

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:

1 Login to Ariba Supplier Network



Supplier Login

User Name

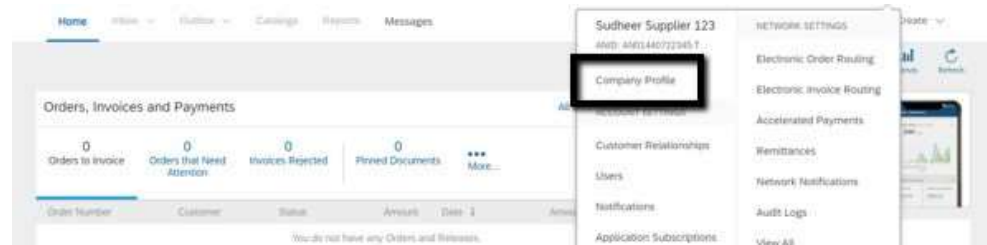
Password

[Having trouble logging in?](#)

3 Go to Business Tab



2 Click on Company Profile



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: TAXPROF2222 Do not enter dashes

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

Tax Clearance Number:

Tax Clearance Document: <No document> Upload

5 Save the profile with updates

