

Quick Reference Guide (QRG)

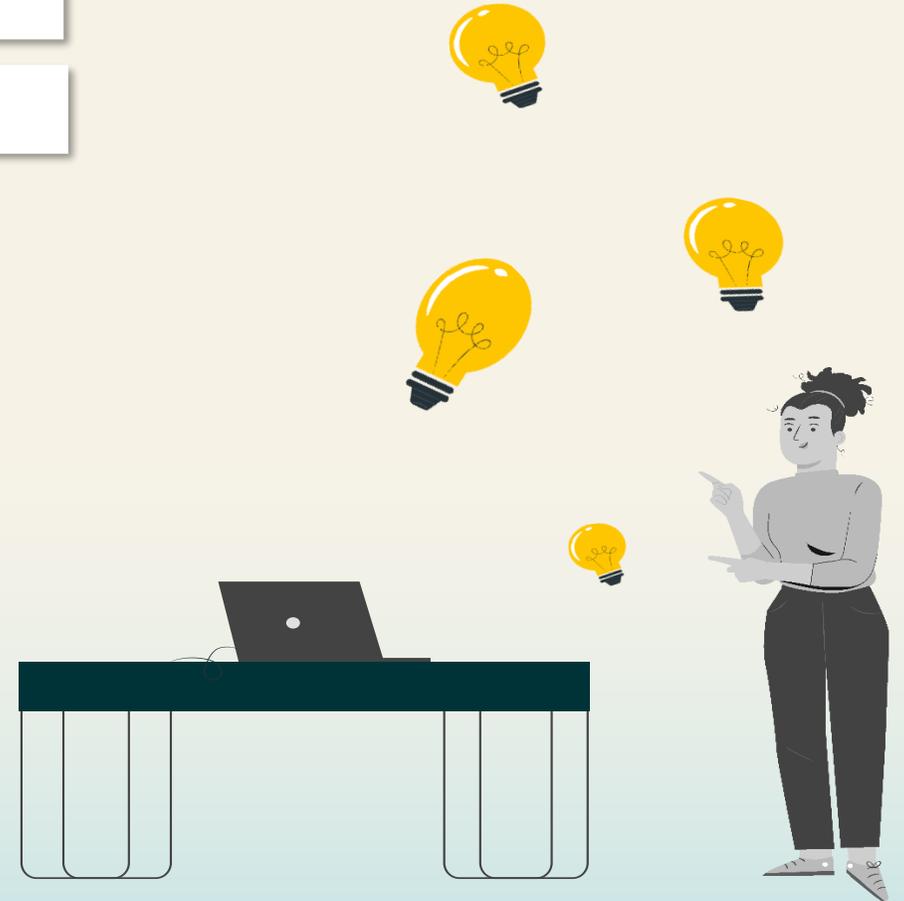
EMEA Withholding Tax

Supplier Ways of Working

Contents

Initial Set-up of Withholding Taxes

Invoice Processing using Withholding Taxes



Initial Set-up of Withholding Taxes

Set-up of withholding tax information is a one-time task of initial set-up of Ariba Business Network account.

Supplier Invoicing – Withholding Tax Set-up: Locate the Purchase Order

The following steps will provide instructions on how to setup Withholding Taxes in the SAP Business Network for Suntory Global Spirits.

1. Access the SAP Supplier Business Network and log in to your account
2. Click on 'Orders'
3. Select an Order from Suntory Global Spirits

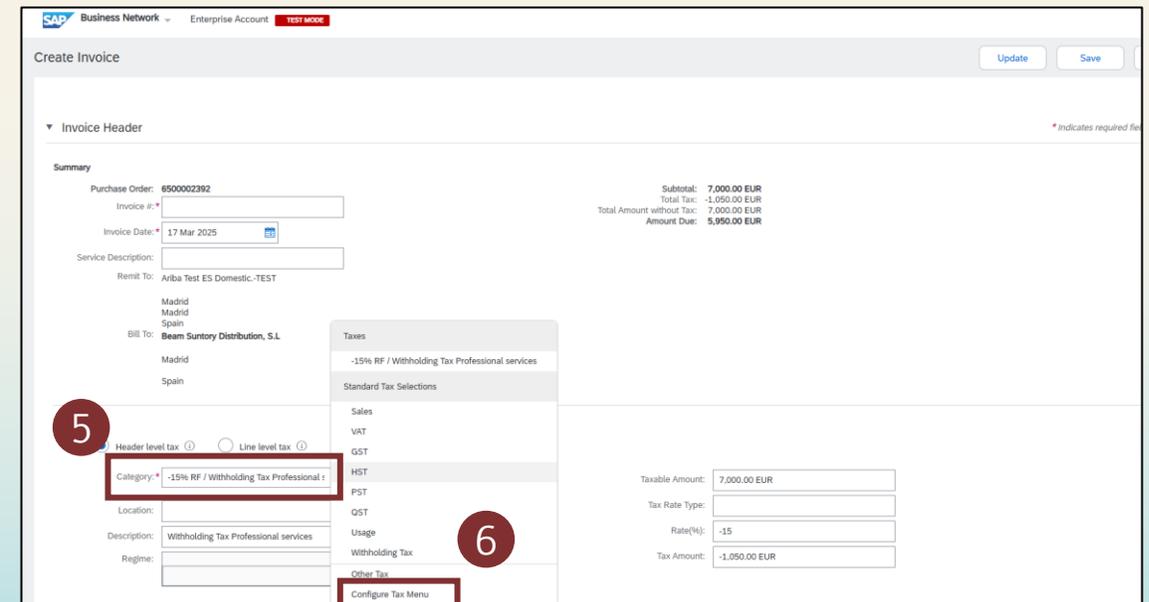
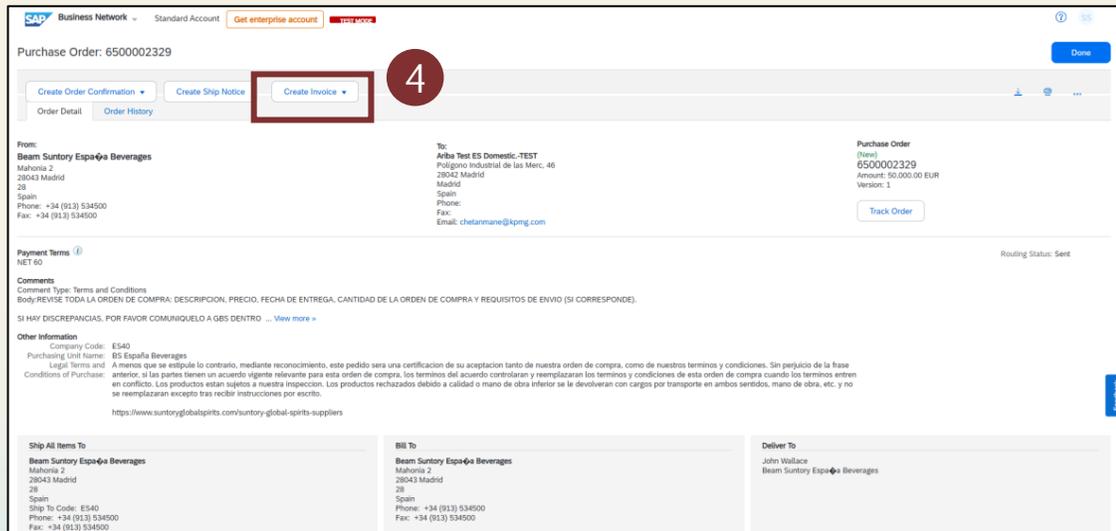
The screenshot shows the SAP Business Network dashboard. The 'Orders' menu item in the top navigation bar is highlighted with a red circle and the number 2. Below the navigation bar, there is a search bar and a dashboard with several widgets. The 'Overview' widget shows statistics for the last 31 days: 16 New orders, 49 Orders, 27 Orders to invoice, 5 Rejected invoices, and 57 Invoices. Below this, there are 'My widgets' including 'Purchase orders' (€442 K EUR), 'Invoice aging' (€200 K EUR), and an 'Activity feed' with two entries for 'Invoice approved'.

The screenshot shows the 'Orders' page in SAP Business Network. The 'Orders' menu item in the top navigation bar is highlighted. Below the navigation bar, there is a search bar and a dashboard with several widgets. The 'Orders (41)' widget shows statistics for the last 31 days: 41 Orders, 8 Items to confirm, 8 Items to ship, 0 Return items, 18 New orders, 3 Changed orders, 29 Orders to invoice, and 0 Orders to Summury invoice. Below this, there are filters for 'Customers', 'Order numbers', 'Creation date', 'Order status', and 'Company codes'. At the bottom, there is a table of orders with the first order highlighted by a red circle and the number 3.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
6500002329	Suntory Global Spirits - TEST	€50000 EUR	Mar 10, 2025	New		...

Supplier Invoicing – Withholding Tax Set-up: Configure the Withholding Tax

4. Select 'Create Invoice' (Standard Invoice) to get to the invoice creation screen, which is where you can configure the Withholding Taxes
5. Scroll down to the Tax section and select the drop-down menu from 'Category'
6. Select 'Configure Tax Menu'



Note: Withholding Tax can only be entered at the header-level. Line-level Withholding Tax will not be accepted.

Supplier Invoicing – Withholding Tax Set-up: Save the Withholding Tax configuration

7. Select 'Create'
8. Then choose the category of 'Other' and complete the details for the Withholding Tax based on the information provided by your primary procurement contact with Suntory Global Spirits
9. Click 'OK' to save the Withholding Tax configuration
10. Click 'Exit' and the 'Delete' the invoice you created, as these steps were only related to the setup of the Withholding Tax and not the creation of the invoice

SAP Business Network Enterprise Account TEST MODE

Configure Tax OK

* Tax Category	* Rate	Tax Description
<input type="radio"/> Other RF	-15 %	Withholding Tax Professional services

Delete | Create 7

SAP Business Network Enterprise Account TEST MODE

Configure Tax OK

* Tax Category	* Rate	Tax Description
<input type="radio"/> Other RF	-15 %	Withholding Tax Professional services
<input checked="" type="radio"/> Other	%	

Delete | Create 8

9 OK

Invoice Processing with Withholding Taxes

Supplier Invoicing – Withholding Tax Invoice Creation: Create Invoice from Purchase Order

This following steps will provide instructions on how to submit an invoice with Withholding Taxes to Suntory Global Spirits.

1. Access the Purchase Order you would like to create an invoice for
2. Select 'Create Invoice' (Standard Invoice)
3. Enter your Supplier Invoice Number and Invoice Date

Purchase Order: 6500002329

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Done

From: **Beam Suntory España Beverages**
Mahonia 2
28043 Madrid
28
Spain
Phone: +34 (913) 534500
Fax: +34 (913) 534500

To: **Ariba Test ES Domestic-TEST**
Polígono Industrial de las Merc. 46
28042 Madrid
Madrid
Spain
Phone:
Fax:
Email: chetanmane@kprng.com

Purchase Order (New)
6500002329
Amount: 50,000.00 EUR
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: REVISE TODA LA ORDEN DE COMPRA; DESCRIPCION, PRECIO, FECHA DE ENTREGA, CANTIDAD DE LA ORDEN DE COMPRA Y REQUISITOS DE ENVIO (SI CORRESPONDE).
SI HAY DISCREPANCIAS, POR FAVOR COMUNIQUELO A GBS DENTRO ... View more

Other Information
Company Code: ES40
Purchasing Unit Name: ES España Beverages
Legal Terms and Conditions: Al menos que se estipule lo contrario, mediante reconocimiento, este pedido sera una certificación de su aceptación tanto de nuestra orden de compra, como de nuestros terminos y condiciones. Sin perjuicio de la frase anterior, si las partes tienen un acuerdo vigente relevante para esta orden de compra, los terminos del acuerdo controlaran y reemplazarán los terminos y condiciones de esta orden de compra cuando los terminos entren en conflicto. Los productos estan sujetos a nuestra inspección. Los productos rechazados debido a calidad o mano de obra inferior se le devolverán con cargos por transporte en ambos sentidos, mano de obra, etc. y no se reemplazarán excepto tras recibir instrucciones por escrito.
<https://www.suntoryglobalspirits.com/suntory-global-spirits-suppliers>

Ship All Items To: **Beam Suntory España Beverages**
Mahonia 2
28043 Madrid
28
Spain
Ship To Code: ES40
Phone: +34 (913) 534500
Fax: +34 (913) 534500

Bill To: **Beam Suntory España Beverages**
Mahonia 2
28043 Madrid
28
Spain
Phone: +34 (913) 534500
Fax: +34 (913) 534500

Deliver To: **John Wallace**
Beam Suntory España Beverages

SAP Business Network | Enterprise Account | TEST MODE

Create Invoice | Update

Invoice Header

Summary

Purchase Order: 6500002392

Invoice #: |

Invoice Date: 17 Mar 2025

Service Description: |

Remit To: **Ariba Test ES Domestic-TEST**
Madrid
Madrid
Spain

Bill To: **Beam Suntory Distribution, S.L.**
Madrid
Spain

Subtotal: 7,000.00 EUR
Total Tax: -1,050.00 EUR
Total Amount without Tax: 7,000.00 EUR
Amount Due: 5,950.00 EUR

Supplier Invoicing – Withholding Tax Invoice Creation: Add standard VAT to invoice

4. Scroll down to the Tax section and in 'Category' use the dropdown to select 'VAT' and enter the appropriate percentage of VAT tax (this could be 0%)
5. Next, scroll down to the bottom of the Tax section and select 'Add to Header'

The screenshot shows the 'Create Invoice' form in the SAP Business Network Supplier interface. The 'Invoice Header' section is visible, including fields for Purchase Order (6500002392), Invoice Date (17 Mar 2025), and Remit To (Ariba Test ES Domestic-TEST). The 'Tax' section is highlighted with a red box and a red circle containing the number '4'. The 'Category' dropdown is set to 'VAT'. The 'Taxable Amount' is 7,000.00 EUR. The 'Tax Rate Type' and 'Rate(%)' fields are empty. The 'Tax Amount' field is also empty.

The screenshot shows the 'Additional Fields' section of the SAP Business Network Supplier interface. The 'Supplier VAT' section is highlighted with a red box and a red circle containing the number '5'. The 'Supplier VAT' section includes fields for Supplier VAT/Tax ID (123456789), Supplier Commercial Identifier (Required field), and Supplier Commercial Credentials (Required field). The 'Add to Header' button is visible at the bottom. The 'Customer VAT' section includes fields for Customer VAT/Tax ID (Required field) and Supplier Legal Form (Required field).

Supplier Invoicing – Withholding Tax Invoice Creation: Add Withholding Tax line to invoice

6. Then select 'Tax' to add an additional Tax line to the invoice header
7. This will create a second section for Tax to add Withholding Tax details

The screenshot displays the 'Supplier VAT' section of an invoice. The bill is from 'Ariba Test ES Domestic.-TEST' in Madrid, Spain. A dropdown menu is open, showing 'Tax' as the selected option, with a red circle and the number '6' next to it. Below the menu, a second tax line configuration form is visible, with a red circle and the number '7' next to it. This form includes fields for 'Category' (set to '-15% RF / Withholding Tax Professional'), 'Description' (set to 'Withholding Tax Professional services'), and 'Rate (%)' (set to '-15'). The 'Taxable Amount' is 7,000.00 EUR, and the 'Tax Amount' is -1,050.00 EUR. The 'Date of Supply' is 17 Mar 2025.

Madrid
Madrid
Spain

Bill From: **Ariba Test ES Domestic.-TEST**

Madrid
Madrid
Spain

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: 123456789

Supplier Commercial *
Identifi **6** required field

Tax

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

15% RF / Withholding Tax Professional s Discount

Type	Part #	Description	Cu
1	SERVICE	Not Available	ES80 1

Tax

Header level tax Line level tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 7,000.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 1,470.00 EUR

Exempt Detail: (no value)

Date Of Supply: * 17 Mar 2025

Triangular Transaction

Category: * -15% RF / Withholding Tax Professional s **7**

Location:

Description: Withholding Tax Professional services

Regime:

Taxable Amount: 7,000.00 EUR

Tax Rate Type:

Rate(%): -15

Tax Amount: -1,050.00 EUR

Supplier Invoicing – Withholding Tax Invoice Creation: Add Withholding Tax details

8. Then from the 'Category' dropdown select the correct Withholding Tax from the options you previously configured
9. Validate that the tax percentage for the Withholding Tax is correct

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Category: * RF

RF

Location:

Description: Withholding Tax Professional services

Regime:

Shipping

Taxes

- 24% BF / test for tax
- 15% RF / Withholding Tax Professional services

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

8

Taxable Amount: 7,000.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 1,470.00 EUR

Exempt Detail: (no value) v

Date Of Supply: * 17 Mar 2025

Triangular Transaction

9

Taxable Amount: 7,000.00 EUR

Tax Rate Type:

Rate(%): -15

Tax Amount: -1,050.00 EUR

Supplier Invoicing – Withholding Tax Invoice Creation: Complete and submit invoice

10. Complete the remaining required fields as prompted
11. Complete the remaining invoice line-item details
12. Click **Next** and review your invoice details and click **Submit** to send the final invoice to Suntory Global Spirits

Spain

Tax paid through a Tax Representative

Supplier VAT **Customer VAT**

Supplier VAT/Tax ID: 123456789 Customer VAT/Tax ID: * 77889910

Supplier Commercial * Identifier: 12345 Supplier Legal Form: * 12345

Supplier Commercial Credentials:

[Add to Header](#)

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: -15% RF / Withholding Tax Professional Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	Not Available	ES80 1		1	EA	7,000.00 EUR	7,000.00 EUR

Service Period Service Start Date: 17 Mar 2025 Service End Date: 31 Mar 2025

[Line Item Actions](#) [Delete](#)

[Update](#) [Save](#) [Exit](#) [Next](#)