

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?

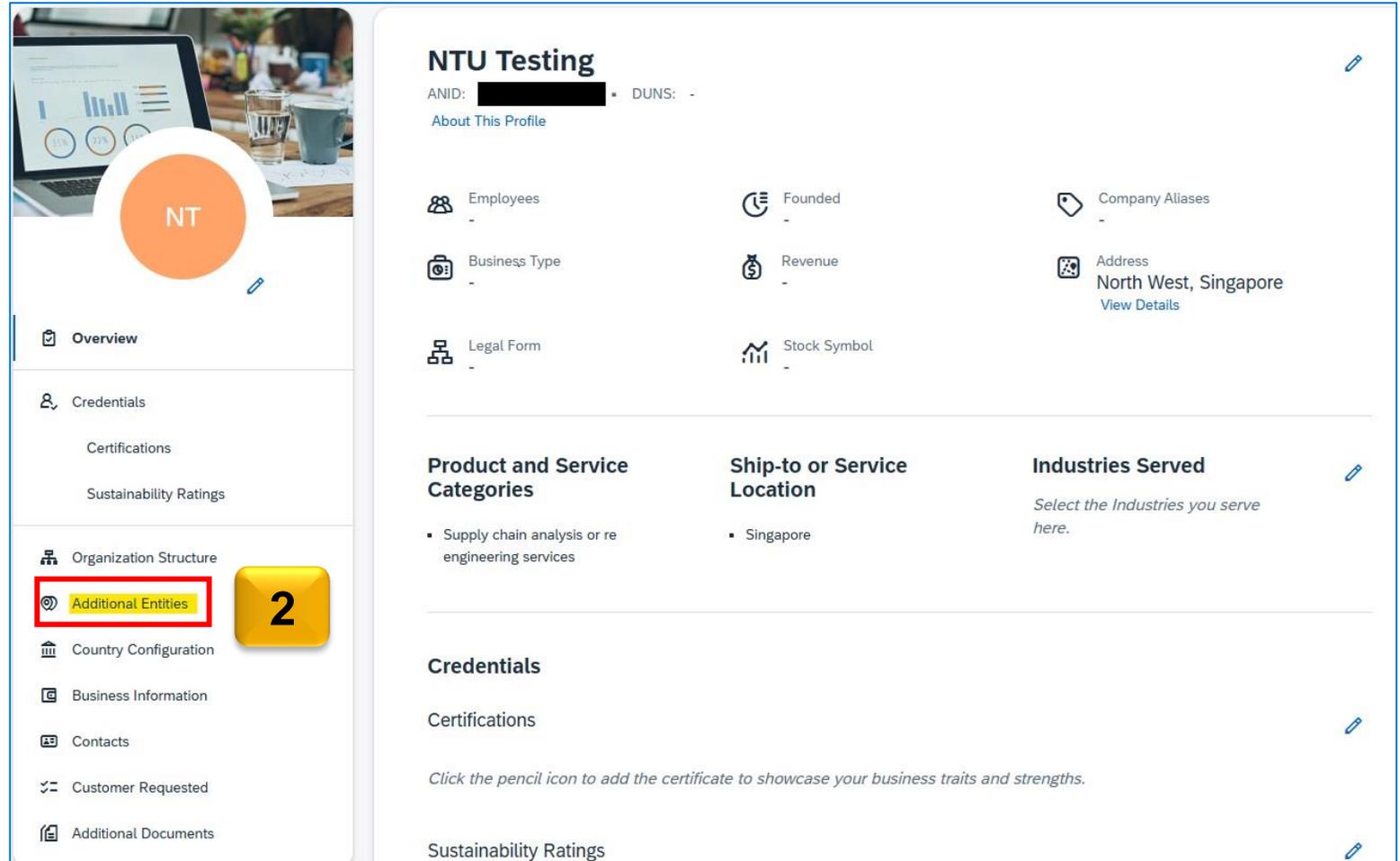
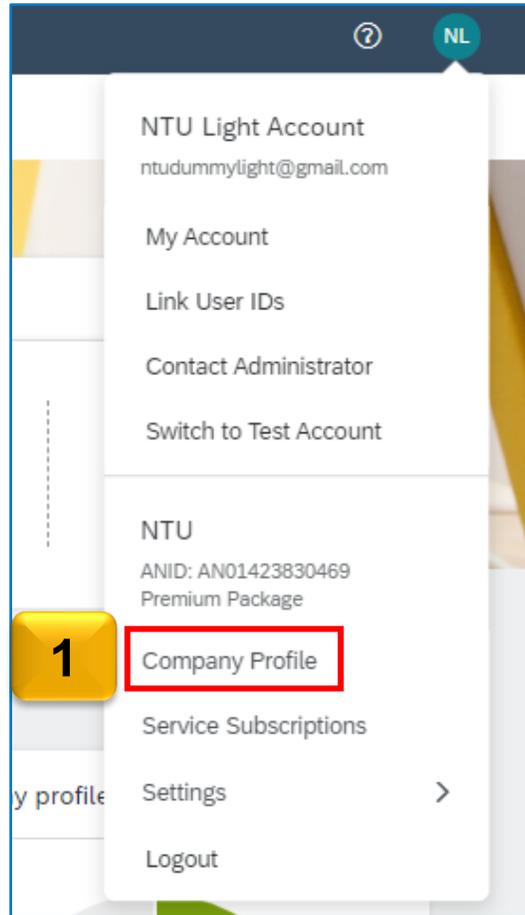
Please proceed with the following actions:

- 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.

The screenshot shows the 'Company Profile' interface for 'NTU Testing'. At the top, there is a header with 'Company Profile' on the left and 'Support humanitarian aid' with a toggle switch and 'Options' on the right. Below the header is a blue notification bar stating: 'Your company organization structure is now visible on public profile. Review and update profile visibility settings [here](#).' The main content area features a profile card for 'NTU Testing' with fields for 'ANID: [REDACTED]', 'DUNS: -', and 'Location: Singapore, Singapore'. A yellow badge with the number '3' is positioned above the 'Additional Entities (3)' section. This section contains a table with columns for 'Company Name', 'Location', 'BNO ID', 'TAX ID', and 'Collaboration Function'. Above the table, there are buttons for 'Create', 'Edit', and 'Delete', with the 'Create' button highlighted by a red box. To the left of the profile card is a circular orange icon with the letters 'NT'.

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.

The screenshot shows the 'Create New Additional Entity' form. A blue information banner at the top states: 'If you plan to set up the country configuration (legal profile) and are GST registered, make sure to complete the following field: GST ID.' The form is divided into several sections: 'Company and location information', 'Network collaboration information', 'Identification information', and 'Legal and tax information'. A red box highlights the 'Legal and tax information' section, which includes fields for TAX ID (12345678C), VAT ID (Type here), and GST ID (12345678C). A yellow box with the number '4' is placed to the left of the 'Company and location information' section, and another yellow box with the number '5' is placed to the right of the 'Legal and tax information' section. The 'Create' button at the bottom right is also highlighted with a red box.

Create New Additional Entity

Company and location information

Company (Legal) Name:*
NTU Testing 01

Country/Region:*
Singapore

Address Line 1:*
Blk 123 Testing Rd #01-234

Address Line 2:
Type here

Address Line 3:
Type here

City:*
Singapore

Postal Code:*
123456

State:
Central Singapore

Network collaboration information

Functions:
Sold From X

Identification information

Internal ID:

Legal and tax information

TAX ID:
12345678C

VAT ID:
Type here

GST ID:
12345678C

Create Discard

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:

Supplier: **NTU TEST**

Singapore
Singapore

Bill From: **NTU Testing**

Singapore
Singapore

Additional Singapore Specific Fields

Supplier GST ID:

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.

Additional Entities (4)						Create	Edit	Delete		
	Company Name	Location	BNO ID	TAX ID	Collaboration Function					
<input type="radio"/>	MANILA TEST ADDRESS	MAKATI, Philippines	BNO-1000001272456 51-T	TAX ID: TAXID123456	Sold From	>				
<input type="radio"/>	US TEST Address	Pittsburgh, United States	BNO-1000001289986 05-T		Sold From	>				
<input type="radio"/>	NTU TEST	Singapore, Singapore	BNO-1000001276116 70-T	GST: M12345678	Sold From	>				
<input checked="" type="radio"/>	NTU Testing 01	Singapore, Singapore	BNO-1000001323162 57	TAX ID: 12345678C GST: 12345678C	Sold From	>				

6

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.

The screenshot shows a user profile page for 'NT'. The profile picture is a large orange circle with 'NT' in white. Below the profile picture is a list of tabs: Overview, Credentials, Certifications, Sustainability Ratings, Organization Structure, **Additional Entities**, Country Configuration, **Business Information** (highlighted with a red box and a yellow callout '7'), Contacts, Customer Requested, and Additional Documents.

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**.

Additional Information Save Close

Business Customer Requested Additional Documents

10

Financial Information

Penalty Information:

Discount Information:

Global Location Number:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: 12345678C 8

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID: VAT Registered

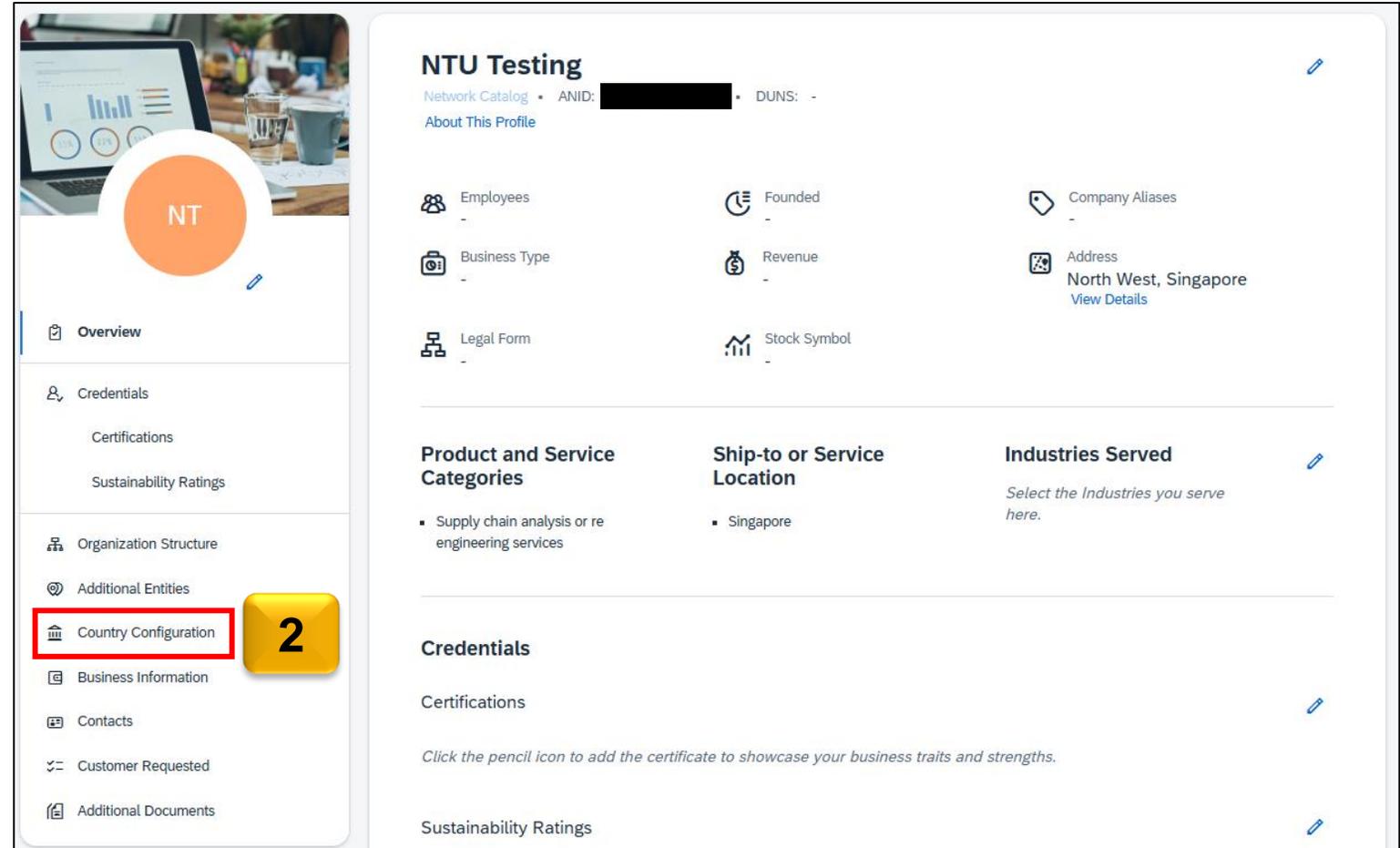
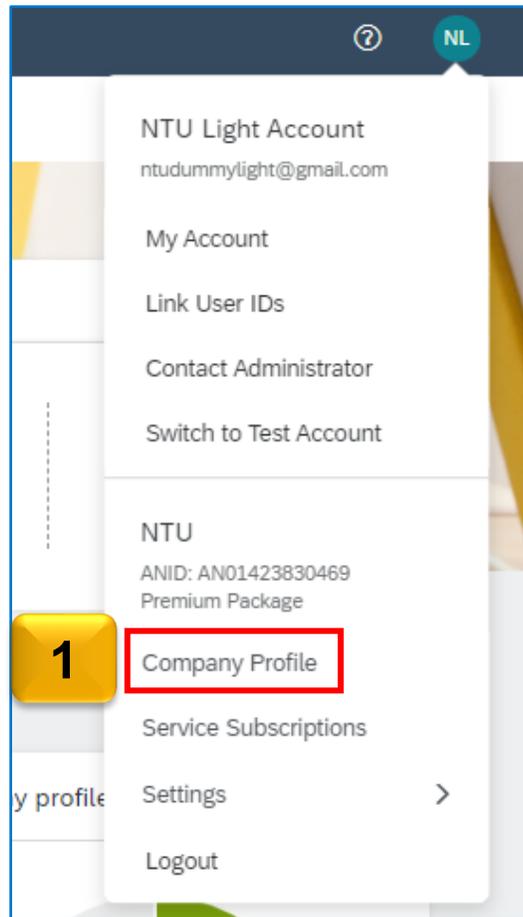
Supplier GST Registration Number: 12345678C 9

Note
Tax information fields are displayed based on the country of the selected address.

Country Configuration for Singapore Suppliers

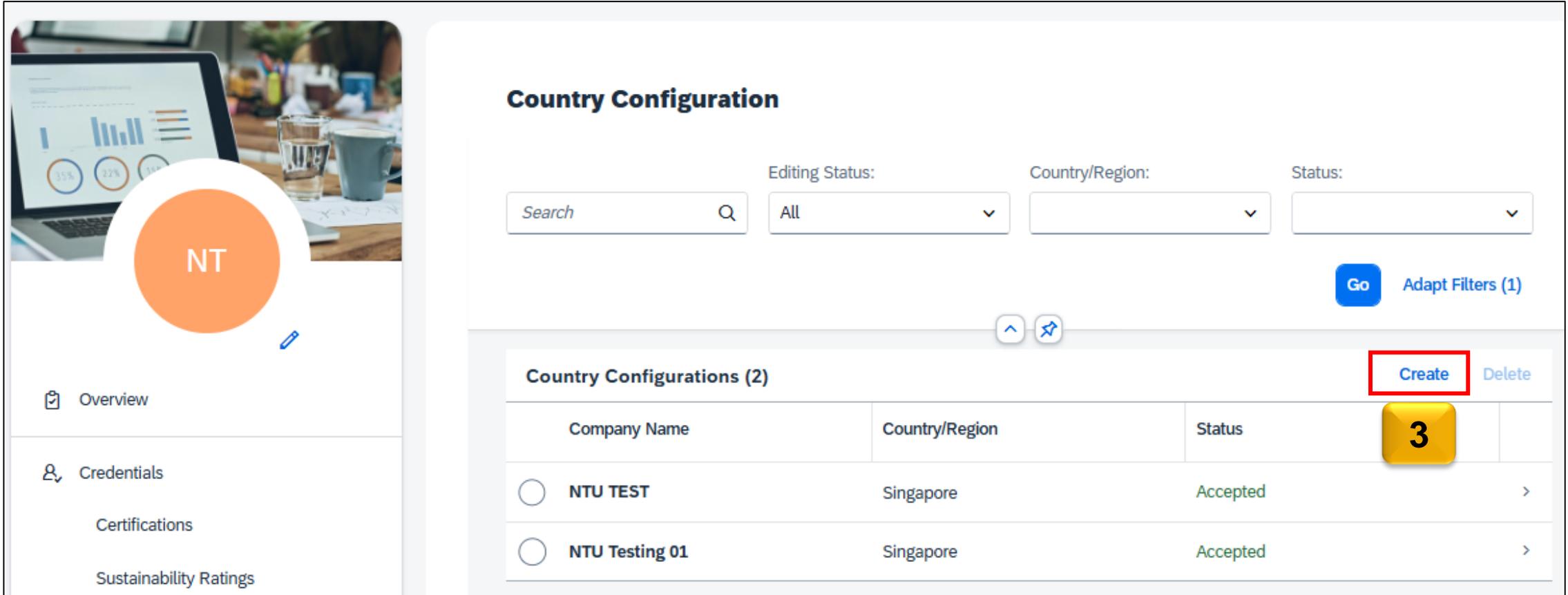
Country Configuration for Singapore Suppliers

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

Editing Status: All Country/Region: Status:

Search Adapt Filters (1)

Country Configurations (2) Create Delete

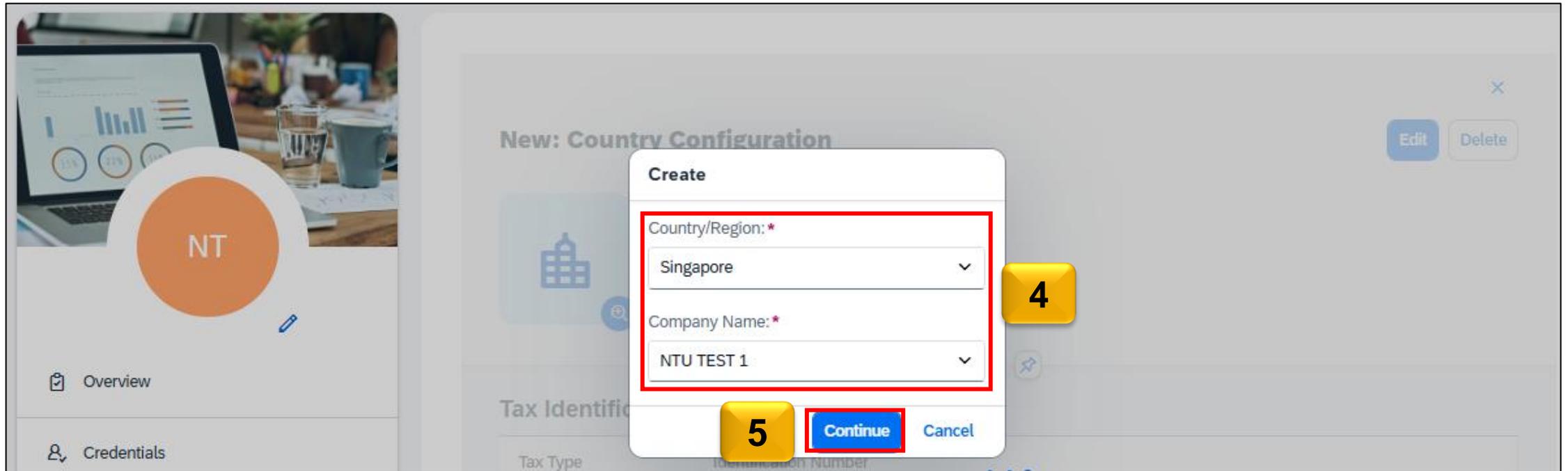
Company Name	Country/Region	Status	
<input type="radio"/> NTU TEST	Singapore	Accepted	>
<input type="radio"/> NTU Testing 01	Singapore	Accepted	>

3

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.

NTU TEST 1

50 Nanyang Avenue Singapore Singapore
05 - 639798

Tax Identification Numbers (2)

Tax Type	Identification Number
GST ID	M12345678
TAX ID	M12345678

Financial Information

Are you GST Registered?: *

No

Yes

6

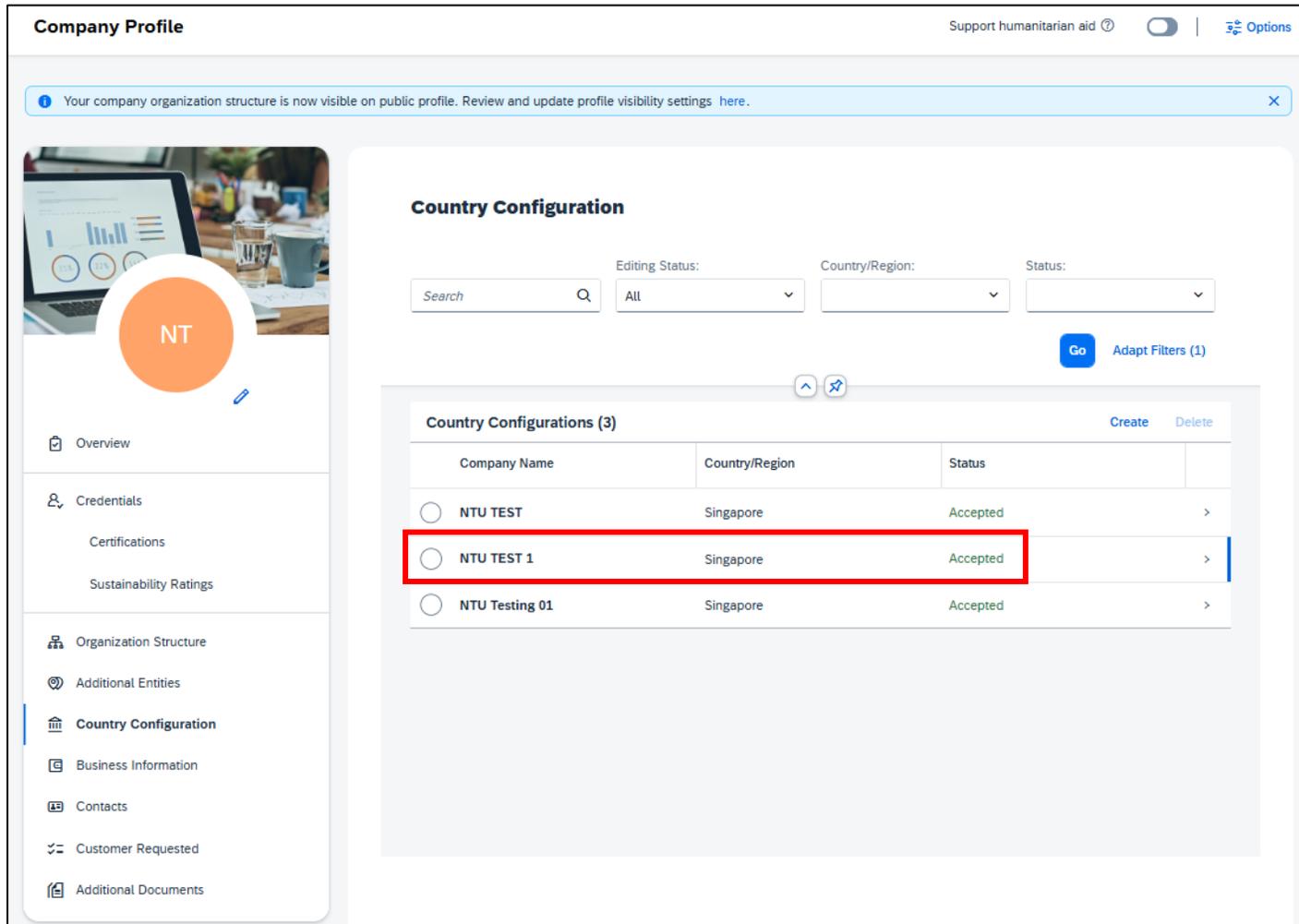
7 **Create** Discard Draft

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

Country Configuration for Singapore Suppliers

Results

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



The screenshot shows the 'Company Profile' page for a company named 'NT'. The 'Country Configuration' section is active, displaying a table of configurations for Singapore. The table has three columns: 'Company Name', 'Country/Region', and 'Status'. The 'Status' column for all three entries is 'Accepted'. The 'NTU TEST 1' entry is highlighted with a red border.

Country Configuration

Editing Status: All | Country/Region: | Status: | Go | Adapt Filters (1)

Company Name	Country/Region	Status	
NTU TEST	Singapore	Accepted	>
NTU TEST 1	Singapore	Accepted	>
NTU Testing 01	Singapore	Accepted	>

Thank You.

