



How to Include VAT on the Invoice Automatically

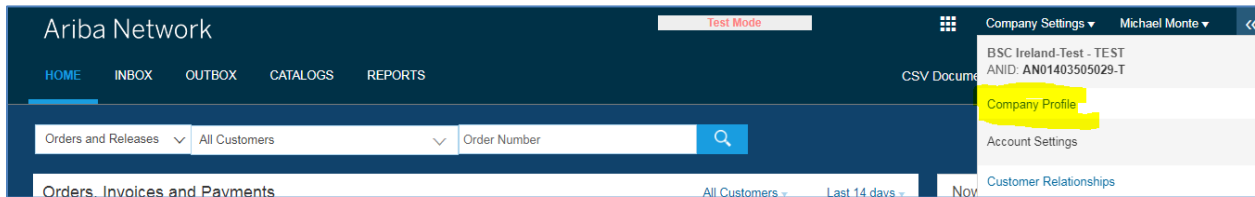
Hello,

On the Supplier account, under Company Profile > Business Information tab, there is a place to enter Tax ID. Entering the Tax ID on the Company Profile should default it onto the invoice form. If you don't have access to the Company Profile section, contact your Account Administrator.

0 · 0 comments · posted 4 months ago · [Problems with this content?](#)

SAP Ariba  

Company Profile:



The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. A search bar is present with 'Orders and Releases' selected. A dropdown menu is open, showing options: 'BSC Ireland-Test - TEST', 'ANID: AN01403505029-T', 'Company Profile' (highlighted in yellow), 'Account Settings', and 'Customer Relationships'. The user's name 'Michael Monte' is visible in the top right corner.

Business Information:



The screenshot shows the 'Company Profile' page in Ariba Network. The 'Business Information' tab is selected and highlighted in yellow. Other tabs include 'Basic (3)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. A note at the bottom states: '* Indicates a required field'.

Scroll down to Tax Information:

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

Vat Id:


VAT Registered

VAT Registration Document: <No document>
[Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

Tax Clearance Expiry Date: 

Don't forget to SAVE:

Ariba Network Test Mode Company Settings ▾ Michael Moritz

Company Profile **Save** Close

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