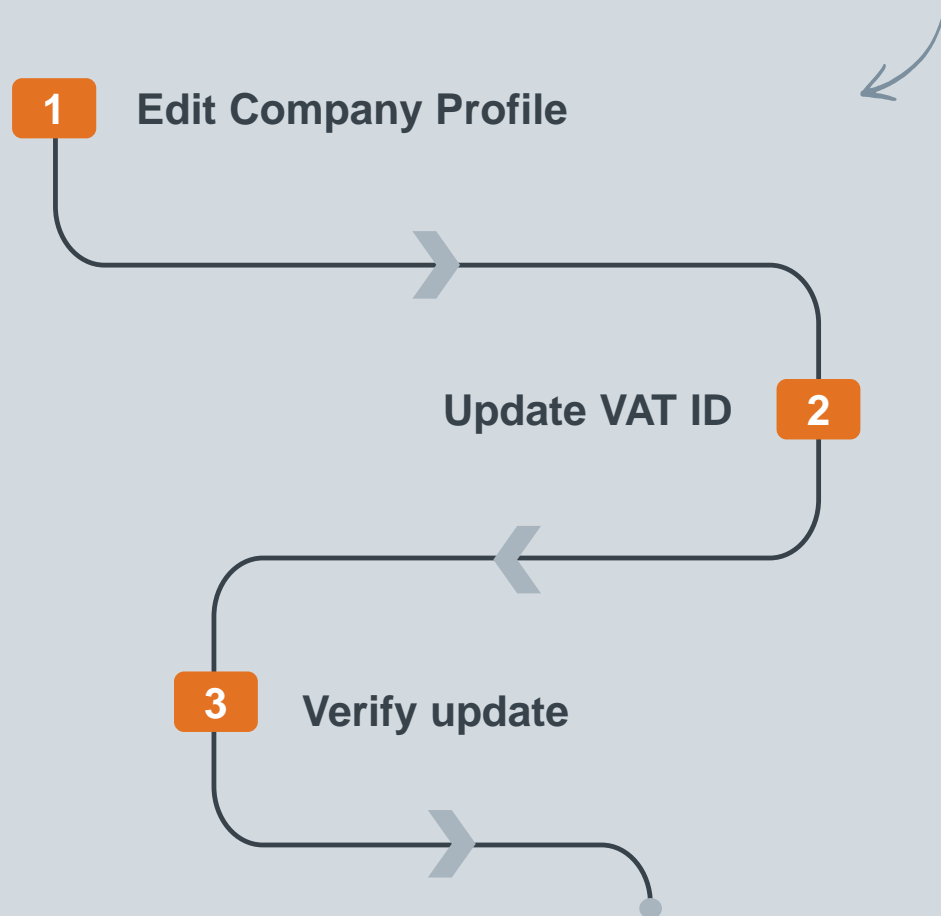


This **Supplier Quick Guide** shows you how to...

UPDATE DEFAULT COMPANY VAT ID IN ARIBA

...in **three simple steps**



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

The screenshot shows the SAP Ariba Supplier account dashboard. A red box labeled '1' highlights the 'Supplier Login' section. A red box labeled '2' highlights the user profile dropdown menu in the top right corner. A red box labeled '3' highlights the 'Company Profile' option in the dropdown menu. The dashboard displays various metrics and widgets, including a summary of orders and invoices, and a 'Company profile' widget showing 35% completion.

Supplier Login

Supplier Login

tiina.ma.vepsalainen@gmail.com

Login

Having trouble logging in?

New to Ariba? Register Now

Is your company?

Buyers are looking for new suppliers

To help the world's businesses continue to run at their best, we're waiving the fee for suppliers to respond to SAP Ariba Discovery posts. Use code SAPARIBA2020 to respond to your matched leads today.

Use code SAPARIBA2020

Learn More

SAP Ariba Network - Enterprise Account TEST MODE

Back to classic view

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Orders and Releases Vestas - TEST Exact match Order number

Overview Getting started

6 New orders Last 31 days

0 Changed orders Last 31 days

6 Orders to invoice Last 31 days

0 Rejected invoices Last 31 days

6 Orders Last 31 days

More

Alina Druzhinina test-dummysupplivest1@sap.com

My Account

Link User IDs

Contact Administrator

dummysupplier1 - TEST ANID: AN01565094055-T Premium Package

Company Profile

Settings

Logout

My widgets Vestas - TEST Customize

Purchase orders Last 3 months

235 B CZK

250B

200B

150B

100B

Invoice aging

309 K CZK

200K

150K

100K

Download app

We are now mobile.

Google play

Available on the App Store

Company profile

35% Completed

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

The screenshot shows the SAP Ariba Network interface for a 'Standard Account' in 'TEST MODE'. The 'Company Profile' page is open, with the 'Business' tab selected (indicated by a red circle '1'). The 'Overview' section shows the 'Company Name' as 'Tina TEST'. A 'Public Profile Completeness' bar is at 35%. A 'Tax Information' modal is open, showing the 'Vat ID' field (DE45566565) highlighted with a red circle '2'. The 'Save' button is highlighted with a red circle '3'.

Company Profile

Basic (3) **1** Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: * Tina TEST

Other names, if any:

NetworkId: AN01397

Short Description:

Website:

Public Profile Completeness: 35%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

2 Vat ID: DE45566565

VAT Registered

VAT Registration Document: <No document>
Upload

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
Upload

Tax Clearance Expiry Date:

3 Save Close

3. VERIFY UPDATE

Step-by-step

- 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: *

Supplier Commercial Identifier:

Supplier Commercial Credentials:

[Add to Header](#)

Customer VAT

Customer VAT/Tax ID: *

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	<input type="text" value="10"/>	EA	10.00 EUR	100.00 EUR

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](#)

