# Legal Profile Setup

- The issuance of a Tax Invoice is mandatory for transactions involving GST-registered customers, as it serves as crucial documentation for their input tax claims on standard-rated purchases.

- A Tax Invoice is not required in instances of zero-rated, exempt, or deemed supplies, or when the customer is not registered for GST.

# How do I set up my legal profile?

Please proceed with the following actions:

- Create **Additional Entities** – *Skip this step if already completed.*

- **Country Configuration** for Singapore Suppliers

# Create **Additional Entities**

# Create **Additional Entities**

1. In the top right corner of your account, click **[user initials] > Company Profile**.
2. Click "**Additional Entities**" in the left column of the Company Profile page.
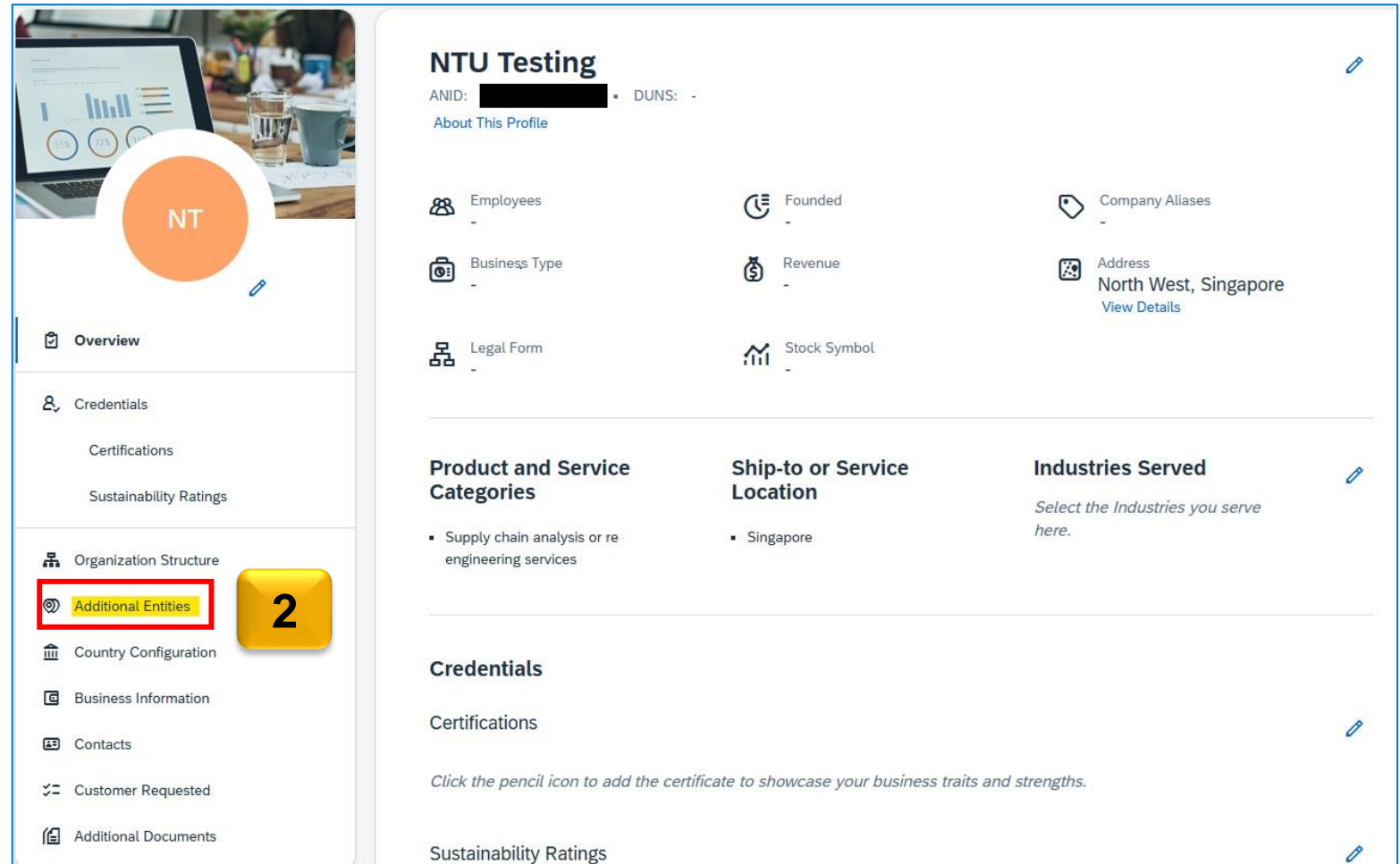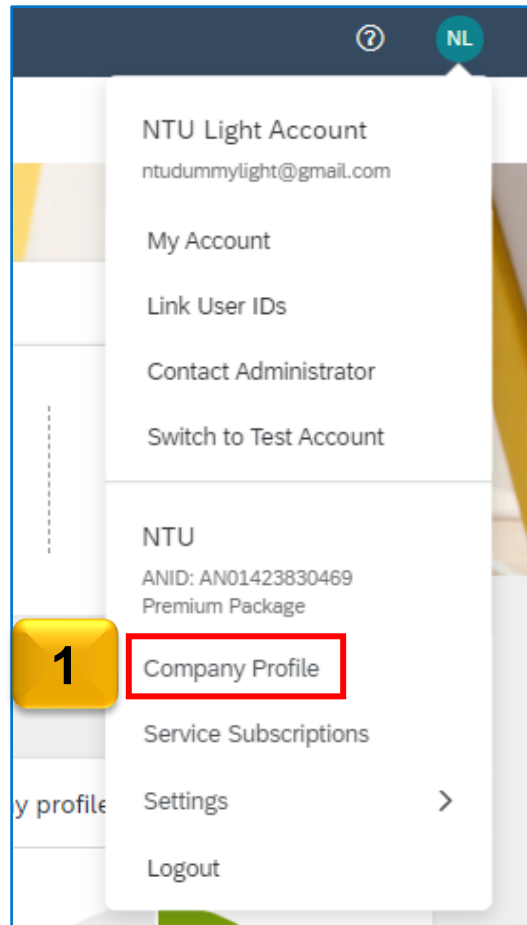
# Create **Additional Entities**

3. In the "**Additional Entities**" section, click "**Create**" to set up the legal profile.

# Create **Additional Entities**
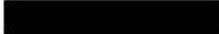
4. On the "**Create New Additional Entity**" page, fill in all required fields (marked with an asterisk).
5. Input **Tax ID** (UEN number) and **GST ID**; leave the GST ID field blank if your company does not have one.
   Click "**Create**" to finalize the additional entity/address.

# Create **Additional Entities -** for Overseas Suppliers (GST-Registered with **IRAS**)

❖ Overseas suppliers with a GST-registered entity in Singapore should input their Singapore address details.

When creating an E-Invoice, always select the **correct address** from the "**Additional Fields**" dropdown menu to ensure the Tax Invoice is generated with the accurate profile.

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

NTU TEST

Supplier: **NTU TEST**

Singapore
Singapore

Bill From: **NTU Testing**

Singapore
Singapore

**Additional Singapore Specific Fields**

Supplier GST ID: M12345678

Type of Supply:

Tax Invoice Number:
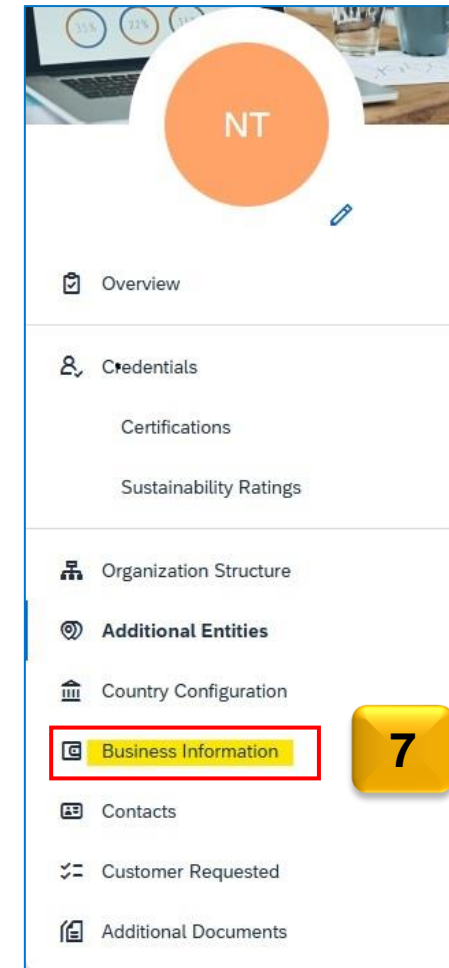
# Create **Additional Entities**

6. You should now see the **Additional Entities** has been added.
7. To ensure that the Tax ID auto-populates on the invoice, click on the "**Business Information**" tab.



**Note:**

- "**Supplier (SoldFrom)**" is selected by default on the **Functions** dropdown under **Network collaboration information**.
- **An existing address cannot be edited or deleted if it is linked to a country configuration**. To edit the entity, the country configuration needs to be deleted first in the Company Profile's Country Configuration.
- The **maximum number of additional entities** that can be added to a company profile is 20.

# Create **Additional Entities**

8. **GST-registered suppliers in Singapore**: Enter your GST registration number in both the "**Tax ID**" and "**Supplier GST Registration Number**" fields.
9. **Non-GST registered suppliers**: Enter "Not Applicable" in both fields.
10. Click **Save**.

# **Country Configuration** for Singapore Suppliers

# Country Configuration for Singapore Suppliers

1. Navigate to top right corner of your account, click **[user initials] > Company Profile**.
2. Select **Country Configuration** from the left navigation pane.
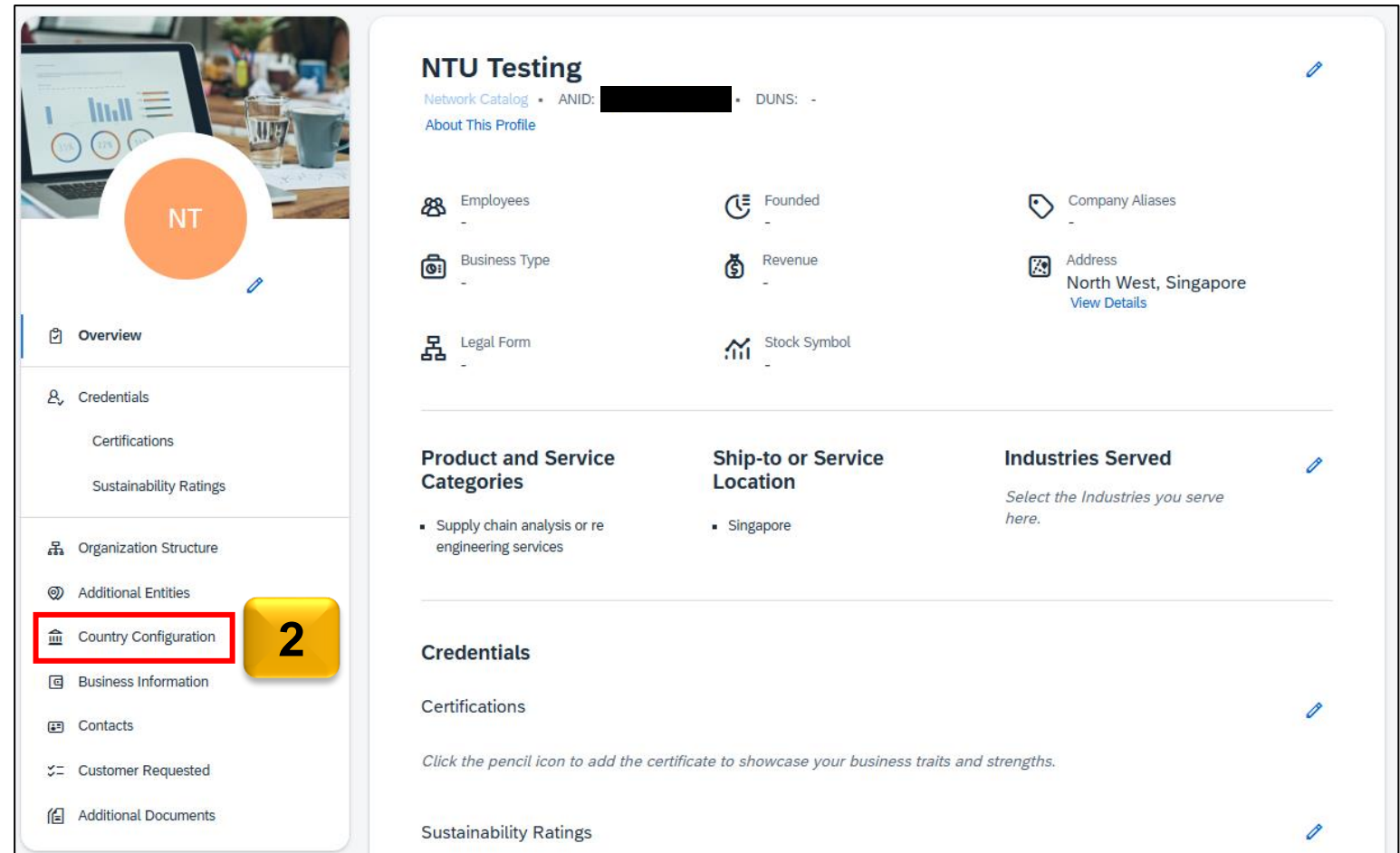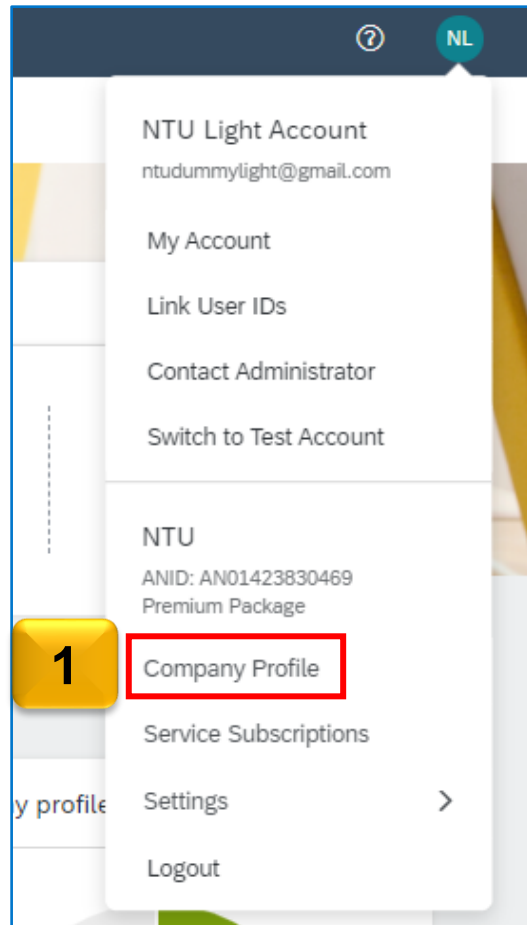
# **Country Configuration** for Singapore Suppliers

3. Choose **Create**.

# **Country Configuration** for Singapore Suppliers

4. Select the **Country/Region** as **Singapore** and the **Company Name**.
5. Click **Continue**.

*For the selected country and company name, some of the fields are prepopulated. This information is captured from the company details provided under Additional Entities.*

# **Country Configuration** for Singapore Suppliers

6. In the **Financial Information** section, choose your option for the question **Are you GST registered**?
7. Choose **Create** to complete the configuration process.



*You can also delete the configuration by choosing **Discard Draft**.*

# Country Configuration for Singapore Suppliers

**Results**

The Singapore configuration is displayed on the **Country Configurat**ion entry page.
The configuration works when the **Status** column displays as **Accepted**.

# Thank You.

**SAP Ariba**

**SAP**