

How to add tax to an invoice in McGraw Hill's Supplier Portal

1. Drop down **Tax Classification** and choose **US-SALES TAX**, then click **Save**.
2. Drop down **Invoice Actions** and choose **Calculate Tax**. You'll see a tax line has been added below Summary Tax Lines.
3. Select the new tax line, drop down **Rate Name** and choose **MHE_ARIBA-TAX**.
4. You can either enter the percentage or the amount.
5. Scroll back up to the top to click on **Save**, then drop down **Invoice Actions**, again, to choose **Calculate Tax**.
6. Scroll down and you can see the tax was brought in to the total invoice amount.
7. Then scroll back up to the top and click on **Submit**.
8. You'll get a confirmation that your invoice was submitted.