

# How to set up a regulatory profile for **suppliers in Singapore**

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INTERNAL



# 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.

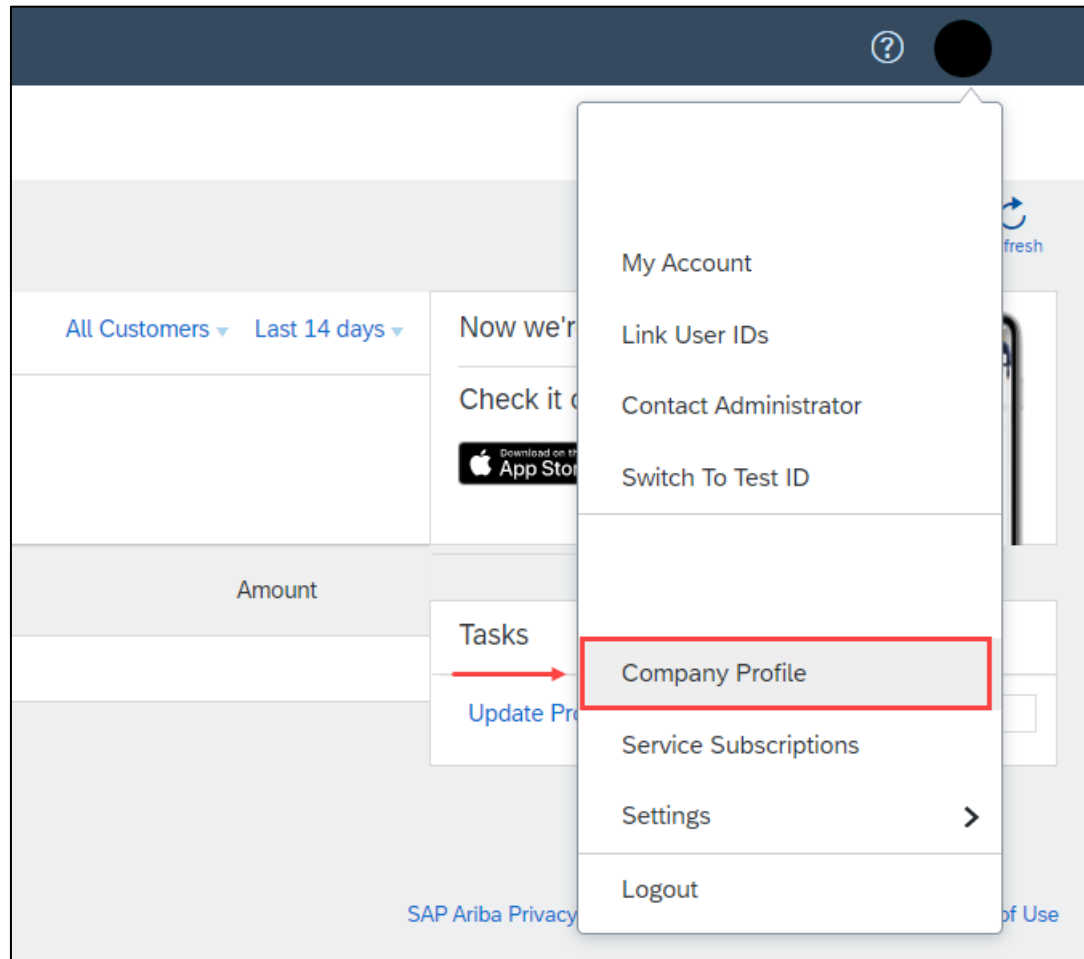
Regulatory profiles contain information to facilitate the legal flow of invoices.

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.

# How to set up a regulatory profile for suppliers in Singapore

## 1. Click **Company Settings > Company Profile**



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

Company Profile

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

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
No items						
<a href="#">Create</a>						

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

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3. Enter Address Name\* and Address. Complete all required fields marked with (\*).

Select the **Set Up Legal Profile** check box

\*This can be your company or branch name if applicable

\* 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.

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4. 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**

Financial Information

Are You GST Registered?\*  Yes  No

GST ID:

To complete this process, **Legal Profile Status\*\*** should be **accepted**. Don't forget to **Save** the changes!

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/>						Accepted

|

# Important reminder for Invoicing Activity

While creating the invoice, under Additional Fields , please navigate to Choose Address, select your customer from the drop down menu. Once selected, customer data will auto populate.

Suppliers must select the address where they have a legal profile registered.

Under **Additional Singapore Specific Fields**, populate the tax invoice number. If left blank, you will receive error message”! Tax Invoice Number is mandatory for Singapore”

**Additional Singapore Specific Fields**

Supplier GST ID:	<input type="text"/>	Customer GST ID:	<input type="text"/>
Type of Supply:	<input type="text"/>		
Tax Invoice Number:	<input type="text"/>		

# Thank you.

Contact information:

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