

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. In order to enable the GST feature, please ensure that you are in the "Basic" tab.
3. Click on "Create" to set up the legal profile

The screenshot displays the 'Company Profile' setup page in Ariba. On the left, a navigation menu is visible with 'Company Profile' highlighted and marked with a yellow '1'. The main content area shows the 'Basic (3)' tab selected, marked with a yellow '2'. The address form is filled with the following information:

- Address 1: 50 Nanyang Avenue
- Address 2: (empty)
- Address 3: (empty)
- Address 4: (empty)
- City: Singapore
- Postal Code: 639798
- State: (empty)
- Country: Singapore [SGP]

Below the address form, there is a section for 'Additional Company Addresses' with a table header:

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

A yellow '3' callout points to the 'Create' button at the bottom of the page.

How To Set Up Legal Profile

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

Note: Required field 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"

Address Name

Address Name:*

Address ID:

VAT ID:

Tax ID:

Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

Postal Code:*

State:

Country:*

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.

Save Close



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".

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

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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

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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 you had accepted the legal profile status.
- 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	Legal Profile Status**
<input checked="" type="radio"/> 123				50 Nanyang Avenue	Singapore Singapore	Accepted

↳ |

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Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Overview

Company Name: *

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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

Company Profile

Save

Close

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Customer Requested

Additional Documents

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Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

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Tax ID: M12345678

Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

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Supplier GST Registration Number: M12345678