

Legal Profile Setup

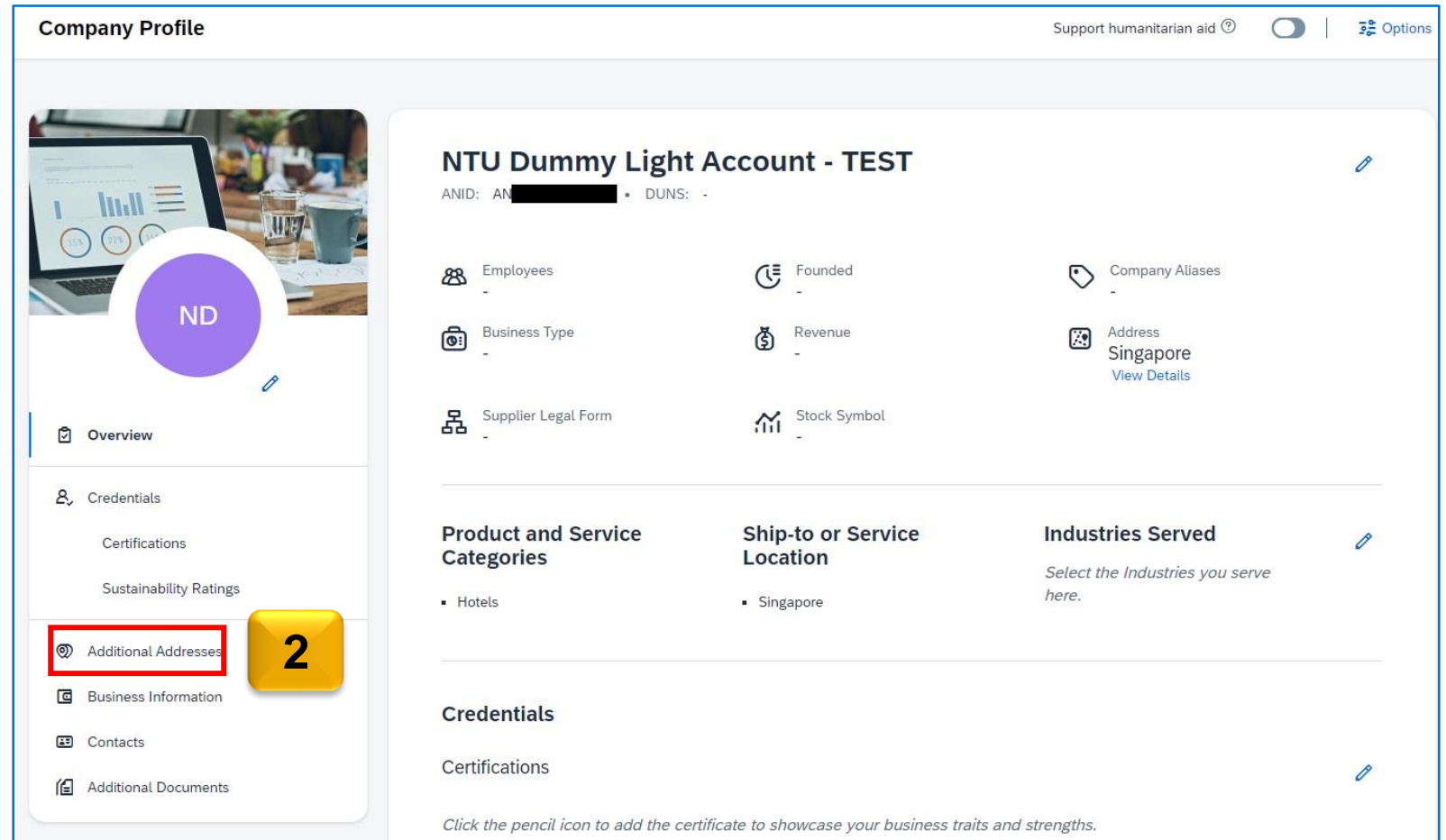
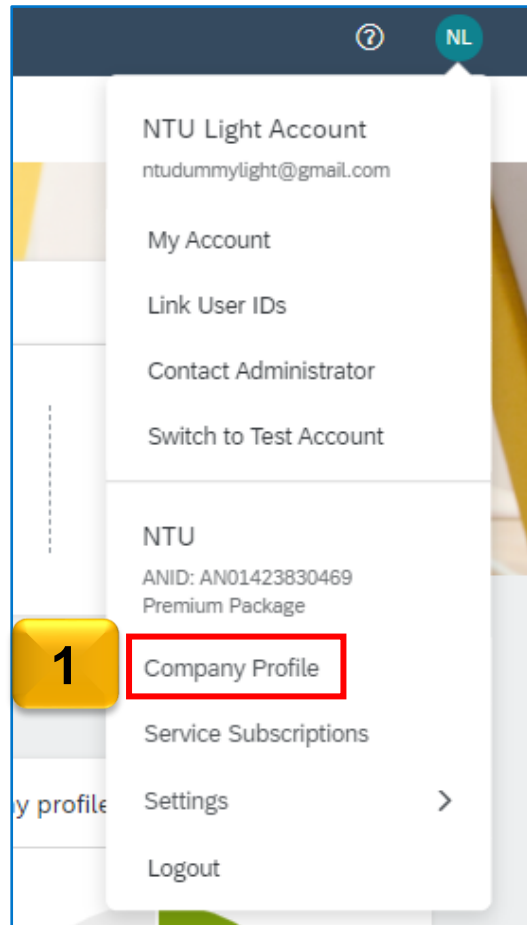
When to issue a Tax Invoice

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.



How To Set Up Legal Profile

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.

The screenshot shows the SAP Business Network interface for a 'Standard Account'. The main heading is 'Additional Information', with 'Save' and 'Close' buttons on the right. A notification bar at the top states: 'The Company Profile will be redesigned. Learn more.' Below this, there are four tabs: 'Additional Addresses', 'Business', 'Contacts', and 'Additional Documents'. The 'Additional Addresses' tab is active, displaying 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, showing 'No items'. At the bottom left of the table area, a 'Create' button is highlighted with a red rectangular box. A yellow callout bubble with the number '3' is positioned next to the 'Create' button. A footer note reads: '** This column displays your registration status with Ariba's accredited service provider.'

How To Set Up Legal Profile

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**".

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

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

Set Up Legal Profile

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.

4

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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.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **NTU TEST** ▼

Singapore
Singapore

Bill From: **NTU Testing**

Singapore
Singapore

Additional Singapore Specific Fields

Supplier GST ID:

Type of Supply:

Tax Invoice Number:

For more information, please refer to the [E-Invoicing for Purchase Order](#) user guide.

How To Set Up Legal Profile

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.

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:

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How To Set Up Legal Profile

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.

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/> MANILA TEST ADDRESS			TAXID123456	MANILA ADDRESS	MAKATI Philippines	-
<input type="radio"/> NTU TEST				50 Nanyang Avenue	Singapore Singapore	Accepted
<input type="radio"/> US TEST Address				50 Nanyang Avenue	Pittsburgh, PA United States	-

↳ |

Additional Information

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

Additional Addresses	Business	Contacts	Customer Requested	Additional Documents
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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 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**”

The screenshot displays the 'Additional Information' form with the following elements:

- Buttons:** 'Save' (highlighted with a red box) and 'Close' are located at the top right.
- Message:** 'The Company Profile will be redesigned. Learn more.' is shown at the top.
- Tabs:** 'Additional Addresses', 'Business', 'Contacts', 'Customer Requested', and 'Additional Documents' are visible.
- Financial Information:** Includes fields for 'Penalty Information', 'Discount Information', and 'Global Location Number'.
- Tax Information:**
 - 'Tax Classification' dropdown: (no value)
 - 'Taxation Type' dropdown: (no value)
 - 'Tax ID' field: M12345678 (highlighted with a red box and a yellow callout '11').
 - 'State Tax ID' field: (empty) with the note 'Do not enter dashes'.
 - 'Regional Tax ID' field: (empty) with the note 'Do not enter dashes'.
 - 'VAT ID' field: (empty).
 - 'VAT Registered' checkbox: (unchecked).
 - 'Supplier GST Registration Number' field: M12345678 (highlighted with a red box and a yellow callout '12').

Thank You.

