

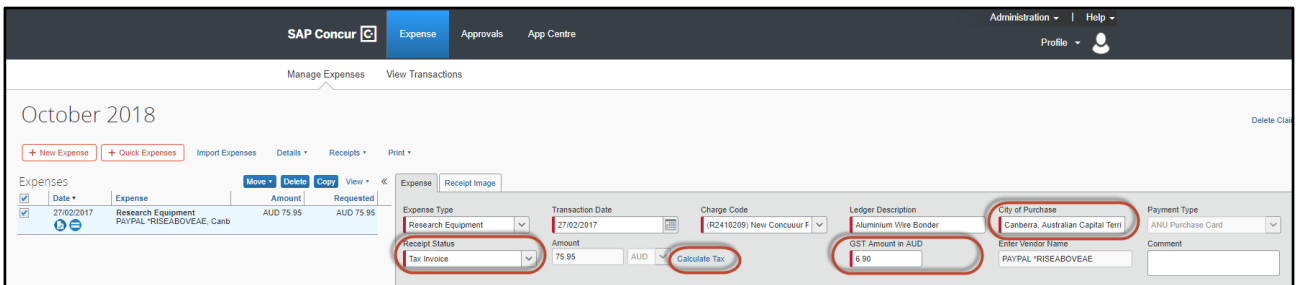
GST on imported services and digital products

1. Overview

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.

2. Process a transaction for imported services and digital products with GST

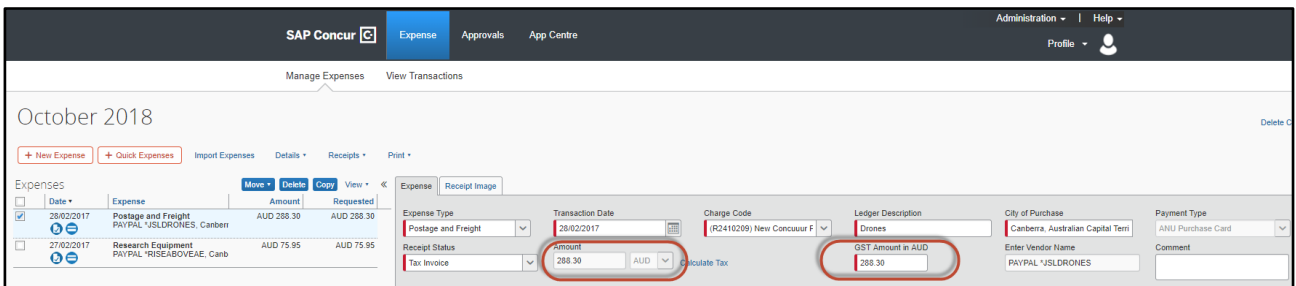
To process the transaction set the “City of Purchase” to be an Australian City and the “Receipt Status” to Tax Invoice. Ensure that “GST Amount in AUD” is correct - this field can be amended to the amount shown on the tax invoice.



The screenshot shows the SAP Concur Expense Management System interface. The transaction details are as follows:

Expense Type	Transaction Date	Charge Code	Ledger Description	City of Purchase	Payment Type
Research Equipment	27/02/2017	(R2410209) New Concur F	Aluminum Wire Bonder	Canberra, Australian Capital Terri	ANU Purchase Card
Receipt Status	Amount		GST Amount in AUD	Enter Vendor Name	Comment
Tax Invoice	75.95 AUD		8.90	PAYPAL *RISEABOVEAE	

Some businesses, such as eBay, may charge the GST as a separate transaction. In these cases the Amount will need to be 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.

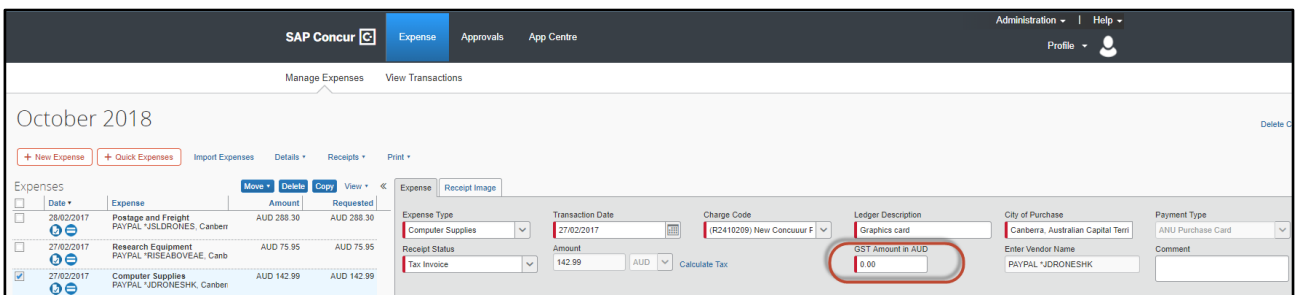


The screenshot shows the SAP Concur Expense Management System interface. The transaction details are as follows:

Expense Type	Transaction Date	Charge Code	Ledger Description	City of Purchase	Payment Type
Postage and Freight	28/02/2017	(R2410209) New Concur F	Drones	Canberra, Australian Capital Terri	ANU Purchase Card
Receipt Status	Amount		GST Amount in AUD	Enter Vendor Name	Comment
Tax Invoice	288.30 AUD		288.30	PAYPAL *JSLDRONES	

3. Process a transaction for imported services and digital products with no GST

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



The screenshot shows the SAP Concur Expense Management System interface. The transaction details are as follows:

Expense Type	Transaction Date	Charge Code	Ledger Description	City of Purchase	Payment Type
Computer Supplies	27/02/2017	(R2410209) New Concur F	Graphics card	Canberra, Australian Capital Terri	ANU Purchase Card
Receipt Status	Amount		GST Amount in AUD	Enter Vendor Name	Comment
Tax Invoice	142.99 AUD		0.00	PAYPAL *JDRONESHK	

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>