# How to create GST profile (GST status)

## Only for Singapore Suppliers

(Updated as at 15 Dec 2023)

National University of Singapore

NUS
National University of Singapore

# How to set up a GST profile for suppliers in Singapore

Regulatory profiles refer to supplier accounts registered with tax authorities in Singapore for electronic invoicing procedures.

Regulatory profiles contain information to facilitate the legal flow of invoices.

The Set Up Legal Profile check box is available to suppliers in Singapore. Only account administrator can perform this setup.

Ariba Network displays the Set Up Legal Profile check box only if you have selected the Country as Singapore.

This is REQUIRED so that your invoice will appear as **Tax Invoice.**

# Overview of Supplier Portal
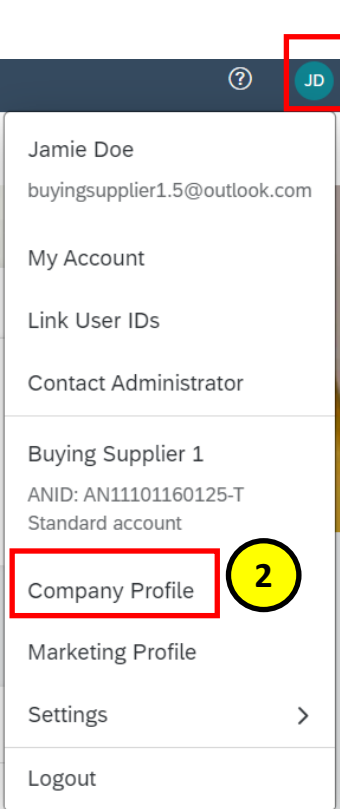


- ❖ **Home page:** display overview of supplier's account

- ❖ **Enablement tab:** shows any outstanding enablement tasks

- ❖ **Opportunities tab:** users can check collaboration request

- ❖ **Workbench tab:** main tab from where users can perform transactions or take actions on documents (e.g. PO)

- ❖ **Catalogs tab**: view or upload catalogs

- ❖ **Messages tab:** to view/send messages to buyers

- ❖ **Greyed out tabs (Orders/ Fulfillment/ Invoices/ Payments/ Reports):** these tabs are available for **Enterprise account suppliers only**.

**Important Note: the available functions/tabs in Standard accounts are sufficient for suppliers to transact with buyers. Suppliers should only upgrade account if it is suitable to their business needs. Transacting with Enterprise account might incur Ariba fees, payable by suppliers.**

# Steps 1 and 2:

Click Company Settings > Company Profile

① Click on User account

Jamie Doe
buyingsupplier1.5@outlook.com

My Account

Link User IDs

Contact Administrator

Buying Supplier 1

ANID: AN11101160125-T
Standard account

Company Profile ②

Marketing Profile

Settings >

Logout

# Steps 3 and 4 :

In Company Profile, go to **Additional Addresses** section and click **Create** (or **Edit** if an entry already exists) to configure additional supplier addresses.

# Steps 5 :

Enter Address Name* and Address. Complete all required fields marked with (*). Select the Set Up Legal Profile check box

## Configure Supplier Addresses Served by This Account

* Indicates a required field

### Address Name

**5**

| | |
|---|---|
| Address Name:* | Buying Supplier 1 |

Enter company name

| | |
|---|---|
| Address ID: | |
| VAT ID: | |
| Tax ID: | |

### Address

| | |
|---|---|
| Address 1:* | 1A |
| Address 2: | |
| Address 3: | |
| Address 4: | |
| City:* | SG |
| Postal Code:* | 100000 |
| State: | Select |
| Country/Region:* | Singapore [SGP] |

Enter company address

Click on this

☐ **Set Up Legal Profile**

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

# Steps 6 :

In the Financial Information section, select your option for the question Are You GST Registered? The field GST ID is mandatory if you are GST Registered. Click Save once done

**Configure Supplier Addresses Served by This Account**    Save    Close

* Indicates a required field

## Address Name

| | |
|---|---|
| Address Name:* | Buying Supplier 1 |
| Address ID: | Buying Supplier 1 Address |
| VAT ID: | |
| Tax ID: | TAXID12345678 |

## Address

1A
SG 100000
Singapore

**6** ☑ Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Click on Yes if you are GST registered
Fill in your GST ID

## Financial Information

**7** Are You GST Registered?* ● Yes ○ No

GST ID: 123456789123455

**Company Profile**    Click Save

✓ Your profile has been successfully updated.

**8** Save    Close

To complete this process, Legal Profile Status** should be Accepted.

## Additional Company Addresses

| Address Name ↑ | Address ID | VAT ID | Tax ID | Address | Country/Region | Legal Profile Status** |
|---|---|---|---|---|---|---|
| ○ Buying Supplier 1 | Buying Supplier 1 Address | | TAXID12345678 | 1A | SG Singapore | Accepted |

Must be Accepted

↳ Edit | Delete | Create

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# THANK YOU