

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

Important Note for Suppliers

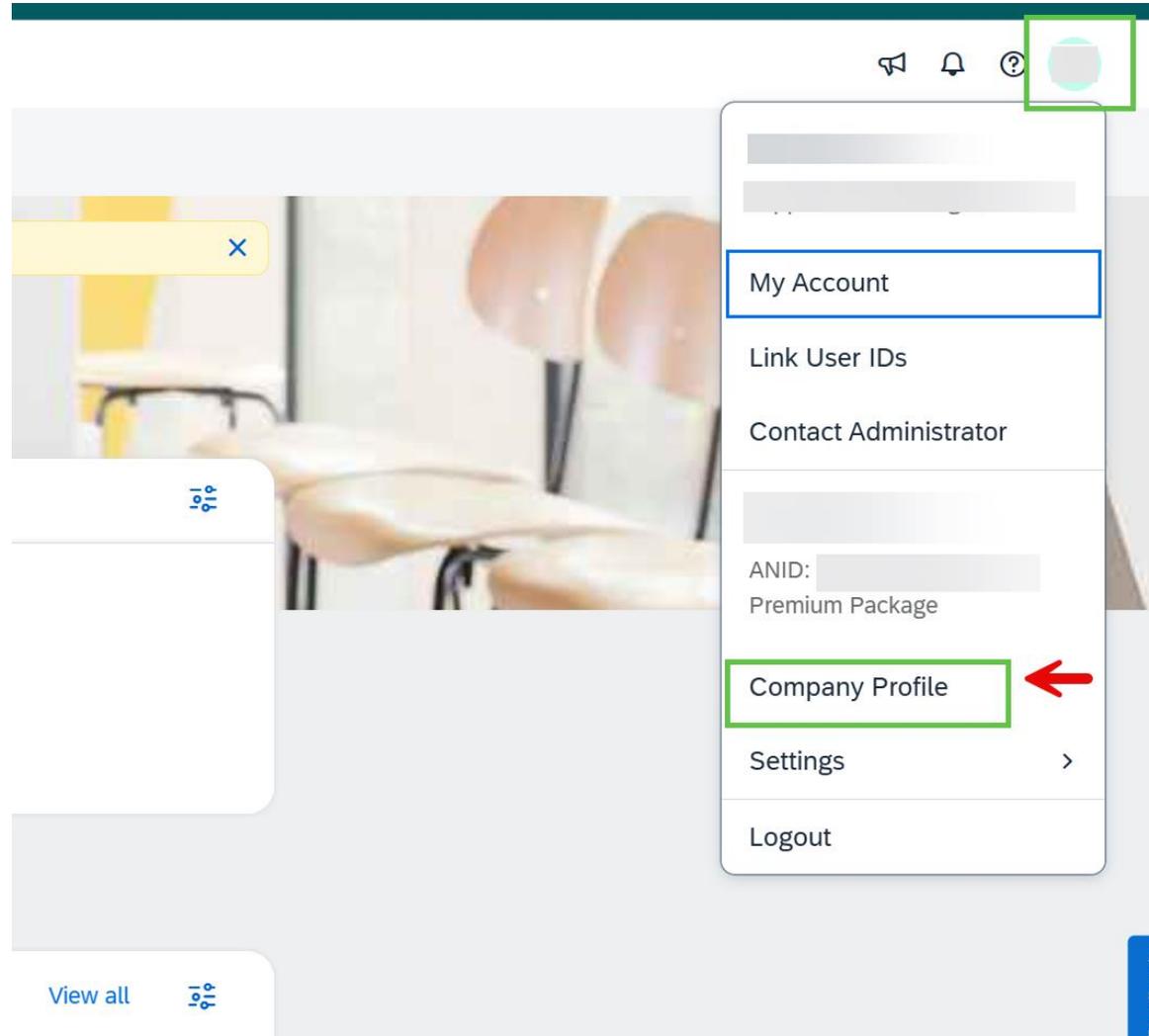
Suppliers need to complete a **two-step process** to establish a valid Legal Profile:

- 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)

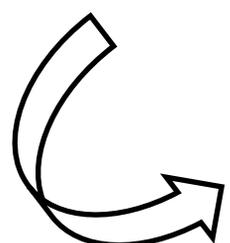
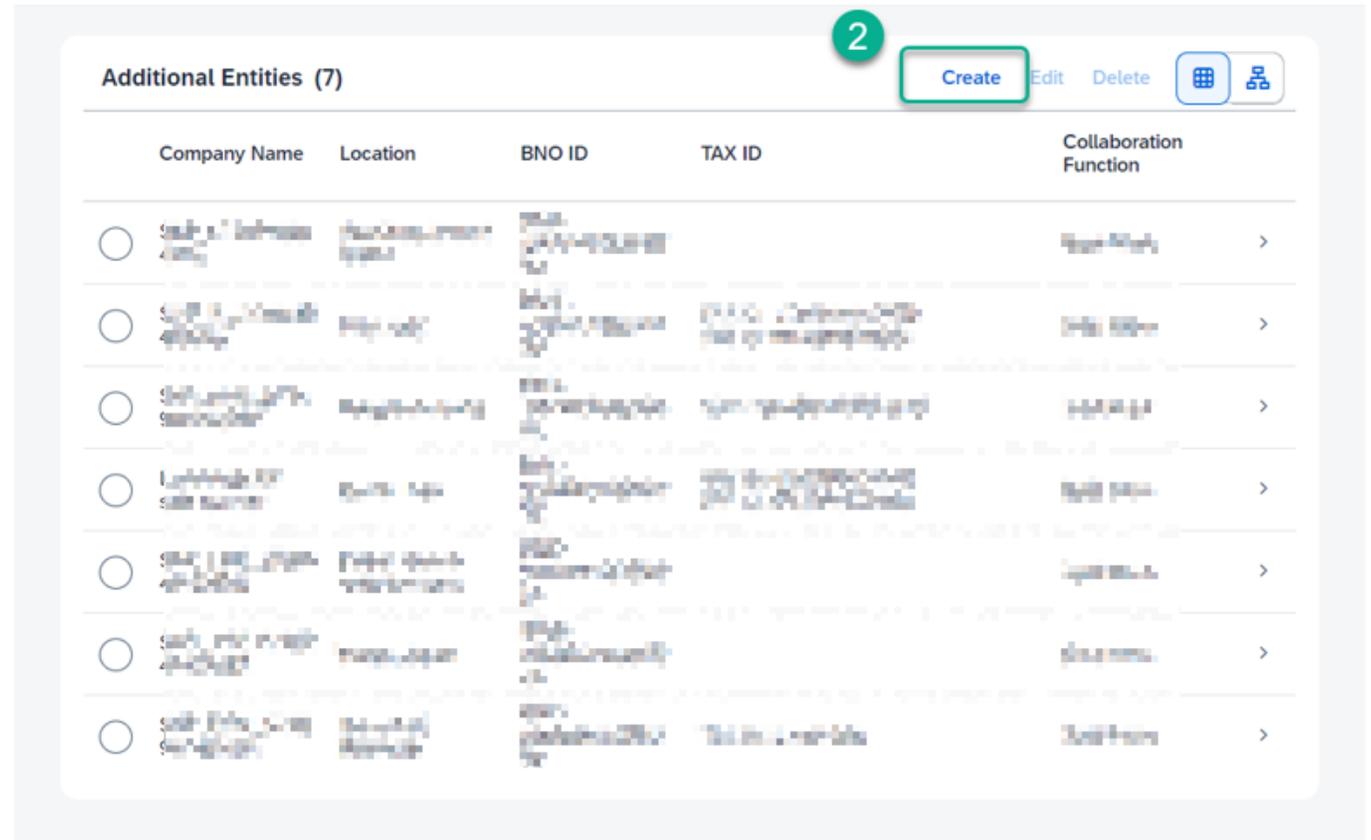
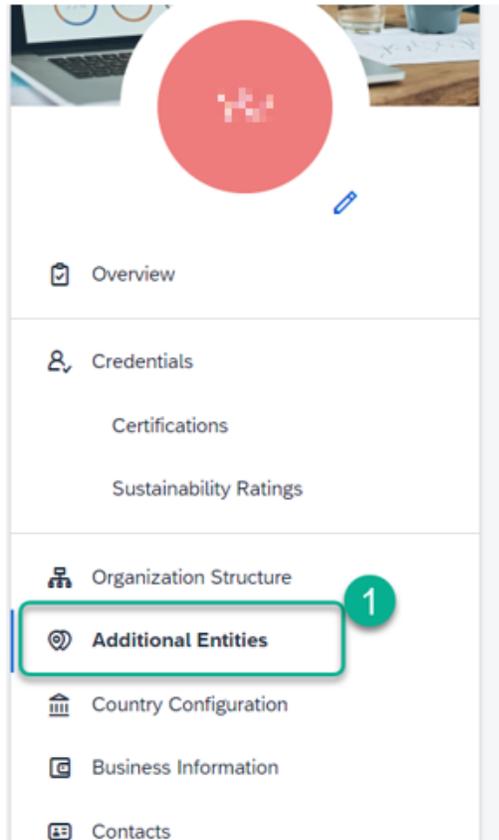
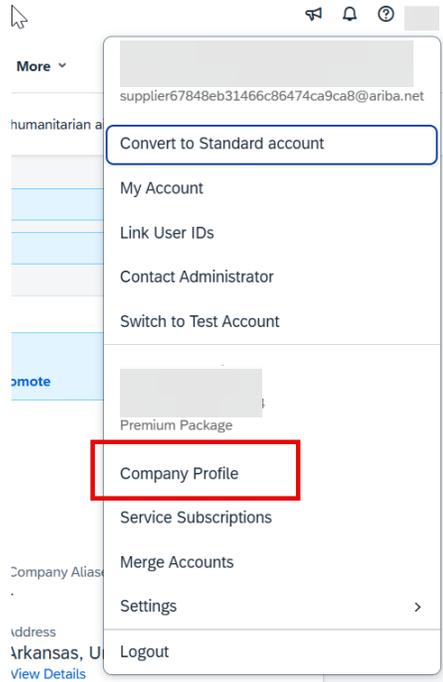
How to create additional entities (addresses) for suppliers?

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

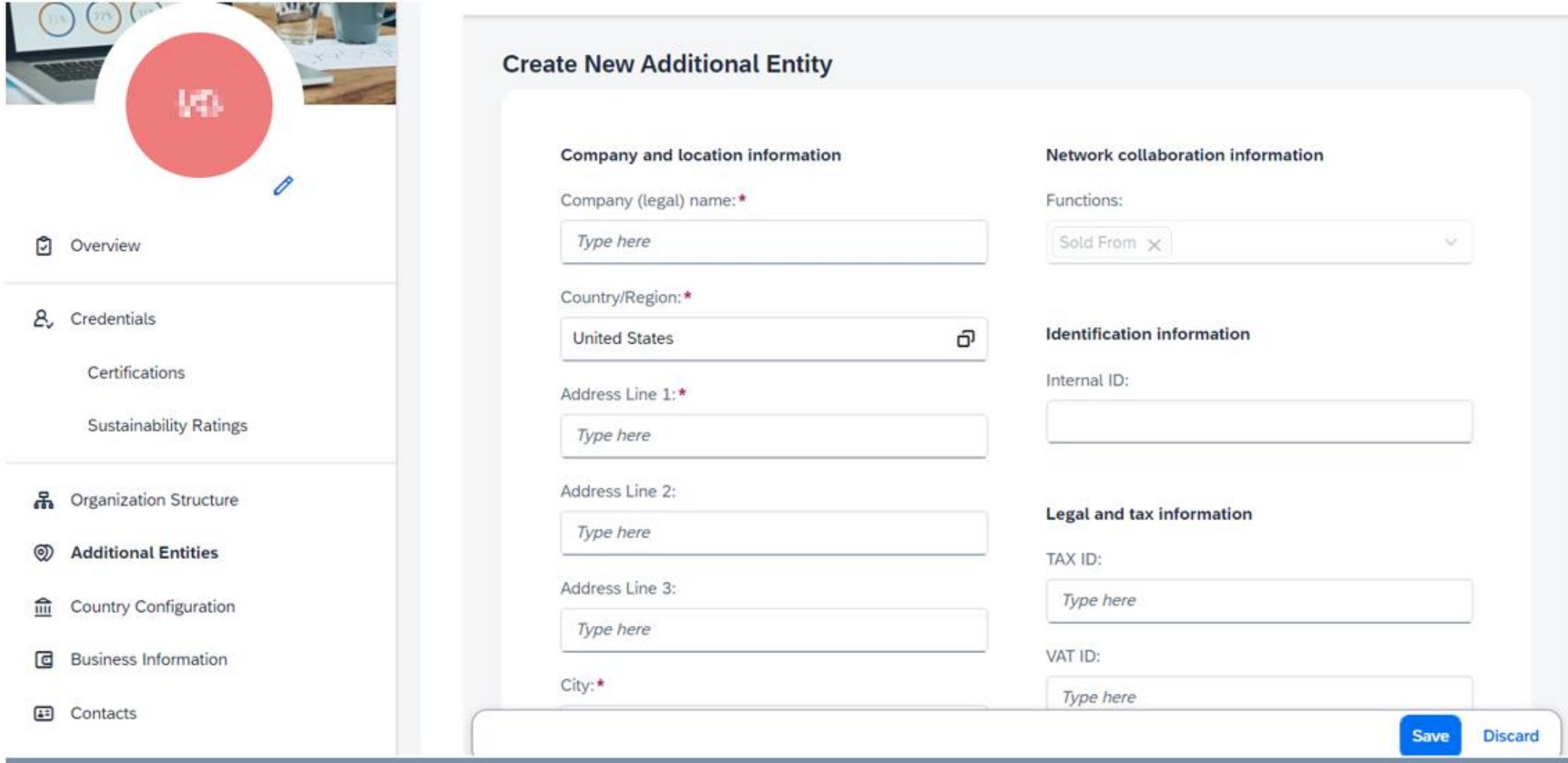


Additional entities (addresses) creation

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



Create New Additional Entity

Company and location information

Company (legal) name: *

Country/Region: *

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

Network collaboration information

Functions:

Identification information

Internal ID:

Legal and tax information

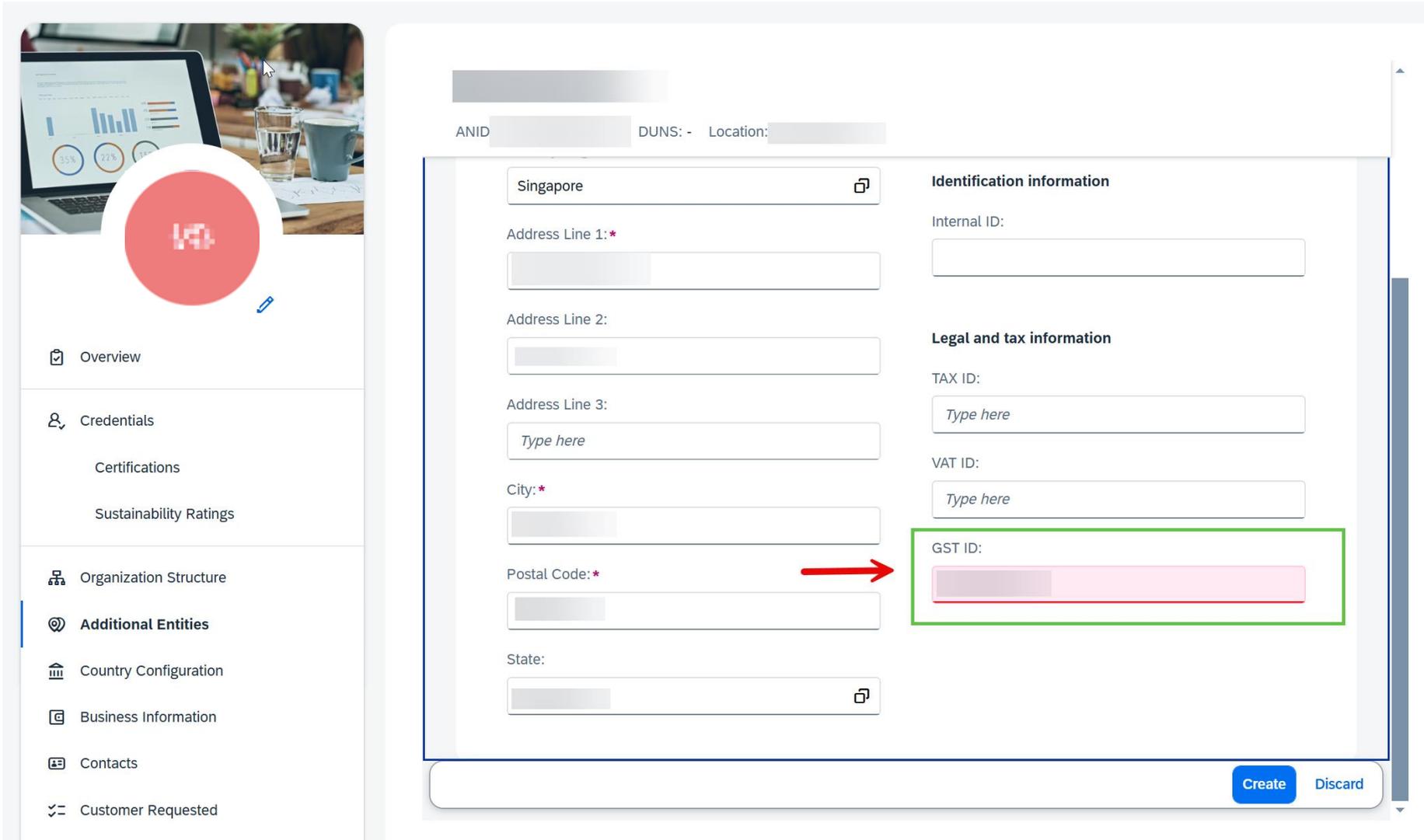
TAX ID:

VAT ID:

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 software interface for managing supplier profiles. On the left is a sidebar with navigation options: Overview, Credentials, Certifications, Sustainability Ratings, Organization Structure, Additional Entities (highlighted), Country Configuration, Business Information, Contacts, and Customer Requested. The main area displays a form for a supplier profile. At the top, there are fields for ANID, DUNS, and Location. The form is divided into two columns. The left column contains fields for Country (Singapore), Address Line 1 (marked with a red asterisk), Address Line 2, Address Line 3 (with a 'Type here' placeholder), City (marked with a red asterisk), Postal Code (marked with a red asterisk), and State. The right column contains sections for 'Identification information' (Internal ID) and 'Legal and tax information' (TAX ID, VAT ID, and GST ID). The GST ID field is highlighted with a green border, and a red arrow points to it from the Postal Code field. At the bottom right of the form are 'Create' and 'Discard' buttons.

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)

← → ↻ https://svcgpcpanman03.lab-us.gcpint.ariba.com/Supplier.aw/114992113/aw?awh=r&awssk=YDT4w6_s

Import bookmarks... Google GCPSERVICES-APP Procurement & Net... CSS to XPath Conve... Chrome for Testing ... https://qa.cobalt.ari... ariba.com - welcome od-shipper15.lbn-a... http://gcpnqa02-m... SelectorsHub- Free ... Business Network

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Supplier: Lemmings for sale forever

Supplier VAT Tax ID:

Customer: [View/Edit Addresses](#)

Email: [View/Edit Addresses](#)

[Add to Header](#)

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling 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	<input type="text" value="AX4518"/>	BULLNOSE SHELVES 4 PK	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="PK"/>	<input type="text" value="\$31.20 USD"/>	<input type="text" value="\$31.20 USD"/>

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



Overview

Credentials

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Business Information

Country Configuration

Editing Status: Country/Region: Status:

Adapt Filters (1)

Country Configurations (6)			Create	Delete
Company Name	Country/Region	Status		
<input type="radio"/> S&P Global Ratings	United States	Accepted		>
<input type="radio"/> S&P Global Ratings	Italy	Accepted		>
<input type="radio"/> S&P Global Ratings	Italy	Accepted		>
<input type="radio"/> S&P Global Ratings	Spain	Accepted		>
<input type="radio"/> S&P Global Ratings	France	Accepted		>
<input type="radio"/> S&P Global Ratings	Belgium	Accepted		>

Create legal profile

Country/Region: *

Singapore

United Arab Emirates

Hungary

India

Italy

Japan

Malaysia

Romania

Singapore

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

Country/Region: *

Singapore

Company Name: *

Singapore

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: Hungary 1, Hungary 1, Baranya - 12345

Country/Region: Hungary

Status: -

Tax Identification Numbers (2)

Tax Type	Identification Number
VAT ID	HU123456788
TAX ID	12345679

Tax Invoice Number Range

Initial Number*	Final Number*	Active
No items available		

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.

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 prominent pink warning message 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 columns for 'Tax Type' and 'Identification Number'. A modal dialog box is open over the table, displaying the same warning message. At the bottom of the interface, there is a status bar with a red 'x1' icon, the text 'Draft updated', and buttons for 'Create' and 'Discard Draft'. A 'Ctrl+S' keyboard shortcut is also visible.

Thank you.