A tax reference might be mandatory to submit your invoice via the Coupa Supplier Portal if you select one of the VAT Zero Tax Rate options hereby:

- 0% Reverse Charge & VAT amount 0.00
- Exempt & VAT amount 0.00

**Option 1: Selecting 0% Reverse Charge VAT Rate**

In this case, providing a tax reference value is not mandatory but **highly recommended**. If you leave this field empty, the invoice will be pending approval until Airbus Financial team manually reviews and approves it.

*The list of the available Tax reference values have been validated by Airbus Tax Managers and will be displayed based on your company country VAT ID. Not finding the tax reference value used by your company? Please contact [Customer Care](mailto:customer.care@airbus.com) to request a new value creation.*
Option 2: Selecting Exempt VAT Rate

In this case, providing the tax reference value is mandatory. If you leave the tax reference field empty while completing the invoice data, you won’t be able to submit the invoice until a tax reference value is selected.

Start entering text to see the list of available tax reference values*

*The list of the available Tax reference values have been validated by Airbus Tax Managers and will be displayed based on your company country VAT ID. Not finding the tax reference value used by your company? Please contact Customer Care to request a new tax reference value creation.