



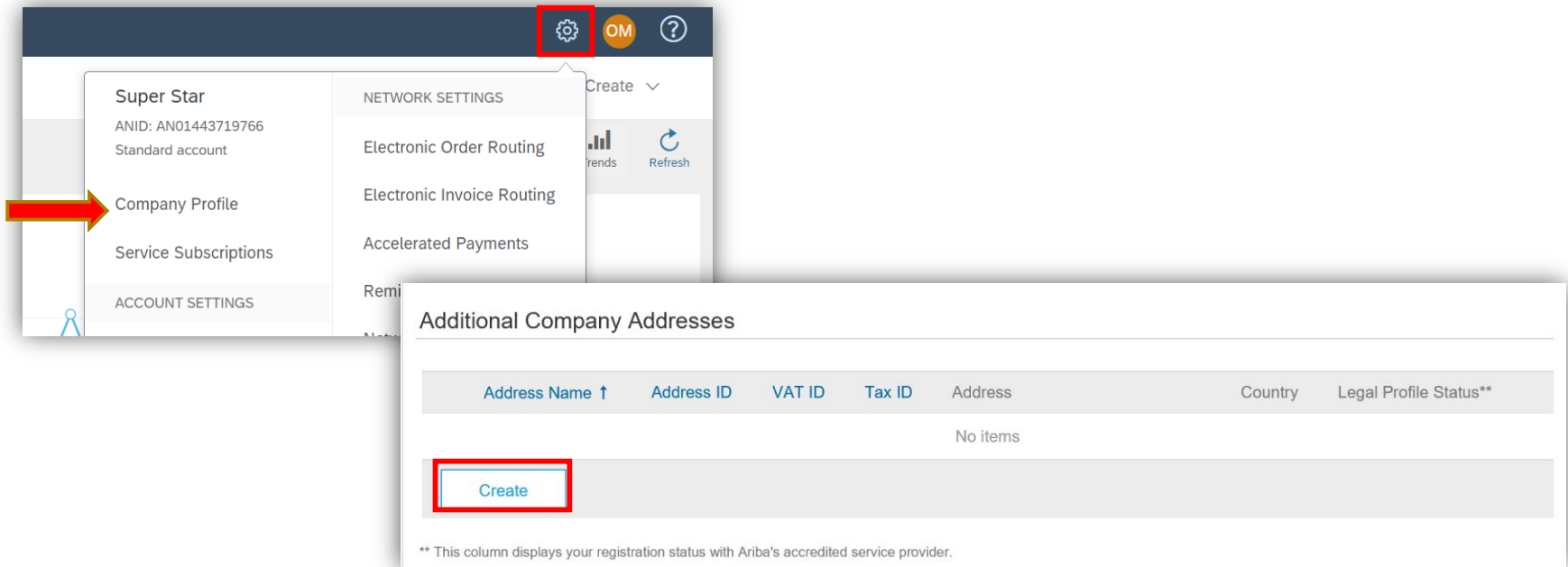
Update UAE VAT ID

PUBLIC

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 ☐ No 

VAT ID:

Tax ID:

Address

Address 1: *

Address 2:

Postal Code: *

City: *

State:

Country: *

Save Close

You must answer "YES" and enter your VAT ID

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:*

United States Address

Address 2:

Address 3:

City:*

Arkansas City

State:*

Arkansas

▼

Zip:*

71630

Country:*

United States [USA]

▼

[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**
☐	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.