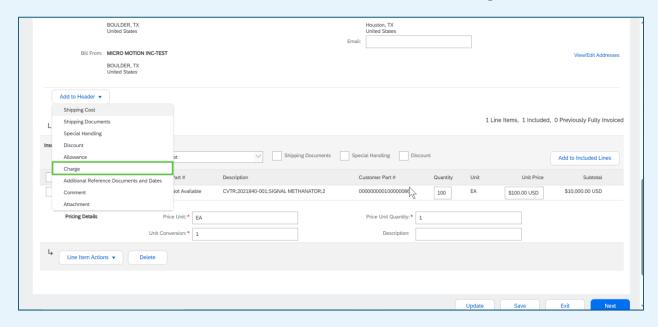
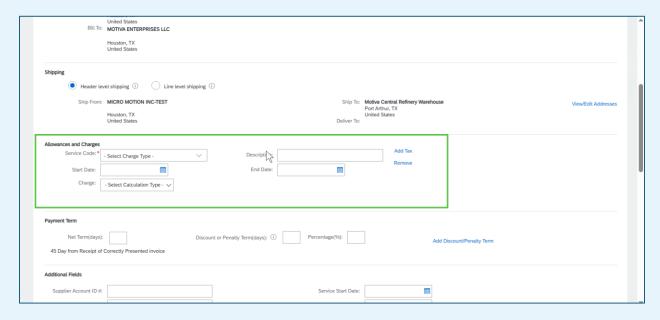


#### Follow below steps to add Tariff cost to Ariba Invoices

1. In the Invoice, click on **Add to Header** button and select **Charge**.

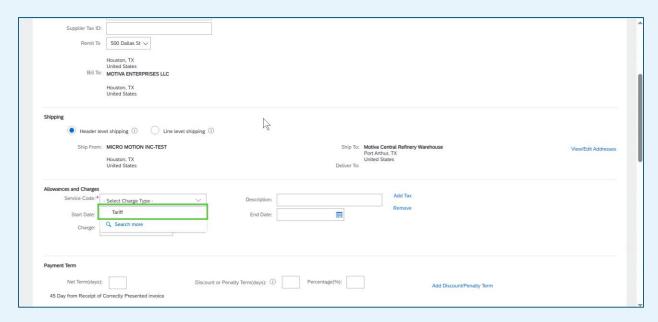


2. Allowances and Charges section will show up in the Invoice.

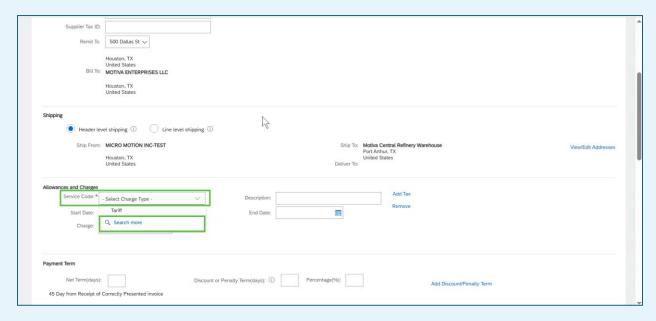


3. Select the Service Code drop down and choose Tariff if available.



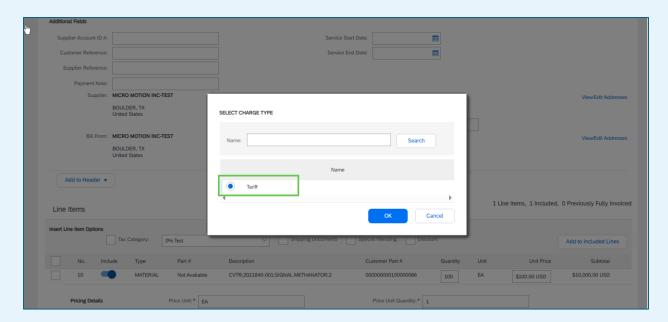


4. If Tariff is not available in the drop down, click on **Search More.** 

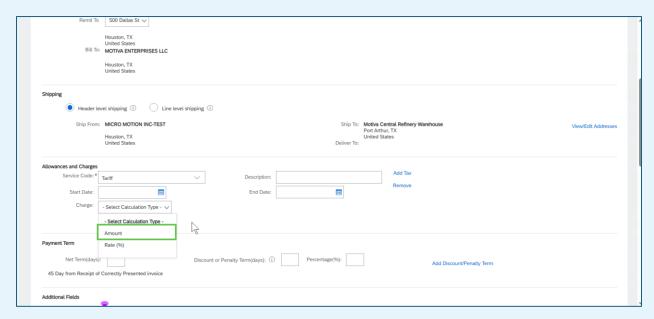


5. A new pop-up window will appear, select **Tariff** from the window and click on **OK** button.





6. Select the **Charge** drop down and choose **Amount** from the list.



7. A new field will appear next to the **Charge** drop down, enter the **Tariff** amount in this field.



