SAP Business Network

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

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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)
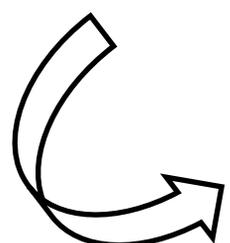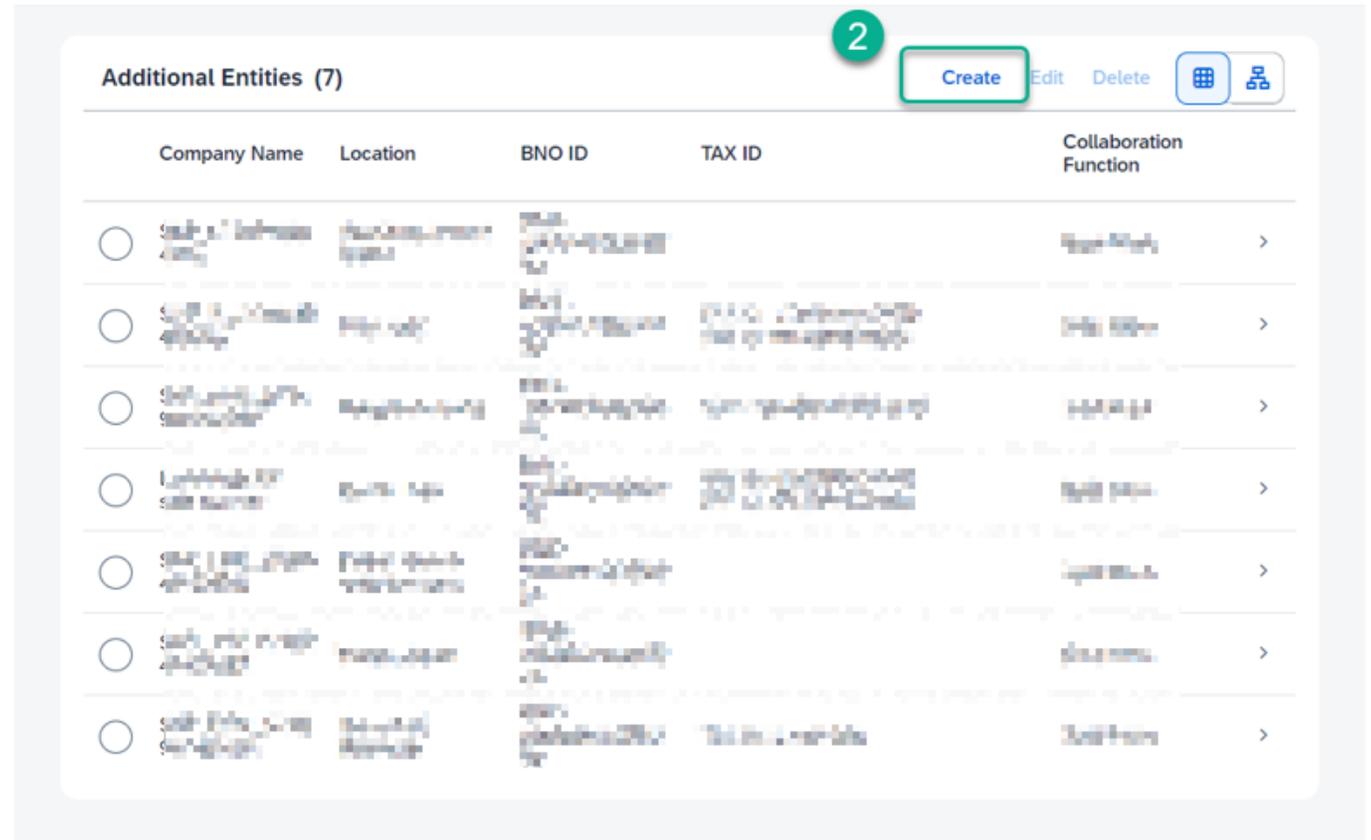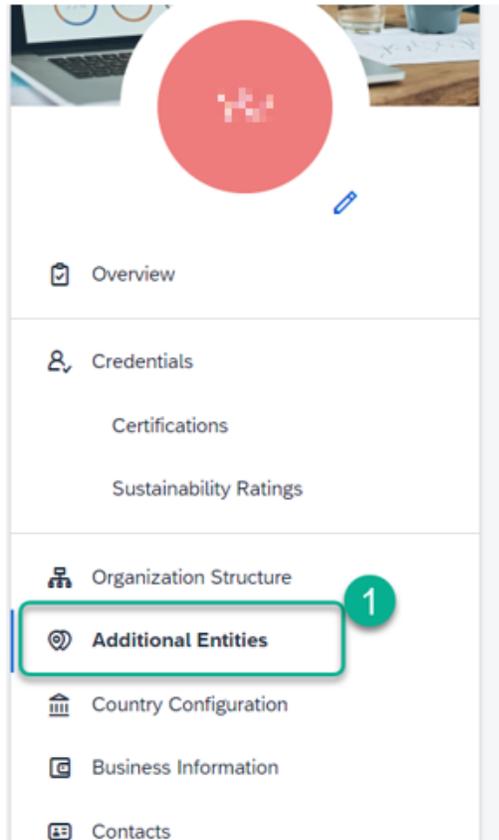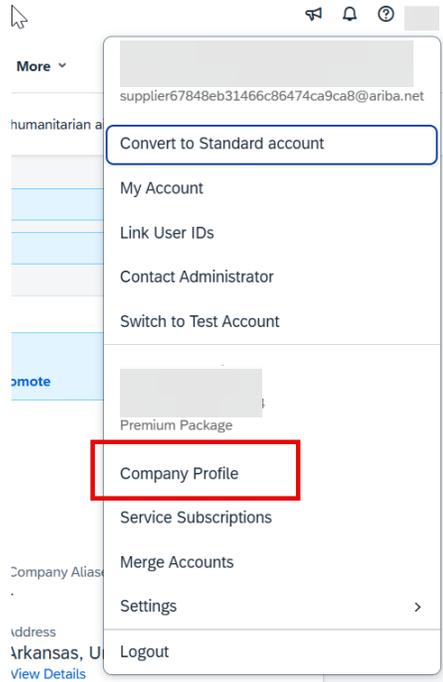
How to create additional entities (addresses) for suppliers?

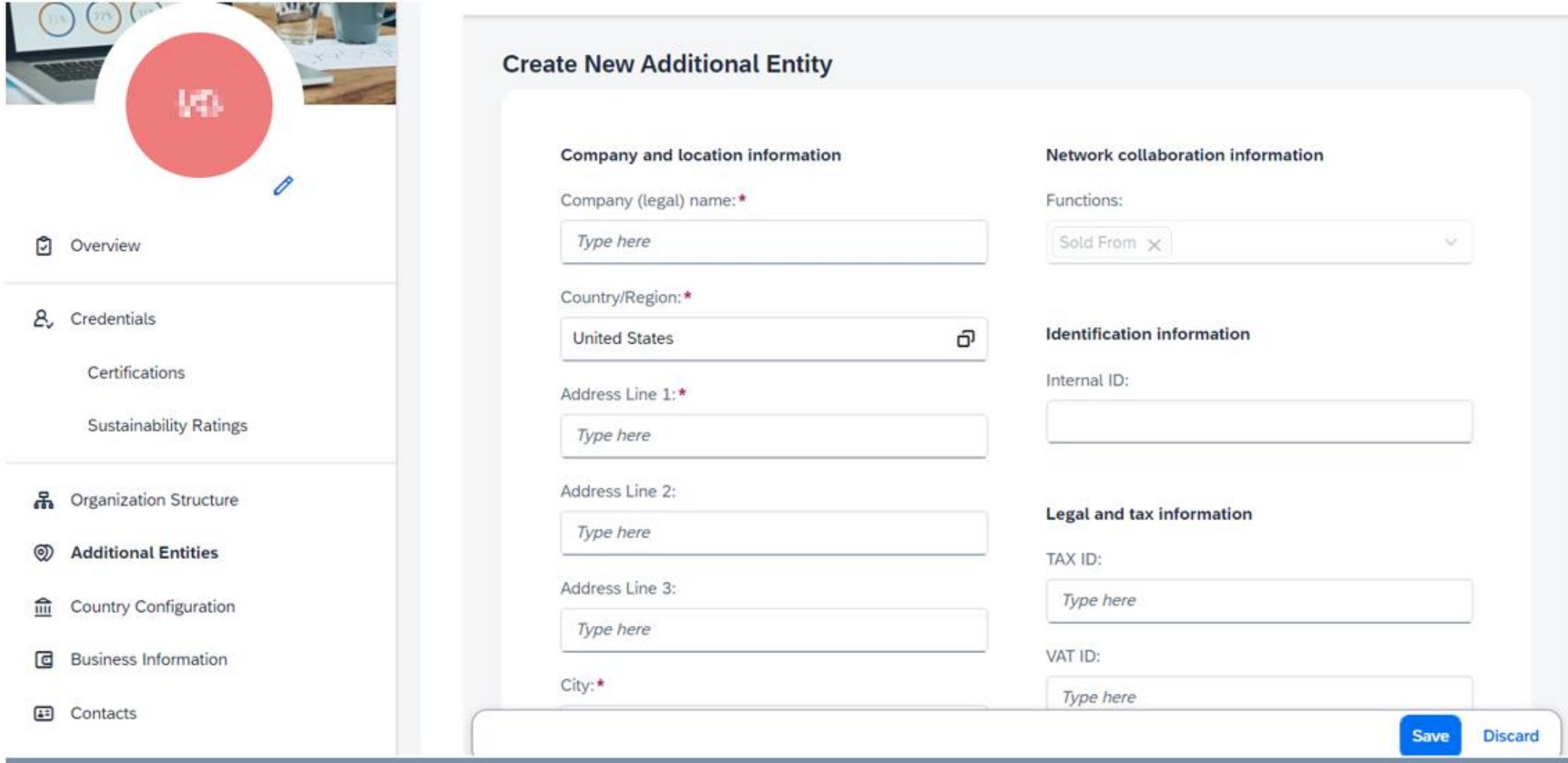Click **Company Settings** (name initials on Home screen's top right corner)> **Company Profile**
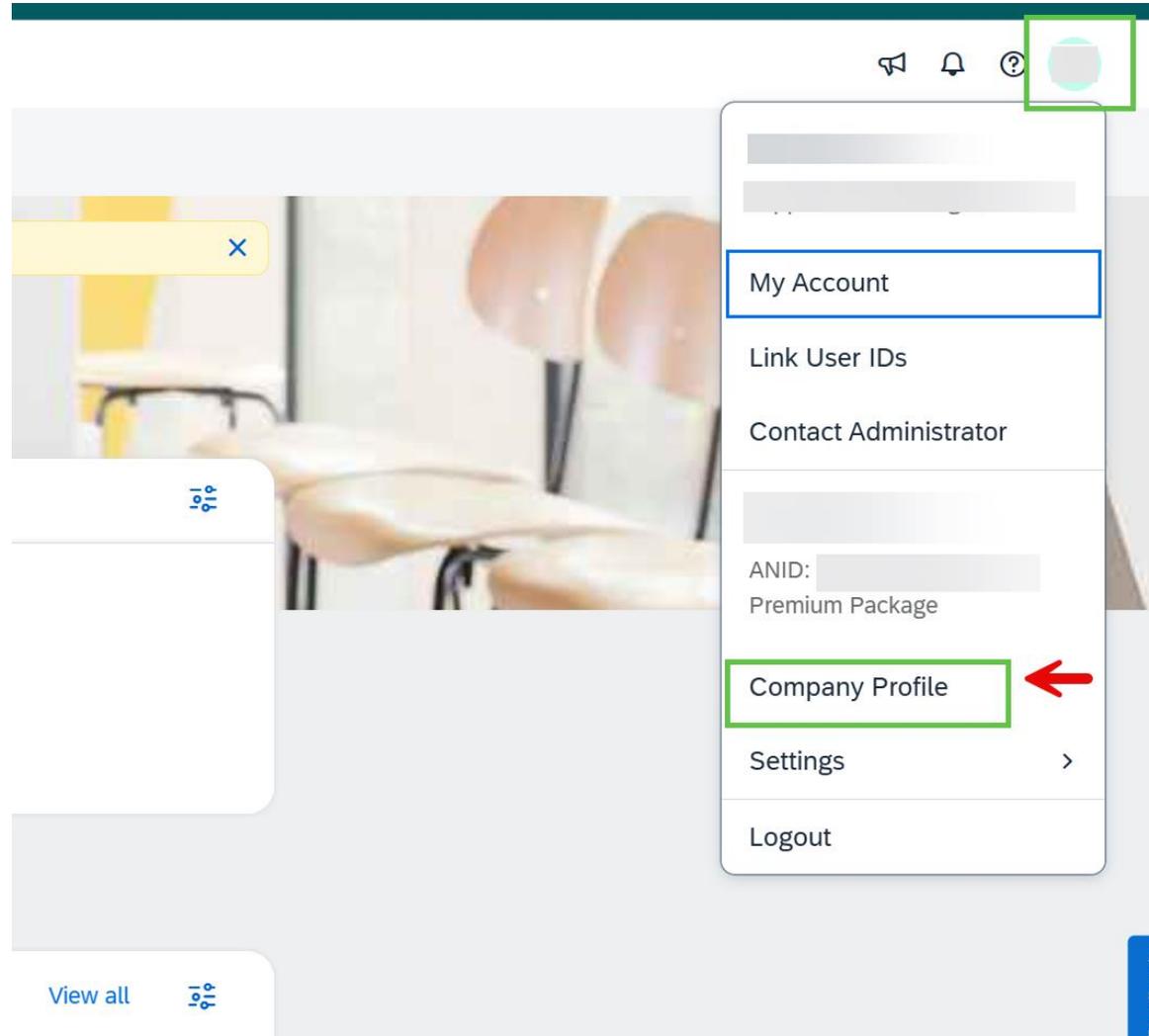
Additional entities (addresses) creation

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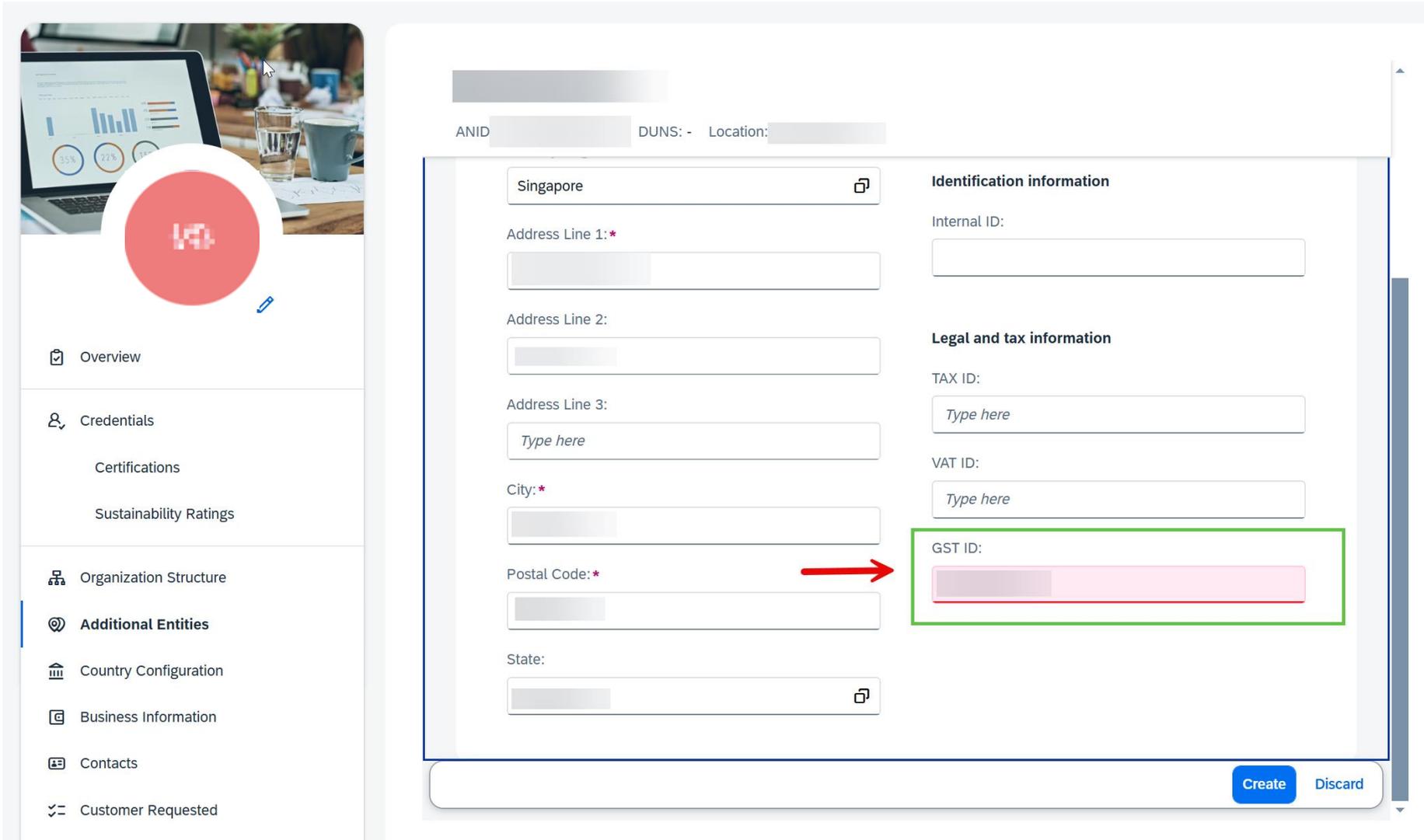
Additional entities (addresses) creation

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…)

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)

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

Create legal profile

Create

Country/Region: *

Singapore ⌄
United Arab Emirates
Hungary
India
Italy
Japan
Malaysia
Romania
Singapore

Create

Country/Region: *

Singapore ⌄

Company Name: *

▒ ⌄
▒
Singapore ▒

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)*

T-Rex and partners

	Address	Country/Region	Status
🏢	Hungary 1 Hungary 1 Baranya - 12345	Hungary	–

⌃ 📌

Tax Identification Numbers   Tax Invoice Number Range   Access Information

Tax Identification Numbers (2)

Tax Type	Identification Number
VAT ID	HU123456788
TAX ID	12345679

Tax Invoice Number Range   Activate **Create** Delete

	Initial Number*		Final Number*	Active

No items available
When there are, you'll find them here.

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.

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Thank you.