

# 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:

Login to Ariba Supplier Network

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Supplier Login

Login

Having trouble logging in?

Go to Business Tab

3

Company Profile

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

Business Information

Click on Company Profile

2

Home Orders Invoices Payments Messages

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Company Profile

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

Navigate to the Tax Information Section:-

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**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.

Save the profile with updates

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Save

Close

Additional Documents

Public Profile Completeness

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: TAXPROF22222

State Tax ID:

Regional Tax ID:

Vat ID: VATPROF56789

☒ VAT Registered

VAT Registration Document: <No document>

Upload

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>

Upload