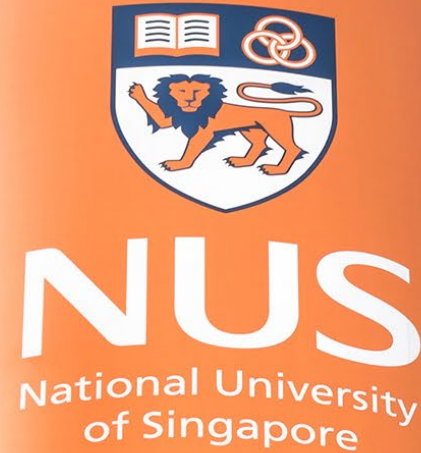


How to create GST profile (GST status)

Only for Singapore Suppliers

(Updated as at 18 March 2025)



National University of Singapore

Important Note for Singapore Suppliers

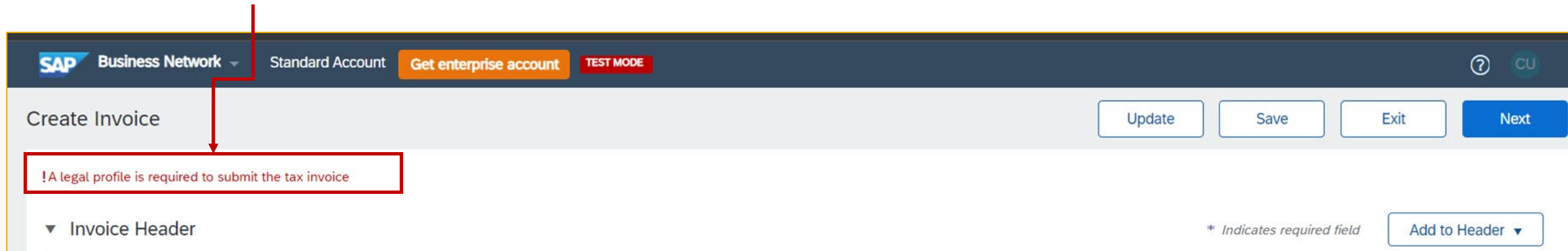
Singapore Suppliers must update their profiles in SAP Business Network with their GST IDs and associated registered addresses.

This step is mandatory. Please create Legal Profile in your SAP Business Network account before starting to transact with your customer.

- For GST registered suppliers, please create legal profile to update your GST ID accordingly
- For non-GST registered suppliers, please create legal profile to indicate you are not GST registered

Refer to next pages for Guide to create Additional Entities & GST (Legal Profile)

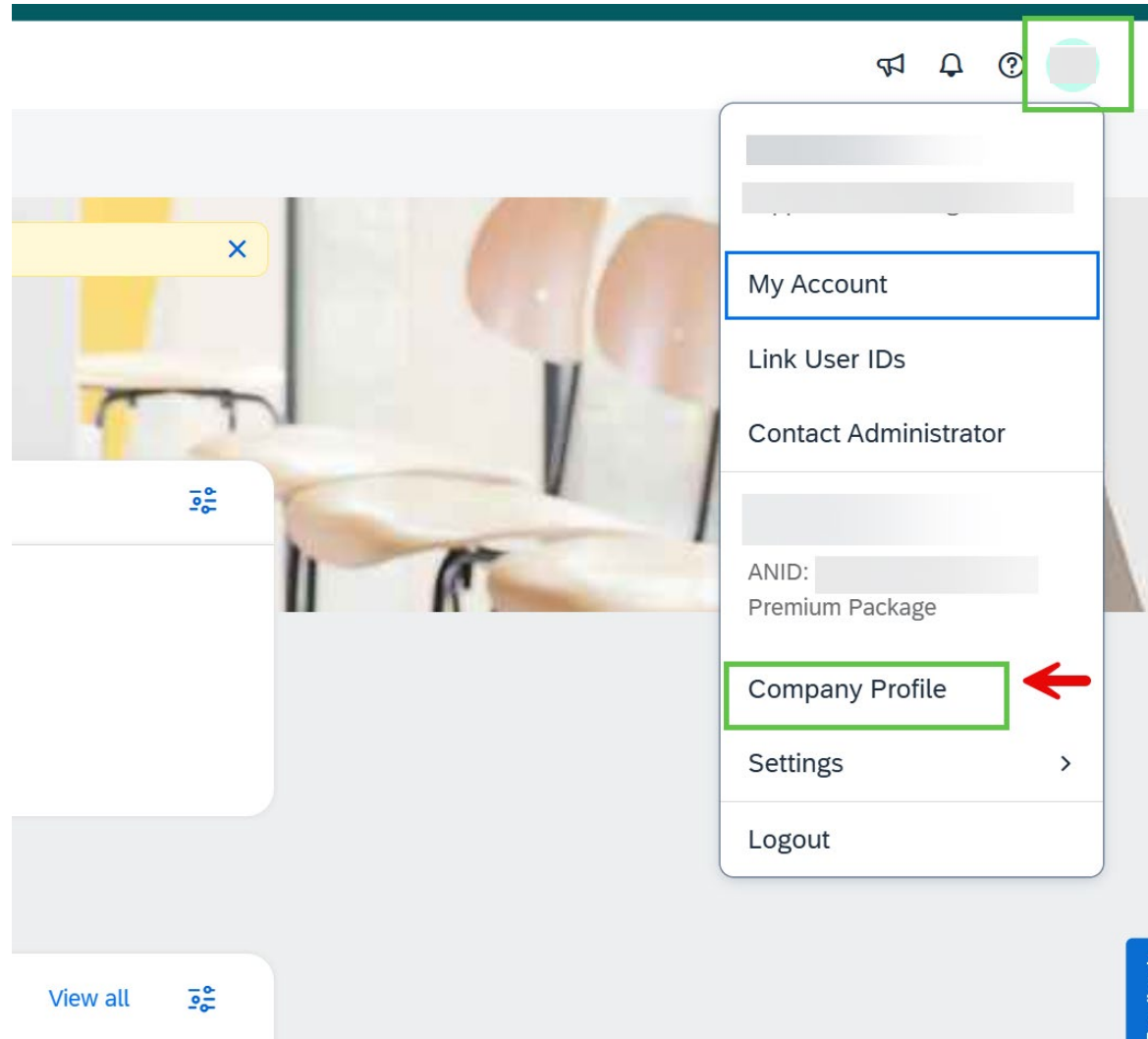
During invoice creation, the system displays an **error message** if you have not created a legal profile. **Create a legal profile to continue creating the invoice.**



The screenshot shows the SAP Business Network interface for creating an invoice. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main heading is 'Create Invoice'. On the right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. A red box highlights an error message: '! A legal profile is required to submit the tax invoice'. A red arrow points from the 'Create Invoice' heading to this message. Below the error message, there is a section for 'Invoice Header' with a dropdown arrow and a button 'Add to Header'. A footnote indicates '* Indicates required field'.

How to create additional entities (addresses) for suppliers?

Click **Company Settings** (name initials on Home screen's top right corner)> **Company Profile**



Additional entities (addresses) creation

In Company Profile, go to **Additional Addresses** section and click **Create** (or **Edit** if an entry already exists) to configure additional supplier addresses.

More ▾

supplier67848eb31466c86474ca9ca8@ariba.net

Convert to Standard account

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Premium Package

Company Profile

Service Subscriptions

Merge Accounts

Settings

Logout

Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

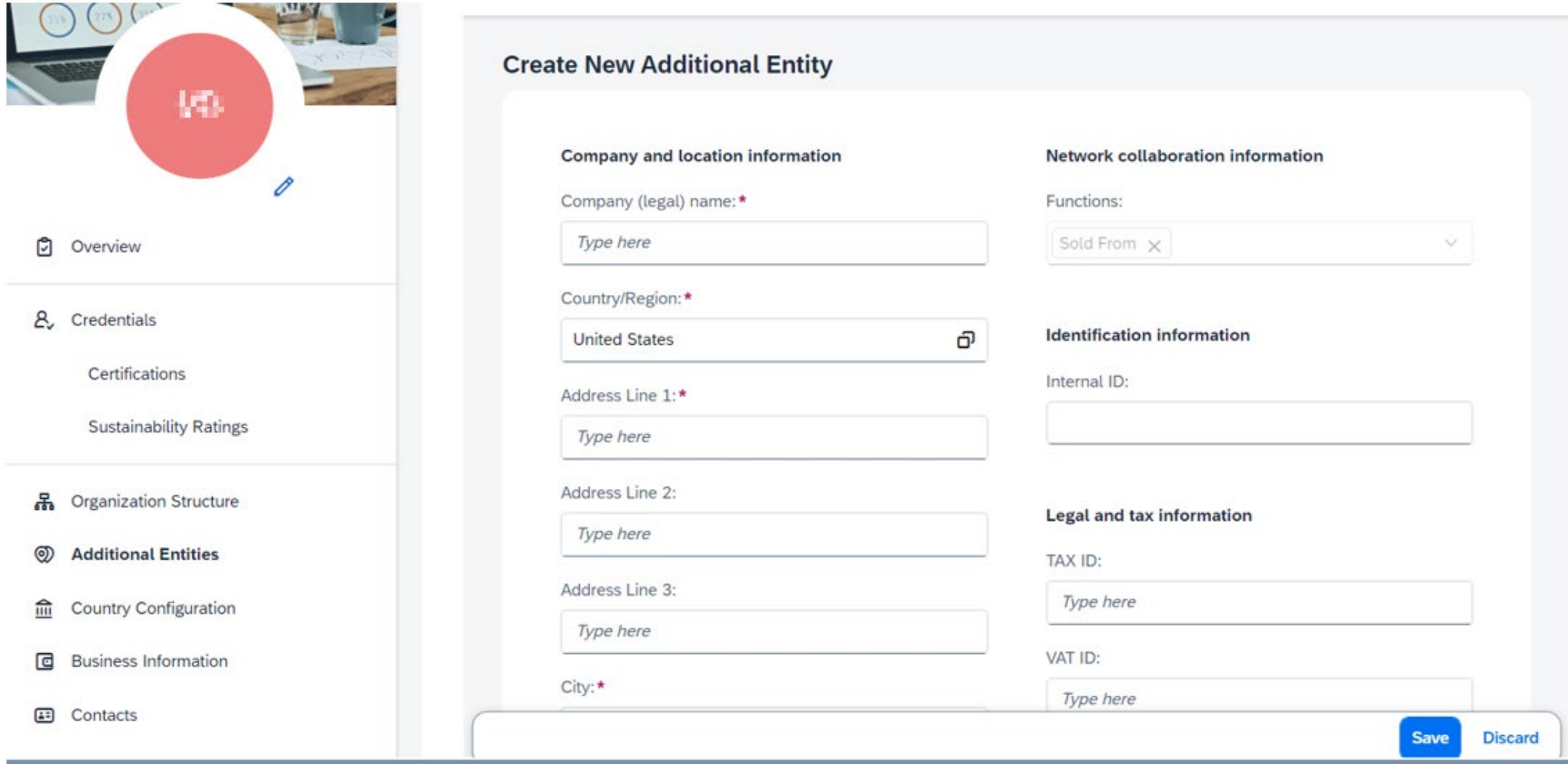
Contacts

Additional Entities (7)

Create Edit Delete

	Company Name	Location	BNO ID	TAX ID	Collaboration Function

Additional entities (addresses) creation



The screenshot shows a user interface for creating a new additional entity. On the left is a sidebar with a navigation menu. The main area is titled 'Create New Additional Entity' and contains several sections of input fields. Mandatory fields are marked with a red asterisk (*). At the bottom right are 'Save' and 'Discard' buttons.

Navigation Menu:

- Overview
- Credentials
 - Certifications
 - Sustainability Ratings
- Organization Structure
- Additional Entities**
- Country Configuration
- Business Information
- Contacts

Create New Additional Entity

Company and location information

Company (legal) name: *

Country/Region: *

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

Network collaboration information

Functions:

Identification information

Internal ID:

Legal and tax information

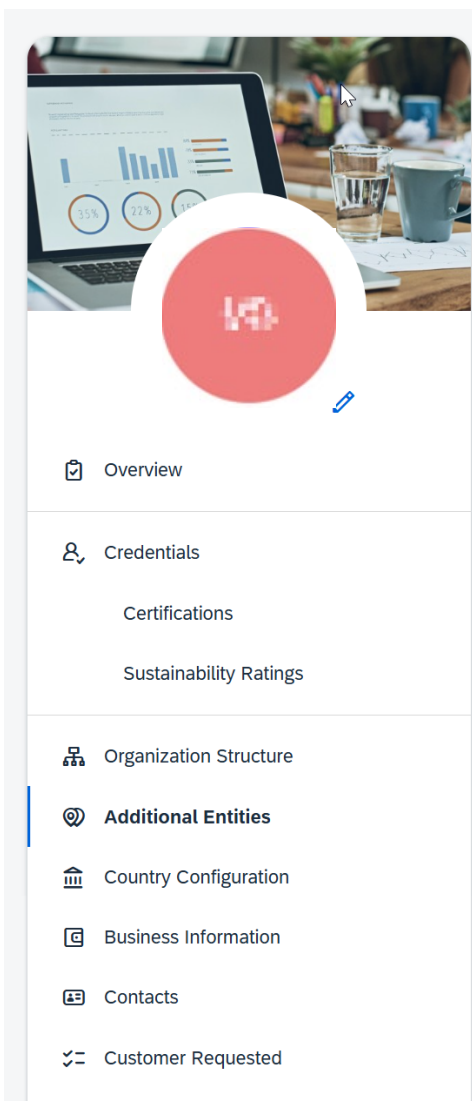
TAX ID:

VAT ID:

Buttons: Save, Discard

The Company legal name must be unique
Complete all required mandatory fields marked with asterisk > Save

Additional entities (addresses) creation



Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

Contacts

Customer Requested

ANID: [redacted] DUNS: - Location: [redacted]

Singapore

Address Line 1:*

Address Line 2:

Address Line 3:

City:*

Postal Code:*

State:

Internal ID:

TAX ID:

VAT ID:

GST ID:

Create

Discard

Populate the GST ID Field.

This field is mandatory if you are GST Registered.

For non-GST registered, leave the GST ID field blank.

Click Create once done.

Additional entities in invoice creation UI (reminder of current usage)

← → ↺ https://svcgpcanman03.lab-us.gcpint.riba.com/Supplier.aw/114992113/aw?awh=r&awssk=YDT4w6_s ☆ 📧 📧 📧

📌 Import bookmarks... 🌐 Google 📁 GCP SERVICES-APP 🌐 Procurement & Net... 🌐 CSS to XPath Conve... 🌐 Chrome for Testing ... 🌐 https://qa.cobalt.ari... 🌐 ariba.com - welcome 🌐 od-shipper15.lbn-a... 🌐 http://gcpnqa02-m... 🌐 SelectorsHub- Free ... 🌐 Business Network

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Customer: [View/Edit Addresses](#)

Email: [View/Edit Addresses](#)

Supplier

Supplier: **Lemmings for sale forever** ▼

Bill From:

Supplier VAT

Supplier VAT/Tax ID:

[Add to Header](#) ▼

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="AX4518"/>	BULLNOSE SHELVES 4 PK	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="PK"/>	<input type="text" value="\$31.20 USD"/>	<input type="text" value="\$31.20 USD"/>

How to set up a regulatory/ legal profile for suppliers?

Regulatory profiles refer to supplier accounts registered with tax authorities for electronic invoicing procedures (For e.g. Singapore, India, Malaysia..etc)

Regulatory profiles contain information to facilitate the legal flow of invoices.

To establish a legal profile, please begin by configuring the settings under **Country Configuration**.

Note: Only an account administrator has the authorization to set up a regulatory profile

Create legal profile under Country Configuration

New UI but the fields to be populated per country are not changing



Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

Country Configuration

Editing Status: Country/Region: Status:

Search All

Go Adapt Filters (1)

Country Configurations (6)

Create Delete

Company Name	Country/Region	Status	
<input type="radio"/> State of New York	New York	Accepted	>
<input type="radio"/> State of California	California	Accepted	>
<input type="radio"/> State of Texas	Texas	Accepted	>
<input type="radio"/> State of Florida	Florida	Accepted	>
<input type="radio"/> State of Illinois	Illinois	Accepted	>
<input type="radio"/> State of Ohio	Ohio	Accepted	>

Click on "Create"

Create legal profile under Country Configuration

Create

Country/Region: *

Singapore

United Arab Emirates

Hungary

India

Italy

Japan

Malaysia

Romania

Singapore

1. First window will ask to choose among the 8 countries that require supplier legal profile

Create

Country/Region: *

Singapore

Company Name: *

Singapore

2. Based on the selection, the system will propose the Company addresses already created in the previous step.

3. Pre-populated from the “Additional Entities” creation step

Overview

Credentials

Organization Structure

Additional Entities

Country Configuration

Business Information

Contacts

Customer Requested

Additional Documents

AM

Company Name: Pte Ltd

Address: Singapore

Country/Region: Singapore

Status: -

Tax Identification Numbers (1)

Tax Type	Identification Number
GST ID	199999998G

Financial Information

Are you GST Registered?: *

☐ No

☐ Yes

Click on “Yes” or “No” for GST Registered and click on “Create”

Create Discard Draft

Country Configuration

Editing Status: All

Country/Region: Singapore

Status: Accepted

Go Adapt Filters (1)

Country Configurations (1)

Company Name	Country/Region	Status
Pte Ltd	Singapore	Accepted

4. Status must be “Accepted”

Important Note

1. Before creating the regulatory/ legal profile, ensure that the Additional Entities are accurately populated.
2. Additionally, update the GST number in the Additional Entities section before marking the entity in the legal profile. Failing to do so may result in error.

The screenshot displays a software interface for managing organizational information. At the top, there is a header bar with a building icon and a dropdown menu. Below this, two tabs are visible: 'Tax Identification Numbers' (active) and 'Financial Information'. A pink error banner at the top of the main content area reads: 'GST ID is required if you are GST Registered. Please maintain the GST ID under Additional Entities for this Org Unit before creating a country configuration.' Below the banner, the 'Tax Identification Numbers' section contains a table with two columns: 'Tax Type' and 'Identification Number'. A modal dialog box is open in the foreground, displaying the same error message as the banner. At the bottom of the interface, a status bar shows 'Draft updated', a red 'x1' icon, and buttons for 'Create' and 'Discard Draft'. A 'Ctrl+S' tooltip is visible near the 'Create' button.

Tax Type	Identification Number
----------	-----------------------

THANK YOU