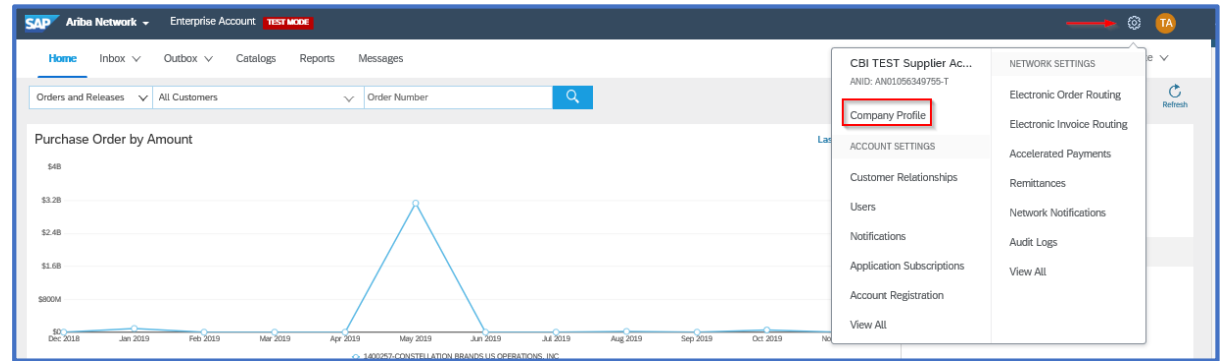


# Auto-Populate Tax ID

1. Click on **Company Settings** and select **Company Profile**



2. Select the **Business (2)** Tab. Scroll down to **Tax Information** and enter your Tax ID then click **Save**

A screenshot of the 'Company Profile' form in SAP Arriba Network. The 'Business (2)' tab is selected and highlighted with a red box. The form is divided into several sections: 'Business Information' (Year Founded, Number of Employees, Annual Revenue, Stock Symbol), 'Financial Information' (Supplier Legal Form, Penalty Information, Discount Information, Legal Name, State of Incorporation, D-U-N-S® Number, Global Location Number), and 'Tax Information' (Tax Classification, Taxation Type, Tax ID). The 'Tax ID' field is filled with '123456789' and highlighted with a red box. A 'Save' button is visible in the top right corner. On the right side, there is a 'Public Profile Completeness' section showing a progress bar at 95% and a list of profile items like 'Short Description', 'Website', 'Annual Revenue', etc. There is also a 'Share Your Public Profile' section with a 'Find us on Arriba Network' button.

*Your Tax ID will now be saved and automatically completed for all future invoices*