

Follow below steps to add Tariff cost to Ariba Invoices

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

The screenshot shows the Ariba Invoice interface. At the top, there are fields for 'Boulder, TX United States' and 'Houston, TX United States'. Below these, there's a 'Bill From: MICRO MOTION INC-TEST' and an 'Email:' field. A 'View/Edit Addresses' link is visible. The main section has a dropdown menu 'Add to Header' which is open, showing options: Shipping Cost, Shipping Documents, Special Handling, Discount, Allowance, Charge (highlighted with a green box), Additional Reference Documents and Dates, Comment, and Attachment. Below the dropdown, there's a table with columns: Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row shows 'CVTR;2021840-001;SIGNAL METHANATOR;2' with a quantity of 100 and a unit price of \$100.00 USD. Below the table, there are fields for 'Price Unit: EA', 'Price Unit Quantity: 1', and 'Unit Conversion: 1'. At the bottom, there are buttons for 'Line Item Actions', 'Delete', 'Update', 'Save', 'Exit', and 'Next'.

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

The screenshot shows the Ariba Invoice interface with the 'Allowances and Charges' section highlighted by a green box. This section includes a 'Service Code' dropdown menu (currently showing '- Select Charge Type -'), a 'Description' field, 'Start Date' and 'End Date' fields, and a 'Charge' dropdown menu (currently showing '- Select Calculation Type -'). There are also 'Add Tax' and 'Remove' buttons. Below this section, there's a 'Payment Term' section with fields for 'Net Term(days)', 'Discount or Penalty Term(days)', and 'Percentage(%)'. At the bottom, there's an 'Additional Fields' section with 'Supplier Account ID #' and 'Service Start Date' fields. The top of the page shows 'United States' and 'Bill To: MOTIVA ENTERPRISES LLC'.

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

Supplier Tax ID:

Remit To: 500 Dallas St

Houston, TX
United States

Bill To: MOTIVA ENTERPRISES LLC

Houston, TX
United States

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: MICRO MOTION INC-TEST
Houston, TX
United States

Ship To: Motiva Central Refinery Warehouse
Port Arthur, TX
United States [View/Edit Addresses](#)

Deliver To:

Allowances and Charges

Service Code: *

Start Date:

Charge:

Description:

End Date:

[Add Tax](#) [Remove](#)

Payment Term

Net Term(days):

Discount or Penalty Term(days): ⓘ

Percentage(%):

[Add Discount/Penalty Term](#)

45 Day from Receipt of Correctly Presented invoice

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

Supplier Tax ID:

Remit To: 500 Dallas St

Houston, TX
United States

Bill To: MOTIVA ENTERPRISES LLC

Houston, TX
United States

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: MICRO MOTION INC-TEST
Houston, TX
United States

Ship To: Motiva Central Refinery Warehouse
Port Arthur, TX
United States [View/Edit Addresses](#)

Deliver To:

Allowances and Charges

Service Code: *

Start Date:

Charge:

Description:

End Date:

[Add Tax](#) [Remove](#)

Payment Term

Net Term(days):

Discount or Penalty Term(days): ⓘ

Percentage(%):

[Add Discount/Penalty Term](#)

45 Day from Receipt of Correctly Presented invoice

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

Additional Fields

Supplier Account ID #: Service Start Date:

Customer Reference: Service End Date:

Supplier Reference:

Payment Note:

Supplier: **MICRO MOTION INC-TEST**
BOULDER, TX
United States

Bill From: **MICRO MOTION INC-TEST**
BOULDER, TX
United States

[View/Edit Addresses](#)

[View/Edit Addresses](#)

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% Test ☐ Shipping documents ☐ Special Handling ☐ Discount

[Add to Header](#)

[Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	CVTR:2021840-001: SIGNAL METHANATOR;2	0000000001000000086	100	EA	\$100.00 USD	\$10,000.00 USD

Pricing Details

Price Unit: * EA Price Unit Quantity: * 1

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

Remit To: 500 Dallas St
Houston, TX
United States

Bill To: **MOTIVA ENTERPRISES LLC**
Houston, TX
United States

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: **MICRO MOTION INC-TEST**
Houston, TX
United States

Ship To: **Motive Central Refinery Warehouse**
Port Arthur, TX
United States

Deliver To: [View/Edit Addresses](#)

Allowances and Charges

Service Code: * Tariff Description: [Add Tax](#)

Start Date: End Date: [Remove](#)

Charge: - Select Calculation Type -

- Select Calculation Type -

Amount

Rate (%)

Payment Term

Net Term(days): Discount or Penalty Term(days): Percentage(%): [Add Discount/Penalty Term](#)

45 Day from Receipt of Correctly Presented invoice

Additional Fields

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

Houston, TX
United States

Shipping

Header level shipping ⓘ

Line level shipping ⓘ

Ship From: MICROMOTION INC-TEST
Houston, TX
United States

Ship To: Motiva Central Refinery Warehouse
Port Arthur, TX
United States
[View/Edit Addresses](#)

Deliver To:

Allowances and Charges

Service Code: Tariff

Description:

Add Tax

Remove

Start Date:

End Date:

Charge: Amount

50

Payment Term

Net Term(days):

Discount or Penalty Term(days): ⓘ

Percentage(%):

Add Discount/Penalty Term

45 Day from Receipt of Correctly Presented invoice

Additional Fields

Supplier Account ID #:

Service Start Date:

Customer Reference:

Service End Date:

Supplier Reference: