

# Ariba Network

## Supplier Profile Update for GST/Tax Compliance



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# 1. Introduction

# Introduction

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- ❖ Buyers and Suppliers can update their profiles in Ariba Network with their GST or Tax-Registered IDs and associated registered addresses.
- ❖ Buyers and Suppliers can create multiple profiles on the Ariba Network of each of their legal entities in their countries.





## 2. Login to Ariba Network

# Login to Ariba Network

1. Access your Ariba Network account by typing `supplier.ariba.com` into the address bar.
2. Enter the login details into the respective fields.
3. Click **Login**.

**Note:** If you have forgotten your login details, you can click the **Having trouble logging in?** link to either retrieve your user name or reset your password.

1

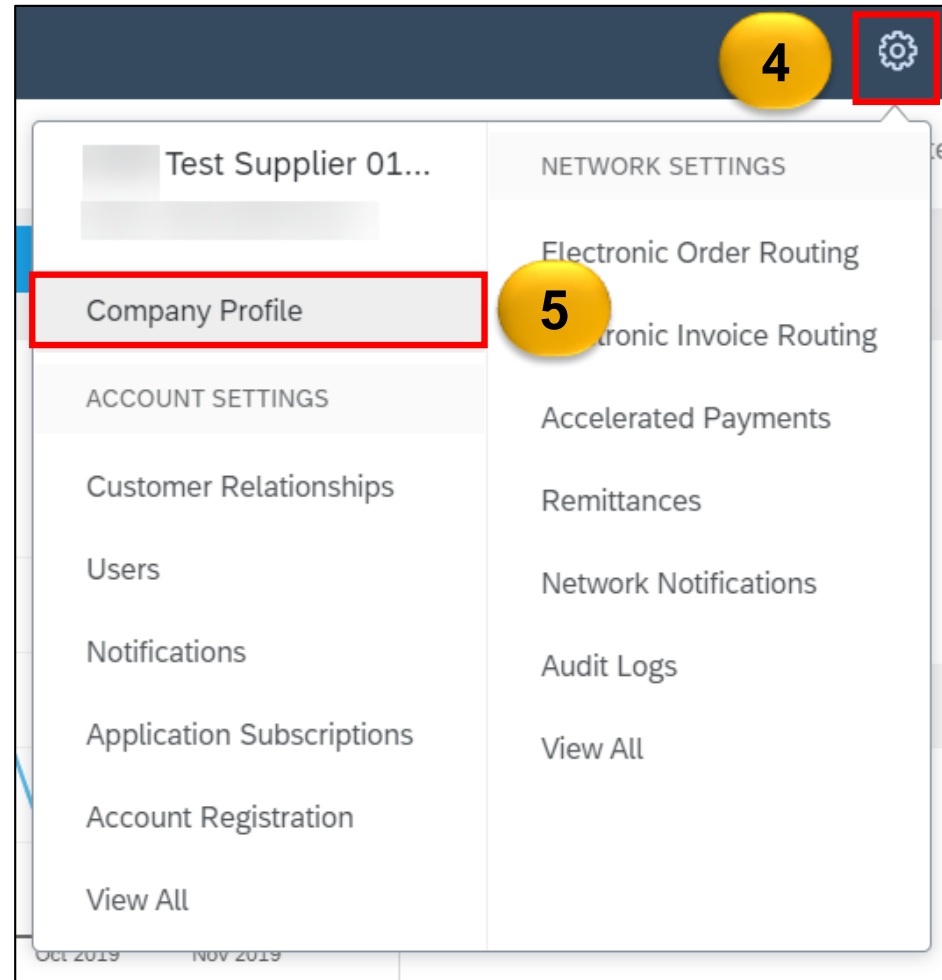
The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a dark blue header with the SAP logo and 'Ariba Network' with a dropdown arrow. Below the header, the SAP Ariba logo is displayed. The main heading is 'Supplier Login'. There are three input fields: 'User Name', 'Password', and a blue 'Login' button. A red box highlights the 'Login' button, and a yellow circle with the number '3' is next to it. Below the 'Login' button is a link 'Having trouble logging in?' which is also highlighted with a red box. To the right of this link is a grey circle with the letter 'N'. A yellow circle with the number '2' is next to the 'User Name' and 'Password' fields. At the bottom of the page, there are two sections: 'New to Ariba?' with links 'Register Now' and 'Learn More', and 'Is your company registered?' with a 'Search' link.



# 3. Update Supplier Legal Profile

# Update Supplier Legal Profile

4. The **Home** page is displayed by default. Click **Company Settings**.
5. Select **Company Profile** from the dropdown list.



# Update Supplier Legal Profile

6. The **Company Profile** page is displayed. Click the **Basic** tab.
7. Scroll down to **Additional Company Addresses** section and click **Create**.

SAP Ariba Network Enterprise Account

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Overview

Company Name:\*

Other names, if any:

Public Profile Completeness 15%

Commodities

Short Description

Website

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

Create

# Update Supplier Legal Profile

8. The **Configure Supplier Addresses Served by This Account** page is displayed. Enter **Address Name** and **Address 1**.
9. Select the **Set Up Legal Profile** checkbox. This will be visible only for suppliers in Hong Kong, Singapore, Japan, India, Australia and New Zealand.

Configure Supplier Addresses Served by This Account

\* Indicates a required field

Address Name

Address Name: \*

Address ID:

VAT ID:

Tax ID:

Address

Address 1: \*

Address 2:

Address 3:

Address 4:



City: \* Singapore

Postal Code: \* 15212

State:

Country: \* Singapore [SGP]

Set Up Legal Profile



# Update Supplier Legal Profile

10. When you select **Set Up Legal Profile** check box, the **Financial Information** section is displayed. If you are **GST or Tax-Registered**, select **Yes**.
11. Enter the **GST or Tax-Registered ID**. This **GST or Tax-Registered ID** will auto populate on the invoices you submit through Ariba.
12. Click the **Save** button.

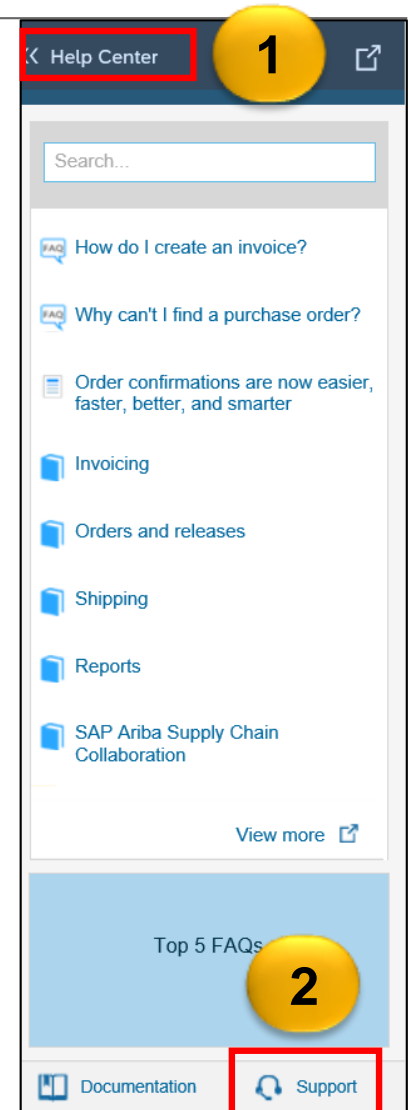
The screenshot shows a web form titled "Update Supplier Legal Profile". At the top, there is a checkbox labeled "Set Up Legal Profile" which is checked. Below it, a line of text reads: "Check this box to provide additional corporate and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status." A yellow callout bubble with the number "10" points to this checkbox. Below this is a section titled "Financial Information". Underneath, there is a question "Are You GST Registered?\*" with two radio buttons: "Yes" (which is selected) and "No". A yellow callout bubble with the number "11" points to the "Yes" radio button. Below the question is a text input field labeled "GST ID:". A yellow callout bubble with the number "12" points to the "Save" button at the bottom right of the form. A "Close" button is also visible next to the "Save" button.



# 4. Ariba Customer Support

# Ariba Customer Support

1. The **Help Center** is available on every screen and displays all FAQs, videos and documents related to that screen and more. You can also type in your query in the **Search** field to get the required information.
2. The **Support** link will again take you to the **Ariba Exchange User Community** page where you can contact the Ariba Customer Support desk via email, chat or phone.



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