

# 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, 2020

# How to Update your Ariba Network Profile:

1 Login to Ariba Supplier Network

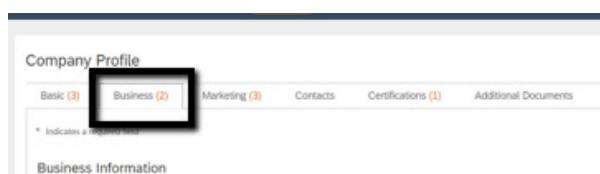


Supplier Login

User Name  
Password  
Login

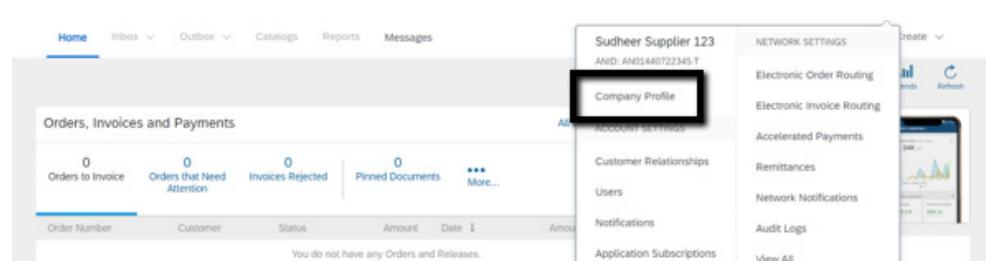
Having trouble logging in?

2 Go to Business Tab



2  
Sensitivity: Confidential

Click on Company Profile



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

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>  
Upload  
 Tax Clearance  
Tax Clearance Number: \_\_\_\_\_  
Tax Clearance Document: <No document>  
Upload

4 Save the profile with updates

