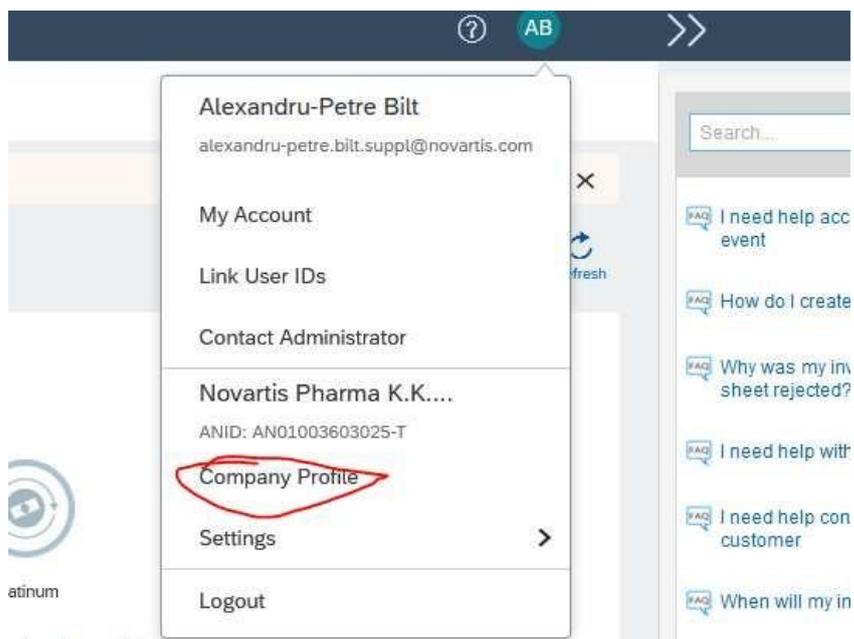Please see below the necessary steps to be taken should you need to configure the GST / PST / HST ID (required to be visible on the invoices):

1. **Login to your Ariba account:**

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

3. Select " Business tab"

Company Profile

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

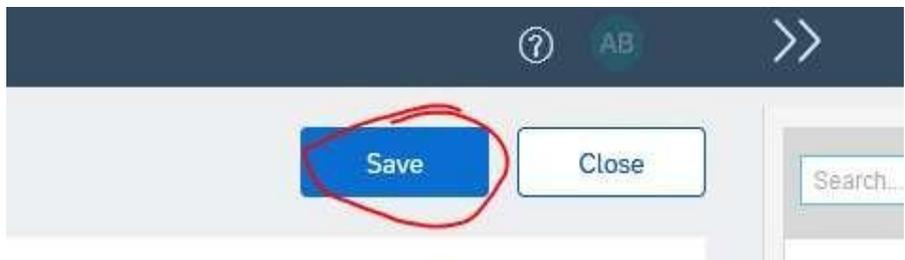* Indicates a required field

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:

Save   Close   Search...

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