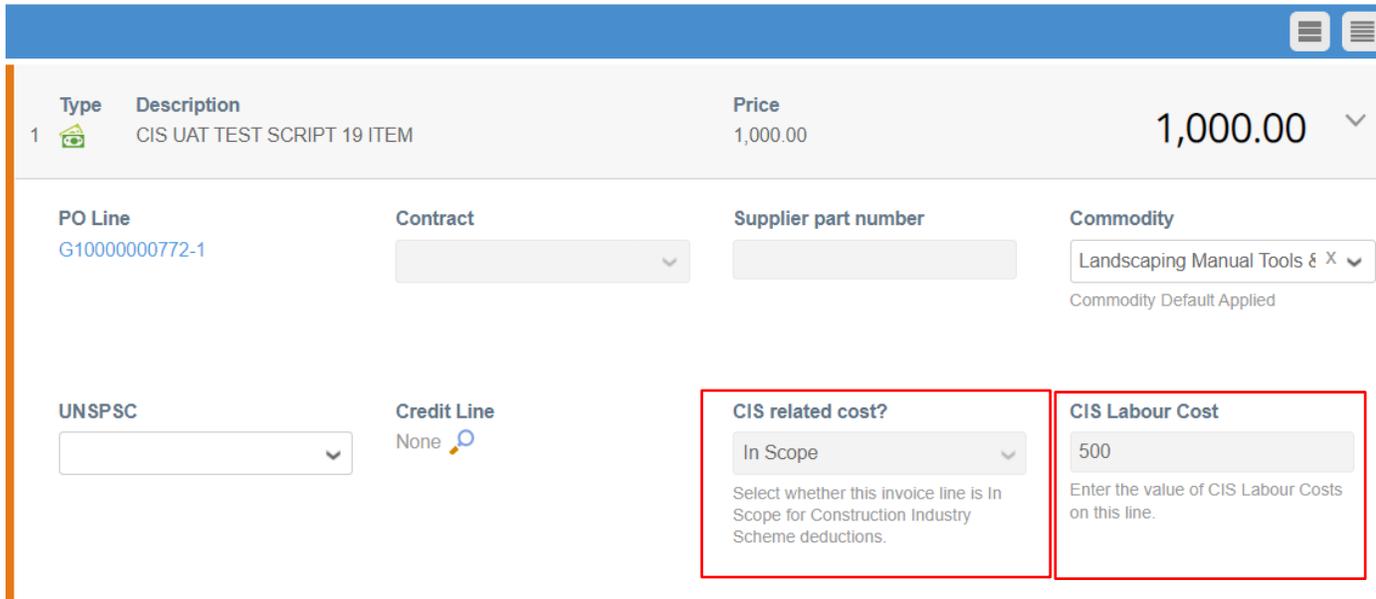
Note: You can only have one VAT rate per line (if PO is one line, you can only PO flip one invoice line, if you invoice 2 VAT rates you need 2 lines on the PO)

Always click calculate to check the invoice values before you submit as mistakes can not be changed without a credit note and re-invoice.

CIS is Construction Industry Scheme. CIS invoices can be submitted through CSP or SAN.

For suppliers who are under CIS scheme,

- Start to invoice with the standard process [Create and Submit an Invoice via CSP](#) or [Create and Submit an invoice via SAN](#)
- Supplier must select if their invoice is in scope or out of scope.
- It is the responsibility of the supplier to indicate the labour cost of the service they provide and indicate the tax treatment by selecting “Reverse Charge” as the correct Tax Rate.
- Submission warnings will guide the supplier to ensure they provide the correct information on the invoice.



The screenshot shows an invoice line item with the following details:

Type	Description	Price
1	CIS UAT TEST SCRIPT 19 ITEM	1,000.00

Below the line item, there are several fields:

- PO Line:** G1000000772-1
- Contract:** (empty dropdown)
- Supplier part number:** (empty text box)
- Commodity:** Landscaping Manual Tools & X (dropdown)
- UNSPSC:** (empty dropdown)
- Credit Line:** None
- CIS related cost?:** In Scope (dropdown, highlighted in red)
- CIS Labour Cost:** 500 (text box, highlighted in red)

The 'CIS related cost?' dropdown is set to 'In Scope' and has a tooltip that reads: "Select whether this invoice line is In Scope for Construction Industry Scheme deductions." The 'CIS Labour Cost' text box contains the value '500' and has a tooltip that reads: "Enter the value of CIS Labour Costs on this line."

Note: CIS gross status suppliers supplying materials only, select CIS related cost to In Scope, set “0 pence” Labour and use Reverse Charge (Tax) to ensure the invoice is automatically processed

Please refer to this
[Guide for Suppliers under the CIS Scheme](#)