

# Supplier VAT ID/TAX ID and Customer VAT ID/TAX ID on Invoice

Two options are available to populate supplier VAT ID/TAX ID on the invoice

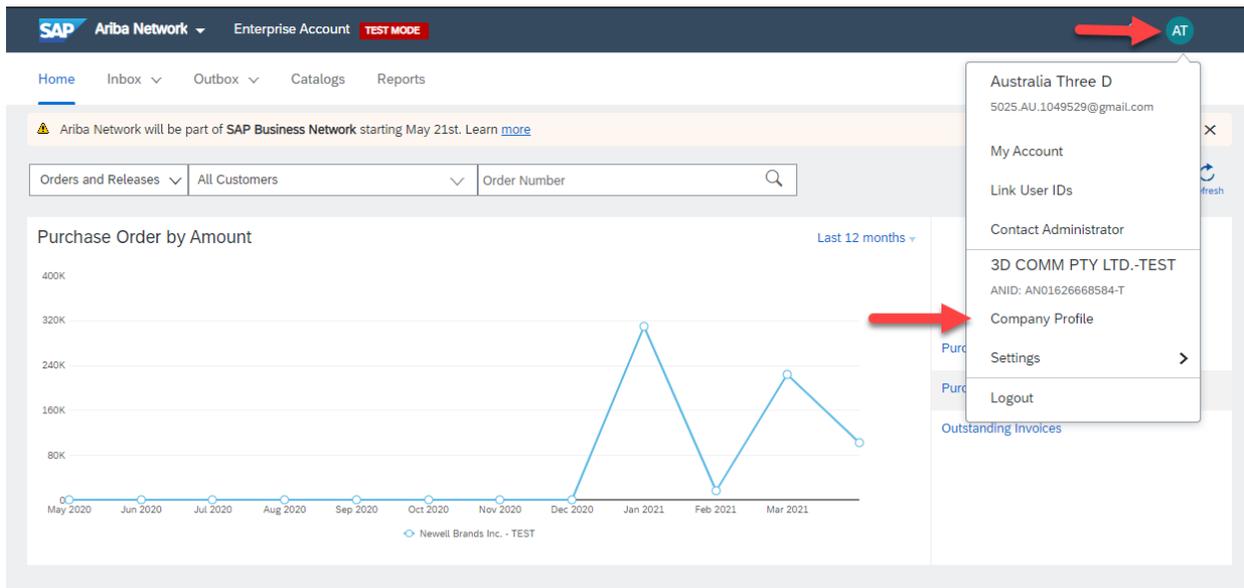
1. Maintain company profile in Ariba network (Recommended option)
2. Manually enter supplier VAT/TAX ID during invoice creation

## Maintain company profile on Ariba network

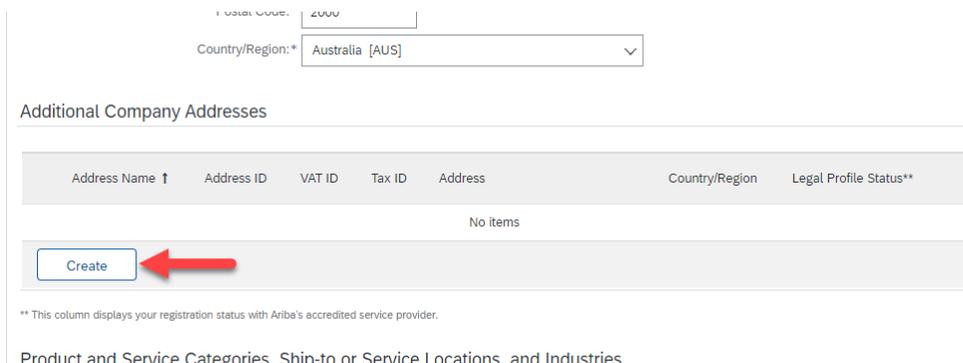
Supplier Tax ID will be automatically captured on the invoice once company profile is maintained on Ariba network

Follow the below steps to maintain Company profile on Ariba network:

**Step 1:** Login to Ariba network as supplier and click on Account settings -> company profile



**Step 2:** Under 'Additional Company Addresses' click on 'Create'



\*\* This column displays your registration status with Ariba's accredited service provider.

Product and Service Categories, Ship-to or Service Locations, and Industries

**Step 3:** Provide company name and address along with the TAX ID or VAT ID (for China) as shown below, click on 'save'

**Note:** Supplier should provide ABN number/GST ID if they belong to Australia/New Zealand/India

Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

Address Name

Address Name:\*  ⓘ

Address ID:

 VAT ID:

Tax ID:

Address

Address 1:\*

Address 2:

City:\*

State:\*  ▾

Postal Code:\*

Country/Region:\*  ▾

Save Close

**Step 5:** in the 'Product and Service Categories, Ship-to or Service Locations, and Industries' section, provide below details

1. Product and Service Categories
2. Ship-to or Service Locations

Click on 'Save'

**Note:** These are additional supplier profile details that Ariba captures on Ariba network

## Product and Service Categories, Ship-to or Service Locations, and Industries

### Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

-or- [Browse](#) 

### Ship-to or Service Locations \*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

-or- [Browse](#) 

### Industries

Select the industries your company serves.

### Company Keywords

Enter the keywords to make your company more discoverable.



Supplier VAT ID/TAX ID will be captured automatically on all the invoices created after maintaining company profile.

Bill From: **Test\_SIGN A RAMA-TEST** [View/Edit Addresses](#)  
OAKLEIGH VIC  
Australia

Tax paid through a Tax Representative

**Supplier VAT**  
Supplier VAT/Tax ID: **ABN27001234567** 

**Customer VAT**  
Customer VAT/Tax ID: \*

governmentRegistrationNo:

productType:

Expiration Date: 

WaMu Terms and Conditions:



Two options are available to populate customer VAT ID/TAX ID on the invoice

1. Choose correct customer address on the invoice (Recommended option)
2. Manually enter customer VAT ID/TAX ID during invoice creation

### Choosing correct customer address on the invoice

Newell VAT ID/TAX ID is maintained in Ariba buyer account along with the 'Sold to' address. When supplier choose the correct customer address, customer VAT ID/TAX ID will be auto populated on the invoice

Follow the below steps to populate customer VAT ID/TAX ID

**Step 1:** Open the PO that needs to be invoiced and click on Create invoice -> Standard invoice

The screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID 5300006099. The 'Create Invoice' button is highlighted with a red arrow, and its dropdown menu is open, showing 'Standard Invoice' as the selected option, also highlighted with a red arrow. The interface includes a 'Done' button in the top right corner. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area displays the 'newell BRANDS' logo and contact information for 'NEWELL AUSTRALIA PTY LIMITED' (From) and 'Test\_SIGN A RAMA-TEST' (To). The 'Purchase Order' details show the amount as \$3,999.00 AUD and version 1. At the bottom, there are sections for 'Payment Terms' (NET 60), 'Comments' (Terms and Conditions), and 'Routing Status' (Acknowledged).

**Step 2:** In the invoice creation screen, locate 'Choose customer address' field under Additional fields. Select the drop-down option and click on 'Search more'

**Additional Fields**

Supplier Account ID #:   
Customer Reference:   
Supplier Reference:   
Payment Note:

Supplier:   
SYDNEY Australian Capital Territory  
Australia  
Bill From: **Test\_SIGN A RAMA-TEST**  
OAKLEIGH VIC  
Australia

Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID: ABN27001234567  
governmentRegistrationNo:   
productType:

Service Start Date:   
Service End Date:

**Choose Address**   
Customer:   
Newell Brands APAC Sourci  
Newell Brands Europe  
Newell Brands Japan G.K.  
Newell Rubbermaid Consultancy  
REYNOLDS PENS INDIA PVT LTD

[View/Edit Addresses](#)

[View/Edit Addresses](#)

**Customer VAT**

Customer VAT/Tax ID: \*

**Step 3: Choose the correct customer address and click on 'ok'**

**Additional Fields**

Supplier Account ID #:   
Customer Reference:   
Supplier Reference:   
Payment Note:

Supplier:   
SYDNEY Australian Capital Territory  
Australia  
Bill From: **Test\_SIGN A RAMA-TEST**  
OAKLEIGH VIC  
Australia

Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID: ABN27001234567  
governmentRegistrationNo:   
productType:

Service Start Date:   
Service End Date:

**Choose Address**   
Customer:   
Newell Brands APAC Sourci  
Newell Brands Europe  
Newell Brands Japan G.K.  
Newell Rubbermaid Consultancy  
REYNOLDS PENS INDIA PVT LTD

[View/Edit Addresses](#)

[View/Edit Addresses](#)

**Customer VAT**

Customer VAT/Tax ID: \*

Customer address will be selected, Customer VAT/Tax ID will be populated on the invoice.

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Test\_SIGN A RAMA-TEST**  
SYDNEY Australian Capital Territory  
Australia

Bill From: **Test\_SIGN A RAMA-TEST**

OAKLEIGH VIC  
Australia

Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID: ABN27001234567

governmentRegistrationNo:

productType:

Expiration Date:

WaMu Terms and

Service Start Date:

Service End Date:

Choose Address:

Customer: **Newell Australia Pty Ltd**

Altona Victoria  
Australia

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

**Customer VAT**

Customer VAT/Tax ID: \*

