



Feature at a Glance

Post-Login Alert to Enter Tax Information (PAY-11754)

Target GA: May, 2023

Introducing: **Post-Login Alert to Enter Tax Information**

Feature Description

SAP Business Network collects tax-related information from suppliers located in countries where collection of tax information is mandatory for billing.

Suppliers must enter the Tax/VAT ID in the standard tax information format of their country.

If the format of the tax information entered is not correct, the system displays an error message prompting the user to add the tax information in the standard format of the respective country.

Supplier must enter the tax information within 60 days. Failure to do so, results in account suspension

How do I find out my Tax/ VAT ID?

Tax/VAT ID is issued by the local tax authority. Contact your accounts department to find out your Tax/VAT ID

Audience:

Supplier

Enablement Model:

Automatically On

Applicable Solutions:

SAP Business Network

User Interface Changes

- When an account administrator or user with the Company Profile privilege logs into the SAP Business Network, the system displays the Tax Information Required popup for **Enterprise suppliers in Chile, Peru, Netherlands and South Africa**
- If the popup message appears on your screen, choose the Enter missing Tax/VAT ID field to enter your tax information. Once you enter the valid tax information, the system stops displaying the popup message.
- Once your application starts displaying the Enter your tax information popup, you must enter the tax information within 60 days.
- Failure to enter the tax information within 60 days, results in account suspension.
- If your account gets suspended for missing tax information, you can reinstate your trading relationship by entering the required tax information
- Suppliers can check if their account suspended due to missing tax information by navigating to Account Settings – Current Relationships – Suspended section.



The screenshot shows a white popup window with a dark border. At the top right is a close button (X). Below it is an illustration of a magnifying glass over a document with 'Tax ID' and 'VAT' labels. The main heading is 'Tax Information Required'. Below this is a warning message: 'Your tax information is critical for billing. Update your tax information within 60 days. Failure in updating information will lead to account suspension.' A red-bordered box highlights a button labeled 'Enter missing Tax/VAT ID' with a right-pointing arrow. Below the box is a link 'How do I find out my Tax/VAT ID?' followed by explanatory text: 'Tax/VAT ID is issued by the local tax authority. Contact your account department to find out your Tax/VAT ID.'

Tax Information Required

Your tax information is critical for billing. Update your tax information within **60 days**. Failure in updating information will lead to account suspension.

Enter missing Tax/VAT ID

Navigate to the Business tab section of your Company Profile or click on the right arrow.

How do I find out my Tax/VAT ID?

Tax/VAT ID is issued by the local tax authority. Contact your account department to find out your Tax/VAT ID.



User Tasks

1. Once you select the Enter missing Tax/VAT ID field in the popup message, the Business tab of your Company Profile page appears. You can also directly navigate to the Company Profile page and select the Business tab.
2. Select the Tax Information section and add the required details in the applicable fields.

Tax Information Required

Your tax information is critical for billing. Update your tax information within **60 days**. Failure in updating information will lead to account suspension.

[Enter missing Tax/VAT ID](#)

Navigate to the Business tab section of your Company Profile or click on the right arrow.

How do I find out my Tax/VAT ID?

Tax/VAT ID is issued by the local tax authority. Contact your account department to find out your Tax/VAT ID.

SAP Business Network Enterprise Account

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Financial Information

Supplier Legal Form:

D-U-N-S® Number:

Global Location Number:

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID:

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID:

Public Profile Completeness: 30%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

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Tax/VAT ID can only contain the following characters (numbers '0-9', lower and upper case characters 'A-Z', dash '-', period '.', space " and ampersand '&'). The maximum length of Tax/VAT ID cannot exceed 20 characters

Tax Number Format and Examples

Country	Tax Information Format	Example
Chile	Tax number must contain eight digits, one dash and end with a digit or the letter K	96792070-3 OR 96792070-K
Peru	Tax number must have 11 digits	20513517891
Netherlands	Tax number should start with NL followed by 9 digits, the letter B and two digits	NL001225741B01
South Africa	Tax number must have 10 digits starting with 4	4910258013

Thank you.

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