



# Feature at a Glance

## Legal Profile Enhancements for Japan - NG-5876

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Target GA: Q2, 2023

# Introducing: Legal Profile - Japan

## Feature Description

The tax authority in Japan introduces a new invoice format, effective October 2023. This requires supplier organizations to register to the tax authority and then the tax authority issues a unique ID for each supplier called as Tax Registration Number. The invoice created by the supplier must contain the Tax Registration Number that is used as an identifier in SAP Business Network to route it to the relevant buyer.

The SAP Business Network recommends domestic suppliers to setup a Legal Profile in your SAP Business Network supplier account. As a supplier, you need to provide additional information such as Tax Registration Number.

Additionally, buyers can generate reports to verify if the supplier has a Legal Profile in SAP Business Network. As a buyer, you can generate reports for all the suppliers with whom you have established a trading relationship in the system.

## Key Benefits

Suppliers Legal Profile to include Tax Registration Number

Buyers are able to run a report on SAP Business Network that allows them to know which suppliers have created a Legal Profile

Reduces chances of supplier missing to enter Tax Registration number while creating invoices.

Supplier can indicate on their legal profile, if they are exempted or Not registered.

Audience:

Buyers and Suppliers

Enablement Model:

Automatically on

Applicable Solutions:

SAP Business Network

# Enablement Steps & Notes



Legal Profile refers to supplier accounts registered with tax authorities in Japan for electronic invoicing procedures. The **Set Up Legal Profile** check box is available to suppliers in Japan only. SAP Business Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Japan.

Configure Supplier Addresses Served by This Account Save Close

History (#Y)

\* Indicates a required field

Address Name

Address Name:\* JapanSupplier ⓘ

Address ID: JapanSupplier

VAT ID:

Tax ID:

Address

Country/Region:\* Japan [JPN] ▼

Postal Code:\* 100-0001

State:\* TOKYO TO [JP-13] ▼

City:\* CHIYODA KU

Address 1:\* CHIYODA

Address 2: CHIYODA

Address 3:

Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Save Close



# Enablement Steps & Notes

## Procedure for enabling legal profile by Suppliers

1. Click the **Account Settings** icon, and choose **Company Profile**.
  2. Go to **Additional Company Addresses** section and choose **Create** to configure additional supplier addresses.
  3. Enter the **Address Name** field in the **Address Name** section.
  4. Enter the following required fields in the **Address** section for your company's additional branch address in Japan.
    - **Address 1**
    - **City**
    - **Postal Code**
    - **Country/Region**
  5. Select the **Set Up Legal Profile** check box.  
The **Tax Registration Information** section appears.
  6. In the **Tax Registration Information** section, select one of the following options for the **Tax Registration Type** drop-down:
    - **Tax Registered** - Select this option if you are a registered supplier with Japan tax authority.  
This option displays the
      - **Non-Tax Registered** - Select this option if you are not a registered supplier with Japan tax authority.
      - **Exempt** - Select this option if the registration with the
- The **Tax Registration Number** field appears, if you have selected the **Tax Registered** option. Enter your Tax Registration Number.
7. Choose **Save**.

# Prerequisites, Restrictions, Cautions



## Prerequisites

- None

## Restrictions

- Only applicable for suppliers in Japan

## Cautions

- None

# Feature Details



The screenshot shows the SAP Business Network home screen. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below this is a secondary navigation bar with links for Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A search bar is present with filters for 'Orders and Releases', 'All customers', and 'Exact match', and a search input field containing 'Order number'. The main content area features a dashboard with several key metrics: 265 Orders (注文 (新規・変更) : 過渡期), 17 Orders (注文 (回答済み) : 過渡期), 16 Orders (新規), 18 Orders to invoice (滝本検証中), and 0 Orders (新規 (変更)). There is also a 'More' button with a notification badge of 18. Below the dashboard is a 'My widgets' section with filters for 'All customers' and 'Customize'. The widgets include an 'Activity feed' showing an 'Invoice rejected' notification for 'Inv0330' with a value of '¥132.00 JPY', a 'Purchase orders' widget showing '¥77 K JPY', and an 'Invoice aging' widget showing '¥83.7 K JPY'. A 'Feedback' button is located on the right side of the page.

Login to home screen and click on **Account Settings** icon

# Feature Details



SAP Business Network Enterprise Account TEST MODE

Home Enablement Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs More

Orders and Releases All customers Exact match Order number

Overview Getting started

265 Orders 注文 (新規・変更) : 過渡期	17 Orders 注文 (回答済み) : 過渡期	16 Orders 新規	18 Orders to invoice 滝本検証中	0 Orders 新規 (変更)
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My widgets All customers Customize

Activity feed All View all

- Invoice rejected  
Mar 30, 2023 | 06:17 PM | Japan Sandbox - TEST  
Inv0330 ¥132.00 JPY

Purchase orders Last 3 months

¥77K JPY

Invoice aging

¥83.7K JPY

Feedback

- My Account
- Link User IDs
- Contact Administrator
- Company Profile
- Marketing Profile
- Settings >
- Logout

Select Company Profile





# Feature Details

1. Go to **Additional Company Addresses** section and choose **Create** to configure additional supplier addresses.

2. Enter the **Address Name** field in the **Address Name** section.

3. Enter the following required fields in the **Address** section for your company's additional branch address in Japan.

- **Address 1** -
- **City**
- **Postal Code**
- **Country/Region**

Privacy Statement: [SAP Ariba Privacy Statement](#)

### Address

Address 1: \*

Address 2:

Municipality:

Postal Code: \*

City: \*

State: \*

Country/Region: \*

### Additional Company Addresses

	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/>	<a href="#">IndiaSupplier</a>	IndiaSupplier			Guaipuri Guaipuri Guaipuri	Rajasthan India	-
<input type="radio"/>	<a href="#">ItalyAddress</a>	ItalyAddress	IT12345678901		Agrigento Agrigento	Agrigento Agrigento Italy	-
<input type="radio"/>	<a href="#">JapanSupplier</a>	JapanSupplier			CHIYODA CHIYODA CHIYODA	Japan TOKYO TO CHIYODA KU	Accepted
<input type="radio"/>	<a href="#">LithuaniaSupplier</a>	LithuaniaSupplier	LT123456789		Aguascalientes Aguascalientes	Alytus Lithuania	-
<input type="radio"/>	<a href="#">MalaysiaSupplier</a>	MalaysiaSupplier	AB1-AB12-AB1CD2EF		Johor Johor	Johor Johor Malaysia	-
<input type="radio"/>	<a href="#">MexicoSupplier</a>	MexicoSupplier	EKU9003173C9		Aguascalientes Aguascalientes	Aguascalientes Aguascalientes	-

↳   |



# Feature Details



SAP Enterprise Account AW Options... ? ? MS

### Configure Supplier Addresses Served by This Account

Save Close

\* Indicates a required field

#### Address Name

Address Name:\*  ⓘ

Address ID:

VAT ID:

Tax ID:

#### Address

Country/Region:\*  ▼

Postal Code:\*

State:\*  ▼

City:\*

Address 1:\*

Address 2:

Address 3:

Set Up Legal Profile

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Click on Setup  
Legal Profile

# Feature Details



SAP Enterprise Account AW Options...

### Configure Supplier Addresses Served by This Account

\* Indicates a required field

**Address Name**

Address Name: \*  ⓘ

Address ID:

VAT ID:

Tax ID:

**Address**

Japan  
100-0001 TOKYO TO CHIYODA KU  
CHIYODA  
CHIYODA  
CHIYODA

**Set Up Legal Profile**  
Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

**Tax Registration Information**

Tax Registration Type: \*  ▼

- Select
- Registered
- Non-Registered
- Exempted

6. In the **Tax Registration Information** section, select one of the following options for the **Tax Registration Type** drop-down:

- **Tax Registered** - Select this option if you are a registered supplier with Japan tax authority.

This option displays the

- **Non-Tax Registered** - Select this option if you are not a registered supplier with Japan tax authority.

- **Exempt** - Select this option if your transactions do not require registration with the Japanese tax authority and do not have a Tax Registration Number. For example, NGO's.

The **Tax Registration Number** field appears, if you have selected the **Tax Registered** option. Enter your Tax Registration Number.

7. Choose **Save**.

# Feature Details



SAP Enterprise Account AW Options... ? ? MS

### Configure Supplier Addresses Served by This Account

\* Indicates a required field

#### Address Name

Address Name: \*  ⓘ

Address ID:

VAT ID:

Tax ID:

#### Address

Japan  
100-0001 TOKYO TO CHIYODA KU  
CHIYODA  
CHIYODA  
CHIYODA

Set Up Legal Profile  
Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

#### Tax Registration Information

Tax Registration Type: \*  ▾

Tax Registration Number:

There is a **Format** validation on the Tax Registration field – if the ID is entered correctly then the Legal profile is in “Accepted Status”

# Feature Details



## Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input type="radio"/>	JapanDemo	JapanDemo		CHIYODA CHIYODA CHIYODA	Japan TOKYO TO CHIYODA KU	Accepted
<input type="radio"/>	JapanSupplier	JapanSupplier		CHIYODA CHIYODA CHIYODA	Japan TOKYO TO CHIYODA KU	Accepted

↳   |

# Feature Details



SAP Enterprise Account AW Options... ? ? MS

### Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

**Address Name**

Address Name:\*  ⓘ

Address ID:

VAT ID:

Tax ID:

**Address**

Japan  
100-0001 TOKYO TO CHIYODA KU  
CHIYODA  
CHIYODA  
CHIYODA

**Set Up Legal Profile**  
Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

**Tax Registration Information**

Tax Registration Type:\*  ▾

Tax Registration Number:

! The Tax Registration Number must start with T and contain 14 characters. For example, T1234567891011.

Warning Message displayed



# Feature Details

## Generating a Legal Profile Report – Available to Buyer Only

The screenshot displays the SAP Business Network interface in TEST MODE. The top navigation bar includes 'Business Network', 'TEST MODE', and a 'Back to classic view' link. The main navigation menu contains 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Supplier Enablement', and 'Reports'. The 'Reports' menu is highlighted, and a callout box with the text 'Click on Reports' points to it. Below the navigation, there is a search bar with 'Trading partners' and a filter dropdown set to 'By category, company and service locations'. The main content area shows a dashboard with four key metrics: 52 Orders (Last 31 days), 21 Invoices (Last 31 days), \$0.0 USD Remittances (Last 31 days), and \$0.0 USD Scheduled payments (Next 90 days). Below the dashboard is a 'My widgets' section with a 'Customize' button. The widgets include 'Shipment tracking', 'Purchase Orders' (\$9.14 M USD, 2023), 'Invoices' (\$235 K USD, 2023), and 'Full enablement progress' (0 Vendors by activity, All Waves).

# Feature Details



## Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders or invoices and to review your suppliers' profiles. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the [More](#)

### Report Templates

	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/>	Legal Profile	Manual	Supplier Legal Profile	Processed	24 Mar 2023		24 Mar 2023	Yongmei Wang	406 B
<input type="radio"/>	Supplier Legal Profile	Manual	Supplier Legal Profile	Processed	19 Aug 2022		19 Aug 2022	Yongmei Wang	326 B
<input type="radio"/>	Supplier Legal Profile 2	Manual	Supplier Legal Profile	Processed	6 Mar 2023		6 Mar 2023	Yongmei Wang	406 B

↳

Click on Create



# Feature Details



SAP Ariba Network TEST MODE [← Back to classic view](#) ?

## Report

Next Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type. [More](#)

- 1 Report Description
- 2 Report Schedule
- 3 Criteria

Title:\*

Description:

Time zone:

Language:

Report type:\*

- Payment Transactions
- Proof Of Service Report
- Order
- Quality Notification Report
- SCF Trade Details Reports
- Ship Notice
- Supplier Legal Profile**
- Supplier Membership Status
- Supplier Profile
- Tax Book

Select report Type as "Supplier Legal Profile"

Next Exit

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# Feature Details



SAP Ariba Network TEST MODE [← Back to classic view](#) ?

### Report

Previous Submit Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

- 1 Report Description
- 2 Report Schedule
- 3 Criteria

Country/Region: All  Show only address where Legal Profile has not been setup

Choose Japan

Click on Submit

Previous Submit Exit

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# Feature Details



## Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders or invoices and to review your suppliers' profiles. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the [More](#)

### Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/> Legal Profile	Manual	Supplier Legal Profile	Processed	24 Mar 2023		24 Mar 2023	Yongmei Wang	406 B
<input type="radio"/> Legal Profile report	Manual	Supplier Legal Profile	Queued		4 Apr 2023	4 Apr 2023	Yongmei Wang	
<input checked="" type="radio"/> Supplier Legal Profile	Manual	Supplier Legal Profile	Processed	19 Aug 2022		19 Aug 2022	Yongmei Wang	326 B
<input type="radio"/> Supplier Legal Profile 2	Manual	Supplier Legal Profile	Processed	6 Mar 2023		6 Mar 2023	Yongmei Wang	406 B

↳ [Run](#) [Download](#) [Edit](#) [Copy](#) [Delete](#) [Create](#) [Refresh Status](#)

Click on Run to generate Report

# Feature Details



	A	B	C	D	E	F	G
1	Company Profile Name	Supplier ANID	Address Name	City	Country	Legal Profile Status	
2	GLOBAL SUPPLIER	AN01013579508-T	MUMBAI WAREHOUSE	MUMBAI	India	Accepted	
3	GLOBAL SUPPLIER	AN01013579508-T	MUM HEADOFFICE	MUMBAI	India	Accepted	
4	Report generated on 19 Aug 2022 1:15:17 AM GMT-07:00						
5							
6							
7							
8							
9							

Legal Profile report generates a CSV file

**Note : Enhancement to this report to include Tax ID will be released in August 2023**



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