

Bank details

In order to have your bank details automatically populated on your Ariba invoices, please follow these steps:

The screenshot illustrates the process of setting up bank details in the Ariba system. It shows the 'Company Profile' settings, the 'EFT/Check Remittances' form, and the 'WIRE TRANSFER' form. The 'WIRE TRANSFER' form includes fields for Account Name, Account #, Confirm Account #, Account Type, SWIFT Code, Confirm SWIFT Code, IBAN, Bank Name, Branch Name, Address 1, Address 2, Address 3, City, State, Zip, Country/Region, and Bank Phone. The 'Remittance ID Assignment' section shows the 'Include Bank Account Information in invoices' checkbox and the 'Preferred Payment Method' dropdown set to 'Wire'. The 'OK' and 'Save' buttons are highlighted in yellow circles with numbers 8 and 9, respectively.

1) Click on **Initials** in the right top corner on the homepage of your account then click on **Settings** and select **Remittances**.

2) Click on **Create** (you can create multiple bank accounts) or **Edit** the existing one.

3) Fill your company address and tick **Make this address default**.

4) Tick **Include Bank Account Information in invoices**.

5) Select **Wire** as preferred payment method.

6) Fill in bank details in all red marked fields.

7) Remember to select Account type, **BANK ID** as **SWIFT Code** and fill **IBAN**

8) Click on **OK** on the top right corner.

9) On the next window, don't forget to **Save and Close**.

VAT ID / Tax ID configuration

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Electronic Order Routing

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Settlement

Data Deletion Criteria

General

Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: 123456789 Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID: 123456789

It may be mandatory to insert VAT ID / Tax ID on every invoice depending on the location of your company. It is recommended to save the VAT ID / Tax ID in the **Settings** so it gets automatically added on the Invoice.

Please follow these steps:

- 1) Go to **Initials** in the top right corner of the homepage, then click on **Settings** and select **Electronic Invoice Routing**.
- 2) Click on **Tax Invoicing and Archiving**.
- 3) Fill in your VAT ID and Tax ID.
- 4) Click on **Save** in the right up or down corner.

Note: Your VAT ID / Tax ID number will be automatically populated on your next invoices.

GST Profile

If you are located in **Singapore, UAE** or **India** you need to set up a legal profile.

The screenshot shows a user interface for setting up a legal profile. It is divided into several sections:

- My Account:** A sidebar menu with options: My Account, Link User IDs, Contact Administrator, and **Company Profile** (highlighted with a red box).
- Additional Company Addresses:** A table with columns: Address Name ↑, Address ID, and VAT ID. A **Create** button is highlighted with a red box and a yellow circle labeled '2'.
- Address Section:** A form with the following fields:
 - Address Name:** * COMPANY NAME (highlighted with a red box and a yellow circle labeled '3').
 - Address ID:** (empty field)
 - VAT ID:** (empty field)
 - Tax ID:** (empty field)
 - Address 1:** * STREET (highlighted with a red box).
 - Address 2:** (empty field)
 - Address 3:** (empty field)
 - Address 4:** (empty field)
 - City:** * CITY (highlighted with a red box).
 - Postal Code:** * 00000 (highlighted with a red box).
 - State:** Select (dropdown menu).
 - Country/Region:** * Singapore [SGP] (highlighted with a red box).
- Financial Information:** A section with a **Set Up Legal Profile** checkbox (checked, highlighted with a red box) and a question **Are You GST Registered?** with radio buttons for **Yes** (selected, highlighted with a red box and a yellow circle labeled '4') and **No**. Below this is a **GST ID:** field (highlighted with a red box).

To set up a legal profile as a supplier in **Singapore, UAE** or **India**, follow these steps:

1) Click on **Initials** on the right up corner and choose **Company Profile**.

2) Go to **Additional Company Addresses** section and click Create.

3) Enter the Company Name in the Address Name field section and the following required fields in the Address section:

- Address 1 - Your company's additional branch address in SG/UAE/IN.
- City.
- Postal Code.
- Country.

4) Select the **Set Up Legal Profile** check box. In the Financial Information section, select your option for the question **Are You GST Registered?**

The field **GST ID** is mandatory if you are **GST Registered**.

Click Save.