

# 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:

Login to Ariba Supplier Network

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Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

Go to Business Tab

3

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

Business Information

Click on Company Profile

2

Home Inbox Outbox Catalogs Reports Messages

Sudheer Supplier 123 AND: AND1440722345-T

Company Profile

Orders, Invoices and Payments

0 Orders to Invoice 0 Orders that Need Attention 0 Invoices Rejected 0 Pinned Documents More...

Order Number Customer Status Amount Date Amount

You do not have any Orders and Releases.

NETWORK SETTINGS

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

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

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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> Upload

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> Upload

Save the profile with updates

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Save Close

Additional Documents

Public Profile Completeness