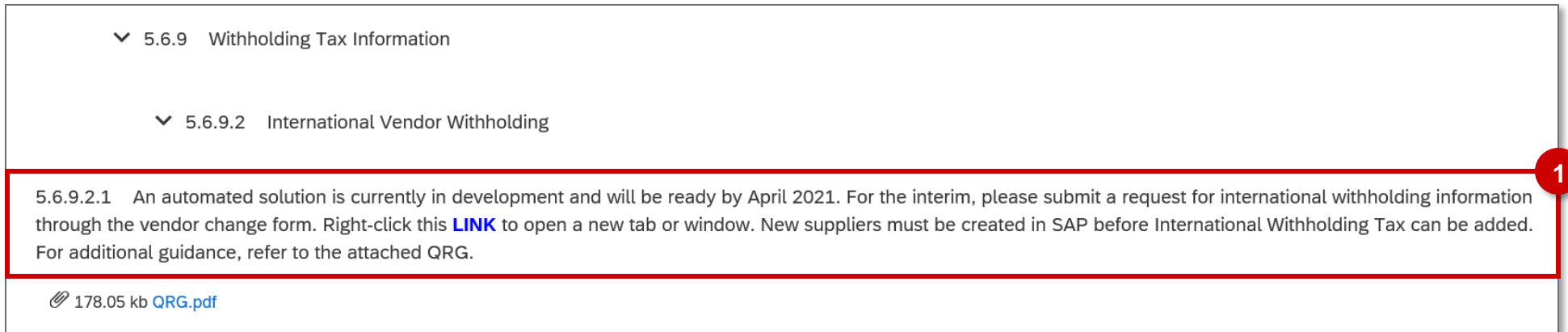


QRG: Updating International Withholding Tax Using Infopath

This guide provides information on how to complete the international withholding tax change form.

If the Company Code selected is not a US Company Code, SAP may require International Withholding Tax information. An automated solution is currently in development and will be ready by April 2021. For the interim, please submit a request for international withholding information through the vendor change form. New suppliers must be created in SAP before International Withholding Tax can be added.

- 1 Under section **5.6.9 Withholding Tax Information** in the **Internal Form**, right click in the [link](#) provided in section 5.6.9.2.1 to navigate the **Vendor Master SharePoint** site.



The screenshot shows a navigation menu with the following structure:

- 5.6.9 Withholding Tax Information
 - 5.6.9.2 International Vendor Withholding
 - 5.6.9.2.1 An automated solution is currently in development and will be ready by April 2021. For the interim, please submit a request for international withholding information through the vendor change form. Right-click this [LINK](#) to open a new tab or window. New suppliers must be created in SAP before International Withholding Tax can be added. For additional guidance, refer to the attached QRG.

Below the text, there is a file icon and the text "178.05 kb [QRG.pdf](#)".

- 2 You will be directed to the **Vendor Master SharePoint** site. Click the **Vendor Change Request Form** tile.



The screenshot shows the Vendor Master SharePoint site interface. The top navigation bar is red with the HALLIBURTON logo and user profile "AC". Below the navigation bar, there are several tiles for navigation:

- Vendor Change Request Form (highlighted with a red box and a red circle with the number 2)
- View My Vendor Change Requests
- View All Vendor Change Requests
- SharePoint Vendor Forms Instruction
- Submit an Issue
- FAQ

Note: [Vendor Master SharePoint site link](#)

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3 You will be directed to Infopath. Select **Vendor Master Change Form** from the type of form dropdown.

4 Click **Go To**.

Change Request Form v2.5

HALLIBURTON

* Denotes Required Fields
Please contact the Vendor functional mailbox if you have any questions:
FHOUVEN - Vendor Master Maintenance resource.hou.fhouven@Halliburton.com

Select the type of form: 3

The Vendor Change Form will modify an existing Vendor. This form has five modifications: Block/Unblock, Bank Detail, Changes, Extension and Withholding.

F&A GBS [announced](#) that all Vendors will be asked to maintain their own banking details via Taulia or Ariba. The last step in our phased approach is to restrict use of the GMD SharePoint to make Vendor bank change requests.

There are three exceptions to this mandate and in these cases, a GMD SharePoint request will be processed:

1. If the SAP Vendor master record has an address based in the country of Russia
2. As noted in work method: [WM-GL-HAL-PTP-307](#) – Section 9.0 Exceptions
3. Intermediate bank account additions or changes

Go To 4

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5 Populate the following required fields:

- Is this an International Commercial Agent (ICA) Vendor Change? *
- Is this is Mass Change? *
- I agree that I have checked SAP (XK03) to verify the existing Vendor information. After selecting Yes, the submit button will appear. *

Requestor Information

Request Date: 2021-02-11

Request ID: 0211113748

Requestor Name: Apple Caron

Requestor Hal ID: H248426

Requestor Title:

Requestor Phone:

Is this an International Commercial Agent (ICA) Vendor Change? *

Select... *

Is this is Mass Change? *

Select... *

Select... * I agree that I have checked SAP (XK03) to verify the existing Vendor information. After selecting Yes, the submit button will appear.

Please insert names to be CCs if needed:



Note: Red asterisks denotes the required fields.

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6 Populate the following required fields under **Vendor Information** section:

- Vendor Number*
- Country*
- Group Key*
- Purchase Organization*
- Major Industry Key*
- Minor Industry Key*

Vendor Information

Vendor Number:	<input type="text"/>	*	Company Code:	<input type="text"/>	▼	
Vendor Name: (Name 1 in SAP only)	<input type="text"/>		Purchase Organization:	<input type="text"/>	*	
Country:	<input type="text"/>	*	▼	Major Industry Key:	<input type="text"/>	*
Group Key:	<input type="text"/>	*	▼	Minor Industry Key:	<input type="text"/>	*
Partner Number:	<input type="text"/>					

Note: Red asterisks denotes the required fields.

QRG: Updating International Withholding Tax Using Infopath

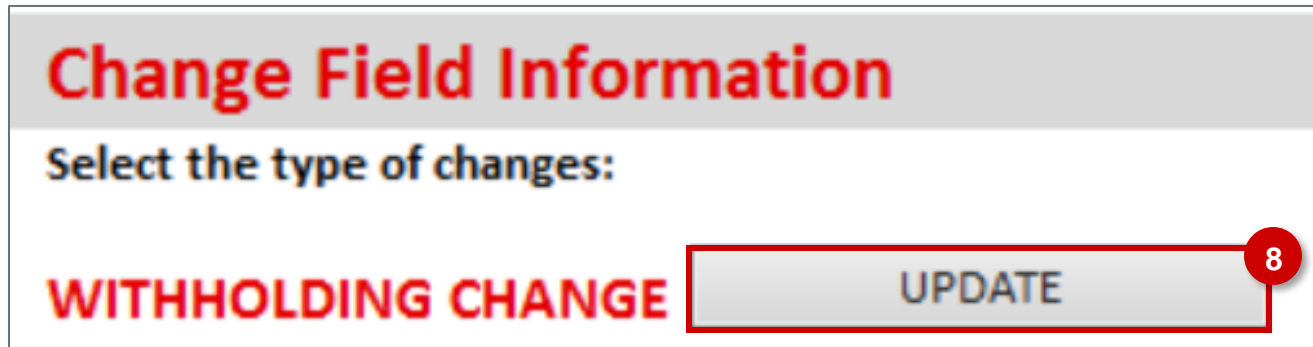
This guide provides information on how to complete the international withholding tax change form.

7 Under **Change Field Information** section type of changes dropdown, select **Withholding**.



The screenshot shows a form titled "Change Field Information" with a dropdown menu open. The dropdown menu lists several options: "Select...", "Email", "Block/Unblock", "Bank Detail", "Basic Change", "Extension", and "Withholding". The "Withholding" option is highlighted with a red border and a red circle containing the number 7.

8 Click **Update**.



The screenshot shows the "Change Field Information" form with the dropdown menu closed. The text "WITHHOLDING CHANGE" is displayed in red. Below it, the "UPDATE" button is highlighted with a red border and a red circle containing the number 8.

QRG: Updating International Withholding Tax Using Infopath

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9 Populate the following required fields under **Withholding Change** section:

- Action* - select **Add** if you'll be adding a withholding tax or **Change** if you're going to update the withholding tax of the vendor.
- Withholding*
- Vendor Number*
- WHT Subject*

WITHHOLDING CHANGE UPDATE

Action: * ▼

Withholding: * ▼

WHT Type:

Exempt From:

Exempt To:

Vendor Number: *

WHT Subject: *

WHT Code:

Exempt No:

Exempt Rate:

NEW | DELETE

Note:

- **WHT Type** and **WHT Code** will be auto-populated based on the answer on **Withholding** field.
- **WHT Subject** will also be populated based on the answer on **Withholding** field but this field is **editable**.

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10 Under **Approver** section, please select an NWA/Country.

Approver

Please select a NWA/Country:

11 You may also add an **attachment** and **comments** under **Additional Section**.


12 Once done, click **Submit**.


Additional Section


File Attachment


File

Comments

 Click here to attach a file

 Click here to attach a file

 Click here to attach a file

 Click here to attach a file

 Insert item

Comments Please note comments entered here result in a forced manual review by GMD, utilize this section only if you are requesting a manual review by GMD instead of automatic processing.

Please insert names to be CCs if needed:

Submit

Note: You may also add names to CC if needed.