

Maintaining supplier **VAT/Tax ID in Ariba Network**

As expressed during the invoice submission training materials, **it's mandatory to add the VAT/Tax ID during the submission process**.

If you **don't want to add the TAX ID each time** that you submit an invoice, you can **update it in your Ariba profile**.

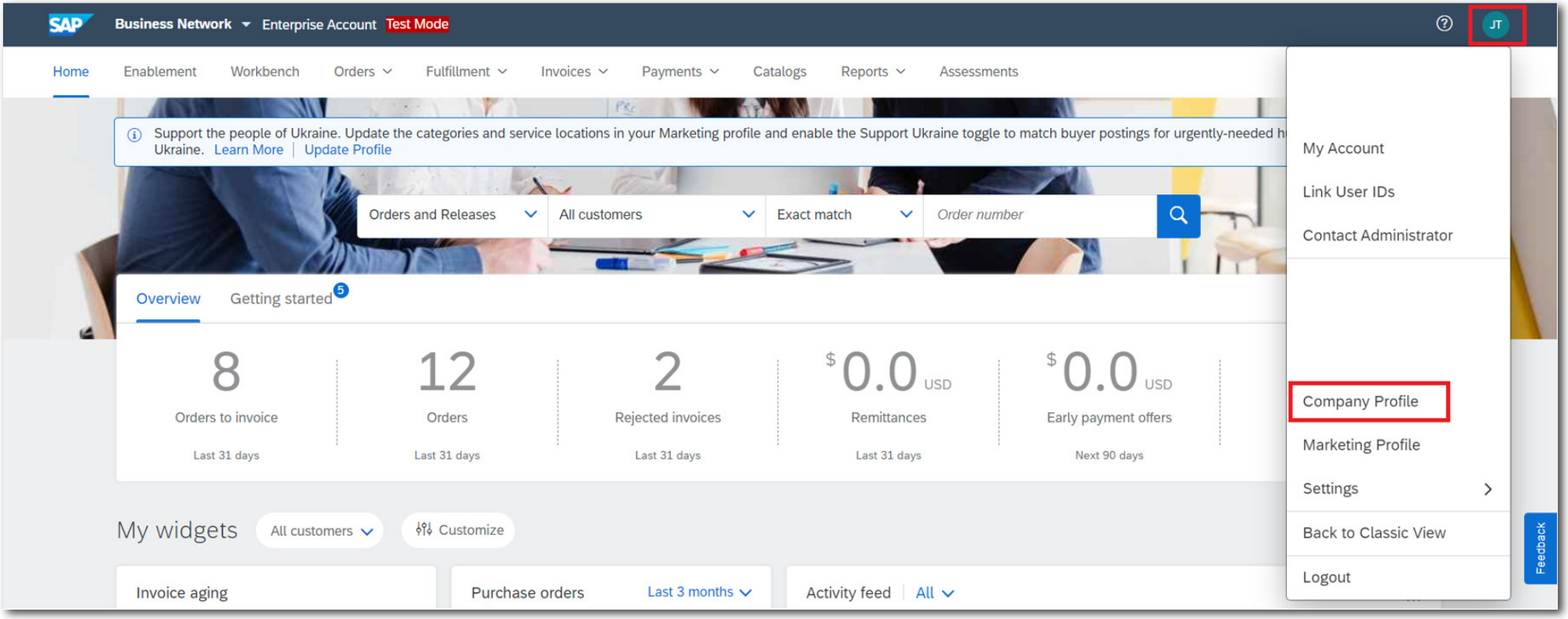


What **actions** do you need to take?

1. Login to the Ariba Network

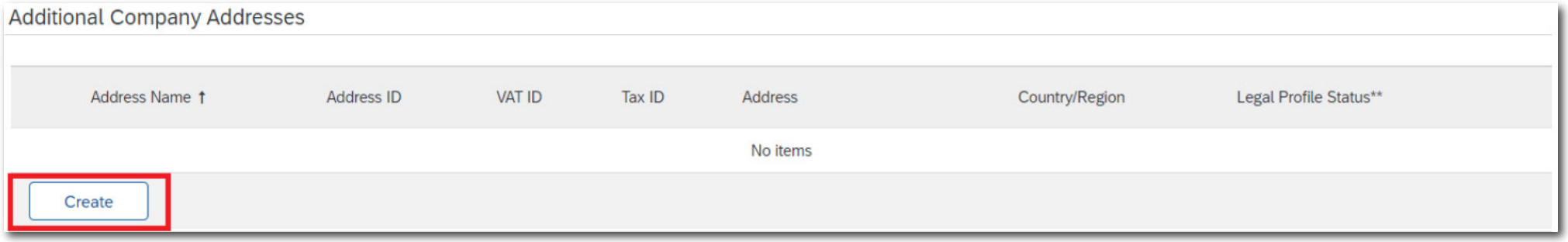
a. click on your **“Profile” in the upper right corner**

b. select **“Company Profile”.**

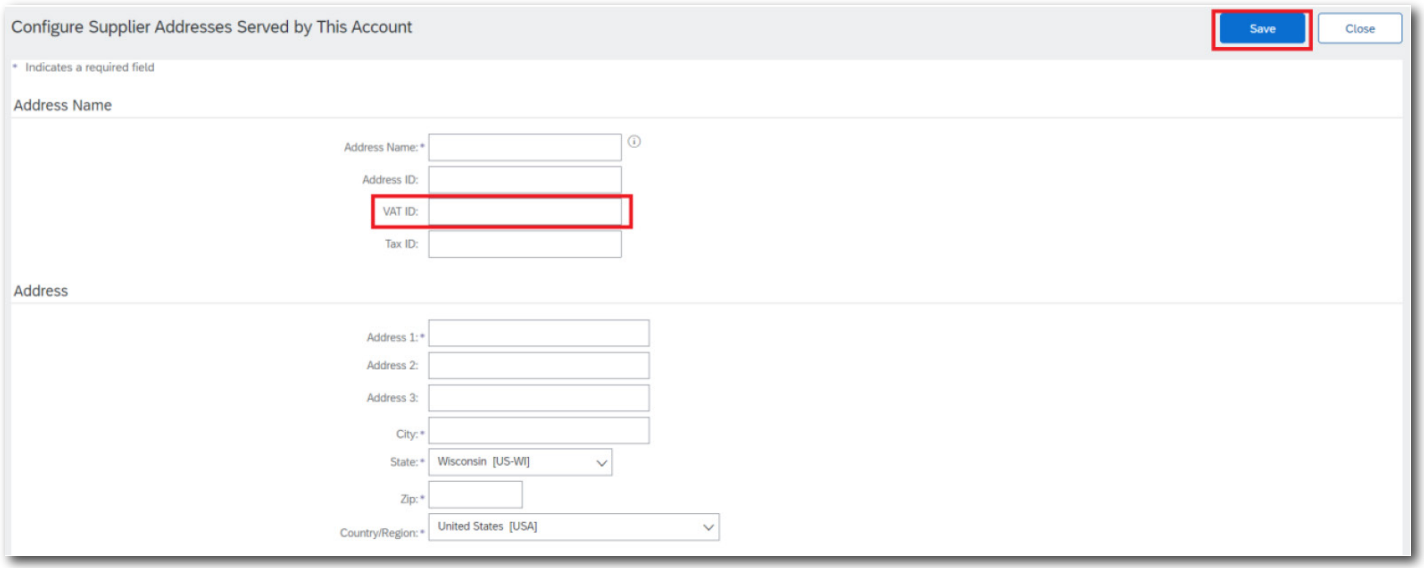


What **actions** do you need to take? (Cont'd)

2. Scroll down the page until you see the "**Additional Company Addresses" section**. Click the **"Create" button**.

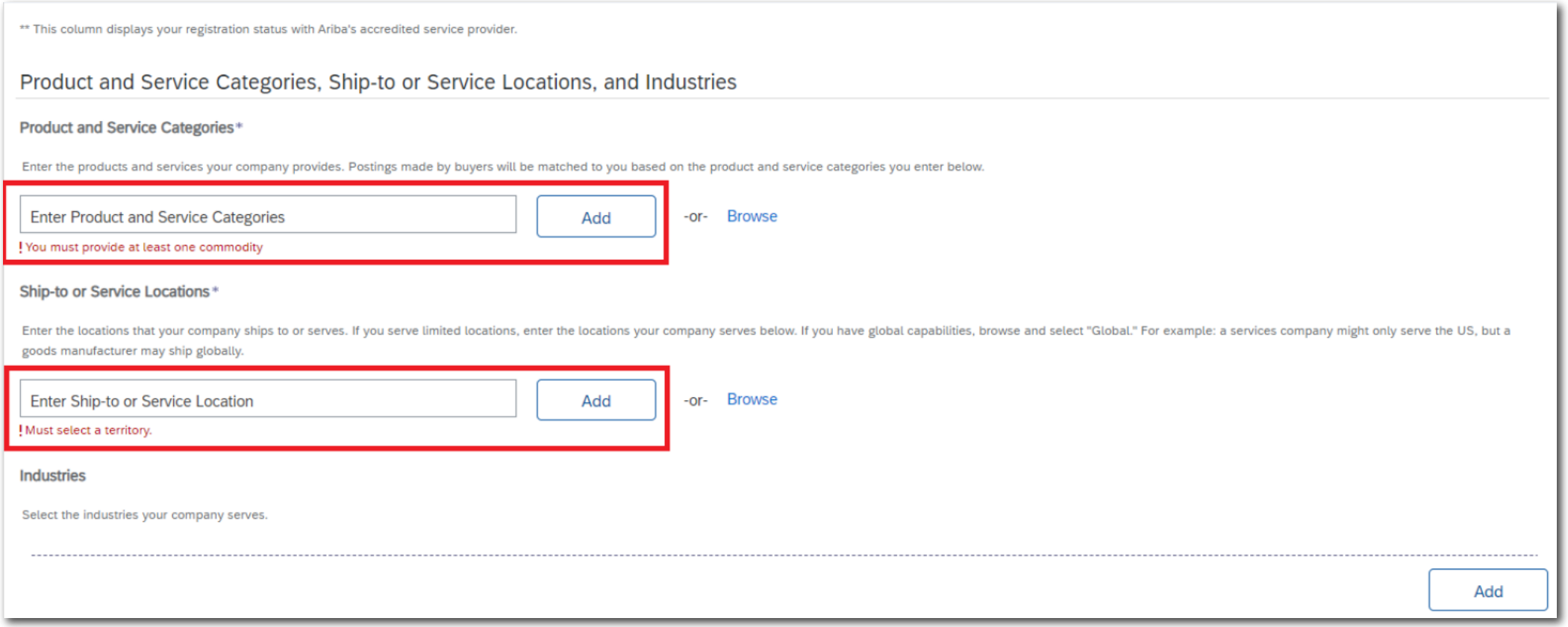


3. Fill in the **"Address Name" field** and your company address. Then, type in your **"VAT/Tax ID"** and click the **"Save" button**.



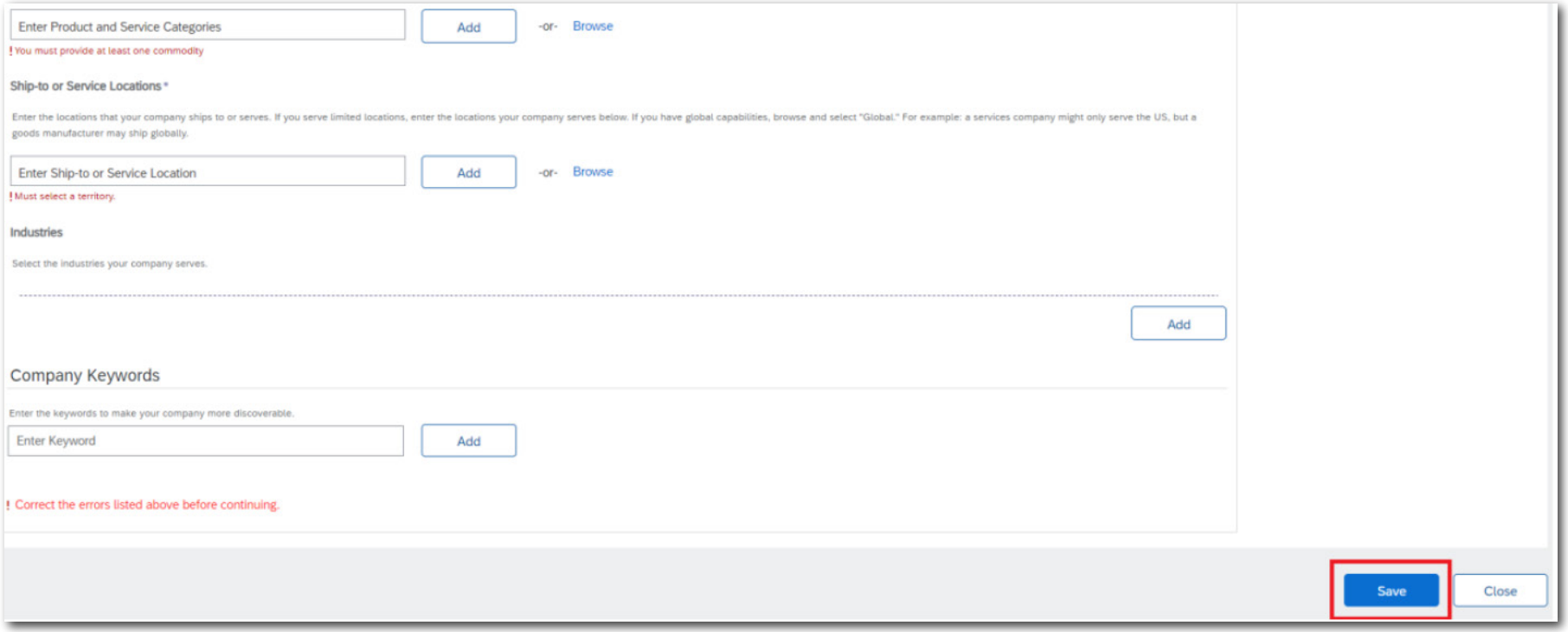
What **actions** do you need to take? (Cont'd)

4. You will be directed back to the Company Profile page. **Scroll down the page to the Product and Service Categories, Ship-to or Service Locations, and Industries section**. Please add the details for:
    a) Product and Service Categories
    b) Ship-to or Service Locations.

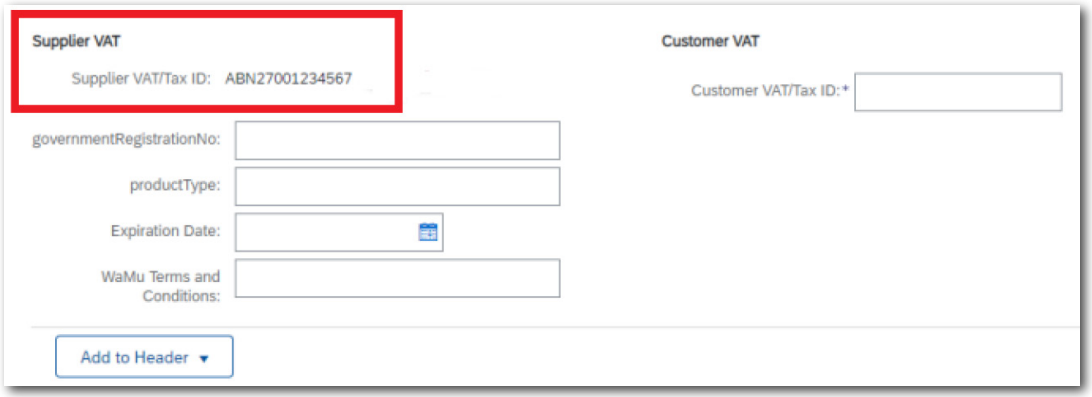


What **actions** do you need to take? (Cont'd)

4. Click the **"Save" button**



Once you've amended your profile with your VAT/TAX ID, when you next create an invoice, the VAT ID/Tax ID field will be populated automatically.



Thank you

You are receiving this guideline because you have registered on the **bp Supplier Portal.**
Please click **this link** to visit the portal