Ariba Network guide to invoicing

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Tax invoicing in Singapore

Goods and Services Tax (GST) is a self assessed tax levied on the supply of goods and services in Singapore. GST is also charged on imports of goods into Singapore. GST is an indirect tax. It is expressed as a percentage (currently 7%) on the selling price of goods and services.

The Inland Revenue Authority of Singapore (IRAS) is the tax authority in Singapore. GST registered business entities act as collecting agents on behalf of IRAS.

Suppliers based in Singapore are required to declare their GST ID in their Ariba Network profile if they are registered for Goods and Services Tax (GST). Field labels on invoices are different depending on whether or not a supplier is registered for GST.

ⓘ Note

The current tax invoicing solution for Singapore does **not** support the following types of invoices:

- **CC Invoices**: Sometimes suppliers do not create invoices in Ariba Network. These invoices are routed to buying organizations differently (for example, as paper invoices). The invoice is then created manually in the buyer's ERP system and sent to Ariba Network as a copy.

- **Evaluated Receipt Settlement (ERS)**: Supplier invoices are posted automatically based on information in the purchase order and goods receipt note.

Prerequisites

The prerequisites outlined below are for buyers and suppliers.

- If you are a Singapore-based buyer who trades with Singapore-based suppliers, you must ensure that the following rules are **disabled** in the buyer's Country/region-based Invoice Rules for Singapore:
  - Require suppliers to provide their tax ID on invoices
  - Require suppliers to provide tax information in invoice headers or line items
  - Require customer's VAT/Tax ID
  - Require supplier's VAT/Tax ID

  ### ⓘ Note

  If these rules are enabled, suppliers are required to provide their GST registration details before creating invoices. This would lead to difficulties for non-GST registered suppliers because they would not be able to provide their GST registration information.

- When suppliers create an invoice from a purchase order in Ariba Network, they must select the correct Sold From address.

Rules for determining tax invoice and standard invoice

In a broad sense, here are the definitions of standard invoice and tax invoice.

The following are standard invoices:

- Invoices created by non-GST registered suppliers

- Invoices created by GST registered suppliers and if tax is not charged - that is, zero rated, tax exempt, or out of scope supplies.

- Invoices created for goods that are shipped out of Singapore.

The following are tax invoices:

- Invoices created by GST registered suppliers

- Invoices that contain at least one item that is charged 7% tax

ⓘ Note

Tax exempt is **not** the same as zero taxes.

The following rules are applied to determine the labels that are displayed on invoices - tax invoice or standard invoice.

ⓘ Note

* Suppliers must select the address where they have a legal profile registered. Rows 4 and 5 below indicate that the supplier has not updated their legal profile, but has chosen a location with a Singapore address.

Is Supplier Legal Profile Registered?	Is Supplier GST Registered?	Is 'From' Location Singapore?	Is GST Charged?	Invoice Label Displayed
Yes	Yes	Yes	Yes	Tax Invoice
Yes	No	Yes	Yes	Standard Invoice
Yes	No	Yes	No	Standard Invoice
No	Not Applicable	Singapore*	Yes	Standard Invoice
No	Not Applicable	Singapore*	No	Standard Invoice
Yes	Yes	Yes	No	Standard Invoice
Yes	Yes	No	Yes	Standard Invoice
Yes	Yes	No	No	Standard Invoice

Supplier user tasks for Singapore invoicing

The following section describes how suppliers can set up a regulatory profile in their Ariba Network accounts.

How to set up a regulatory profile for suppliers in Singapore

Context

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. To set up a regulatory profile as a supplier in Singapore, follow these steps:

ⓘ Note

Suppliers must provide regulatory profile information in the section **Additional Company Addresses** only. Regulatory profiles must **not** be added in the **Business** tab of the supplier profile.

Procedure

1. Click the ⬤ **Account Settings** icon, and choose **Company Profile**.

2. Go to **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.

3. Enter the **Address Name** field in the **Address Name** section :

4. Enter the following required fields in the **Address** section:

   - **Address 1** - Your company's additional branch address in India.

   - **City**

   - **Postal Code**

   - **Country/Region**

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

6. 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.

7. Click **Save**.

Results

The regulatory profile for the supplier's address is created.

Buyer user tasks for Singapore invoicing

The following sections describe buyer user tasks in the Singapore GST context.

How to create customer (sold to) address

Context

Buying organizations in Singapore must create their Customer Address. This is also called 'Sold To' address. To configure the Customer (Sold To) Address, follow these steps:

Procedure

1. Choose **Administration Configuration** .

2. On the **Configuration** page, click **Default Transaction Rules**.

3. Scroll down in the **Default Transaction Rules** page and click the entry **Configure list of Customer (Sold To) Addresses with VAT IDs**.

4. In the **Configure Customer (Sold To) Addresses** page, click **Create**.

5. Enter the **Address Name** and **Address 1** fields.

6. In the **Country/Region** field, select **Singapore**.

   This selection will refresh the page content with Singapore-specific information.

7. Enter the **City** and **Postal Code** fields.

8. If your business is GST registered, select Yes, and enter your GST ID.

9. Click OK.

How to configure country/region-based invoice rules

Context

Buyers may configure country/region-based invoice rules for their Ariba Network suppliers before suppliers can submit tax invoices for a particular country/region. Configuring country/region-based invoice rules overrides the default transaction rules.

Procedure

1. Choose **Administration Configuration** .

2. On the **Configuration** page, click **Country-based Invoice Rules**.

3. Click the **Select Country** pull-down menu and select **Singapore**.

4. Click **Add Country Rules**.

5. Go to the section **PO and Non-PO Invoice Field Rules**.

6. Configure the rules as applicable to your business.

   See the Prerequisites section for more information on the rules to be configured.