



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

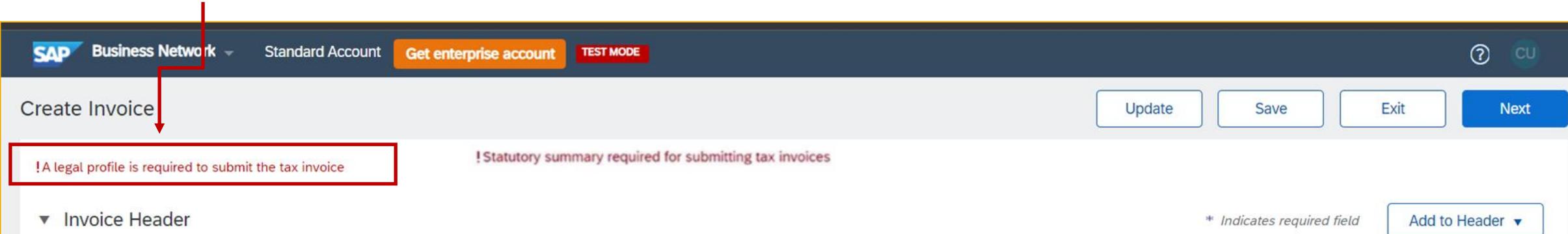
Refer to next pages for Guide to create Additional Entities & GST (Legal Profile)

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

– First, Create Additional Address

– Second, Country Configuration

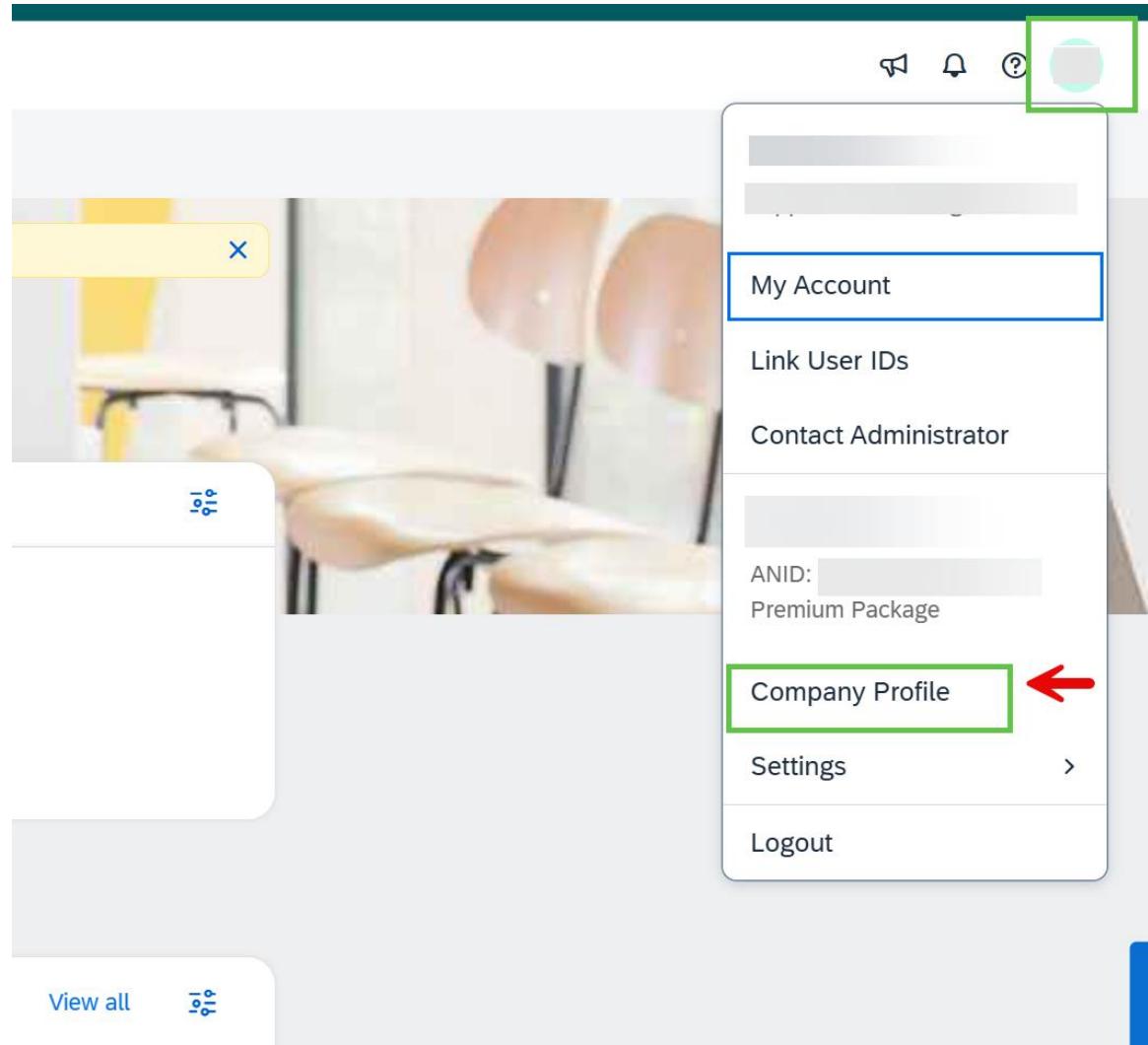
During invoice creation, the system displays an **error message** if you have not created a legal profile. **Create a legal profile to continue creating the invoice.**



The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', 'TEST MODE', a help icon, and a user icon. Below the navigation bar, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. A red arrow points from the text 'Create a legal profile to continue creating the invoice.' down to the 'Create Invoice' button. Another red box highlights the error message '!A legal profile is required to submit the tax invoice' in a red-bordered box. A second red box highlights the error message '! Statutory summary required for submitting tax invoices' in a red-bordered box. At the bottom, there is a section for 'Invoice Header' with a 'Add to Header' button. A small note at the bottom right says '* Indicates required field'.

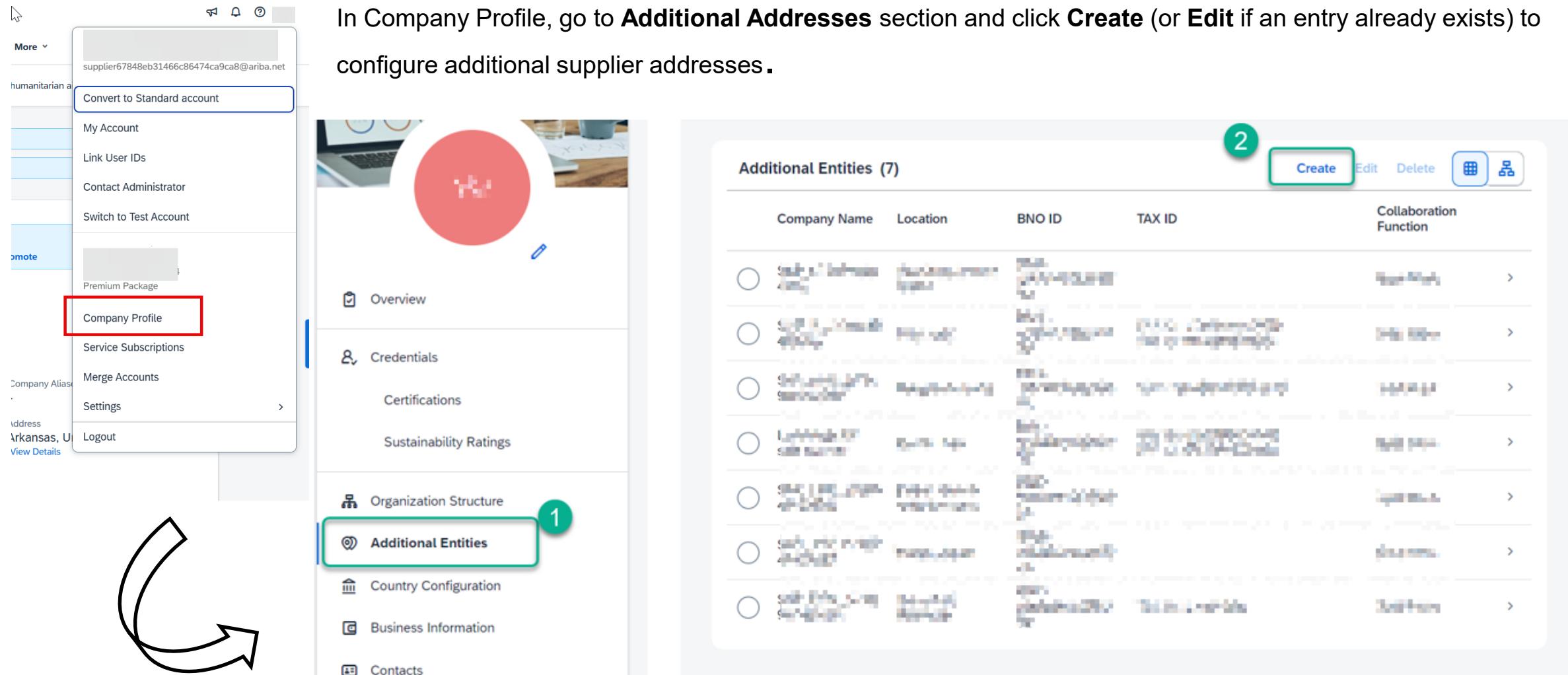
How to create additional entities (addresses) for suppliers?

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



Additional entities (addresses) creation

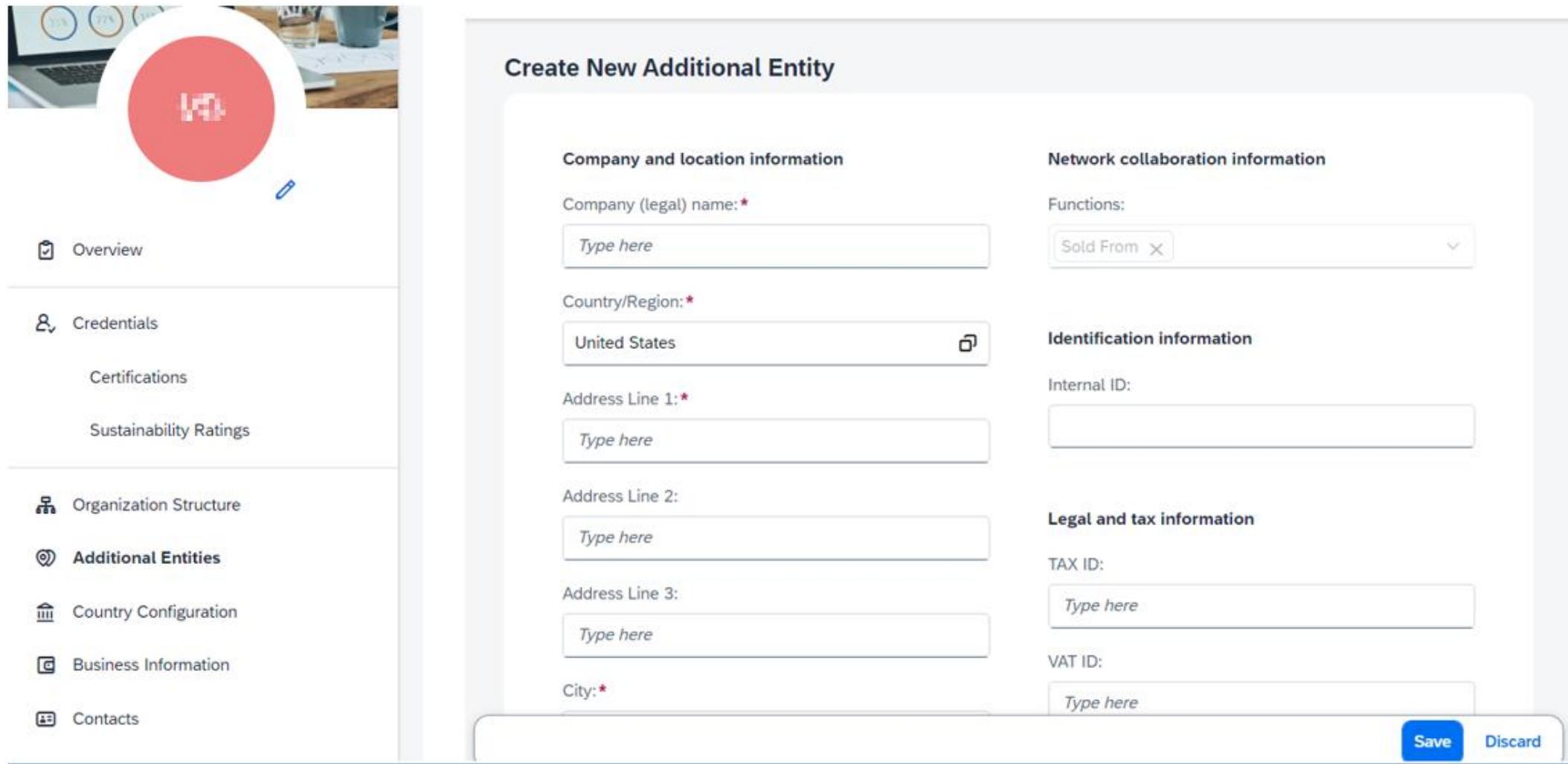
In Company Profile, go to **Additional Addresses** section and click **Create** (or **Edit** if an entry already exists) to configure additional supplier addresses.



The screenshot shows the Ariba Company Profile interface. On the left, a sidebar menu is open with a red box around the 'Company Profile' option. A large red circle with a white 'X' is overlaid on the main content area. A large black curved arrow is drawn on the left side of the image, pointing from the sidebar towards the 'Additional Entities' section. The main content area shows the 'Additional Entities' section with 7 entries. A green box highlights the 'Create' button in the top right corner of the table header. A green circle with the number '1' is on the 'Additional Entities' button, and a green circle with the number '2' is on the 'Create' button.

Company Name	Location	BNO ID	TAX ID	Collaboration Function
Supplier 1	Location 1	BNO 1	TAX 1	Function 1
Supplier 2	Location 2	BNO 2	TAX 2	Function 2
Supplier 3	Location 3	BNO 3	TAX 3	Function 3
Supplier 4	Location 4	BNO 4	TAX 4	Function 4
Supplier 5	Location 5	BNO 5	TAX 5	Function 5
Supplier 6	Location 6	BNO 6	TAX 6	Function 6
Supplier 7	Location 7	BNO 7	TAX 7	Function 7

Additional entities (addresses) creation



Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

Contacts

Create New Additional Entity

Company and location information

Company (legal) name:*

Type here

Country/Region:*

United States

Address Line 1:*

Type here

Address Line 2:

Type here

Address Line 3:

Type here

City:*

Network collaboration information

Functions:

Sold From X

Identification information

Internal ID:

Legal and tax information

TAX ID:

Type here

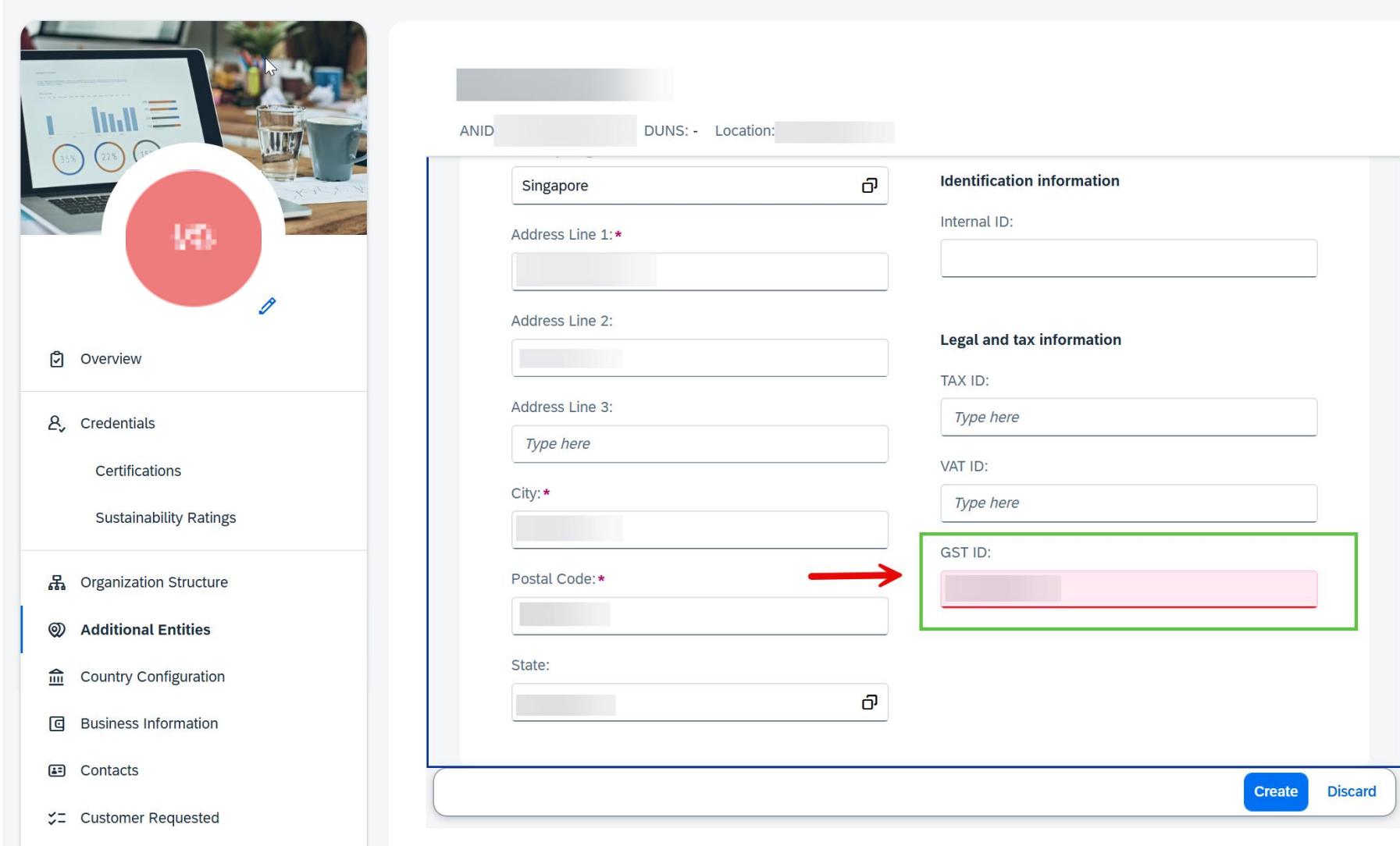
VAT ID:

Type here

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...)



The image shows a user interface for managing supplier information. On the left, there's a sidebar with a navigation menu:

- Overview
- Credentials
- Certifications
- Sustainability Ratings
- Organization Structure
- Additional Entities** (highlighted with a blue border)
- Country Configuration
- Business Information
- Contacts
- Customer Requested

The main content area displays a form for entering business information. At the top, there are fields for ANID, DUNS, and Location (set to Singapore). The form is divided into sections:

- Identification information:** Internal ID (empty field)
- Legal and tax information:** TAX ID (placeholder: Type here), VAT ID (placeholder: Type here)
- GST ID:** A field where a GST ID has been entered and highlighted with a green border. A red arrow points to this field.
- Address fields:** Address Line 1-3, City, Postal Code, and State.

At the bottom right of the form are two buttons: **Create** (in a blue box) and **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)

Additional Fields

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>																																										
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>																																										
Supplier Reference:	<input type="text"/>																																												
Payment Note:	<input type="text"/>																																												
Supplier:	<input style="width: 150px;" type="text" value="Lemmings for sale forever"/> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-top: 5px;"> Select... <ul style="list-style-type: none"> Lemmings for sale forever ...more... </div>	Customer: <input type="text" value="Lemmings for sale forever"/>	View/Edit Addresses																																										
Bill From:	<input type="text"/>	<input type="text"/>	View/Edit Addresses																																										
Supplier VAT																																													
Supplier VAT/Tax ID:																																													
Add to Header																																													
Line Items	<p>1 Line Items, 1 Included, 0 Previously Fully Invoiced</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10">Insert Line Item Options</th> </tr> <tr> <td><input type="checkbox"/></td> <td>Tax Category:</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td>Shipping Documents</td> <td><input type="checkbox"/></td> <td>Special Handling</td> <td><input type="checkbox"/></td> <td>Discount</td> <td>Add to Included Lines</td> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>No.</td> <td>Include</td> <td>Type</td> <td>Part #</td> <td>Description</td> <td>Customer Part #</td> <td>Quantity</td> <td>Unit</td> <td>Unit Price</td> <td>Subtotal</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>MATERIAL</td> <td>AX4518</td> <td>BULLNOSE SHELVES 4 PK</td> <td><input type="text"/></td> <td>1</td> <td>PK</td> <td>\$31.20 USD</td> <td>\$31.20 USD</td> </tr> </tbody> </table>			Insert Line Item Options										<input type="checkbox"/>	Tax Category:	<input type="text"/>	<input type="checkbox"/>	Shipping Documents	<input type="checkbox"/>	Special Handling	<input type="checkbox"/>	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	AX4518	BULLNOSE SHELVES 4 PK	<input type="text"/>	1	PK	\$31.20 USD	\$31.20 USD
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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)

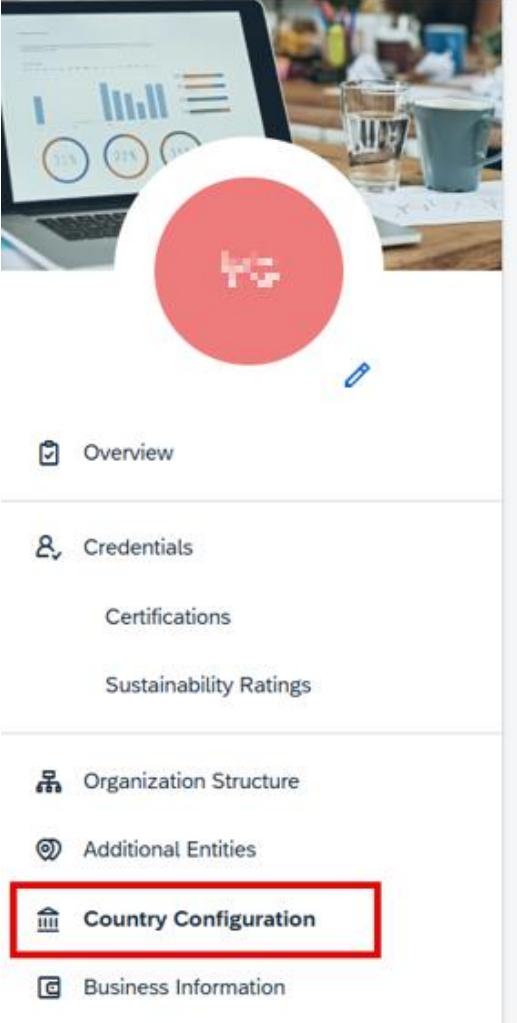
Regulatory profiles contain information to facilitate the legal flow of invoices.

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



The screenshot shows a sidebar with the following navigation items:

- Overview
- Credentials
- Certifications
- Sustainability Ratings
- Organization Structure
- Additional Entities
- Country Configuration** (highlighted with a red box)
- Business Information

Country Configuration

Editing Status: Country/Region: Status:

Search Go Adapt Filters (1)

Country Configurations (6)

Company Name	Country/Region	Status	Actions
Sample Company 1	United States	Accepted	>
Sample Company 2	India	Accepted	>
Sample Company 3	China	Accepted	>
Sample Company 4	United Kingdom	Accepted	>
Sample Company 5	Germany	Accepted	>
Sample Company 6	Japan	Accepted	>

Create legal profile

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

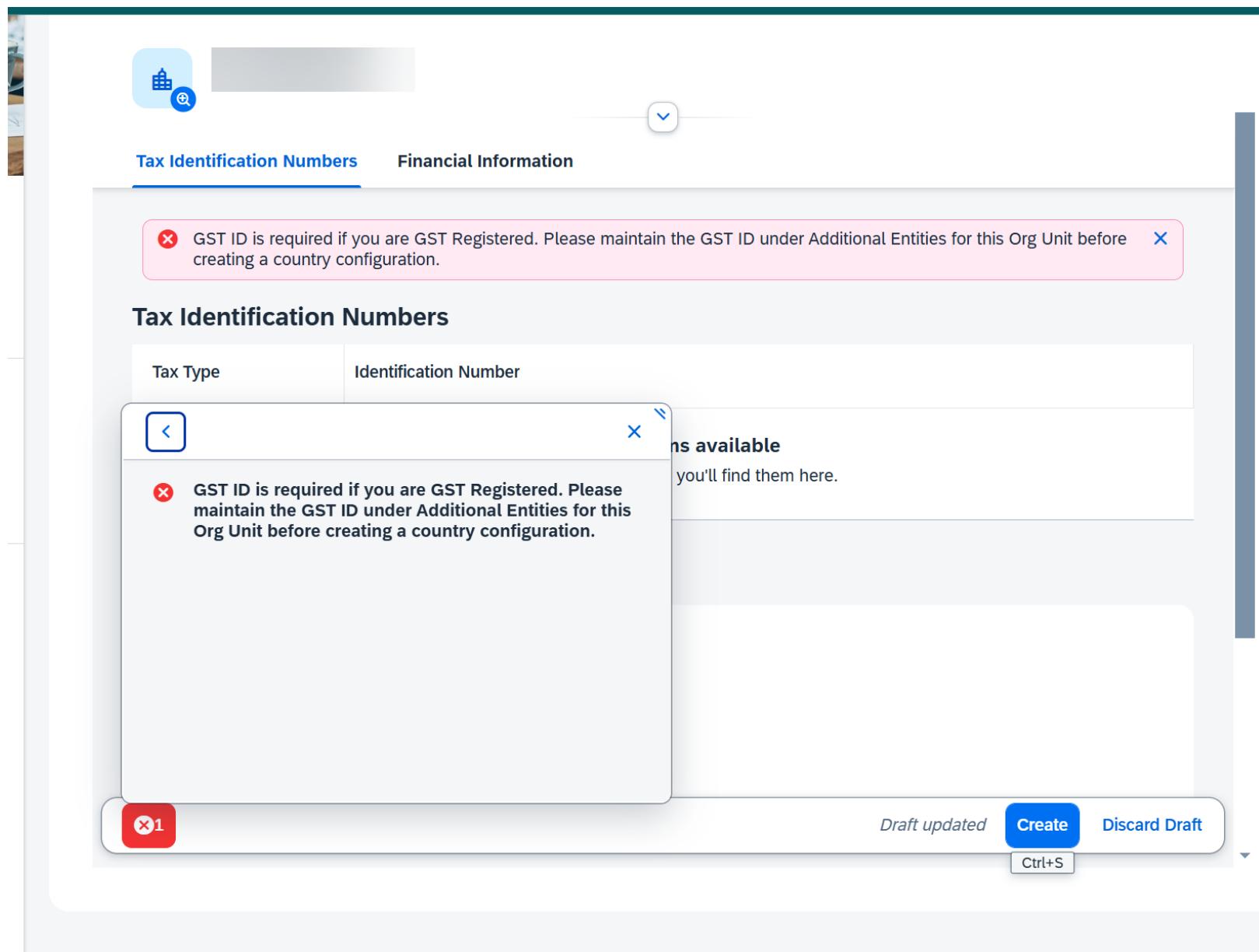
2. Based on the selection, the system will propose the Company addresses already created in the previous step.

3. Pre-populated from the additional entities creation step

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

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.



Thank you.