

Ariba Network Commerce Automation User Manual

Update VAT or TAX ID

Objective

The goal of this user manual is to:

- Update your VAT or TAX ID on your Ariba Network profile. This will be a one time activity
- This step must be completed before submitting your first invoice on Ariba Network
- After completing this task, your VAT or TAX ID should then get automatically populated into your invoices submitted on the Ariba Network

Target Audience:

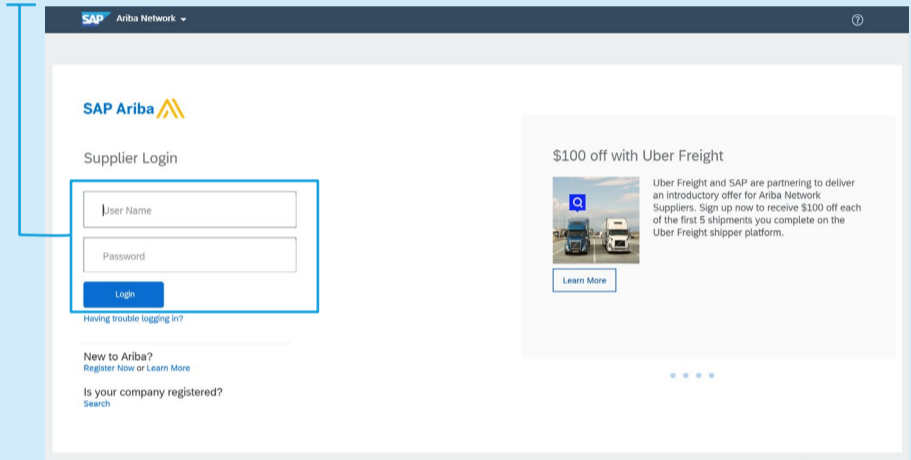
Supplier User



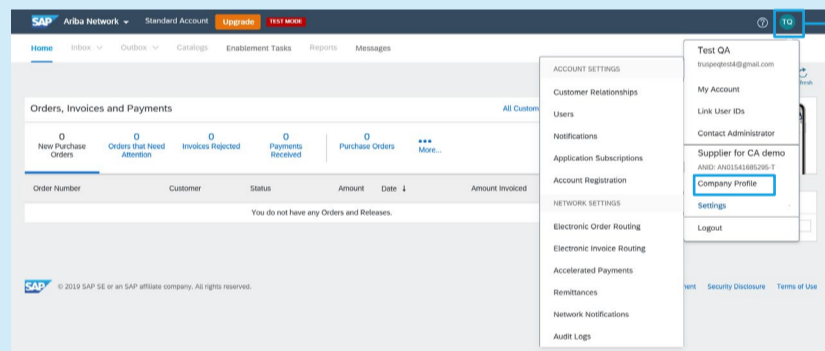
Update VAT or TAX ID

1. Go to supplier.ariba.com to login to your Ariba Network account for Emirates Steel

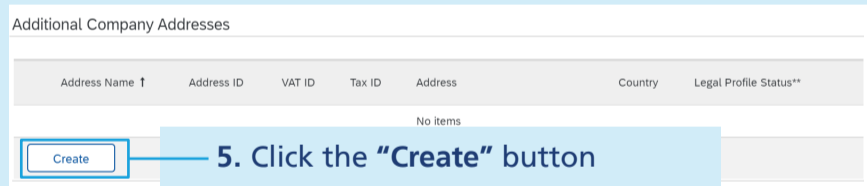
2. Enter your existing Username and Password then click "Login"



3. From your home page click on the Account Settings icon



4. Click "Company Profile" to access your Company Profile



5. Click the "Create" button

Note: For UAE based suppliers you will be prompted to select "Yes" or "No" if your company is VAT registered

Configure Supplier Addresses Served by This Account

* Indicates a required field

Address Name

Address Name: * Supplier Address TEST

Address ID: *

Are you VAT registered? : * Yes No ⓪

VAT ID: * 182640273648123

Tax ID: *

Address

Address 1: * Al Bourouj Street

Address 2: *

Postal Code: * 11111

City: * Dubai

State: * Dubai [AE-DU]

Country: * United Arab Emirates [ARE]

6. Update your Address Name

7. Update your VAT ID or TAX ID (which ever is applicable)

8. Update the remaining mandatory address details

9. Click "Save" button to save your VAT or TAX ID information to your Company Profile

Your VAT ID or TAX ID should now appear under Additional Company Addresses in your Company Profile

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> Supplier Address TEST		182640273648123		Al Bourouj Street	Dubai United Arab Emirates	-