

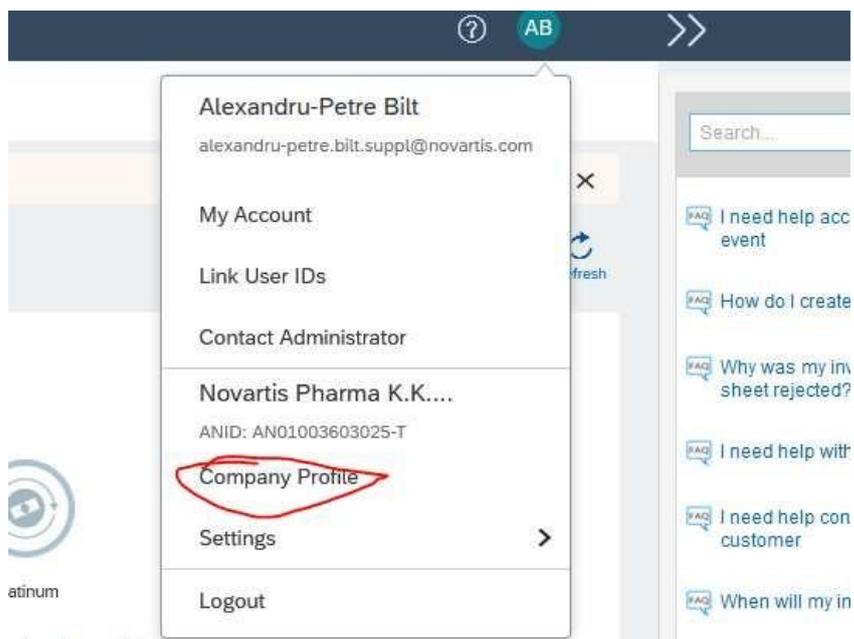
Please see below the necessary steps to be taken should you need to configure the GST / PST / HST ID (required to be visible on the invoices):

1. Login to your Ariba account:



The screenshot shows the SAP Ariba Supplier Login page. At the top left is the SAP Ariba logo. Below it is the text "Supplier Login". There are two input fields: "User Name" and "Password". Below the password field is a blue "Login" button. At the bottom of the login area is a link that says "Forgot Username or Password".

2. Click on your initials and then "Company Profile"



3. Select “ Business tab”



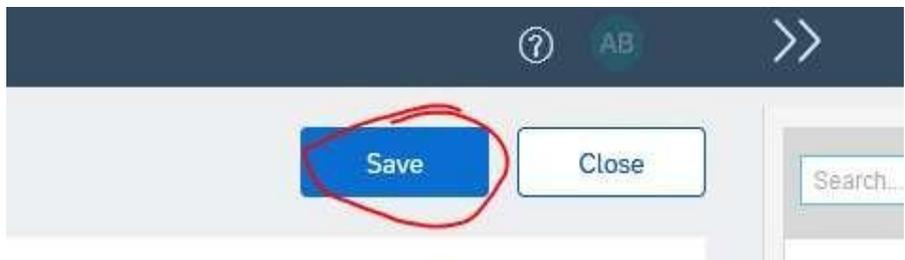
4. Scroll down and fill in the fields with the corresponding Tax information:

Supplier GST/HST Registration Number: ⓘ

Supplier PST Registration Number: ⓘ

Supplier QST Registration Number: ⓘ

5. Click Save:



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