The purpose of this document is to provide information on how to process GST on imported services and digital products. Examples include eBay and Amazon purchases.

To process the transaction set the “City of Purchase” to be an Australian City and the “Receipt Status” to Tax Invoice. Ensure that “GST Amount in AUD” is correct - this field can be amended to the amount shown on the tax invoice.

Some businesses, such as eBay, may charge the GST as a separate transaction. In these cases the Amount will need to entered, in full, into the “GST Amount in AUD” field. The example below is where the whole amount charged is the GST amount of $288.30.

Where there is no GST on the transaction set the “GST Amount in AUD” to $0.
4. Details

Detailed information and attached receipts can be viewed by navigating the Claim menu.

5. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management