

Introduction

Marketplace supports item prices with tax information. Tax information is supplied by the buyer and is displayed to end users when shopping in Marketplace.

This guide assumes familiarity with requesting, approving, and publishing content. Please see the relevant guides [here](#).

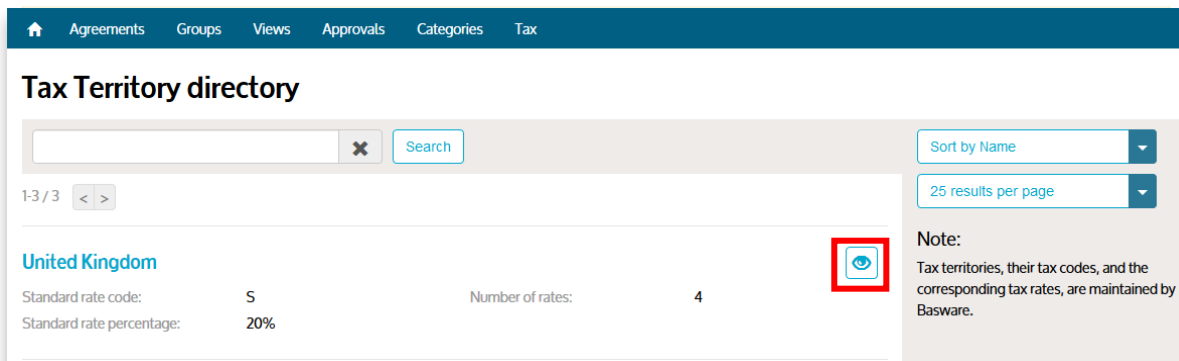
Set up

Please contact Basware support if you wish to enable tax support.

If the Tax feature has been enabled, a Tax link will be visible in the menu bar:



Clicking on the Tax link will display a list of Tax territories that are available to use.



Click on the 'eye' button to view Individual tax codes and rates for a tax territory.

If you wish to change or edit these details, please contact the service desk.

VAT Details

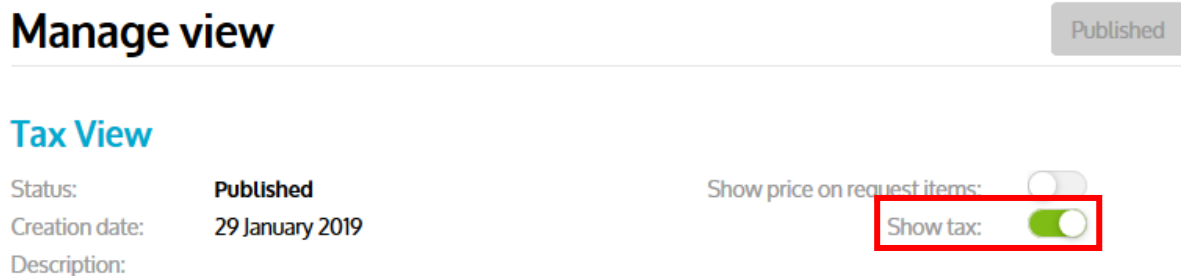
United Kingdom

Code	Name	Tax rate	Default
S	Standard	20%	✓
R	Reduced	5%	
Z	Zero	0%	
E	Exempt	0%	

Allowing your users access to tax information

Firstly, a View needs to be configured to enable users to see tax information. For a detailed guide on how Views work, see the user guides [here](#).

Navigate to the Views directory and create or edit an existing View. In the 'Manage View' screen, set the 'Show tax' toggle to the 'on' position:



Add the users in your organisation to the View who need to view tax information in Marketplace. Users in this view are now able to view tax details where available in the Marketplace.

Receiving content with Tax information

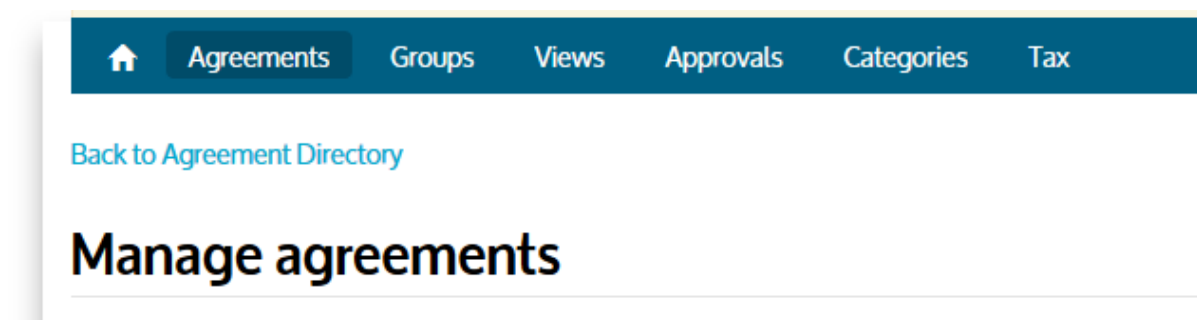
Now that the set up is complete, the next step is to get the content.

The supplier must provide content with tax information when they load their content. Please notify your supplier if you require tax information, as this is an optional step for the supplier.

Review tax information

Once the content has been provided, you may wish to check the tax details before publishing the content to the Marketplace.

To review the tax information sent by a supplier, navigate to the Agreement that was sent to the supplier:



In the Manage Agreements screen, the Price List section will show the name of the tax territory used (if a supplier has not supplied tax details this will not be displayed).

Price List

Name: Stationary January - 3 Items - (Approved) 31-Jan-19
Tax type: **VAT - United Kingdom**

Clicking on the 'cog' icon will allow you to review the tax information for individual items:

Pack of four ballpoint pens Exclude:


Item ID: A123 Item type: Standard
Order unit: Pack Price: 1.29 GBP (1 Price Break)
Changes: Added **Tax code: [S] Standard, 20%**

Once you are happy with the content, publish the Agreement to Marketplace (if you have not done so already or if you have 'Auto approve' enabled).

Viewing Tax information in Marketplace

Once the content has been published to the Marketplace, it will be available to your buyers.

If a user is linked to a View with Tax enabled, and they are viewing items that have tax information supplied, then they will see prices that include and exclude tax:

 **Box of coloured pencils**

Supplier Name: NAZ LTD
Item ID: 5A678
Contract Reference: 123
Description: 6 coloured pencils

Quantity: 1 **2.20 (2.64) GBP / Pack**

Min/Incr: 1/1

The price including tax is shown in red:

2.20 (2.64) GBP / Pack

To see the rate of tax applied, hover the mouse cursor over the price:

2.20 (2.64) GBP / Pack



Quantity: 1

Including tax 20%

The tax information is also displayed in the basket:

My Basket

Empty basket Checkout

NAZ LTD		3.40 (4.08) GBP
	Box of coloured pencils Item ID: 5A678 Price: 2.20 (2.64) GBP / Pack Contract Reference: 123 Description: 6 coloured pencils	2.20 (2.64) GBP Quantity: <input type="text" value="1"/> <input type="button" value="✕"/>
	Lead pencil pack Item ID: A464 Price: 1.20 (1.44) GBP / Pack Contract Reference: 123 Description: 6 lead pencils	1.20 (1.44) GBP Quantity: <input type="text" value="1"/> <input type="button" value="✕"/>
Delivery: Free delivery items		0.00 GBP
		Supplier Total: 3.40 (4.08) GBP

Summary	
Total:	3.40 GBP
Total with Tax:	4.08 GBP
NAZ LTD	
Items:	3.40 GBP
Delivery:	0.00 GBP
Total:	3.40 GBP
Tax:	0.68 GBP
Total with Tax:	4.08 GBP

The panel on the right side displays a breakdown of the price with tax details:

Summary	
Total:	3.40 GBP
Total with Tax:	4.08 GBP
NAZ LTD	
Items:	3.40 GBP
Delivery:	0.00 GBP
Total:	3.40 GBP
Tax:	0.68 GBP
Total with Tax:	4.08 GBP