Legal Profile Setup

When to issue a Tax Invoice

A tax invoice must be issued when your customer is GST registered. Your customer needs to keep this tax invoice as a supporting document to claim input tax on its standard-rated purchases.

A tax invoice does not need to be issued for zero-rated supplies, exempt supplies and deemed supplies or to a non-GST registered customer.
How To Set Up Legal Profile

1. Go to the upper-right corner of the application, click on [user initials] and then select "Company Profile".
2. On the Company Profile page, locate "Additional Addresses" in the left column of the page and click on it.
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3. Navigate to the "Additional Information" tab, then select the "Additional Addresses" sub-tab. Click on the "Create" button to set up the legal profile.
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4. Upon redirection to the [Address] page, please complete all mandatory fields marked with an asterisk (*). Kindly input your company name under the "Address Name" and "Address 1" fields.

5. Please check (✓) the box labeled "Set Up Legal Profile".

For overseas suppliers registered with IRAS for GST ►
For overseas suppliers registered with IRAS for GST

- For overseas suppliers that have an entity in Singapore with GST registration, please follow these steps to trigger the Supplier legal profile section in the Ariba account:

  i. In the Additional Company Addresses section, click Create.
  ii. Enter Singapore address details.
  iii. Check the box to the left of Set Up Legal Profile.
  iv. Enter the required information.
  v. Click Save.

It’s worth noting that the Set up Legal Profile checkbox is only available for countries that require a valid legal profile to create tax invoices, such as Singapore, India etc.

When creating an E-Invoice, make sure to select the relevant address from the Additional Fields drop-down menu to trigger the correct profile for the Tax Invoice.

For more information, please refer to the E-Invoicing for Purchase Order user guide.
6. If you are **GST registered**, kindly click on "Yes" and input the GST Registered number.
7. If you are a **non-GST registered** supplier, please click on "No". You do not need to fill up the GST ID field.
8. After completing the necessary information, click on "Save" to update the profile and "Close" to return.
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9. You should now see that the legal profile status is "Accepted".

10. To ensure that the Tax ID auto-populates on the invoice, please click on the "Business" tab.
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11. For **GST registered suppliers** in Singapore, please input GST registration number in the **Tax ID** field. (For **Non-GST registered suppliers**, please input “Not Applicable” in both fields.)

12. Repeat the same GST registration number in the **Supplier GST Registration Number** field.

13. After you had completed the tax information, please click on “Save”
Thank You.