

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 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.

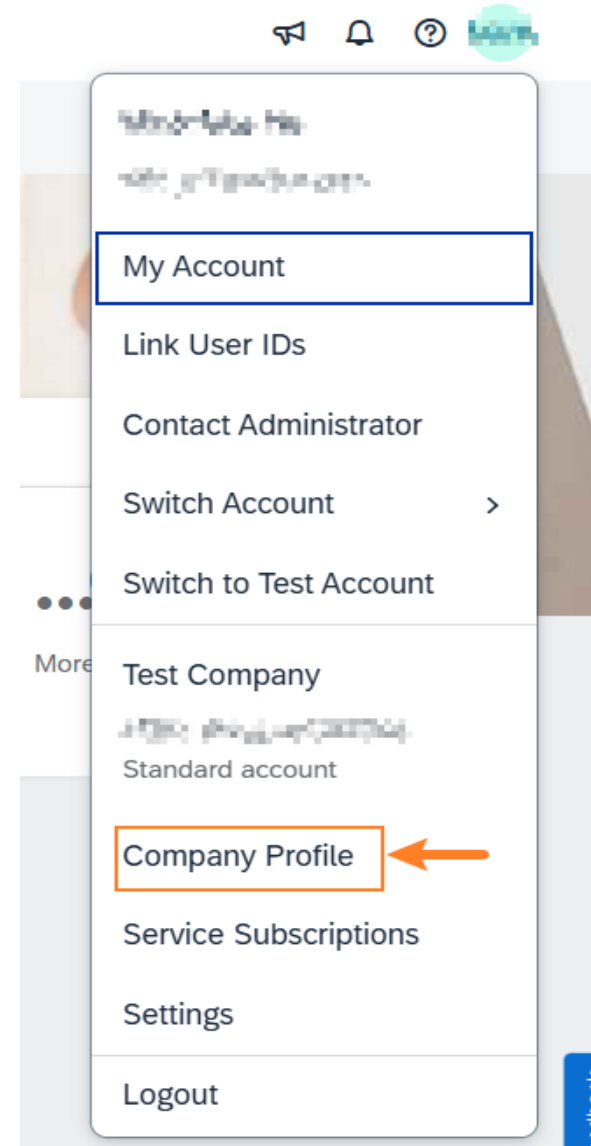
In countries that require registration with local tax authorities for electronic invoicing, you must set up a country-specific configuration in SAP Business Network. During setup, your organization's address and tax details are pulled from **Additional Entities** based on the selected country and company name. You must first create and maintain this information in **Additional Entities** before the country configuration can be created

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

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 Entities** section and click **Create** (or **Edit** if an entry already exists) to configure additional supplier addresses.

The screenshot illustrates the process of creating additional entities (addresses) within the SAP Business Network interface. It is divided into three main sections, each marked with a numbered circle:

- 1. Navigation Menu:** On the left, the 'My Account' menu is open. The 'Company Profile' option is highlighted with a red box and an arrow pointing to it.
- 2. Company Profile Overview:** The 'Additional Entities' tab is selected in the top navigation bar. Below the 'About Us' section, the 'Additional Entities' section is visible, showing a table of existing entities.
- 3. Create Entity:** The 'Create' button is highlighted with a red box and an arrow, indicating the next step to add a new entity.

The 'Additional Entities' table lists the following data:

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
Test Company	No	Singapore, Singapore	BNO-10000001		Remit To
Test Company	No	Singapore, Singapore	BNO-10000002		Remit To
Test Company	No	Singapore, Singapore	BNO-10000003	GST: 123456789	Sold From
Test Company	No	Test, India	BNO-10000004		Sold From
Test Company	No	Singapore, Singapore	BNO-10000005		Sold From
Test Company	No	Singapore, Singapore	BNO-10000006		Sold From

Additional Entities (addresses) creation

The **Company Legal Name** must be unique.
Complete all required mandatory fields marked with asterisk (**Country/ Region, Address Line 1, City, Postal Code**)

Test Company
ANID: AN01 Location: Singapore, Singapore

Create New Additional Entity

Company and location information

Company (Legal) Name: *

TEST Company 123

Country/Region: *

Singapore

Address Line 1: *

Test Address123

Address Line 2:

Type here

Address Line 3:

Type here

City: *

Singapore

Postal Code: *

123456

State:

Central Singapore

Additional Entities (addresses) creation



Functions : At this step, suppliers have to select **Sold From** option if they want the address to show for **Country Configuration**.

Sold From – A supplier entity selling goods to buyers.

Remit To – A supplier entity where buyers remit payments after receiving an invoice.

Internal ID is an optional for company internal using.

The screenshot shows a web form titled "Network collaboration information". It contains several input fields and a dropdown menu. The "Functions:" dropdown is set to "Sold From", which is highlighted with an orange box and an orange arrow pointing to it. Below it is a "Remit To" field. Further down is an "Internal ID:" field, also highlighted with an orange box, with the word "Optional" in orange text next to it. The bottom section of the form is titled "Legal and tax information" and contains three input fields for "TAX ID:", "VAT ID:", and "GST ID:", each with a placeholder text "Type here".

For Suppliers with GST (For e.g. Singapore, India, Malaysia...)

Functions: *

Sold From

Identification information

Internal ID:

Legal and tax information

TAX ID:

Type here

VAT ID:

Type here

GST ID:

123456789a

Create

Discard

Overview | Certifications | Sustainability Ratings | Organization Structure | Additional Entities | Country Configuration | Contacts | Settings | Business Information | Additional Documents | Customer Requested

Test Company

ANID: AN0174 | DUNS: 9657 | Location: Singapore, Singapore

Additional Entities (6)

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
	No	Singapore, Singapore	BNO-10000000000000000000		
	No	Singapore, Singapore	BNO-10000000000000000000		
TEST 111	No	Singapore, Singapore	BNO-100000164964115	GST: 123456789a	Sold From
	No	Test, India	BNO-10000000000000000000		
	No	Singapore, Singapore	BNO-10000000000000000000		
	No	Singapore, Singapore	BNO-10000000000000000000		

Populate the GST ID Field.

This field is mandatory if you are GST Registered.

Click **Save** once done.

New creation Additional Entities will be displayed in the list.

Create Country Configuration / Legal Profile

Go to **Country Configuration** section and click **Create**.

Test Company

View My Public Profile

Go to Catalog

BNO ID: BNO-10

ANID: AN

DUNS: 6

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Promote subscription to unlock new business opportunities [Add Promote](#).

TC

Certifications

Sustainability Ratings

Overview

Certifications

Sustainability Ratings

Organization Structure

Additional Entities

Country Configuration

Contacts

Settings

Business Information

Additional Documents

Customer Requested

Country Configuration

Search

Editing Status: All

Country/Region:

Status:

Go

Adapt Filters

Country Configurations (2)

Create

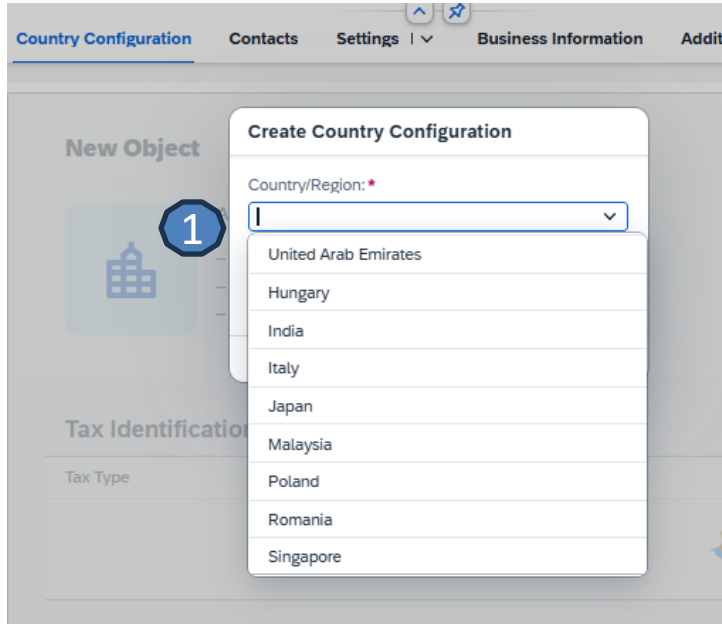
Delete

Company Name	Country/Region	Status	
	Singapore		>
	Singapore		>

Public

9

Create Country Configuration / Legal Profile



Country Configuration

Contacts Settings Business Information Additi

New Object

1

Create Country Configuration

Country/Region: *

United Arab Emirates

Hungary

India

Italy

Japan

Malaysia

Poland

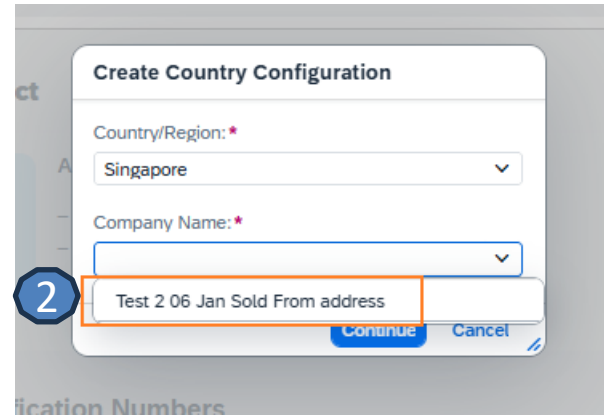
Romania

Singapore

Tax Identification

Tax Type

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



Create Country Configuration

Country/Region: *

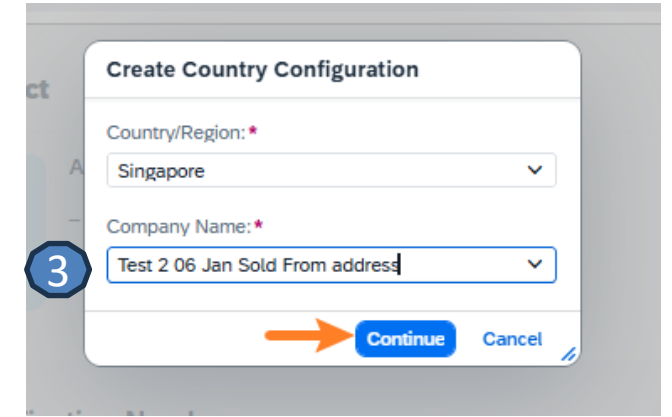
Singapore

Company Name: *

Test 2 06 Jan Sold From address

Continue Cancel

2. Based on the selection, the system will propose the Company addresses already created in the Additional Entities.



Create Country Configuration

Country/Region: *

Singapore

Company Name: *


Test 2 06 Jan Sold From address

Continue Cancel

3. Choose the Company Name and then click **Continue**.

Create Country Configuration / Legal Profile

Test 2 06 Jan Sold From address




Test
Singapore
04 - 100111

Singapore

Tax Identification Numbers

Financial Information

Tax Identification Numbers

Tax Type	Identification Number
<div> No items available When there are, you'll find them here.</div>	

Financial Information

Are you GST Registered?:*

No

Yes

Create

Discard Draft

4. Under **Financial Information** section : **Are you GST Registered? YES/NO**

5. Click **Create** to save it.

6. In the list, the status after creation is shown as "**Accepted**", which proves that the Legal Profile has been successfully created.

Country Configuration

Search

Editing Status: All

Country/Region:

Status:

Go

Adapt Filters

Company Name	Country/Region	Status
<input checked="" type="radio"/> TEST 111	Singapore	Accepted
<input type="radio"/> [blurred]	Singapore	Accepted

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 for managing organizational information. At the top, there is a header bar with a building icon and a search bar. Below this, the 'Tax Identification Numbers' tab is selected, showing a table with columns for 'Tax Type' and 'Identification Number'. A pink warning banner at the top of the content area states: '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.' A modal dialog box is open in the foreground, displaying the same warning message. The dialog has a back arrow on the left and a close 'X' on the right. At the bottom of the interface, there is a status bar with a red error icon and '1' on the left, and 'Draft updated' on the right. To the right of 'Draft updated' are two buttons: 'Create' (blue) and 'Discard Draft' (light blue). Below the 'Create' button is a small 'Ctrl+S' button.

Tax Type	Identification Number
----------	-----------------------

Tax Identification Numbers

✖ 1

Draft updated

Create Discard Draft

Ctrl+S

Thank you.