

SAP Business Network Supplier Portal Guide: How to create additional entities & legal country configuration on Supplier Company Profile

Public

Important Note for SATS' Suppliers

Singapore Suppliers must update their profiles in SAP Business Network with their GST IDs and associated registered addresses.

This step is mandatory. Please create Legal Profile in your SAP Business Network account before starting to transact with SATS.

For GST registered suppliers, please create legal profile to update your GST ID accordingly

For non-GST registered suppliers, please create legal profile to indicate you are not GST registered

Refer to next pages for Guide to create Additional Entities & GST (Legal Profile)

Suppliers need to follow a 2-step process to in order to create valid Legal Profile

– First, Create Additional Address

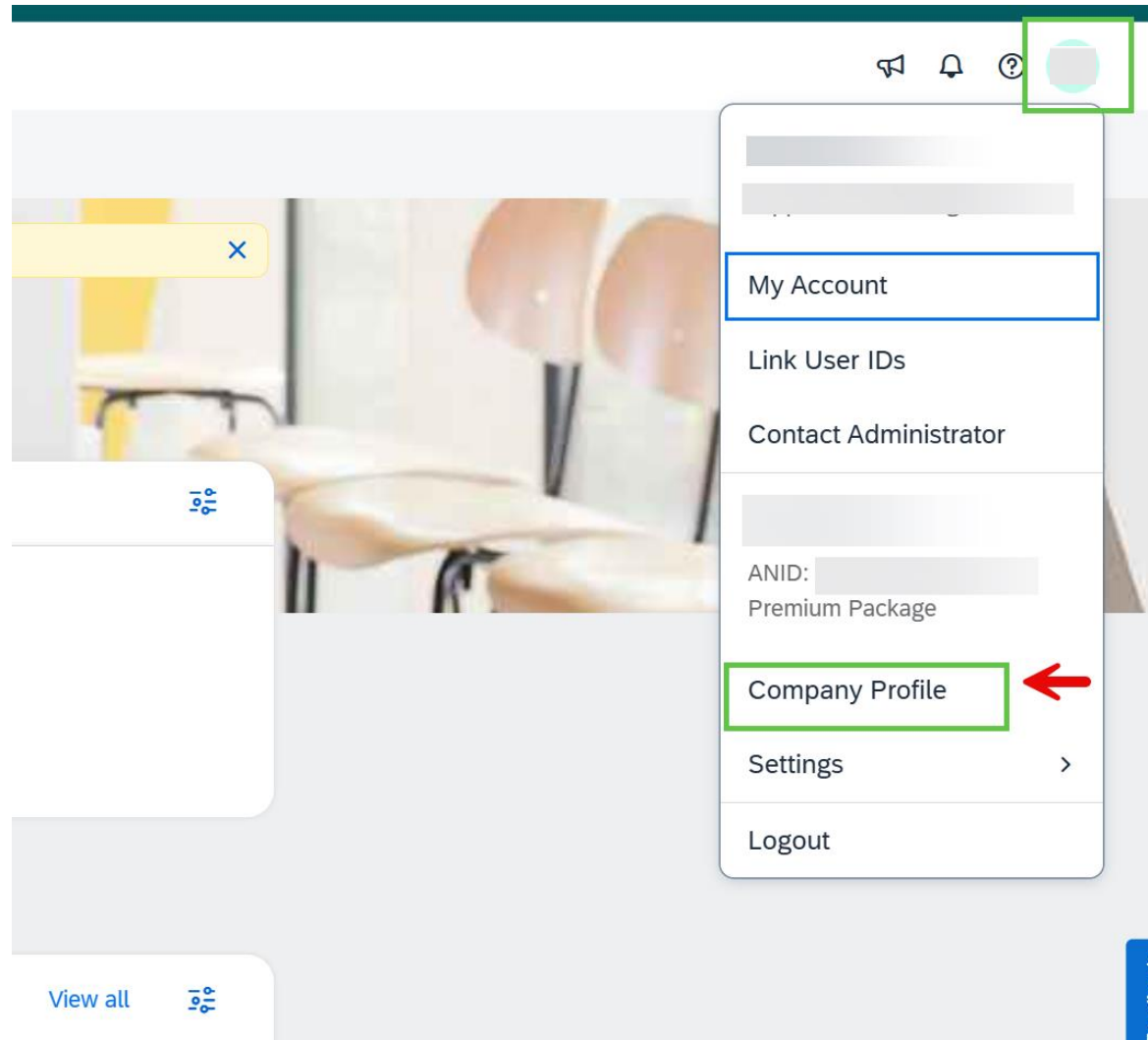
– Second, Country Configuration

During invoice creation, the system displays an **error message** if you have not created a legal profile. **Create a legal profile to continue creating the invoice.**

The screenshot shows the SAP Business Network interface for creating an invoice. At the top, there's a header bar with the SAP logo, 'Business Network' dropdown, 'Standard Account', 'Get enterprise account' button, and 'TEST MODE' button. On the right of the header are help and user icons. Below the header, the main area is titled 'Create Invoice'. On the right side of this area are four buttons: 'Update', 'Save', 'Exit', and 'Next'. A red box highlights an error message: '! A legal profile is required to submit the tax invoice'. A red arrow points from the text above to this error message. Below the error message is a section titled 'Invoice Header' with a dropdown arrow. At the bottom right, there's a note '* Indicates required field' and an 'Add to Header' button with a dropdown arrow.

How to create additional entities (addresses) for suppliers?

Click **Company Settings** (name initials on Home screen's top right corner)> **Company Profile**



Additional entities (addresses) creation

In Company Profile, go to **Additional Addresses** section and click **Create** (or **Edit** if an entry already exists) to configure additional supplier addresses.

More ▾

supplier67848eb31466c86474ca9ca8@ariba.net

Convert to Standard account

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Premium Package

Company Profile

Service Subscriptions

Merge Accounts

Settings >

Logout

Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

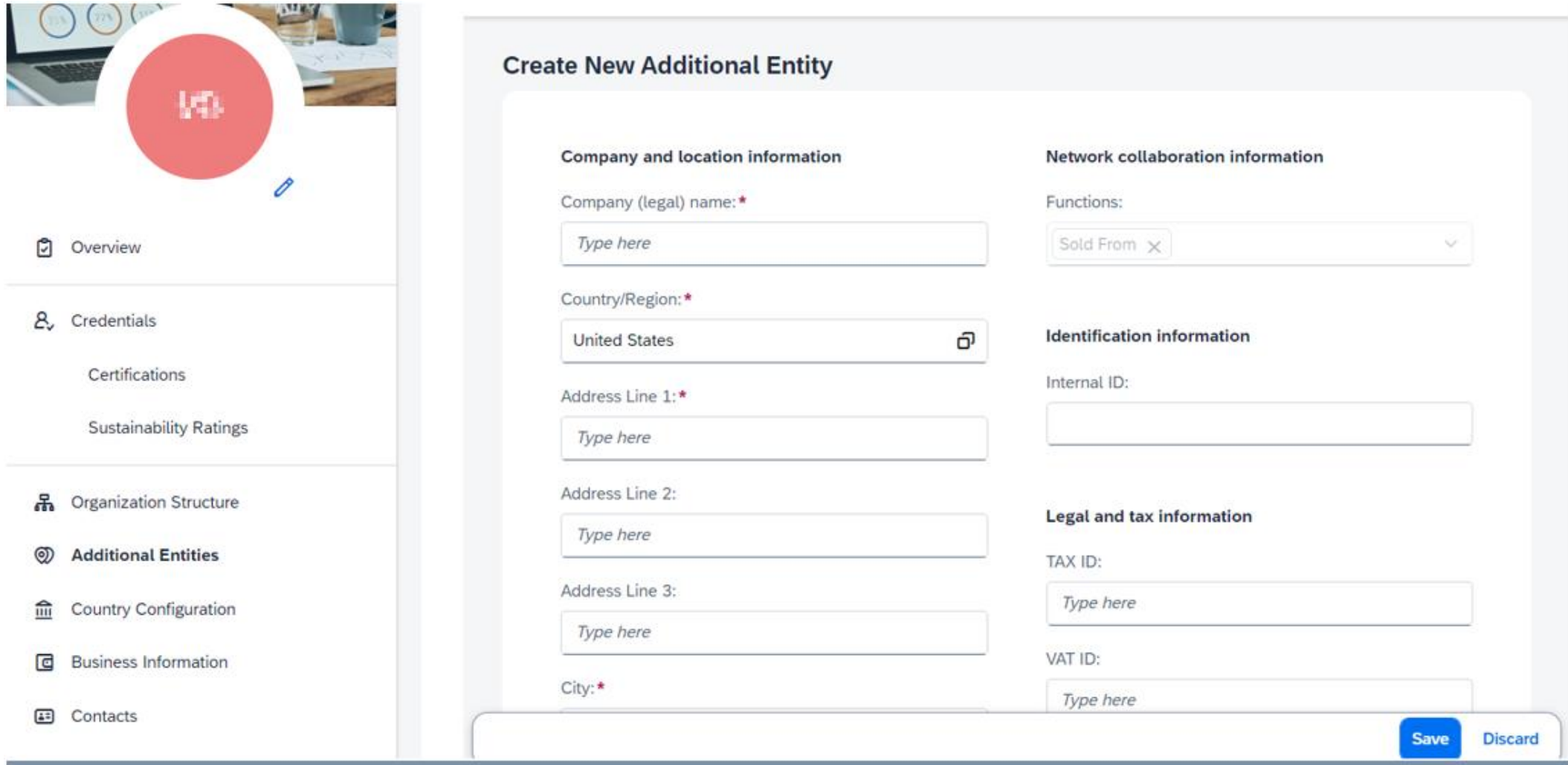
Contacts

Additional Entities (7)

Create Edit Delete

	Company Name	Location	BNO ID	TAX ID	Collaboration Function
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>
<input type="radio"/>

Additional entities (addresses) creation





The screenshot shows a web application interface for creating a new additional entity. On the left is a sidebar with a navigation menu. The main area is titled 'Create New Additional Entity' and contains several sections for data entry. Mandatory fields are indicated by an asterisk (*).

Navigation Menu (Left Sidebar):

- Overview
- Credentials
 - Certifications
 - Sustainability Ratings
- Organization Structure
- Additional Entities**
- Country Configuration
- Business Information
- Contacts

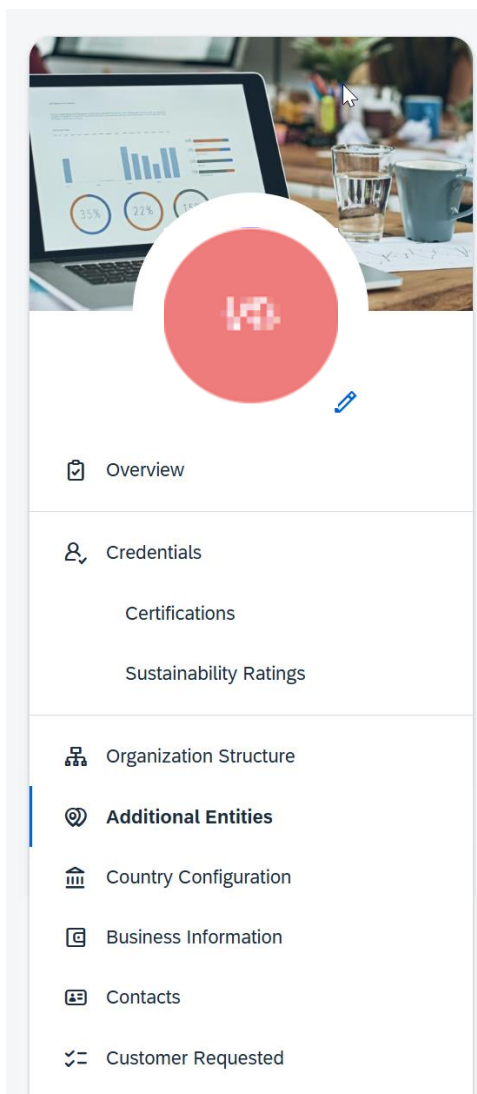
Create New Additional Entity Form:

- Company and location information**
 - Company (legal) name: *
 - Country/Region: *
 
 - Address Line 1: *
 - Address Line 2:
 - Address Line 3:
 - City: *
- Network collaboration information**
 - Functions:
 
- Identification information**
 - Internal ID:
- Legal and tax information**
 - TAX ID:
 - VAT ID:

Buttons: Save Discard

The Company legal name must be unique
Complete all required mandatory fields marked with asterisk > Save

For Suppliers with GST (For e.g. Singapore, India, Malaysia...)



ANID: [redacted] DUNS: - Location: [redacted]

Singapore [copy icon]

Address Line 1: * [redacted]

Address Line 2: [redacted]

Address Line 3: [Type here]

City: * [redacted]

Postal Code: * [redacted]

State: [redacted] [copy icon]

Identification information

Internal ID: [redacted]

Legal and tax information

TAX ID: [Type here]

VAT ID: [Type here]

GST ID: [redacted]

Create Discard

Populate the GST ID Field.

This field is mandatory if you are GST Registered.

Click Create once done.

Additional entities in invoice creation UI (reminder of current usage)

← → ↺ https://svcgpcanman03.lab-us.gcpcint.riba.com/Supplier.aw/114992113/aw?awh=r&awssk=YDT4w6_s ☆

Import bookmarks... Google GCP SERVICES-APP Procurement & Net... CSS to XPath Conve... Chrome for Testing ... https://qa.cobalt.ari... ariba.com - welcome od-shipper15.lbn-a... http://gcpanqa02-m... SelectorsHub- Free ... Business Network

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Customer: [View/Edit Addresses](#)

Email: [View/Edit Addresses](#)

Supplier

Supplier: Lemmings for sale forever

Bill From:

Supplier VAT

Supplier VAT/Tax ID:

[Add to Header](#)

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="AX4518"/>	BULLNOSE SHELVES 4 PK	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="PK"/>	<input type="text" value="\$31.20 USD"/>	<input type="text" value="\$31.20 USD"/>

How to set up a regulatory/ legal profile for suppliers?

Regulatory profiles refer to supplier accounts registered with tax authorities for electronic invoicing procedures (For e.g. Singapore, India, Malaysia..etc)

Regulatory profiles contain information to facilitate the legal flow of invoices.

To establish a legal profile, please begin by configuring the settings under Country Configuration.

Note: Only an account administrator has the authorization to set up a regulatory profile

Create legal profile

New UI but the fields to be populated per country are not changing



Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

Country Configuration

Editing Status: Country/Region: Status:

Search All

Go Adapt Filters (1)

Country Configurations (6)

Create Delete

Company Name	Country/Region	Status	
<input type="radio"/> Saudi Arabia - Ministry of Health	Saudi Arabia - Ministry of Health	Accepted	>
<input type="radio"/> Saudi Arabia - Ministry of Education	Saudi Arabia - Ministry of Education	Accepted	>
<input type="radio"/> Saudi Arabia - Ministry of Health	Saudi Arabia - Ministry of Health	Accepted	>
<input type="radio"/> Saudi Arabia - Ministry of Education	Saudi Arabia - Ministry of Education	Accepted	>
<input type="radio"/> Saudi Arabia - Ministry of Health	Saudi Arabia - Ministry of Health	Accepted	>
<input type="radio"/> Saudi Arabia - Ministry of Education	Saudi Arabia - Ministry of Education	Accepted	>

Create legal profile

Country/Region: *

Singapore

United Arab Emirates

Hungary

India

Italy

Japan

Malaysia

Romania

Singapore

1. First window will ask to choose among the 8 countries that require supplier legal profile

Country/Region: *

Singapore

Company Name: *

Singapore

2. Based on the selection, the system will propose the Company addresses already created in the previous step.

3. Pre-populated from the additional entities creation step

4. Supplier to populate manually the additional required fields *(fields different per country)*

T-Rex and partners

Address: Hungary 1, Hungary 1, Baranya - 12345

Country/Region: Hungary

Status: -

Tax Identification Numbers (2)

Tax Type	Identification Number
VAT ID	HU123456788
TAX ID	12345679

Tax Invoice Number Range

Initial Number *	Final Number *	Active
No items available		

Access Information

Technical User ID: *

Password: *

Signature Key: *

Important Note

1. Before creating the regulatory/ legal profile, ensure that the Additional Entities are accurately populated.
2. Additionally, update the GST number in the Additional Entities section before marking the entity in the legal profile. Failing to do so may result in error.

The screenshot displays a software interface for managing organizational information. At the top, there is a header bar with a building icon and a dropdown menu. Below this, two tabs are visible: 'Tax Identification Numbers' (active) and 'Financial Information'. A pink error banner at the top of the main content area reads: 'GST ID is required if you are GST Registered. Please maintain the GST ID under Additional Entities for this Org Unit before creating a country configuration.' Below the banner, the 'Tax Identification Numbers' section features a table with two columns: 'Tax Type' and 'Identification Number'. A modal dialog box is open in the foreground, displaying the same error message. At the bottom of the interface, a status bar shows 'Draft updated', a 'Create' button, and a 'Discard Draft' button. A red notification icon with a '1' is also present in the bottom left corner of the main content area.

Tax Type	Identification Number
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Thank you.