



SAP Ariba 

# Update VAT ID

PUBLIC

THE BEST RUN 

# VAT Configuration

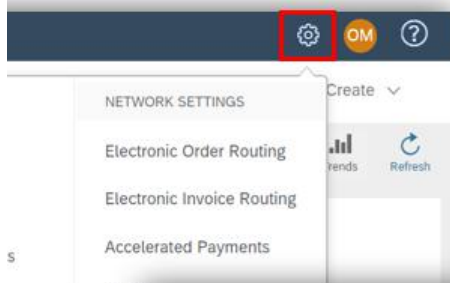
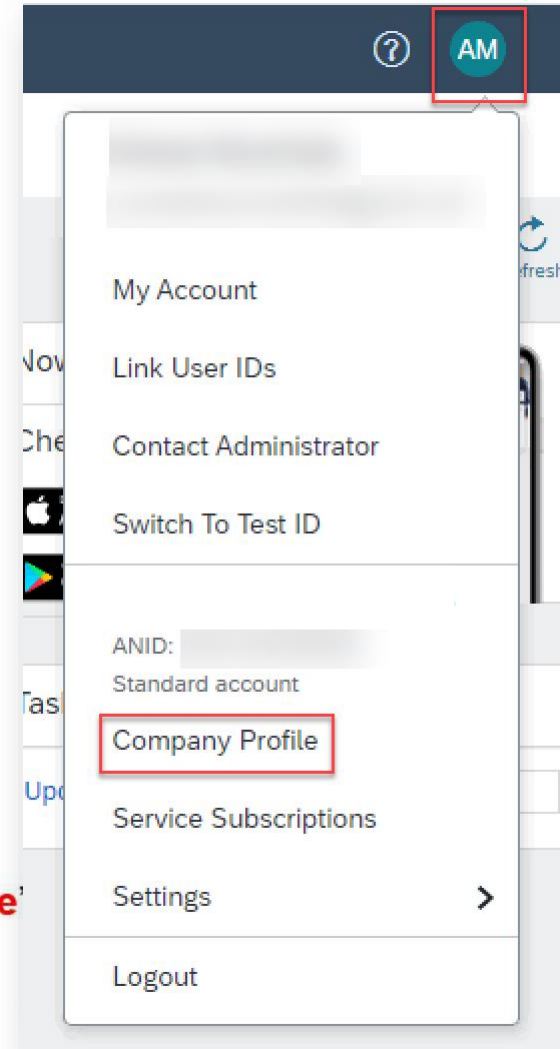
This Step must be done once prior to creating your first UAE VAT Invoice

- 1- Go to **supplier.ariba.com** and log in using your Ariba Account credentials
- 2- From top right of your screen, click on “**Account Settings**” then choose “**Company Profile**”
- 3- Under the **Basic** tab, go to the **Additional Company Addresses** section and click “**Create**”

On the Screen click on the gear icon on top right.

## Company Profile

Under the **Basic** tab, go to the Additional Company Addresses section and click ‘**Create**’



# VAT Configuration

This Step much be done once prior to creating your first UAE VAT Invoice

1. Fill in Address Name (i.e. 'UAE'), Address, Postal Code, City, Country
2. Fill in your VAT ID (15 digit numeric)
3. Answer YES, for question 'Are you VAT registered?'
4. Click Save

Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

Address Name

Address Name: \*

Address ID:

Are you VAT registered?  Yes ← You must answer "YES" and enter your VAT ID

VAT ID:

Tax ID:

Address

Address 1: \*

Address 2:

Postal Code: \*

City: \*

State:

Country: \*

Save Close

# VAT Configuration

This Step must be done once prior to creating your first UAE VAT Invoice

### Address

Address 1 \*

Address 2:

Address 3:


City \*

State \*

Zip \*

Country \*

Click here to get your Ariba badge.

Find us on Ariba Network 

[View Public Profile](#)

[Profile Visibility Settings](#)

### Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> UAE Address	UAE123	123456789012345		UAE Address	Dubai United Arab Emirates	-

↳   |

**UAE Address with the VAT registration number is now updated in your supplier account**

# Thank you.