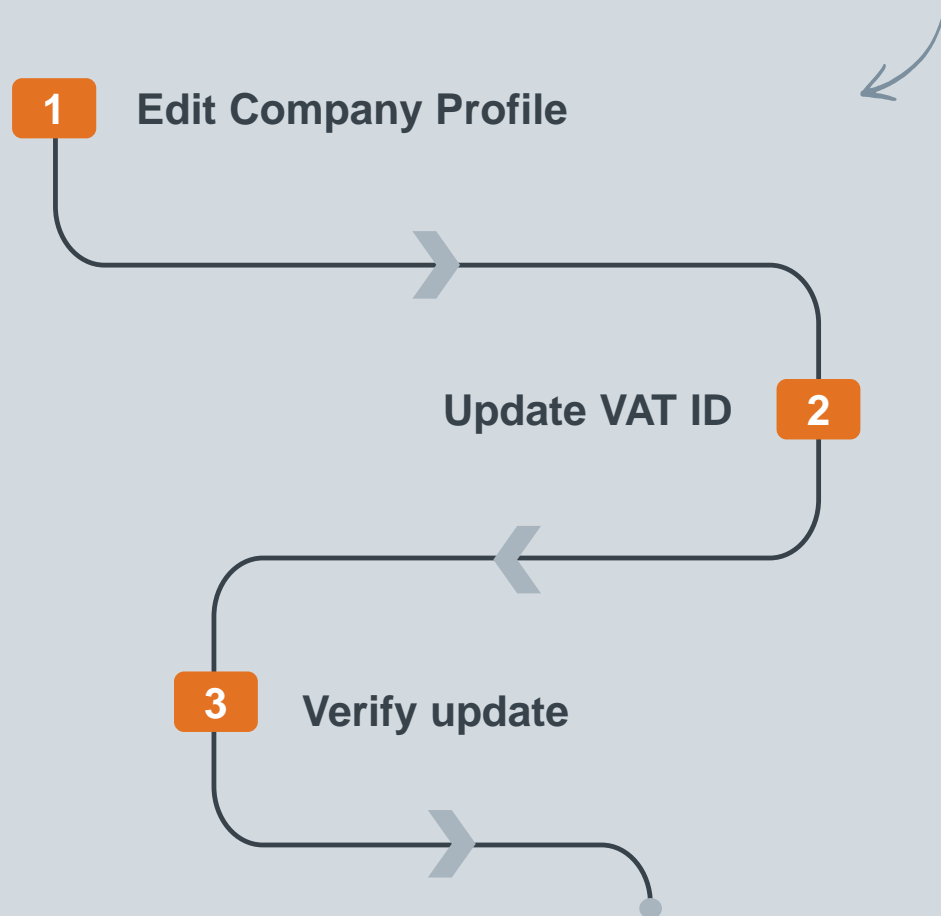This **Supplier Quick Guide** shows you how to…

UPDATE DEFAULT COMPANY VAT ID IN ARIBA

…in three simple steps

1 Edit Company Profile

Update VAT ID **2**

3 Verify update

VERSION: 1.0
UPDATED: APRIL 2020

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1. EDIT COMPANY PROFILE

Step-by-step

1. Log in to your Ariba Supplier account [HERE](.).
2. Go to **Company Settings.**
3. Select **Company Profile.**

Illustration

Classification: Public

2. UPDATE VAT ID

Step-by-step

1. Select **Business** tab.
2. Scroll down to **Tax Information** and update **Vat ID** field with your company VAT number.
3. Click **Save** button to save your changes.

Illustration

3. VERIFY UPDATE

Step-by-step

1. Next time you create an invoice in Ariba your company **Supplier VAT/Tax ID** field is pre-populated on the invoice.

   Important! Please remember to update the VAT ID if there's any changes.

Illustration

Supplier VAT

(1) Supplier VAT/Tax ID: *   DE45566565

Supplier Commercial * Identifier:

Supplier Commercial Credentials:

Add to Header ▼

Customer VAT

Customer VAT/Tax ID: *   DE813392786

Line Items   2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [▼]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	◉	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	10.00 EUR	100.00 EUR

Vestas

NEED HELP?

Support is available!

For **questions or technical support** please contact the Vestas SSC Ariba team

For **information and guides** from the Digital Procurement program in Vestas, visit our website

For general **Ariba resources**, visit the Ariba Supplier Portal

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