

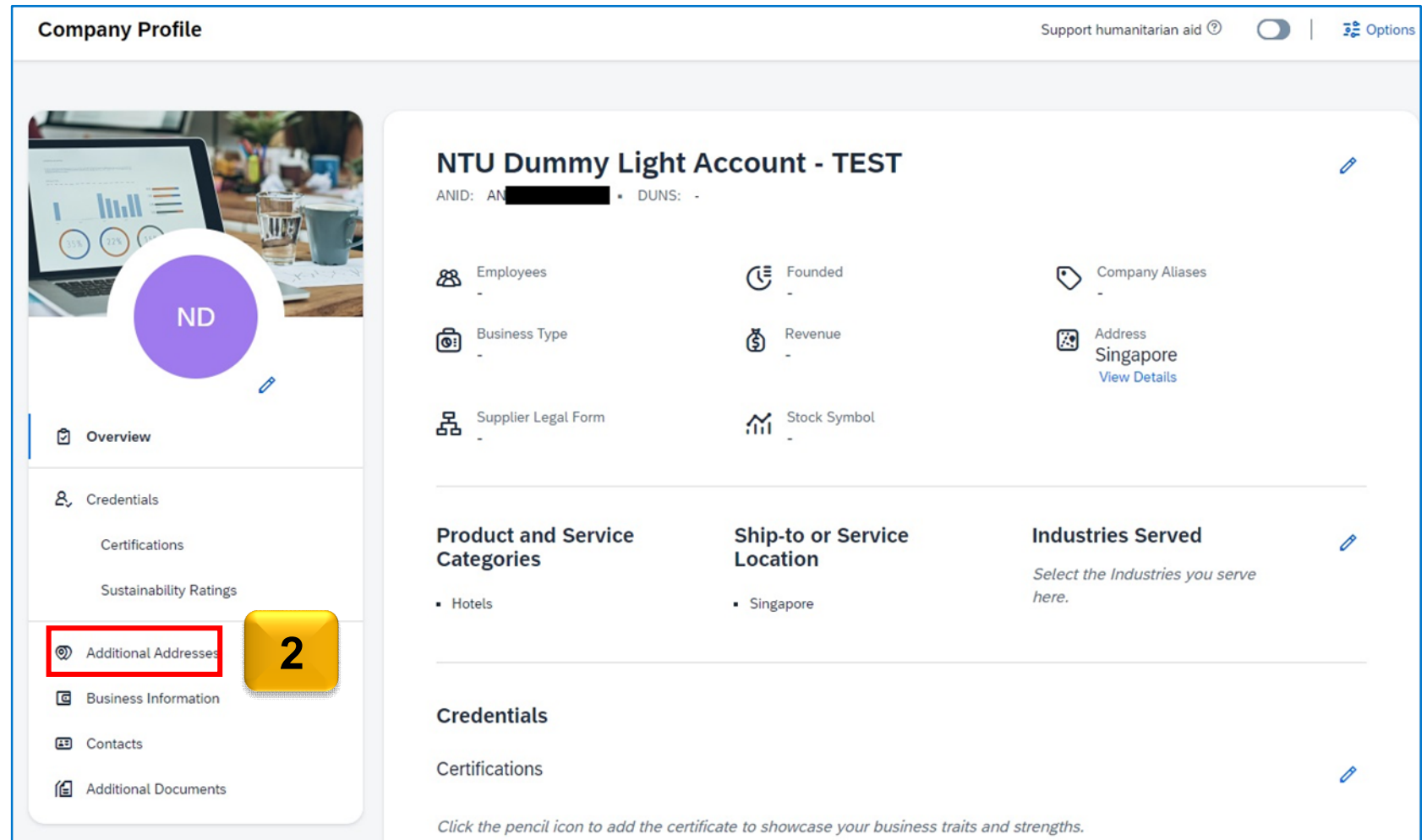
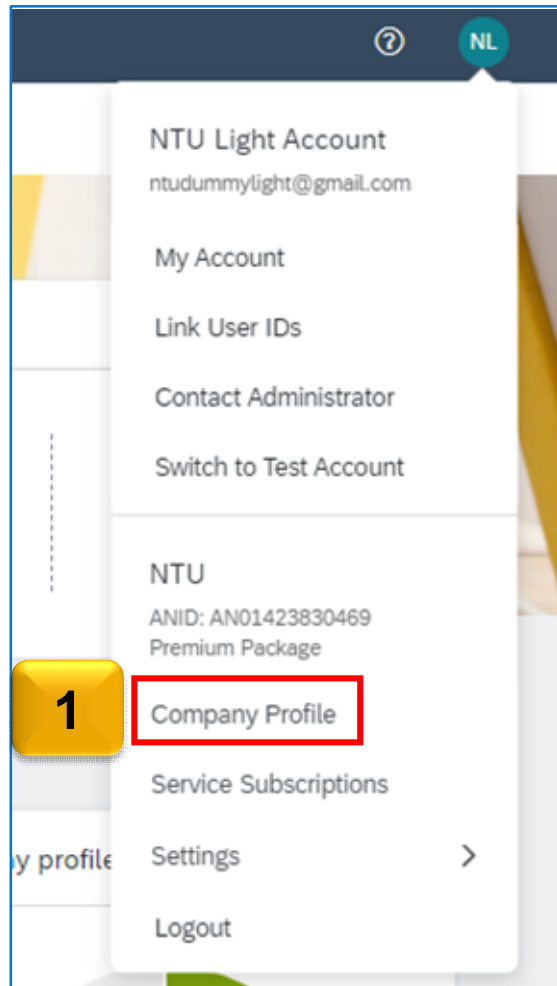
# GST Feature

(Feature ID: GLO-242 )

For both GST and Non-GST Suppliers

# How To Set Up Legal Profile

1. After you have login to your Ariba account, go to "Company Setting" and click on "Company Profile".
2. On the Company Profile page, click on the "Additional Addresses" at the left column of the page.



# How To Set Up Legal Profile

3. On the Additional Information -> Additional Addresses tab, click on "Create" button to set up the legal profile.

SAP Business Network Standard Account

Additional Information Save Close

*i* The Company Profile will be redesigned. [Learn more.](#)

Additional Addresses Business Contacts Additional Documents

### Additional Company Addresses

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

Create **3**

\*\* This column displays your registration status with Ariba's accredited service provider.

# How To Set Up Legal Profile

4. You will be redirected to the Address page, kindly fill up the required field

Note: Required fields are those with *asterisk*. Please input your company name under Address Name/Address 1.

5. Check the box for *Set Up Legal Profile*

Note: After Ariba has enabled the feature on your account, you should be able to see "Set Up Legal Profile"

Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

Address Name

Address Name: \* NTU Dummy Light Account - TEST  
Address ID:   
VAT ID:   
Tax ID:

Address 4

Address 1: \* 50 Nanyang Avenue  
Address 2:   
Address 3:   
Address 4:   
City: \* Singapore  
Postal Code: \* 639798  
State:   
Country/Region: \* Singapore [SGP]

Set Up Legal Profile 5

Check this box to provide additional corporate entity and taxation information for each qualified address. SAP Business 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.

# How To Set Up Legal Profile

6. For **GST Registered**: Kindly click on the "Yes", input the GST Registered number.
7. For **Non-GST Registered Supplier**: Please click on "No". You do not need to fill up the GST ID field.
8. After which, please click on "Save" to successfully update your profile. Click on "Close" to return to the Company Profile -> Additional Information page.

## Address

50 Nanyang Avenue  
Singapore 639798  
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

6

Are You GST Registered?\*  Yes  No

GST ID:

### 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

7

Are You GST Registered?\*  Yes  No

GST ID:

8

Save

Close

# How To Set Up Legal Profile

9. You should be able to see that legal profile status is now Accepted.
10. In order for Tax ID to auto populate on the invoice, kindly click on the "Business" tab.

Additional Company Addresses						
Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/> NTU Dummy Light Account - TEST				50 Nanyang Avenue	Singapore Singapore	Accepted
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Create"/>				

9

Additional Information				
<i>i</i> The Company Profile will be redesigned. <a href="#">Learn more.</a>				
<input type="button" value="Additional Addresses"/>	<input checked="" type="button" value="Business"/>	<input type="button" value="Contacts"/>	<input type="button" value="Customer Requested"/>	<input type="button" value="Additional Documents"/>
<input type="button" value="Additional Company Addresses"/>				
Address Name	Address ID	VAT ID	Tax ID	Address

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# How To Set Up Legal Profile

11. For **GST Supplier** in Singapore, you will have to input your GST registration number in the *Tax ID field*
  12. Repeat the same GST registered number in the *Supplier GST Registration Number field*.
  13. After you had completed the tax information, please click on "Save"
- Note: For **Non-GST Supplier**, please input "Not Applicable" in both fields

Additional Information Save Close

The Company Profile will be redesigned. [Learn more.](#)

Additional Addresses | Business | Contacts | Customer Requested | Additional Documents

\* Indicates a required field

### Financial Information

Penalty Information:

Discount Information:

Global Location Number:

### Tax Information

Tax Classification:

Taxation Type:

**11** Tax ID:

State Tax ID:  Do not enter dashes

Regional Tax ID:  Do not enter dashes

VAT ID:

VAT Registered

**12** Supplier GST Registration Number:

**13**