

# How to create GST profile (GST status)

**Only for Singapore Suppliers**

(Updated as at 15 Dec 2023)



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# 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

Type : Standard Account

Help

User Account

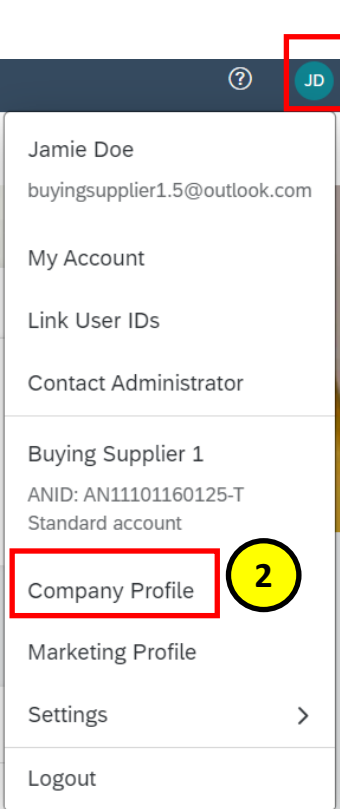
The screenshot shows the SAP Business Network Supplier Portal interface. The header includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. The navigation bar contains 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The main content area displays a dashboard with five key metrics: 58 New orders, 19 Items to confirm, 19 Items to ship, 103 Orders, and 14 Orders to invoice, all for the last 31 days. A 'More' button with a notification badge of 4 is also visible.

- ❖ **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



The screenshot shows a user account menu. At the top right, there is a dark blue header bar containing a question mark icon and a circular profile icon with the initials 'JD'. A red square highlights the 'JD' icon, and a yellow circle with the number '1' is placed next to it, with the text 'Click on User account' to its right. Below the header, the menu lists several options: 'Jamie Doe' with the email 'buyingsupplier1.5@outlook.com', 'My Account', 'Link User IDs', 'Contact Administrator', 'Buying Supplier 1' with 'ANID: AN11101160125-T' and 'Standard account', 'Company Profile', 'Marketing Profile', 'Settings' with a right-pointing chevron, and 'Logout'. A red square highlights the 'Company Profile' option, and a yellow circle with the number '2' is placed next to it.

1 Click on User account

2

# 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.

The screenshot shows the SAP Business Network interface for a company profile. The top navigation bar includes 'SAP Business Network', 'Standard Account', and 'Get enterprise account'. The main header is 'Company Profile' with a 'Support humanitarian aid' toggle and 'Options' menu. The left sidebar contains a navigation menu with 'Overview', 'Credentials', 'Certifications', 'Sustainability Ratings', 'Additional Addresses' (highlighted with a red box and a yellow circle with the number 3), and 'Business Information'. The main content area displays company details for a 'test' company, including ANID, DUNS, Employees (2), Business Type, Supplier Legal Form, Product and Service Categories (Beer), Founded, Revenue, Company Aliases, and Address (with a 'View Details' link).

The screenshot shows the 'Additional Information' section of the SAP Business Network interface. The top navigation bar is the same as in the previous screenshot. The main header is 'Additional Information' with a notification: 'The Company Profile will be redesigned. Learn more.' Below this, there are tabs for 'Additional Addresses', 'Business', 'Contacts', and 'Additional Documents'. The 'Additional Addresses' tab is selected, showing a table titled 'Additional Company Addresses'. The table has columns for 'Address Name', 'Address ID', 'VAT ID', 'Tax ID', 'Address', 'Country/Region', and 'Legal Profile Status\*\*'. The table is currently empty, with 'No items' displayed below it. At the bottom of the table, there is a 'Create' button highlighted with a red box and a yellow circle containing the number 4.

Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
No items						

# 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:\*  ⓘ **Enter company name**

Address ID:

VAT ID:

Tax ID:

Address

Address 1:\*  **Enter company address**

Address 2:

Address 3:

Address 4:

City:\*

Postal Code:\*

State:

Country/Region:\*

**Set Up Legal Profile**

© Check this box to provide additional corporate entity and taxation information for each qualified address. Arriba 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:  ⓘ

Address ID:

VAT ID:

Tax ID:

Address

1A  
SG 100000  
Singapore

**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.

Financial Information

Are You GST Registered?\*  Yes  No

GST ID:

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

Click Save

**6** **7** **8**

Company Profile Save Close

✓ Your profile has been successfully updated.

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**
<input type="radio"/> Buying Supplier 1	Buying Supplier 1 Address		TAXID12345678	1A	SG Singapore	Accepted

↩ Edit Delete | Create

Must be Accepted

**THANK YOU**