

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

0	ES
Elizabeth Suarez elizabeth@beeone.com	
My Account	
Link User IDs	
Contact Administrator	
ANID: AN01456315657-T Premium Package	
Company Profile	
Settings	>
Logout	

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• Select Business

Company Profile								
Basic <mark>(3)</mark>	Business (2)	Marketing <mark>(3)</mark>	Contacts	Certifications (1)	Additional Documents			
* Indicates a required field								
Business Information								
		Year Founded:						
	Numbe	r of Employees:						
	Ar	nnual Revenue:		\checkmark				
		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:	(no value) V		
Taxation Type:	(no value) V		
Tax ID:	(i) 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</no>		
	Tax Clearance		
Tax Clearance Number:			
Tax Clearance Document:	<no document=""></no>		
Tax Clearance Expiry Date:			
Supplier GST/HST Registration Number:	123456789		
Supplier PST Registration Number:			
Supplier PST Registration Number	987654321		



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

- Go to Create Invoice
- Select Standard Invoice

Create Order Confirmation 🔻	Create Invoice V Hide Print V Download PDF Export cXML Download CSV Resend
Order Dateil	Standard Invoice
Order Detait Order History	Line-Item Credit Memo
D	Line-Item Debit Memo
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- 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

Additional Fields				
Information Only. N	o action is required from the customer.			
Supplier Account ID #:		Service Start Date:		
Customer Reference:		Service End Date:		
Supplier Reference:				
Payment Note:				
Supplier:	STRYKER CANADA - TEST	Choose Address	Boston Scientific Limited	View/Edit Addresses
	Waterdown ON Canada	Customer:	Boston Scientific Limited	1
			Mississauga ON Capada	
		Email:		
Bill From:	STRYKER CANADA - TEST			View/Edit Addresses
	Waterdown ON Capada			
Supplier GST/HST Registration Number:				
Supplier QST Registration Number:				

If you have questions, please contact: supplierenablement@bsci.com