



SAP Ariba 

Ariba® Network Supplier Profile Update for GST Compliance

PUBLIC

 Run Simple

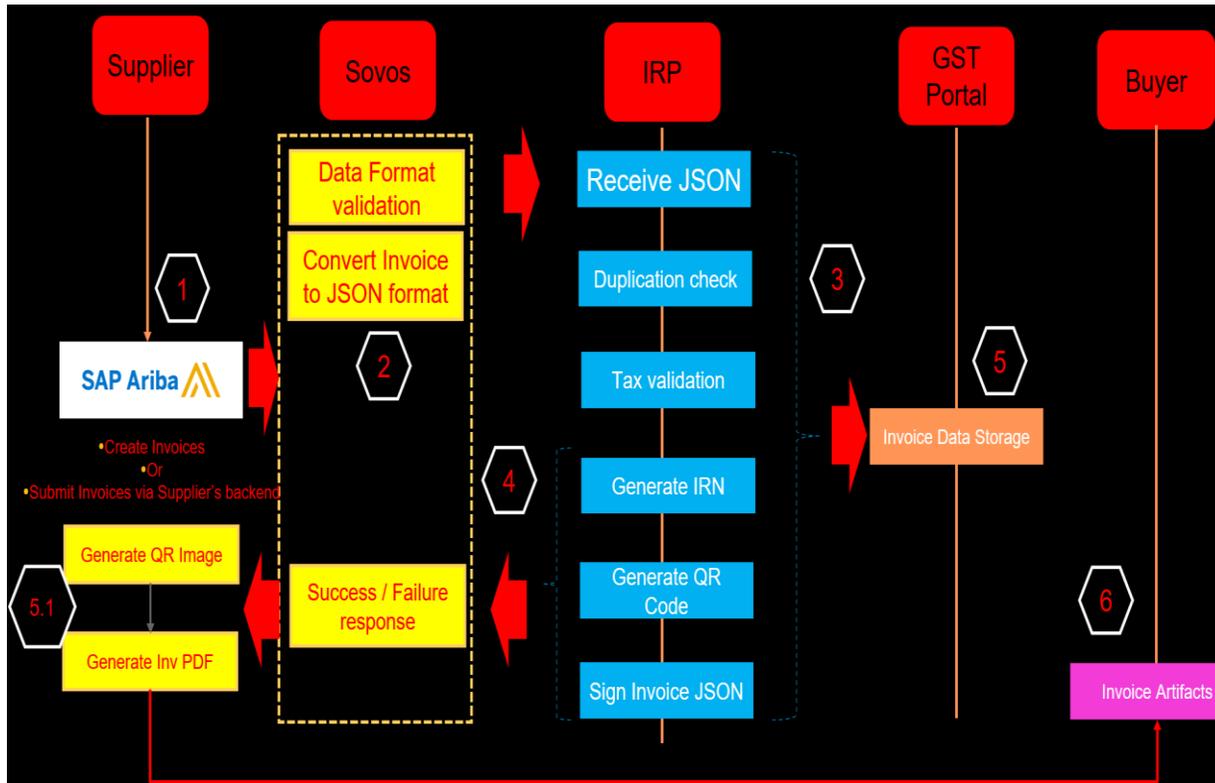
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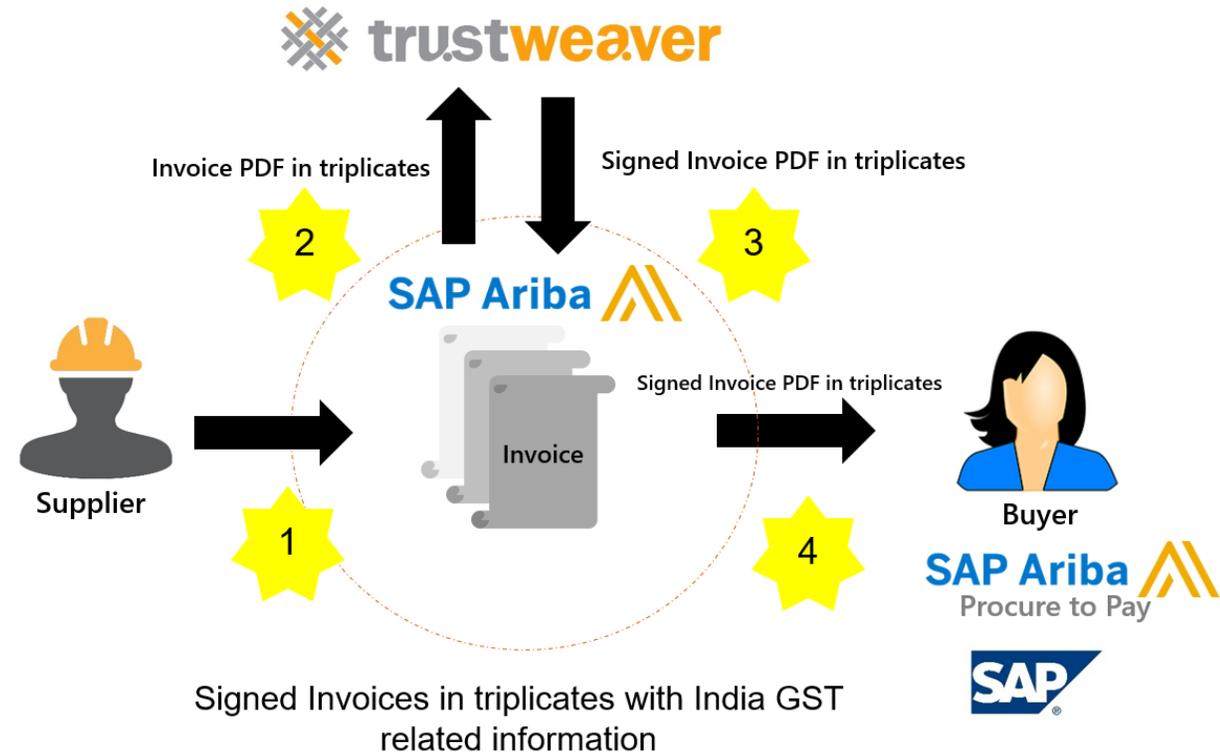
What is new in India GST 2020 solution?

- Tax authority require online submission of invoice to IRP for a select set of suppliers
- Supplier with over Rs 100 turnover and above can report invoices to IRP online
- Invoices have to be submitted in json format using v1.03 of schema published by tax authorities.
- IRP will validate the invoice data, taxes per category of item, invoice values, CESS (if applicable)
- If invoice data is correct, IRP will sign the json invoice.
- IRP will provide a unique Invoice Reference Number.
- IRP will provide a QR code .
- Suppliers will be required to generate a human readable format of invoice before submitting it to their buyers.
- Tax authorities have introduced new fields on invoice that need to be reported to IRP
 - GST ID for buyers & suppliers
 - URP if the buyer is not an Indian buyer.
 - Place of Supply
 - State Code (if location is India)
 - Other (if location is outside India)
 - HSNSAC code
 - Port Code (in case of exports)
 - Cess (Ad Valorem & Non-Ad Valorem)
- Amounts in Indian invoices must be provided in INR only. Invoices with non-INR currency are rejected.

Inv from suppliers w/ > 100 Cr turnover



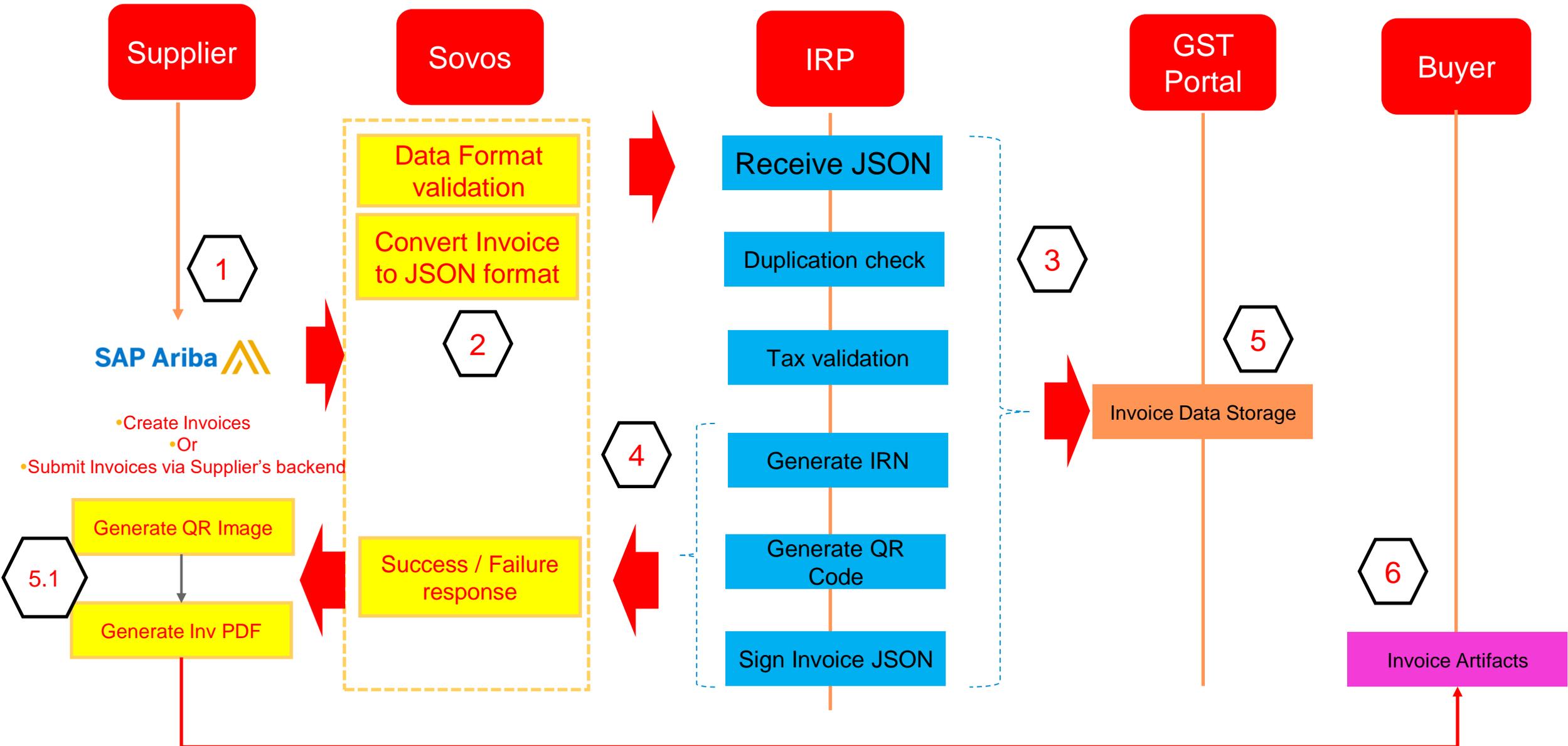
Inv from suppliers w/ < 100 Cr turnover



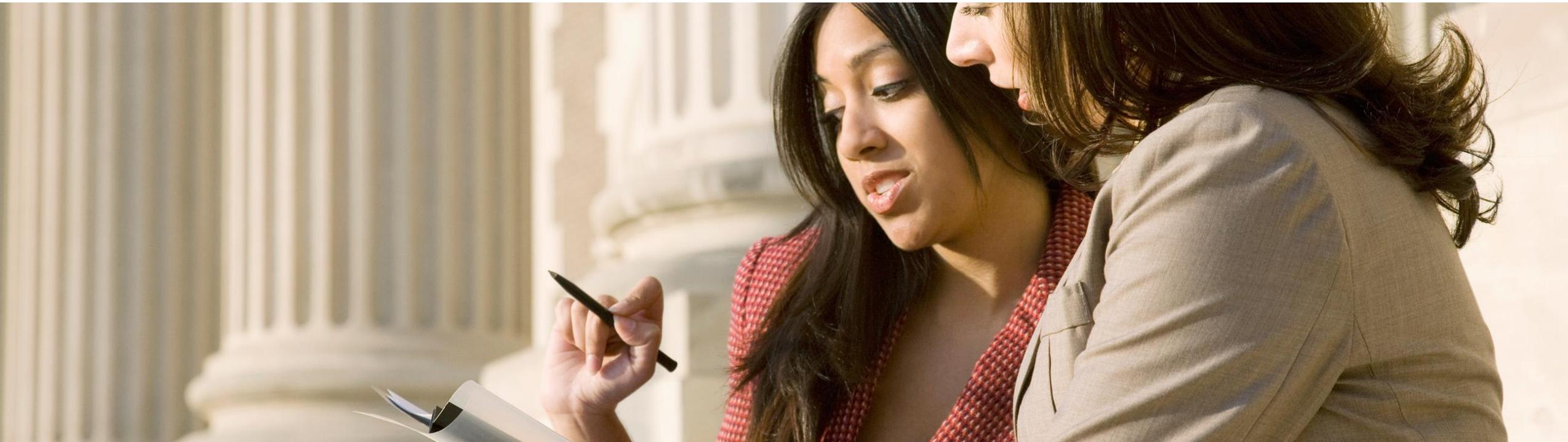
Invoice (JSON format) is first submitted to IRP, validated and approved before submitting to the buyer

Invoice (PDF format) is signed and is directly submitted to the buyer

Workflow for India GST 2020 tax invoice solution



Updating Supplier Profile



Pre-requisites for Suppliers

- Supplier must obtain API credentials for submitting the invoices to IRP (refer next slide)
- Setup legal profile in AN by providing GST credentials
- Use only IGST, SGST & CGST taxes verbatim (as required)
- Use only Cess configured by the buyer
- Use only Non Ad Valorem Cess as charges configured by the buyer
- Mandatorily provide taxes. Even if GST is not applicable for a line item, IRP requires IGST or SGST & CGST to be reported as 0%
- Integration layer changes on Invoices submitted from non-AN system
 - Submit:
 - Type of Supply at header level
 - Place of Supply at header level
 - HSNSAC codes for each line item
 - GSTID of supplier as required at invoice header
 - GSTID of buyer as required at invoice header
 - Use GSTID of Buyer = URP, if buyer is not located in India.
 - Use only those Unit of Measure recognized by tax authority
 - Use only those Port Codes recognized by tax authority (for export supplies)
- Suppliers creating IGST, SGST & CGST taxes verbatim (as required)
- Invoices must be in INR else invoice may fail.

How Suppliers can obtain Credentials for Online Submission of Invoices?

The Supplier needs to register with the GST to obtain a GSTIN number which is needed for invoice clearance. Furthermore, it must obtain production API credentials which are needed for authentication purposes via a registration on the e-invoicing portal, this registration can only be done with a valid GSTIN number¹⁴. The following steps should be followed for the registration:

1. The Supplier should go to the e-invoicing portal and click on the “**Registration**” button. Note that if the Supplier already has login credentials for the e-waybill portal, these can also be used for the e-invoicing portal.
2. The Supplier now sees the e-invoice registration form where the GSTIN must be entered.
3. Next, the applicant details must be filled in, this includes a name, mobile number and email id. Note that these details must match with the earlier registered details for obtaining the GSTIN.
4. The Supplier can verify the details by clicking on “**Send OTP**” and a one time password will be sent to the registered mobile number.
5. The Supplier fills in the one time password and clicks on the “**Verify OTP button**”.
6. After successful verification, the Supplier can enter a username and password by choice. The Supplier can now log in to the system.
7. After logging in the Supplier should navigate to “**API Registration**” and select “**Create API User**” under “**User Credentials**”. Next select the option “**Through GSP**”.
8. Select “**IRIS Business Services Ltd.**” and enter the username and password. Finally click on “**Submit**”.

For the credentials for setting up a test GST-enabled supplier account, contact your respective Network Deployment Lead or SAP Ariba team.

Login to Ariba Supplier Account

1. Access your Ariba Network account by typing **supplier.ariba.com** into the address bar.

2. Enter the login details into the respective fields.

3. Click **Login**.

Note: If you have forgotten your login details, you can click the **Having trouble logging in?** link to either retrieve your user name or reset your password.

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar at the top contains 'supplier.ariba.com/' and is highlighted with a red box and a red circle containing the number '1'. The page header features the SAP Ariba Network logo. The main content area displays the 'SAP Ariba' logo and the title 'Supplier Login'. Below the title are two input fields: 'User Name' and 'Password', which are grouped by a red box and a red circle containing the number '2'. A blue 'Login' button is highlighted with a red box and a red circle containing the number '3'. Below the 'Login' button is a link 'Forgot Username or Password' also highlighted with a red box. To the right of this link is a circular icon with the letter 'N'. At the bottom of the page, there is a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'.

Updating Supplier Profile

Once you login, the **Home** page is displayed by default.

1. Click the **Account Settings** icon.
2. Select the **Company Profile** option from the dropdown list.

The screenshot displays the SAP Ariba Network Enterprise Account interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. A user profile icon labeled 'DM' is in the top right corner, with a red circle containing the number '1' next to it. A dropdown menu is open from this icon, with a red circle containing the number '2' next to it. The dropdown menu contains the following options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile' (highlighted with an orange border), 'Settings', and 'Logout'. The main content area is divided into several sections: 'Getting Started with Ariba' with a list of tasks (1. Review Ariba Fee Structure, 2. Confirm Billing Contact, 3. Add Users to Your Account); 'Review Subscription Pricing' with icons for 'Network Transaction Service', 'Bronze', 'Silver', and 'Gold' (the Gold icon is highlighted with an orange circle); and 'Orders, Invoices and Payments' with a filter for 'All Customers' and 'Last 14 days', and a 'Pinned Documents' section showing 0 documents. A 'Review Subscription' button is located at the bottom right of the main content area. The bottom of the page features a table header with columns: Document #, Document Type, Customer, Status, Amount, and a 'Tasks' section.

Updating Supplier Profile

The **Company Profile** page is displayed.

3. The **Basic** tab will be displayed by default.

Scroll down to **Additional Company addresses**.

4. Click **Create**.

SAP Ariba Network Enterprise Account TEST MODE

Company Profile

Save Close

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

* Indicates a required field

Overview

Company Name: *

Other names, if any:

Public Profile Completeness: 45%

[Website](#)
[Annual Revenue](#)
[Certifications](#)
[D-U-N-S Number](#)
[Business Type](#)

Additional Company Addresses

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

4 Create

** This column displays your registration status with Ariba's accredited service provider.

Updating Supplier Profile

The **Configure Supplier Addresses Served by This Account** page is displayed.

5. Enter information in all mandatory fields that are marked with an asterisk.
6. Select the **Set Up Legal Profile** checkbox.

SAP Ariba Network Enterprise Account TEST MODE

Configure Supplier Addresses Served by This Account

Save Close

* Indicates a required field

Address Name

Address Name: * TEST

Address ID:

VAT ID:

Tax ID:

Address

Address 1: * BENGALURU

Address 2:

Address 3:

City: * BENGALURU

State: * Karnataka [IN-KA]

Postal Code: * 560060

Country/Region: * India [IND]

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

Updating Supplier Profile – 2017 Tax Regime

When you select **Set Up Legal Profile** check box, the **Financial Information** section is displayed.

1. Enter **GST ID**.

Note: The GST ID must be 15 characters long, and the first two digits must be the state code.

2. Select the 2017 tax regime radio button.

3. Select the desired Supplier Type from the dropdown list.

4. Click **Save**.

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

2 2017 tax regime 2019 tax regime

N **1** GST ID:

3 Supplier Type: Full GST Enabled

4 **Save** **Close**

Supplier Type: Full GST Enabled

- Full GST Enabled
- Composite Scheme Enabled
- GST Exempt



If your revenue turnover threshold is below the GST council stipulated amount, select the 2017 tax regime option. Invoices originating from such suppliers are not routed to the IRP. Please refer to the latest guidelines by the India GST Council for supplier revenue eligibility criteria for invoice submission to IRP.

Updating Supplier Profile – 2019 Tax Regime

When you select **Set Up Legal Profile** check box, the **Financial Information** section is displayed.

1. Enter **GSTN ID**. **Note:** The GSTN ID must be 15 characters long, and the first two digits must be the state code.
2. Select the 2019 tax regime radio button.
3. Select the **Legal profile Type** from the dropdown menu.
4. Enter your **GST Username**.
5. Enter the **GST Password**.
6. Enter the **Branch Admin Email** address.
7. Click **Save**.

The screenshot shows the 'Set Up Legal Profile' form in SAP. At the top left is a navigation icon 'N'. The form has a checkbox 'Set Up Legal Profile' which is checked. Below it is a note: 'Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network updates to your registration status.' The 'Financial Information' section contains several fields: 'GST ID:' (highlighted with a yellow box and callout 1), '2017 tax regime' (radio button) and '2019 tax regime' (radio button, selected, highlighted with a yellow box and callout 2), 'Legal profile Type:' (dropdown menu, highlighted with a yellow box and callout 3), 'GST Username: *' (text field, highlighted with a yellow box and callout 4), 'GST Password: *' (text field, highlighted with a yellow box and callout 5), and 'Branch Admin Email: *' (text field, highlighted with a yellow box and callout 6). A red arrow points from the 'Set Up Legal Profile' checkbox to a dropdown menu on the right. The dropdown menu is open and shows three options: 'Tax invoice - submit to IRP' (selected), 'Pre-approved tax invoice - do not submit to IRP', and 'SEZ originated invoice - do not submit to IRP'. At the bottom right are 'Save' and 'Close' buttons. An information icon 'i' is in the top right corner.

- ❖ ***If your preferred mode of invoice submission to the buyer over the Ariba Network is to send invoices that are already validated by the IRP, then select the option – Pre-approved invoice. In this mode, invoices are not routed to the IRP.***
- ❖ ***If your invoices are originating from an SEZ, select the option - SEZ originated invoice. Such invoices are not routed to the IRP***

Thank you.

You can also raise an email ticket for your queries/issues, [click here](#) to download the User Guide for further instructions.

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