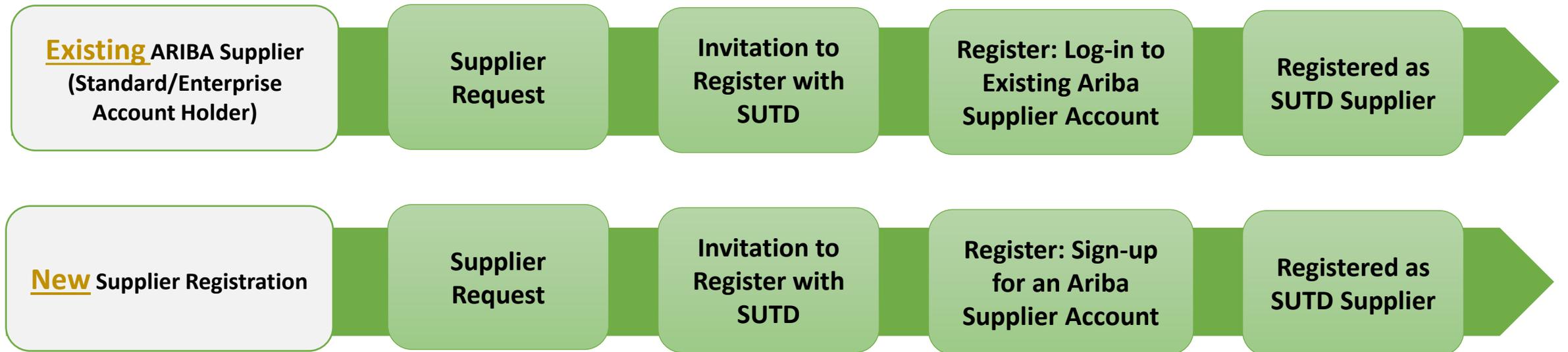


SUTD SUPPLIER ON-BOARDING GUIDE FOR ARIBA

Table of Content

1. Overview	Page: 03
2. Supplier Request	Page: 04-06
3. Invitation to Register with SUTD	Page: 07-08
4. Access Supplier Registration Process	Page: 09
I. For Supplier with an existing Ariba account	Page: 10-11
II. For Supplier signing up a new Ariba account	Page: 10, 12-16
5. Submit Supplier Registration Questionnaire	Page: 17-21
6. Supplier Registration Questionnaire Guide	Page: 22-27
7. Legal Profile for GST and Non-GST Registered Suppliers	Page: 28-31

Overview



TRAILBLAZING A BETTER WORLD BY DESIGN.





Supplier Request

Supplier Request

- 1 Upon request, SUTD will email you with a **link** to fill up a Supplier Self-Registration Request form. This form will serve as a request for your company to register with SUTD via Ariba.
- 2 Once you click on the link – you will be redirected to a page where you will need to fill in the **Supplier Self-registration Request form**. Fields with asterisk (*) are **mandatory**. Please ensure that you are providing **correct information** in the form as this will be used for your company registration with SUTD via Ariba.

Supplier self-registration request form

Important steps before submitting your request

a. For suppliers whom you are inviting to participate in procurement opportunities (i.e. to participate in RFQs or to receive Purchase Orders) or for individuals that you are making payment to, i.e. RFP suppliers, please check "SUTD Registered Supplier Search Portal" to ensure that the supplier (i.e. organisation or individual) is not registered with SUTD in either ARIBA or SAP S4HANA. Note:

- If supplier is only registered in SAP S4HANA, you do not need to complete this request form. Please contact any Procurement staff to assist you on inviting the supplier to register in ARIBA.
- If supplier is only registered in ARIBA, you do not need to complete this request form. The supplier record in ARIBA will be auto-populated in SAP S4HANA once a Purchase Order is generated for the supplier.
- For (i) above, if you are unable to find the contact person in the database, you do not need to complete this request form. Please inform your supplier to add the contact person to their existing ARIBA account with SUTD at their end.
- You should only complete this form if supplier is not registered with SUTD.

b. For suppliers whom you are inviting to participate in procurement opportunities or to receive Purchase Orders, please request that they provide a generic email account (e.g. sales@xxfirm.com.sg, finance@yyfirm.com.sg), if possible. This will ensure that should the contact person is no longer with the organisation, there are other staff in the organisation who may still be able to retrieve the email notifications.

Prior to submitting your request form, always inform your supplier that they will receive an automated email from Ariba System with subject "Invitation: Register to become a supplier with Singapore University of Technology and Design (SUTD)". This will ensure that the supplier will look out for the email and to reply to SUTD promptly with the necessary information for creation.

Supplier Information

Supplier Name: *

Company/Business Registration No.:

Contact Person First Name: *

Contact Person Last Name: *

Contact Email Address: *

Contact Email Address: *

Reason for Request: *

Requestor Details

Requestor Name: *

Requestor Department: *

Requestor E-mail Address: *

Declaration: I have verified that the business and/or personal data entered in this Supplier Request Form is true and accurate to the best of my information, knowledge and belief.

Supplier Request

- 3 Once all mandatory fields are filled in with the correct information, click “**Submit**” to submit the form. This form will be sent to SUTD for their approval. Once your request is approved, you will receive a notification like the below.

[Restricted] Singapore University of Technology and Design (SUTD) - TEST will be inviting you to register as our Supplier in Ariba Business Network Inbox x



Ariba Administrator <no-reply@eusmtp.ariba.com>
to me ▾

2:31PM (6 minutes ago)

Dear [REDACTED]

Please be informed that Singapore University of Technology and Design (SUTD) - TEST will be sending an invitation to [REDACTED] to register as our Supplier in Ariba.

The email will be sent to [REDACTED] within the next 3 Business days.

Appreciate if you could look out for the invitation and to respond to our request promptly.

If you have any queries, please write to SUTD at sutdprocurement@sutd.edu.sg. For more information on SUTD, you may access our corporate website at <https://sutd.edu.sg>.

Thank you.

Best Regards,
Singapore University of Technology and Design (SUTD)

This system generated email has been sent to you on behalf of Singapore University of Technology and Design (SUTD) - TEST by SAP Ariba. Please do not reply to this email.

Note: An Invitation to Register with SUTD will be sent which will contain the registration link.

TRAILBLAZING A BETTER WORLD BY DESIGN.





Invitation to Register with SUTD

Invitation to Register with SUTD

[Restricted] Invitation: Register as a supplier with Singapore University of Technology and Design (SUTD) -

Singapore University of Technology and Design (SUTD) - TEST

Dear Supplier,

Singapore University of Technology and Design (SUTD) - TEST invites you to register as our supplier in Ariba Business Network.

Suppliers registered with SUTD on Ariba will allow you to submit e-invoices and/or receive payment and view payment status. In addition, suppliers who are interested to do business with SUTD, will also be able to participate in our business opportunities via Ariba Sourcing.

We hope you could register as our supplier in Ariba as soon as possible. There is no registration fee.

[Click Here](#) to create account now.

If you have any queries, please write to sutdprocurement@sutd.edu.sg. For more information on supplier registration, please access <https://www.sutd.edu.sg/SUTDSupplierOnboardingGuide.pdf>

Thank you.

Best Regards,
Singapore University of Technology and Design (SUTD)

This system generated email has been sent to you on behalf of Singapore University of Technology and Design (SUTD) - TEST by SAP Ariba. Please do not reply to this email.

You are receiving this email because your customer, Singapore University of Technology and Design (SUTD) - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Singapore University of Technology and Design (SUTD) - TEST.

- 1 Once your Supplier Request is approved by SUTD, you will receive this notification. Open the Invitation to Register with SUTD email and click the “Click Here” link to proceed with the SUTD supplier registration

TRAILBLAZING A BETTER WORLD BY DESIGN.





Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account

2b. For Supplier signing up a new Ariba account

Access Supplier Registration Questionnaire

The screenshot shows the SAP Ariba interface for a user named Alexander Hamilton. The page title is 'Ariba Proposals and Questionnaires' and the account type is 'Standard Account'. A yellow banner at the top says 'Have a question? Click here to see a Quick Start guide.' Below this, the user is prompted to sign up as a supplier with SUTD - TEST on SAP Ariba. The page contains two main buttons: a 'Log in' button (2a) and a 'Sign up' button (2b). The 'Log in' button is highlighted with a red box and a red circle containing '2a'. The 'Sign up' button is also highlighted with a red box and a red circle containing '2b'. Below the buttons, there is a section titled 'About Ariba Network' which describes the benefits of the Ariba Network for suppliers.

Upon clicking the link indicated in the Invitation to Register with SUTD email, you will be redirected to an Ariba page like this.

- 2a If you have an existing Ariba account, click “**Log in**” button. Please proceed to the next slide.
- 2b If you do not have an Ariba account, click “**Sign up**” button. Please proceed to slide 12.

Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account

Welcome, Sam Tan

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Singapore University of Technology and Design (SUTD)** on SAP Ariba.

Singapore University of Technology and Design (SUTD) uses SAP Ariba to manage procurement activities.

Create an SAP Ariba account and manage your response to procurement activities required by Singapore University of Technology and Design (SUTD) [Sign up](#)

Already have an account? [Log In](#)

About Ariba Network

The Ariba Network is completed

- Res
- Wor
- Stre
- Rev
- App

Moving to t

- All y
- All y
- You
- All y
- You

SAP © 2021 SAP SE or an SAP affiliate company. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

2a If you have an existing Ariba account, click “**Log in**” button.

i Enter your username and password then click ‘**Continue**’ button.

ii Proceed to fill out SUTD’s Supplier Registration Questionnaire and submit your response. [Please proceed to slide 17 for the guide on how to fill out the Questionnaire.](#)

Ariba Sourcing

Go back to Singapore University of Technology and Design (SUTD) - TEST Dashboard Desktop File Sync

Console Doc942842484 - Supplier Registration Questionnaire Time remaining: 29 days 23:48:49

Event Messages
Event Details
Response History
Response Team

All Content

Name: 1

- 1. Supplier Information
 - 1.1. Supplier Type
 - 1.1.1. Supplier Type Organization
 - 1.1.2. Reason for Registration Procurement Opportunities
 - 1.2. General Information
 - 1.2.1. Registered Company/ Business Name Line 1 Festive Catering
 - 1.2.2. Registered Company/ Business Name Line 2

List all of... (1) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Access Supplier Registration Questionnaire

2b

i

ii

iii

iv

2b. For Supplier signing up a new Ariba account

a Fill out all the required information to create your Ariba account. There are four (4) sections:

- i** Company information
- ii** User account information
- iii** Tell us more about your business
- iv** Terms of Use and Ariba Privacy Statement

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

SAP Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Singapore

University of Technology and Design (SUTD)

i Company information

* Indicates a required field

Company Name: * [Redacted]

Country/Region: * Singapore [SGP]

Address: * [Redacted]
[Redacted]
Line 3
Line 4

City: * Singapore

Postal Code: * [Redacted]

State: Select

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

i Complete the 'Company information' section:

Note: The current information maintained in SUTD database has been pre-populated into the registration form (if applicable). Check and complete the registration form.

Note: Please check your Company Name and Address. Please also fill in the required information (in *).

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

ii User account information

* Indicates a required field
[SAP Business Network Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:*

Language: ⌵

Email orders to:*

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

ii Complete the 'User account information' section:

Note: The account holder must be an authorised person by the supplier to transact with SUTD. He/she will also be responsible to manage the account on behalf of the supplier. Please also fill in the required information (in *).

Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

iii Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Complete the ‘Tell us more about your business’ and ‘Terms of Use and Ariba Privacy Statement’ section:

- iii** Select which “Product and Service categories*” you will sell to SUTD. Please also indicate Supplier Service Locations.
- iv** Tick the Terms of Use and SAP Ariba Privacy Statement, then click ‘Create account and continue’ button.

***Note:** For individual suppliers registering for non-procurement (payment only) purposes, select “Universities cooperation guidance services” under Product and Service Categories.

For item iii, either search directly in the field:

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

-or- [Browse](#)

Universities cooperation guidance services

Ship-to or Service Locations

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse

or browse for the category:

Browse Product and Service Categories *Didn't find what you were looking for? Try Search >*

- Drugs & Pharmaceuticals >
- Education & Training Services >
- Educational Supplies, Musical Instruments & Toys >
- Electrical Systems & Lighting >
- Electronic Components & Supplies >
- Environmental Services >
- Financial & Insurance Services >
- Food & Beverage >
- Alternative Educational Systems >
- Educational Facilities >
- Educational Institutions >
- Specialized Educational Services >
- Vocational Training >
- Educational guidance services >
- Educational advisory services >
- Study abroad advisory services >
- Tuition reimbursement programs >
- Universities cooperation guidance services ✓

TRAILBLAZING A BETTER WORLD BY DESIGN.



Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

Tell us more about your business

Product and Service Categories: * Add -or- Browse

Enterprise resource planning E... X

Ship-to or Service Locations: * Enter Ship-to or Service Location Add -or- Browse

Singapore X

Tax ID: Op

DUNS Number: Op

I have read and agree to the Terms of Use

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Potential existing accounts

We have noticed that there may already be an Ariba account registered by your company. Please review before you create a new account.

b Review Matched Account (if applicable)

There is a possibility that Potential existing account screen will appear after clicking Process Order. If the system identifies that your company may already have an account.

- 1 Click **“Skip review”** if you would like to skip this step.
- 2 Click **“Review accounts”** to view the list of accounts.

Note: After your account has been created, you'll be directed to the SUTD's Supplier Registration Questionnaire form for submission. **Please take note of your Ariba username and password. Please proceed to the next slide.**



Submit Supplier Registration Questionnaire

For all Supplier – Supplier Registration Questionnaire

Submit Supplier Registration Questionnaire

The image shows three screenshots of the SUTD Supplier Registration Questionnaire form, highlighting mandatory fields with red asterisks and a red box. A red callout bubble says "Fill out all the field with asterisks".

Screenshot 1: Supplier Information

- 1.1.1 Supplier Type: Organization (Mandatory)
- 1.1.2 Reason for Registration: Procurement Opportunities (Mandatory)
- 1.2.1 Registered Company/ Business Name Line 1: Sunflower Pte Ltd (Mandatory)

Screenshot 2: General Information

- 1.2.1 Registered Company/ Business Name Line 1: Sunflower Pte Ltd (Mandatory)
- 1.2.3 Company/Business Registration No. (Mandatory)
- 1.2.4 Business Registration Certification: sample attachment.pdf (Mandatory)
- 1.2.5 Is your Company/Business incorporated in Singapore?: No (Mandatory)

Screenshot 3: Address and Contact Information

- 1.2.6 Are you Goods and Services Tax Registered in Singapore?: No (Mandatory)
- 1.2.8 Company/Business Email Address: dlwaribatesting@gmail.com (Mandatory)
- 1.2.9 Accreditation and Certifications (if any): No (Mandatory)
- 1.4 Address Line 1: Orchard Road (Mandatory)
- 1.9 Country: [SG]-Singapore (Mandatory)
- 1.11.1 First Name: Hanna (Mandatory)
- 1.11.2 Last Name: Lee (Mandatory)

(*) indicates a required field

All suppliers must complete the SUTD Supplier Registration Questionnaire and submit your response.

This step applies for both new and existing Ariba supplier accounts.

- Please refer to slides 22-27 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
- If the Supplier Type is “Organization”, please attach the business registration certificate (if the answer) in Q1.2.4
- For Q1.10, please input a valid postal code of the country you inputted in Q1.9.

Submit Supplier Registration Questionnaire

The image displays four sequential screenshots of a web-based questionnaire for supplier registration. Red asterisks (*) mark required fields. Red callout boxes provide instructions for these fields.

- Screenshot 1:** Shows the 'Criteria for Entering Bank Account Details' section. A red asterisk is next to the 'Yes' dropdown for question 1.12.1. A callout box says: "choose 'Yes' to provide bank account details".
- Screenshot 2:** Shows the 'Bank Details' section. A red asterisk is next to the 'Singapore' dropdown for question 2.1. A callout box says: "Choose bank category as 'Singapore' or 'Non Singapore'".
- Screenshot 3:** Shows the 'Singapore Bank' section. Red asterisks are next to the 'Bank Name' (DBS), 'Bank Account Holder Name' (Sunflower Pte Ltd), and 'Bank Account Number' fields.
- Screenshot 4:** Shows the 'Debarment' section. A red asterisk is next to the 'Yes' radio button for question 3.1. A callout box says: "I hereby authorize the Singapore University of Technology and Design (SUTD) to credit payments due to the above named payee and/or bank account and declare that the amounts so credited by SUTD constitute a valid discharge of payments due to me by SUTD. This authorization shall continue to be in force until I have expressly revoked it by notice in writing delivered to you. In the event of any change of payee and/or bank account, I shall update the changes (if any) in our Ariba Profile immediately."

- Please refer to slides 22-27 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
- For Q1.12.1,
 - Choose “Yes” to provide the bank details
 - For Q2.1, please choose the Bank Category
 - Please also attach the bank statement showing the Supplier Name and Bank Account Number (in Q2.2.5 for a Singapore Bank)
 - Choose “No” if you are not providing bank details / non-payment supplier.
- Note: Please verify and update the designated bank account details for SUTD to credit payments due to you if you have selected reason for registration as:
 1. “Non-Procurement (Payment only)”; or
 2. “Procurement opportunities” and has issued invoices to SUTD or expecting first Purchase Order from SUTD.

Submit Supplier Registration Questionnaire

All Content

Name 1

5 List of Categories of Procurement Opportunities Less...

Our business opportunities are tied to the following Procurement Categories. Please indicate "Yes" against the category that is likely to be relevant to your business. This information will be used to send you Quotations/Tender notifications.

5.1 Office Equipment, Services and Supplies	No
5.2 Educational Supplies & Services	No
5.3 Engineering and Design Equipment, Supplies and/or Services	No

(*) indicates a required field

All Content

Name 1

5.8 Travel, Logistics and Transportation Services	No
5.9 Professional and Consultancy Services	No
5.10 Training, Recruitment and Manpower Services	No

6 Declaration For Collection and Verification of Supplier's Information

6.1 We fully agree to Singapore University of Technology and Design's (SUTD) collection, use and disclosure of the business data set out in this Supplier Registration Form for the purpose of registering with SUTD as a Supplier, in order to participate in SUTD's business opportunities, and/or to receive notifications of business opportunities from the Ariba Network and to retrieve relevant documents and submit bids. The information set out in this Supplier Registration Form is true and accurate to the best of our information, knowledge and belief.

Yes

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

- Please refer to slides 22-27 for a guide on what to input per field
- Fill in mandatory fields (marked by red asterisk)
- Once all the mandatory information has been filled out and reviewed for accuracy, please click “Submit Entire Response” button to submit the registration questionnaire for SUTD approval. There will be a prompt to submit this response. Click “OK” button to submit the response. Below message will show after.

✓ Your response has been submitted. Thank you for participating in the event.

Submit Supplier Registration Questionnaire

Once your registration has been approved by SUTD, you will receive an email notification like the below.





Supplier Registration Questionnaire Guide

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Supplier Type	Select if you are an: <ul style="list-style-type: none"> • Organization, or • Individual (Note: For Individual, you may be asked to further provide your full name as it appears in your NRIC/FIN/Passport)
Reason for Registration	Select reason for registration: <ul style="list-style-type: none"> • Procurement Opportunities • 'Non-Procurement (Payment only)' <p>Note:</p> <ul style="list-style-type: none"> • If you are a supplier intending to sell goods or services to SUTD, select 'Procurement Opportunities'. • If you are dealing with SUTD for payment matters only, select 'Non-Procurement (Payment only).'
Registered Company/Business Name	Please continue to enter your company/business name under Line 2 if the full name exceeds the acceptable characters in Line 1.
Company/Business Registration No.	Please enter the tax number if company is GST registered.
Business Registration Certification	Please attach a copy of your business registration for certification.

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Is your Company/Business incorporated in Singapore?	For a Organization Suppliers, the Form should be filled in with the Business details registered with the Accounting and Corporate Regulatory Authority (ACRA) or in the case of a non-Singapore incorporated company, the Business details registered with the relevant authorities in its country of incorporation.
Are you Goods and Services Tax Registered in Singapore?	Specify if you are GST registered in Singapore
Company/Business Contact No	Specify your company's business contact telephone number
General Company/Business Email Address	Specify your company's business email address
Accreditation and Certification (if any)	<p>Specify if you have any valid accreditation and/or certifications, such as BizSafe, ISO, SG Green Label, FSC, etc.</p> <p>If you answer yes, you will be prompted to enter the name/s of the certification/accreditation and attach the relevant supporting documents.</p>

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Address Line	Please continue enter your company/business address under Line 2 and 3 if the full address exceeds the acceptable characters in Line 1.
City	Enter city
State	Enter state
Country	Please enter the country code.
Postal Code	Enter a valid postal code of the country you inputted in “Country” question.
Main Contact Person Name (First Name and Last Name)	The Main Business Contact Person will be the sole representative of your Company. He/she will be able to receive and will be notified of relevant Procurement business opportunities (please indicate the relevant category/ies in Section 6 of the registration questionnaire), and shall be the person authorized to submit proposals on behalf of the supplier in the Ariba Network.
Main Contact Person Email Address	Enter the email address of the main contact person.
Main Contact Person Phone Number	Enter the phone number of the main contact person (optional)

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Criteria for Entering Bank Account Details	<p>Please select 'Yes' and proceed to enter, verify or update the designated bank account details for SUTD to credit payments due to you if you:</p> <ol style="list-style-type: none">1. Have selected reason for registration as “Non-Procurement (Payment only)”; or2. Are receiving either a Purchase Order, or sending a Direct Invoice to SUTD
Bank Category	<p>Choose 'Singapore' if you have a Singapore bank account and provide the details of your Singapore bank account (i.e., bank name, bank account holder name, bank account number, SWIFT code/bank key)</p> <p>Otherwise, choose 'Non-Singapore' and provide the details of your bank account (i.e., bank name, bank account holder name, bank account number, SWIFT code/bank key, IBAN, intermediary bank details if applicable). Please write to ap@sutd.edu.sg if the Singapore bank is not listed in the dropdown list.</p> <p>For both 'Singapore' and 'Non-Singapore' accounts, please attach bank statement showing supplier name and bank account number only.</p>

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Declaration on Bank Details	This is required for all Suppliers who are submitting their Bank Details.
Debarment and Details of debarment	<p>Indicate if your company has ever been debarred by SUTD of the Singapore Government from taking part in any Procurement Opportunities. If Yes, Please state the details.</p> <p>This is required for all Organizations and Individuals registering for 'Procurement Opportunities' with SUTD.</p>
Qualification List for Categories of Procurement Opportunities	SUTD business opportunities are tied to Procurement Categories. Please indicate "Yes" against the category that is likely to be relevant to your business, and in which you wish to receive Invitation to Quotations/Tender notifications.
Declaration For Collection and Verification of Supplier's Information	This is required for Organization and Individuals registering for 'Procurement Opportunities'
PDPA Declaration	The Personal Data Protection Act declaration is required for suppliers registering for 'Non-Procurement (Payment only)'



Legal Profile for GST and Non-GST Registered Suppliers

Legal Profile for GST and Non-GST Registered Suppliers

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).

- 1 After you have login to your Ariba account, go to “**Company Setting**” and click on “**Company Profile**”.
- 2 In order to enable the GST feature, please ensure that you are in the “**Basic**” tab.
- 3 Click on “**Create**” to set up the legal profile.

Legal Profile for GST and Non-GST Registered Suppliers

4 Configure Supplier Addresses Served by This Account Save Close

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:*

5 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.

4 You will be redirected to the Address page, kindly “fill” up the required fields.

Note: Required field are those with **asterisk**. Please “input” your company name under Address Name/Address 1

5 “Tick” the box for Set Up Legal Profile

Note: After Ariba has enabled the feature on your account, you should be able to see “Set Up Legal Profile”.

Legal Profile for GST and Non-GST Registered Suppliers

Address

New Tech Road
Singapore 123456
Singapore

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

Are You GST Registered?*

Yes No

GST ID: M12345678

Financial Information

Are You GST Registered?*

Yes No

GST ID:

- 6 For GST Registered: Kindly click on the **“Yes”**, input the GST Registered number.
- 7 For Non-GST Registered Supplier: Please click on **“No”**. You do not need to fill up the GST ID field.
- 8 After which, please click on **“Save”**.