

SAP Business Network Supplier Portal Guide: How to create Additional Entities & Legal Country Configuration on Supplier Company Profile

Public

Important Note for Suppliers

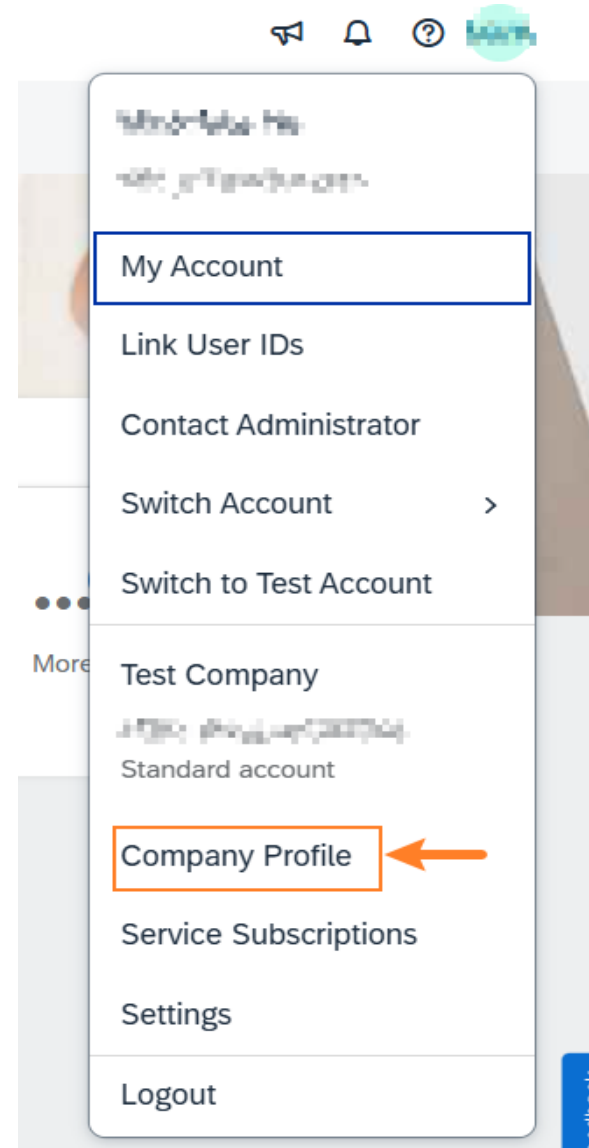
Suppliers need to complete a **two-step process** to establish a valid Legal Profile:

- 1) **Step 1:** Creating an Additional Address
- 2) **Step 2:** Complete “Country Configuration”

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

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 Entities** section and click **Create** (or **Edit** if an entry already exists) to configure additional supplier addresses.

The screenshot illustrates the navigation path to create additional entities in a company profile. On the left, a sidebar menu shows 'Company Profile' highlighted with a red box and a circled '1'. An arrow points from this menu item to the 'Additional Entities' tab in the main navigation bar, which is also highlighted with a red box and a circled '2'. Below the navigation bar, the 'Additional Entities' section is visible, containing a table of existing entities. The 'Create' button in the top right of this section is highlighted with a red box and a circled '3'. A large curved arrow at the bottom left indicates the overall flow from the sidebar to the 'Additional Entities' section.

Test Company
BNO ID: BNO-100000123456789 | ANID: AN01745784354 | DUNS: 965768232

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TC Certifications Sustainability Ratings

Overview | Certifications Sustainability Ratings Organization Structure **Additional Entities** Country Configuration Contacts Settings Business Information Additional Documents Customer Requested

About Us

- Employee -
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- Member Since 2021
- Founded -
- Revenue -
- Stock Symbol -
- Registration Type -
- Company Aliases -
- Address Central Singapore, Singapore [View Details](#)
- Website URL -

Test Company
ANID: AN01745784354 DUNS: 965768232 Location: Singapore, Singapore [Go to Remittances](#)

Additional Entities (6)

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
...	No	Singapore, Singapore	BNO-100000123456789		Remit To
...	No	Singapore, Singapore	BNO-100000123456789		Remit To
...	No	Singapore, Singapore	BNO-100000123456789	GST: 123456789	Sold From
...	No	Test, India	BNO-100000123456789		Sold From
...	No	Singapore, Singapore	BNO-100000123456789		Sold From
...	No	Singapore, Singapore	BNO-100000123456789		Sold From

Additional Entities (addresses) creation

The **Company Legal Name** must be unique.
Complete all required mandatory fields marked with asterisk (**Country/ Region, Address Line 1, City, Postal Code**)

Test Company

ANID: ANO: [REDACTED] DUNS: 965760000 Location: Singapore, Singapore

Create New Additional Entity

Company and location information

Company (Legal) Name: *

TEST Company 123

Country/Region: *

Singapore

Address Line 1: *

Test Address123

Address Line 2:

Type here

Address Line 3:

Type here

City: *

Singapore

Postal Code: *

123456

State:

Central Singapore

Additional Entities (addresses) creation



Functions: At this step, suppliers have to select **Sold From** option if they want the address to show for **Country Configuration**.

Sold From – A supplier entity selling goods to buyers.

Remit To – A supplier entity where buyers remit payments after receiving an invoice.

Internal ID is an optional for company internal using.

The screenshot shows a form titled "Network collaboration information". It contains several fields and a dropdown menu. The "Functions:" dropdown menu is open, showing three options: "Sold From", "Remit To", and "Internal ID:". The "Sold From" option is highlighted with a blue background and an orange arrow pointing to it from the right. Below the dropdown menu, there is a text input field for "Internal ID:" with the word "Optional" in orange text next to it. Further down, there is a section titled "Legal and tax information" which contains three text input fields: "TAX ID:", "VAT ID:", and "GST ID:". Each of these fields has the placeholder text "Type here" inside it.

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

Functions: *
Sold From

Identification information

Internal ID:

Legal and tax information

TAX ID:
Type here

VAT ID:
Type here

GST ID:
123456789a

[Create](#) [Discard](#)

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Test Company [Go to Remittances](#)

ANID: AN0174 | DUNS: 9657 | Location: Singapore, Singapore

Additional Entities (6) [Create](#) [Edit](#) [Delete](#)

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
TEST 101	No	Singapore, Singapore	BNO-100000164964115		Sold From
TEST 102	No	Singapore, Singapore	BNO-100000164964115		Sold From
TEST 111	No	Singapore, Singapore	BNO-100000164964115	GST: 123456789a	Sold From
TEST 103	No	Test, India	BNO-100000164964115		Sold From
TEST 104	No	Singapore, Singapore	BNO-100000164964115		Sold From
TEST 105	No	Singapore, Singapore	BNO-100000164964115		Sold From

Populate the GST ID Field.

This field is mandatory if you are GST Registered.

Click **Save** once done.

New creation Additional Entities will be displayed in the list.

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 with a header bar containing a building icon and a search icon. Below the header, there are two tabs: 'Tax Identification Numbers' (active) and 'Financial Information'. A pink error message banner at the top 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 this, the 'Tax Identification Numbers' section features a table with two columns: 'Tax Type' and 'Identification Number'. A modal dialog box is open over the table, displaying the same error message: '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.' At the bottom of the interface, there is a red notification icon with 'x1', a 'Draft updated' status, a blue 'Create' button, and a 'Discard Draft' button. A 'Ctrl+S' keyboard shortcut is also visible.

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.

In countries that require registration with local tax authorities for electronic invoicing, you must set up a country-specific configuration in SAP Business Network. During setup, your organization's address and tax details are pulled from **Additional Entities** based on the selected country and company name. You must first create and maintain this information in **Additional Entities** before the country configuration can be created

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 Country Configuration / Legal Profile

Go to **Country Configuration** section and click **Create**.

Test Company

[View My Public Profile](#) [Go to Catalog](#)

BNO ID: BNO-10... | ANID: AN... | DUNS: 6...

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TC Certifications Sustainability Ratings

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Country Configuration

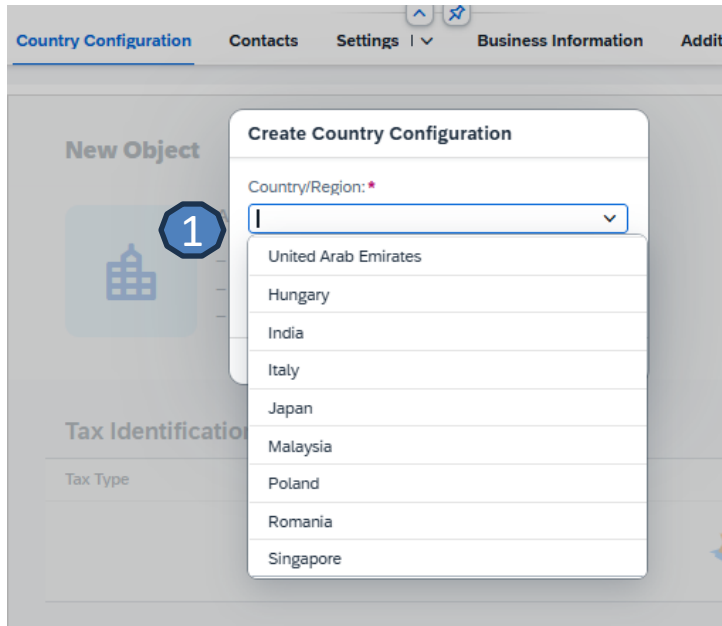
Editing Status: Country/Region: Status:

[Go](#) [Adapt Filters](#)

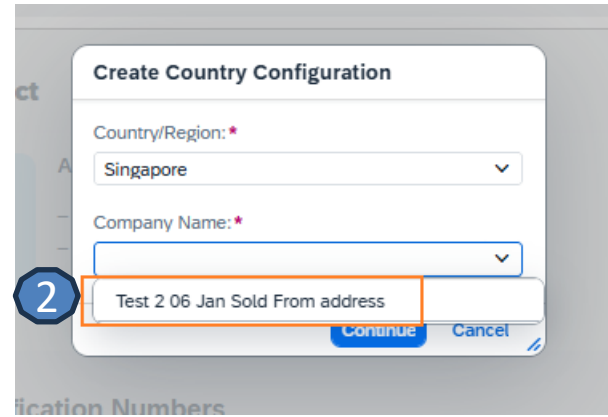
Country Configurations (2) [Create](#) [Delete](#)

Company Name	Country/Region	Status	
...	Singapore	...	>
...	Singapore	...	>

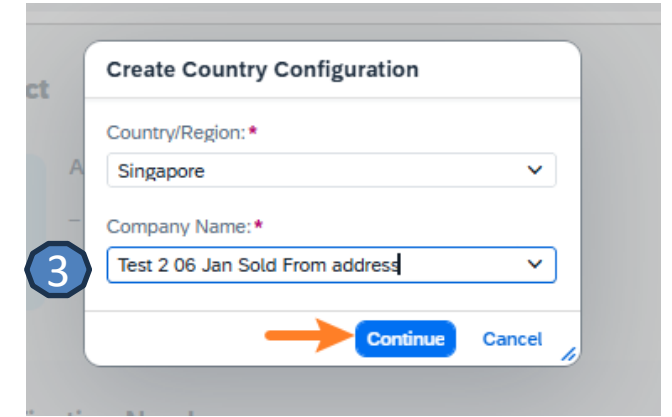
Create Country Configuration / Legal Profile



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



2. Based on the selection, the system will propose the Company addresses already created in the Additional Entities.



3. Choose the Company Name and then click **Continue**.

Create Country Configuration / Legal Profile

Test Company 08 May 2026

Address Country/Region Status
Test Company address Singapore -
Singapore
01 - 111000

Tax Identification Numbers Financial Information

Tax Identification Numbers (1)

Tax Type	Identification Number
GST ID	123456789A

Financial Information

4 GST Registered: Yes

5 Invoice Type: *
 Digital Signature
 Generate GST Invoice - UBL
 Pre-approved

6 [Create](#) [Discard Draft](#)

4. Under **Financial Information** section : **GST Registered: “Yes”** was auto populated by default.

5. **Invoice Type:** By default, “Digital Signature” is pre-selected, suppliers may continue using this option regardless of whether they are GST-registered or not.

1. Digital signature: Default functionality that supports current Singapore requirements. Invoices will be labelled according to supplier’s GST registration input and digitally signed.
2. Generate UBL: Creates a UBL invoice together with the cXML invoice for sellers to download and enhance for IRAS reporting via their preferred C5 provider.
3. Pre-approved: Allows sellers to upload their own externally created UBL invoice and update the UUID. (UI support planned for future iteration)

6. Click **Create** to save it.

Create Country Configuration / Legal Profile

Country Configuration

Editing Status: All Country/Region: Status:

Search Adapt Filters

Country Configurations (2)

Company Name	Country/Region	Status
<input checked="" type="radio"/> TEST 111	Singapore	Accepted
<input type="radio"/> [Faded]	Singapore	Accepted

7. In the list, the status after creation is shown as "**Accepted**", which proves that the Legal Profile has been successfully created.

Thank you.