

# 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 (empty, 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.**