

How to add tax to an invoice
in McGrawHill'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.