

ARIBA Supplier Onboarding Program Supplier User Guide

Thomson Reuters requires all suppliers to have tax information update for Accounts Payable purposes.

As a supplier please use this User Guide to update your profile before sending the invoices for payment.

January, 2021

The intelligence, technology and human expertise
you need to find trusted answers.



the answer company™
THOMSON REUTERS®

How to Update your Ariba Network Profile:

1 Login to Ariba Supplier Network



Supplier Login

User Name

Password

[Having trouble logging in?](#)

3 Go to Business Tab

Company Profile

Basic (1) **Business (2)** Marketing (1) Contacts Certifications (1) Additional Documents

Business Information

2 Click on Company Profile

Home Orders Invoices and Payments

0 Orders to Invoice 0 Orders that need attention 0 Invoices Rejected 0 Pinned Documents

Company Profile

Customer Relationships Users Notifications Application Subscriptions

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Remittances Network Notifications Audit Logs View All

4 Navigate to the Tax Information Section:-

Tax ID: – Populate with Tax ID or VAT ID. This field auto populates the Supplier Tax ID on invoices

Vat ID & Check Box – VAT registered, please copy VAT ID from TAX ID Field above and paste. Tick the Vat registered box.

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: TAXPROF22222

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID: VATPROF56789

VAT Registered

WAT Registration Document: <No document> Upload

Tax Clearance Number:

Tax Clearance Document: <No document> Upload

5 Save the profile with updates

Additional Documents

Public Profile Completeness