

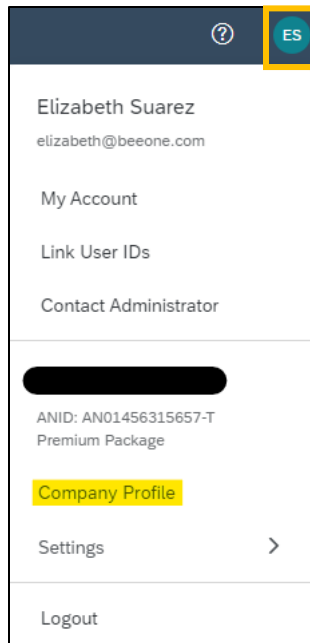
Canadian suppliers will be asked to add the GST, HST and QST Registration Numbers when invoicing through Ariba.

**The supplier has two options:**

1. Configure their company profile to have this information automatically populated when invoicing.
2. Manually include this information when invoicing a purchase order through Ariba.

**Option 1 Step by Step to Configure your Company Profile with your Registration Numbers**

- Go to Company Setting
- Select Company Profile



- Select Business

### Company Profile

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

\* Indicates a required field

#### Business Information

Year Founded:

Number of Employees:

Annual Revenue:  ▼

Stock Symbol:

- Go down and on the Tax Information section you will be able to complete Supplier GST/HST Registration Number and Supplier QST Registration Number.

Example below:

Tax Information

Tax Classification:  ▼

Taxation Type:  ▼

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:  📅

Supplier GST/HST Registration Number: ⓘ

Supplier PST Registration Number: ⓘ

Supplier QST Registration Number: ⓘ

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**Option 2 Step by Step to Include Registration Numbers on the Invoice Manually**

- Go to Create Invoice
- Select Standard Invoice

- You complete the corresponding information, follow step by step guide ***PO confirmation and invoicing through Ariba – Ship to Canada***
- Under Additional Fields section the registration number can be completed
- Supplier GST/HST Registration Number and Supplier QST Registration Number

❖ If you have questions, please contact: [supplierenablement@bsci.com](mailto:supplierenablement@bsci.com)