



SAP Ariba 

# Update UAE VAT ID

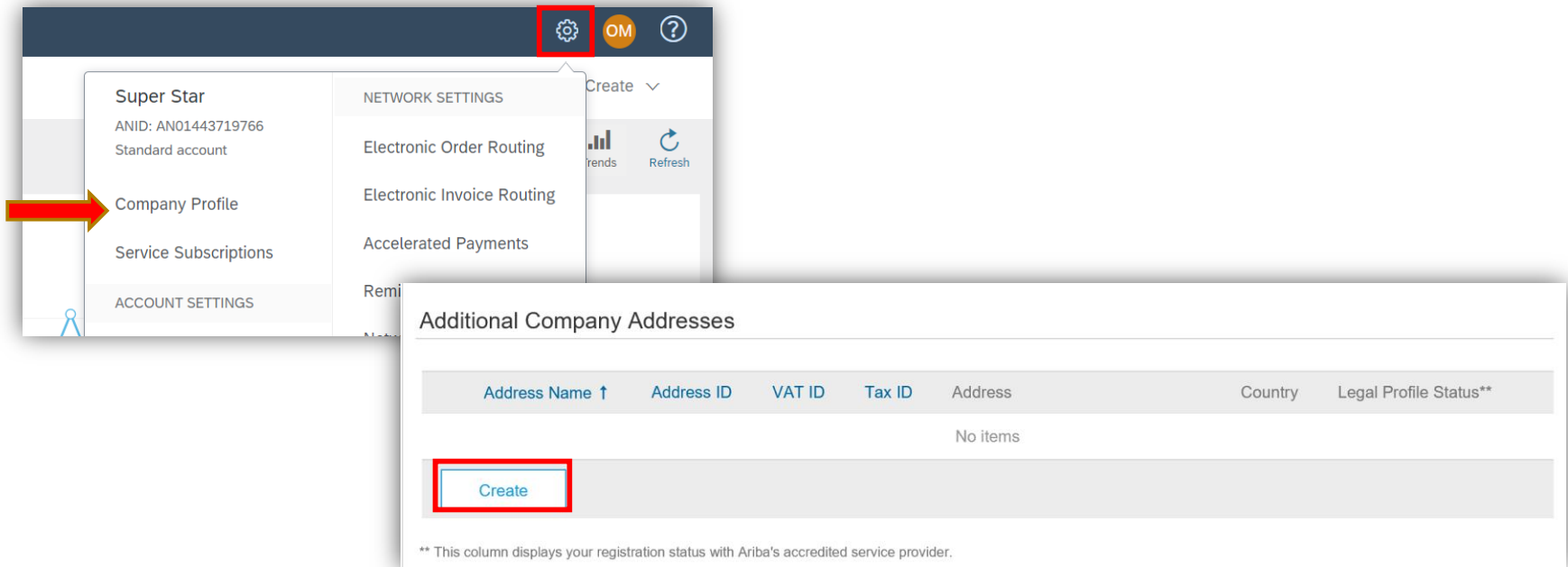
PUBLIC

THE BEST RUN 

# HOW TO UPDATE YOUR VAT ID IN YOUR SUPPLIER PROFILE

The 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 the Home Screen click on the gear icon on top right.
3. Click on **Company Profile**
4. Under the **Basic** tab, go to the Additional Company Addresses section and click **'Create'**



# HOW TO UPDATE YOUR VAT ID IN YOUR SUPPLIER PROFILE

The step must 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

# HOW TO UPDATE YOUR VAT ID IN YOUR SUPPLIER PROFILE

The 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.](#)

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### 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	-

[↩](#) [Edit](#) [Delete](#) | [Create](#)

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

# Thank you.