Invoicing procedure for **EU to EU shipments**.

When you are invoicing a PO, you must account for VAT, even if the shipment is VAT-Exempt. This applies for both MATERIAL and SERVICE Purchase Orders.

On each line of the invoice, you must list the VAT Exempt Status as shown below:

1. Select the line by clicking the tick box to the left.
2. Click "Line Item Actions" button. New blank fields will appear.
   a. The screenshot above shows you what the line will look like AFTER you click the button.
3. You should complete the fields as shown above.
4. Click the UPDATE button at the bottom of the screen to save your changes.
5. REPEAT steps 1 through 4 for each line of your invoice.
6. If none of the fields have a red error message, continue with your invoice.