

SAP Business Network Supplier Portal Guide: How to create Additional Entities & Legal Country Configuration on Supplier Company Profile

Important Note for Singapore Suppliers

Singapore Suppliers must update their profiles in SAP Business Network with their GST IDs and associated registered addresses.

This step is mandatory. Please create Legal Profile in your SAP Business Network account before starting to transact with your customer.

- For GST registered suppliers, please create legal profile to update your GST ID accordingly
- For non-GST registered suppliers, please create legal profile to indicate you are not GST registered

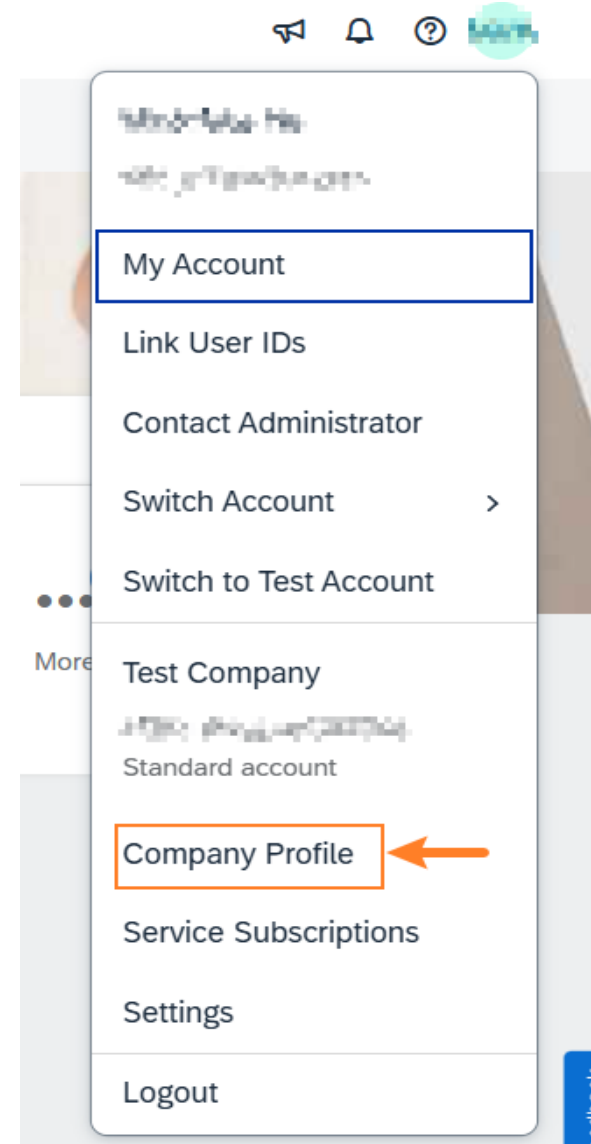
Refer to next pages for Guide to create Additional Entities & GST (Legal Profile)

During invoice creation, the system displays an **error message** if you have not created a legal profile. **Create a legal profile to continue creating the invoice.**

The screenshot shows the SAP Business Network 'Create Invoice' interface. At the top, there is a header bar with the SAP logo, 'Business Network' with a dropdown arrow, and 'Enterprise Account' with a help icon. Below this is a table-like structure with a header row containing 'Create Invoice' and buttons for 'Update', 'Save', 'Exit', and 'Next'. A red box highlights an error message: '! A legal profile is required to submit the tax invoice'. Below the error message is a section labeled 'Invoice Header' with a dropdown arrow. At the bottom right, there is a note '* Indicates required field' and an 'Add to Header' button with a dropdown arrow.

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 steps to create additional entities in the SAP Business Network interface. A sidebar on the left contains a menu with the following items: My Account, Link User IDs, Contact Administrator, Switch Account, Switch to Test Account, Test Company, Standard account, Company Profile, Service Subscriptions, Settings, and Logout. The 'Company Profile' item is highlighted with a blue circle and the number 1, and an orange arrow points to it. The main content area shows the 'Test Company' profile. The 'Additional Entities' tab is highlighted with a blue circle and the number 2, and an orange arrow points to it. Below this, the 'Additional Entities (6)' table is displayed, showing a list of entities with columns for Company Name, Default Address, Location, BNO ID, TAX ID, and Collaboration Function. The 'Create' button is highlighted with a blue circle and the number 3, and an orange arrow points to it.

Test Company
BNO ID: BNO-1000000000000000 | ANID: ANID-1000000000000000 | DUNS: 965768232

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Additional Entities

About Us

- Employee
- Business Type
- Legal Form
- Member Since 2021
- Founded
- Revenue
- Stock Symbol
- Registration Type
- Company Aliases
- Address: Central Singapore, Singapore [View Details](#)
- Website URL

Test Company
ANID: AN01745784354 | DUNS: 965768232 | Location: Singapore, Singapore

Additional Entities (6)

Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
	No	Singapore, Singapore	BNO-1000000000000000		Remit To
	No	Singapore, Singapore	BNO-1000000000000000		Remit To
	No	Singapore, Singapore	BNO-1000000000000000	GST: 123456789	Sold From
	No	Test, India	BNO-1000000000000000		Sold From
	No	Singapore, Singapore	BNO-1000000000000000		Sold From
	No	Singapore, Singapore	BNO-1000000000000000		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: "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.

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

Create Country Configuration / Legal Profile

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

Test Company

BNO ID: BNO-10 | ANID: ANID-10 | DUNS: DUNS-10

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TC

Certifications 0

Sustainability Ratings 0

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)

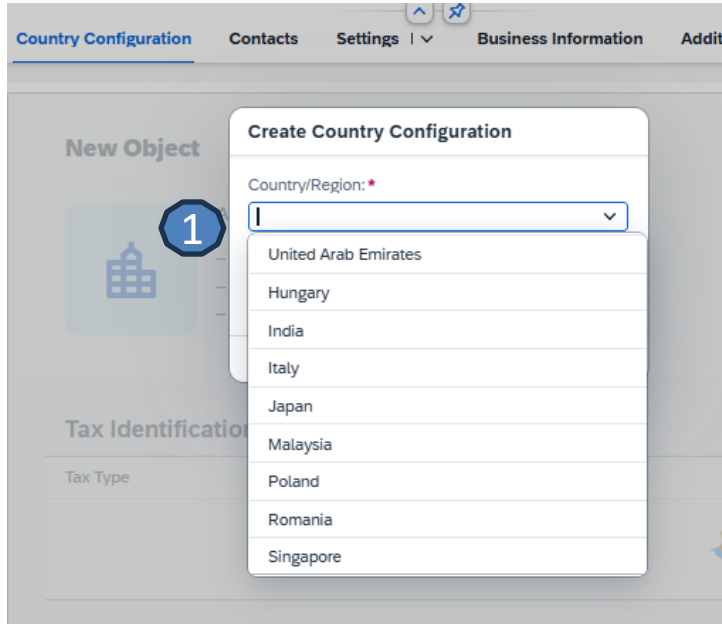
Company Name	Country/Region	Status	
ABC Ltd	Singapore	In Progress	>
XYZ International Pte Ltd	Singapore	Completed	>

CreateDelete

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

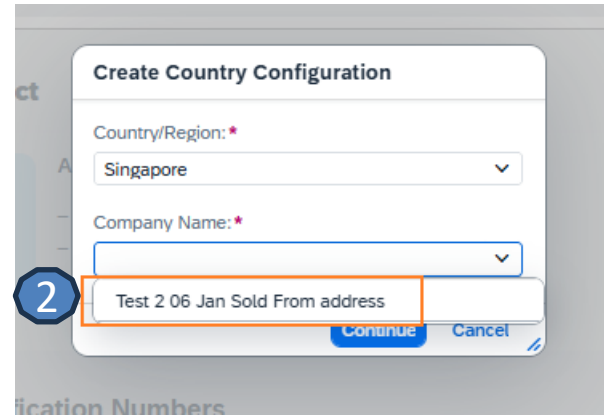
Romania

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

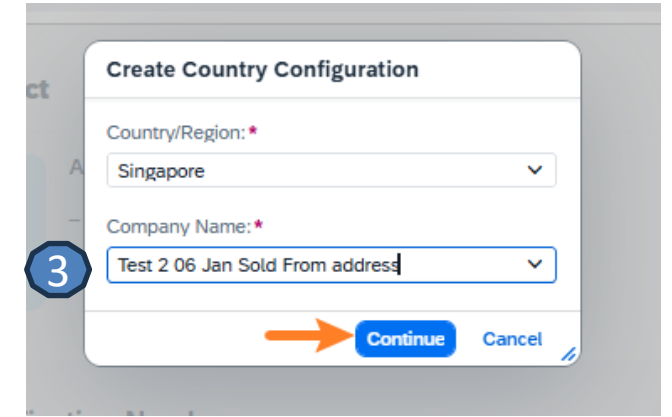
Company Name: *

2

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: *

3


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

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	<div>6</div>
<input type="radio"/> 	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 table 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. At the bottom of the interface, there is a status bar with a red error icon and '1' count, a 'Draft updated' message, and buttons for 'Create' and 'Discard Draft'. A 'Ctrl+S' keyboard shortcut is also visible.

Tax Type	Identification Number
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Thank you.