

SUTD SUPPLIER ON-BOARDING GUIDE FOR ARIBA

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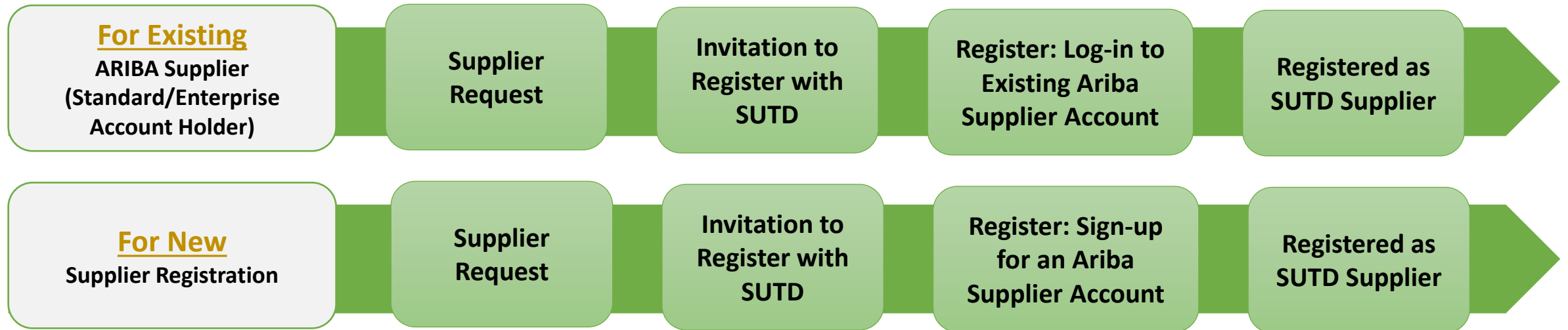
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Overview

Purpose of registering as SUTD supplier:

- Suppliers are required to have a valid Ariba account to view and participate in SUTD opportunities published in Ariba.
- A supplier must be a registered SUTD supplier to be awarded a procurement opportunity.

Process flow of registering as SUTD supplier:



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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:

- i. 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.
- ii. 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.
- iii. For (ii) 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.
- iv. 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@xyfirm.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: *

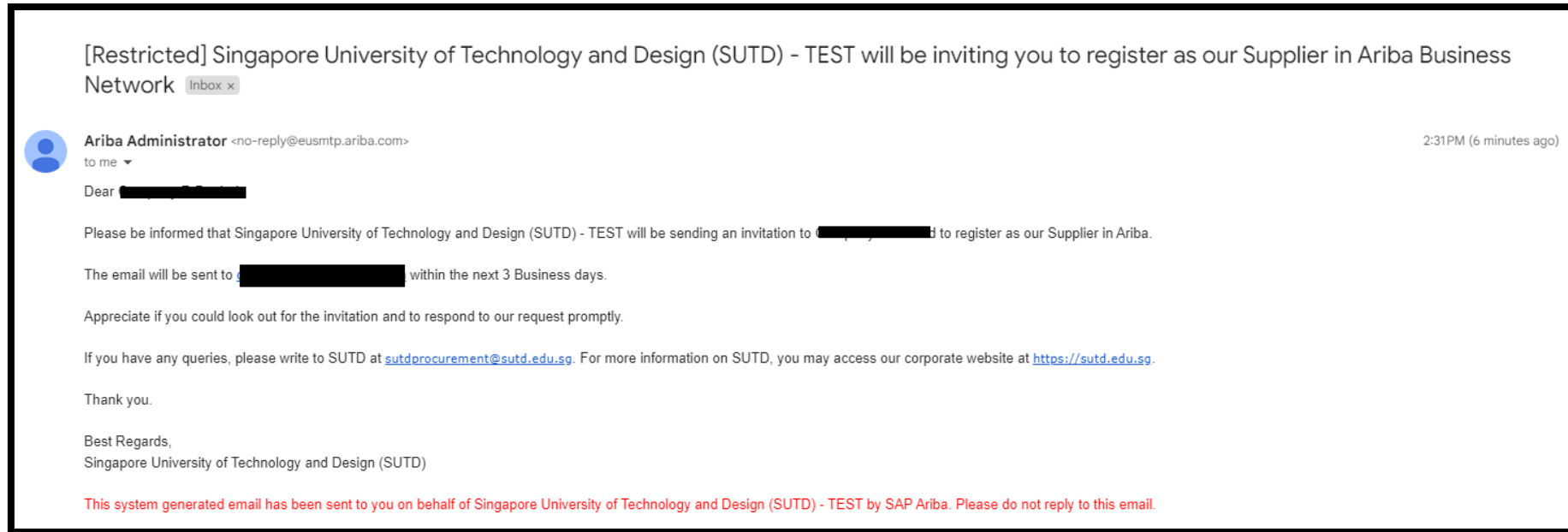
Requestor E-mail Address: *

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.

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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.



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



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 to create an account.

[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

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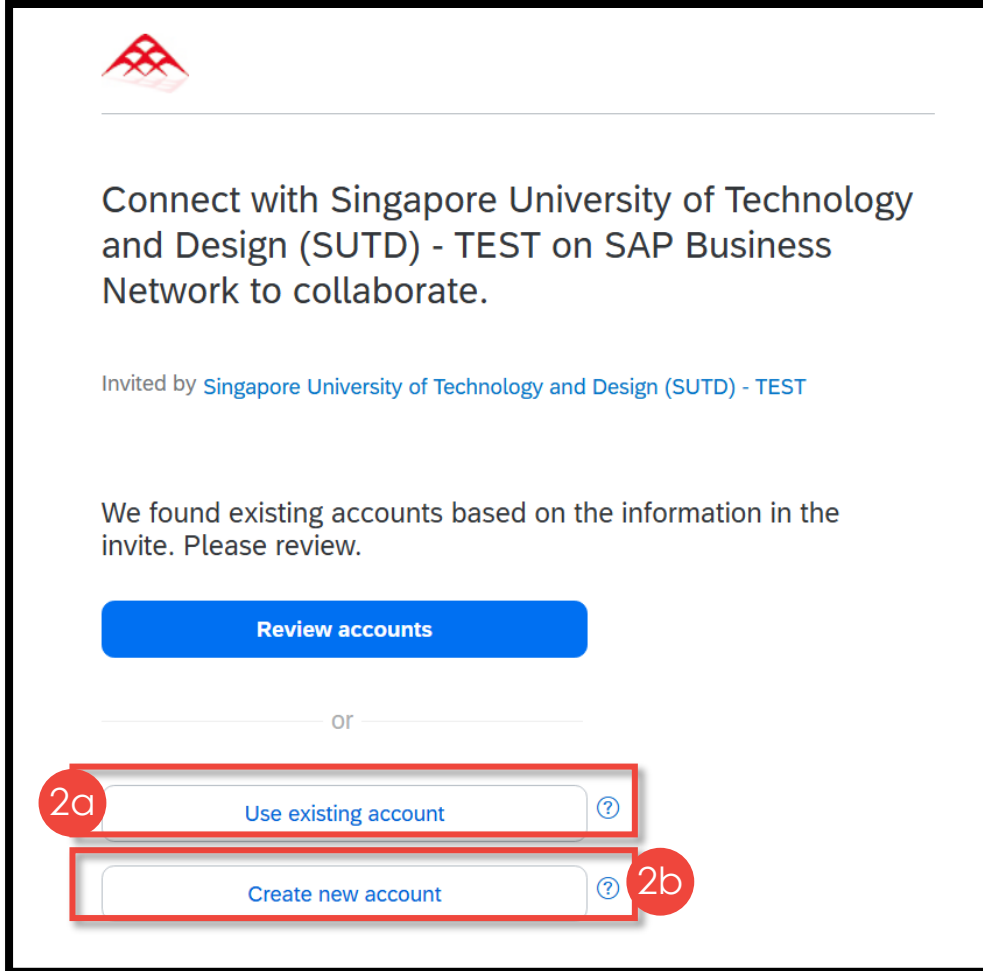


Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account

2b. For Supplier signing up a new Ariba account

Access Supplier Registration Questionnaire



The screenshot shows a registration page with the SUTD logo at the top. The main heading is "Connect with Singapore University of Technology and Design (SUTD) - TEST on SAP Business Network to collaborate." Below this, it says "Invited by Singapore University of Technology and Design (SUTD) - TEST". A message states "We found existing accounts based on the information in the invite. Please review." There is a blue "Review accounts" button. Below the button is a horizontal line with "or" in the center. At the bottom, there are two buttons: "Use existing account" (labeled 2a) and "Create new account" (labeled 2b). Both buttons have a red border and a question mark icon.

Connect with Singapore University of Technology and Design (SUTD) - TEST on SAP Business Network to collaborate.

Invited by Singapore University of Technology and Design (SUTD) - TEST

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

2a [Use existing account](#) ?

[Create new account](#) ? **2b**

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

- 2a** 1. If you have an existing Ariba account, click **“Use existing account”** button. [Please proceed to the next slide.](#)
- 2b** 2. If you do not have an Ariba account, click **“Create new account”** button. [Please proceed to slide 12.](#)

Access Supplier Registration Questionnaire

2a. For Supplier with an existing Ariba account

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

2a [Use existing account](#) ?

[Create new account](#) ?

i

Sign in to connect with Singapore University of Technology and Design (SUTD) - TEST

Username*

Required field
[Forgot username?](#)

Password*

[Forgot password?](#)

[Connect](#)

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

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

ii Proceed to fill out SUTD’s Supplier Registration Questionnaire and submit your response.
[Please proceed to slide 18 for the guide on how to fill out the Questionnaire.](#)

Ariba Sourcing

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

Doc942842484 - Supplier Registration Questionnaire

Time remaining: 29 days 23:48:49

Event Messages
Event Details
Response History
Response Team

All Content

1 Supplier Information

1.1 Supplier Type

1.1.1 Supplier Type

1.1.2 Reason for Registration

1.2 General Information

1.2.1 Registered Company/ Business Name Line 1

1.2.2 Registered Company/ Business Name Line 2

Organization

Procurement Opportunities

Festive Catering

ii

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

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Access Supplier Registration Questionnaire

2b

i Company information ⓘ

DUNS number

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

Address line 4

City *

Postal code *

State

Choose a state

ii Administrator account information ⓘ

First name * Last name *

Email *

☒ Use my email as my username

Password * Repeat password *

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

2b. For Supplier signing up a new Ariba account

a Fill out all the required information to create your Ariba account. There are four (3) sections:

- i** Company information
- ii** Administrator account information
- iii** Terms of Use and Ariba Privacy Statement

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Access Supplier Registration Questionnaire

Company information ⓘ

DUNS number
 ⓘ

Don't know your DUNS number?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

Address line 4

City *

Postal code *

State

2b. For Supplier signing up a new Ariba account

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.
- DUNS number is not a required field. You can leave this field blank.
- Please check your Company Name and Address. Please also fill in the required information (in *).

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Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

ii Administrator account information ?

First name * Last name *

Email *

☒ Use my email as my username

Password * Repeat password *

ii Complete the 'Administrator 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

☒ I have read and agree with the [Terms of Use](#).

☒ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) 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 [Privacy Statement](#) to learn how we process personal data.

 I'm not a robot  reCAPTCHA
Privacy * Terms

[Create account](#)

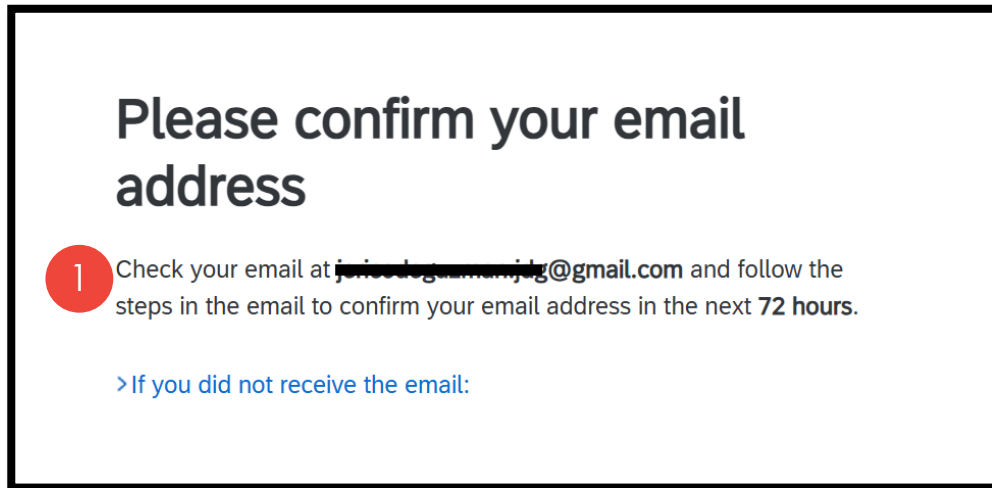
Complete the '**Terms of Use and Ariba Privacy Statement**' section:

- iii Tick the Terms of Use and SAP Ariba Privacy Statement, then tick the I'm not robot section to verify the account creation. Lastly, click '**Create account**' button to proceed.

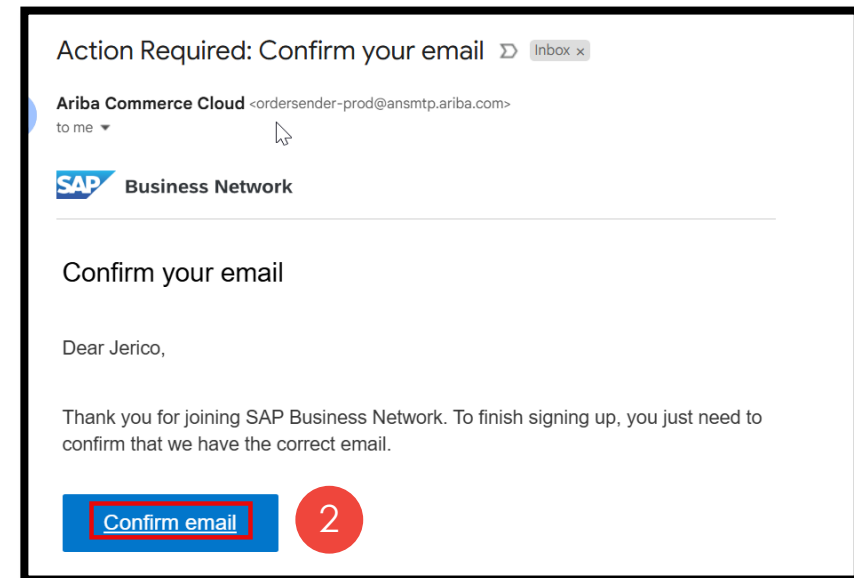
Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

- 1 After creating New Account, Ariba will send confirmation email.



- 2 On the email received, click **Confirm email** to successfully create the account. After confirmation you will be redirected to Product and Services Category.



Note: **Please take note of your Ariba username and password. Please proceed to the next slide.**

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Access Supplier Registration Questionnaire

2b. For Supplier signing up a new Ariba account

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

You may select this category either by:

a Search directly in the field

OR

b Browse for the category

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.

universities cooperation guidance Add -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

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 technology >

Students organizations >

Educational advisory services >

Study abroad advisory services >

Tuition reimbursement programs >

Universities cooperation guidance services ✓

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Submit Supplier Registration Questionnaire

For all Supplier – Supplier Registration Questionnaire

Submit Supplier Registration Questionnaire

The form is divided into four sections, each with a 'Name' field and a list of questions. Red asterisks (*) indicate mandatory fields.

- Section 1.1: Supplier Information**
 - 1.1.1 Supplier Type: Organization (dropdown)
 - 1.1.2 Reason for Registration: Procurement Opportunities (dropdown)
 - 1.2 General Information
 - 1.2.1 Registered Company/ Business Name Line 1: Sunflower Pte Ltd
- Section 1.2: General Information**
 - 1.2.1 Registered Company/ Business Name Line 1: Sunflower Pte Ltd
 - 1.2.2 Registered Company/ Business Name Line 2: (empty)
 - 1.2.3 Company/Business Registration No.: (empty)
 - 1.2.4 Business Registration Certification: sample attachment.pdf (with Update file and Delete file links)
 - 1.2.5 Is your Company/Business incorporated in Singapore?: No (dropdown)
- Section 1.3: Contact Information**
 - 1.2.6 Are you Goods and Services Tax Registered in Singapore?: No (dropdown)
 - 1.2.7 Company/Business Contact No.: (empty)
 - 1.2.8 Company/Business Email Address: dlw@aribatesting@gmail.com
 - 1.2.9 Accreditation and Certifications (if any): No (dropdown)
 - 1.4 Address Line 1: Orchard Road
 - 1.5 Address Line 2: (empty)
- Section 1.4: Main Contact Person**
 - 1.9 Country: [SG]-Singapore (dropdown)
 - 1.10 Postal Code: (empty)
 - 1.11 Main Contact Person
 - 1.11.1 First Name: Hanna
 - 1.11.2 Last Name: Lee

(*) 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 23-28 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.

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Submit Supplier Registration Questionnaire

The image displays four sequential screenshots of a web-based questionnaire for supplier registration. Each screenshot shows a different section of the form, with red asterisks indicating mandatory fields. Red callout boxes provide specific instructions for certain fields.

- Section 1.12 Criteria for Entering Bank Account Details:** A red asterisk is next to the 'Yes' option in the dropdown menu. A red callout box says: "choose 'Yes' to provide bank account details".
- Section 2 Bank Details:** A red asterisk is next to the 'Singapore' option in the 'Bank Category' dropdown. A red callout box says: "Choose bank category as 'Singapore' or 'Non Singapore'".
- Section 2.2.1 Bank Name:** A red asterisk is next to the 'DBS' option in the dropdown menu.
- Section 2.2.2 Bank Account Holder Name:** A red asterisk is next to the text input field.
- Section 2.2.3 Bank Account Number:** A red asterisk is next to the text input field.
- Section 2.2.4 SWIFT Code/Bank Key:** A red asterisk is next to the dropdown menu showing 'DBSS5SGSXXX'.
- Section 2.2.5 Please provide supporting documents:** A red asterisk is next to the 'sample attachment.pdf' link.
- Section 2.4 Remittance Email Address:** A red asterisk is next to the text input field.
- Section 2.5 I hereby declare:** A red asterisk is next to the 'Yes' option in the dropdown menu.
- Section 3 Debarment:** A red asterisk is next to the 'No' option in the dropdown menu.

- 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.

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Submit Supplier Registration Questionnaire

The screenshot shows a web form titled "All Content" with a search bar and a list of procurement categories. The form is divided into two sections. The first section, "5 List of Categories of Procurement Opportunities", contains three rows of categories: "5.1 Office Equipment, Services and Supplies", "5.2 Educational Supplies & Services", and "5.3 Engineering and Design Equipment, Supplies and/or Services". Each row has a red asterisk in the first column and a dropdown menu in the second column. A red box highlights the asterisks, and a red callout bubble says: "If you choose 'Procurement Opportunities' in question 1.1.2 - you'll need to choose the categories as 'Yes' or 'No'". The second section, "6 Declaration For Collection and Verification of Supplier's Information", contains a paragraph of text and a red asterisk in the first column. A red box highlights the asterisk, and a red callout bubble says: "Tick this checkbox for confirmation". At the bottom of the form, there are five buttons: "Submit Entire Response" (highlighted with a red box), "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import". A footer note says: "(*) indicates a required field".

- Please refer to slides 23-28 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.

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Submit Supplier Registration Questionnaire

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



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Supplier Registration Questionnaire Guide

Supplier Registration Questionnaire Guide

Registration Question	Remarks
Supplier Type	<p>Select if you are an:</p> <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	<p>Select reason for registration:</p> <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 “County” 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)”; or 2. 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>

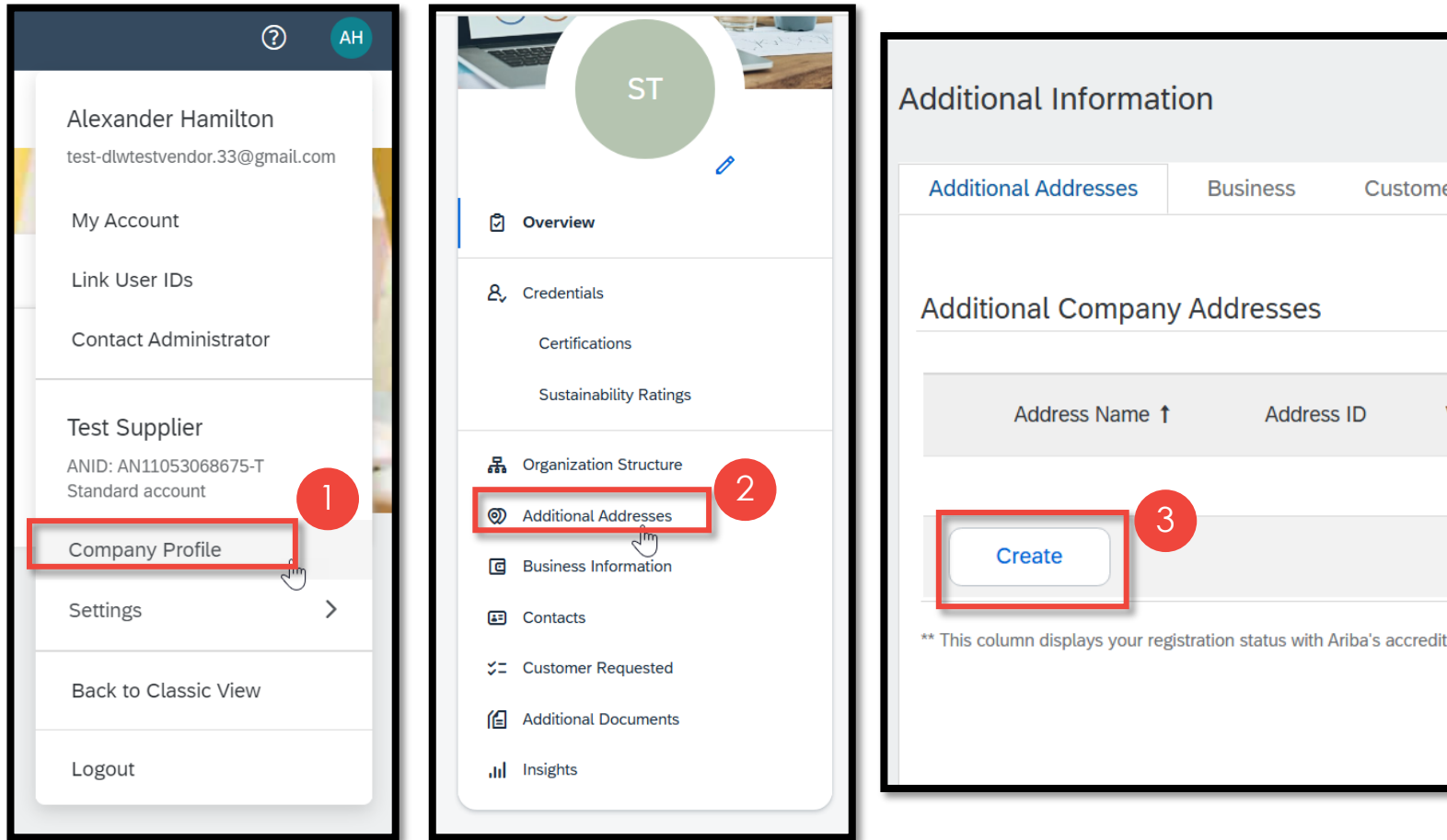
Supplier Registration Questionnaire Guide

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 Click Additional Addresses tab. In order to enable the GST feature, please ensure that you are in the “**Additional addresses**” tab.
- 3 Click on “**Create**” to set up the legal profile.

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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”.

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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:

Save Close

- 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”**.

Thank you
A BETTER WORLD BY DESIGN.