

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.

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How to Update your Ariba Network Profile:

1 Login to Ariba Supplier Network



Supplier Login

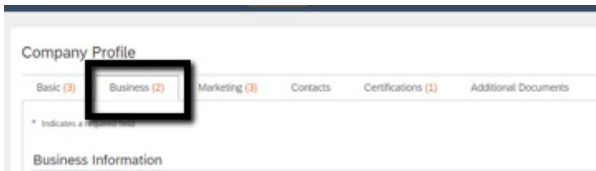
User Name

Password

[Having trouble logging in?](#)

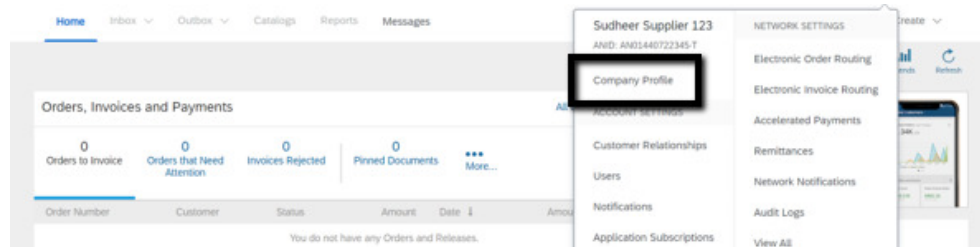
3 Go to Business Tab

3



2 Click on Company Profile

2



4 Navigate to the Tax Information Section and fill in Tax ID and VAT ID details:

4

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: TAXPROF22222 Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID: VATPROF56789

VAT Registered

VAT Registration Document: <No document>

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>

5 Save the profile with updates

5

