

SAP Business Network Supplier Portal Guide: How to create GST/ Regulatory Profile (for Singapore suppliers) - Singtel/NCS

SAP

Public

Important Note for Singtel/ NCS Suppliers

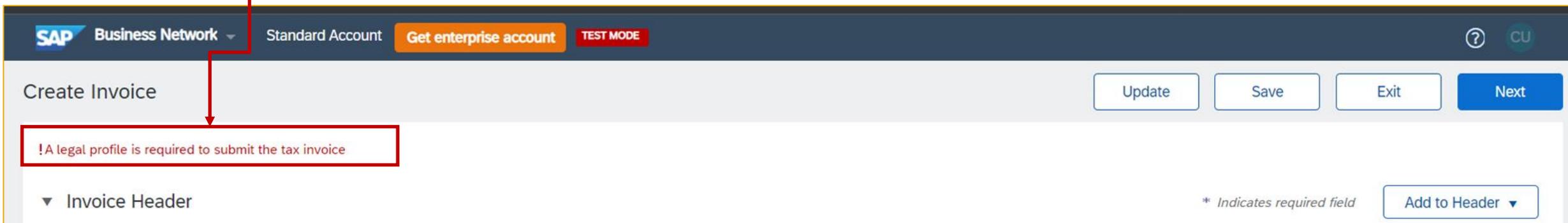
Singapore Suppliers must update their profiles in Ariba Network with their GST IDs and associated registered addresses.

This step is mandatory. Please create Legal Profile in your Ariba Network account before starting to transact with Singtel/NCS

- 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 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 displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'Create Invoice' and features buttons for 'Update', 'Save', 'Exit', and 'Next'. A red-bordered error message box is visible, stating: '! A legal profile is required to submit the tax invoice'. Below the error message, the 'Invoice Header' section is partially visible, including a legend for '* Indicates required field' and an 'Add to Header' button.

How to set up a regulatory profile for suppliers in Singapore

Regulatory profiles refer to supplier accounts registered with tax authorities in Singapore for electronic invoicing procedures.

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

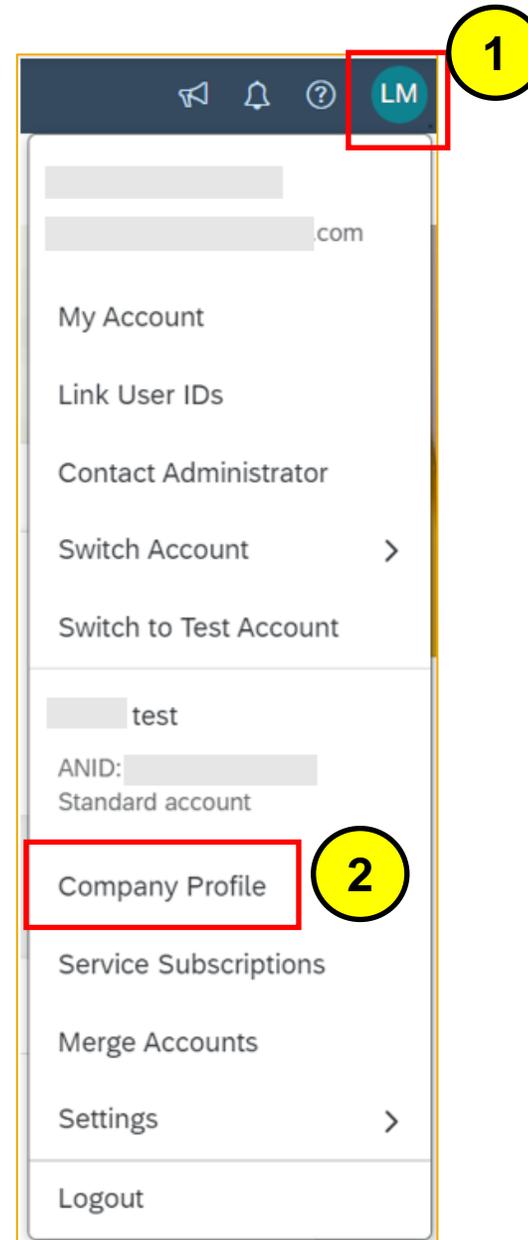
The Set Up Legal Profile check box is available to suppliers in Singapore.

Ariba Network displays the Set Up Legal Profile check box only if you have selected the Country as Singapore.

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

How to set up a regulatory profile for suppliers in Singapore

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



How to set up a regulatory profile for suppliers in Singapore

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

The image shows two screenshots from the SAP Business Network interface. The top screenshot displays the 'Company Profile' page for a company named 'test'. The left sidebar contains a navigation menu with 'Additional Addresses' highlighted by a red box and a yellow circle with the number '3'. The main content area shows various company details like 'Employees: 2', 'Business Type', and 'Supplier Legal Form'. The bottom screenshot shows the 'Additional Information' section, where the 'Additional Addresses' tab is selected. A table titled 'Additional Company Addresses' is shown with columns for 'Address Name', 'Address ID', 'VAT ID', 'Tax ID', 'Address', 'Country/Region', and 'Legal Profile Status**'. The table is currently empty, and a 'Create' button is highlighted with a red box and a yellow circle with the number '4'.

How to set up a regulatory profile for suppliers in Singapore

Enter Address Name* and Address. Complete all required fields marked with (*). Select the Set Up Legal Profile check box

Configure Supplier Addresses Served by This Account **5**

* Indicates a required field

Address Name

Address Name:* ⓘ

Address ID:

VAT ID:

Tax ID:

Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

Postal Code:*

State: ▼

Country/Region:* ▼

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.

How to set up a regulatory profile for suppliers in Singapore

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 once done

Configure Supplier Addresses Served by This Account Save Close

* Indicates a required field

Address Name

Address Name:* ⓘ

Address ID:

VAT ID:

Tax ID:

Address

1A
SG 100000
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

Are You GST Registered?* Yes No

GST ID:

6

7

Important Note:
If you are a Non-GST registered supplier, please select "No"

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Company Profile Save Close

✓ Your profile has been successfully updated.

To complete this process, Legal Profile Status** should be Accepted.

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/> Buying Supplier 1	Buying Supplier 1 Address		TAXID12345678	1A	SG Singapore	Accepted

↳ Edit Delete | Create

Thank you.