## 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



## How to Update your Ariba Network Profile: Login to Ariba Supplier Network **Click on Company Profile** SAP Ariba Sudheer Supplier 123 NETWORK SETTINGS. Electronic Order Routing Ċ Electronic involve Fouring Supplier Login Orders, Invoices and Payments Accelerated Payments Cuttomer Relation Wernittances Users. Network Notificatio User Name Aufft Logs Amilet Deep 3 West do not have any Octors and Releases Application Subscriptions View All Password Navigate to the Tax Information Save the profile with updates Login 4 Section:-Having trouble logging in? Tax ID: - Populate with Tax ID or VAT ID. This field auto populates the Supplier Tax ID on invoices Go to Business Tab Vat ID & Check Box – VAT registered, please copy VAT ID from TAX ID Field above and Additional Decoments paste. Tick the Vat registered box. Public Profile Completen Company Profile Tax Information Benk 10.00 Corpette Certifications (III) Additional Document Tax Classification: (no value) v Taxation Type: (no value) ~ **Business Information** TAXPROF22222 not onter dashes Tax ID: State Tax ID: Do not enter dashes Regional Tax ID: Do not enter dashes VATPROF56789 Unit if VAT Registered VAT Registration Document «Na document» Unload Tax Clearance Tax Clearance Number 2 THOMSON REUTERS Sensitivity: Confidential Tax Clearance Document: «No document> Upload