

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

Public

# Important Note for Singapore Suppliers

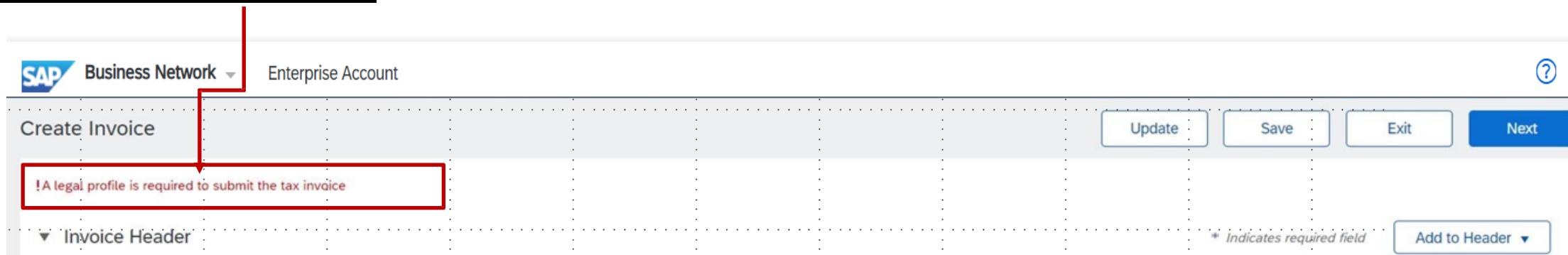
**Singapore Suppliers must update their profiles in SAP Business Network with their GST IDs and associated registered addresses.**

**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)**

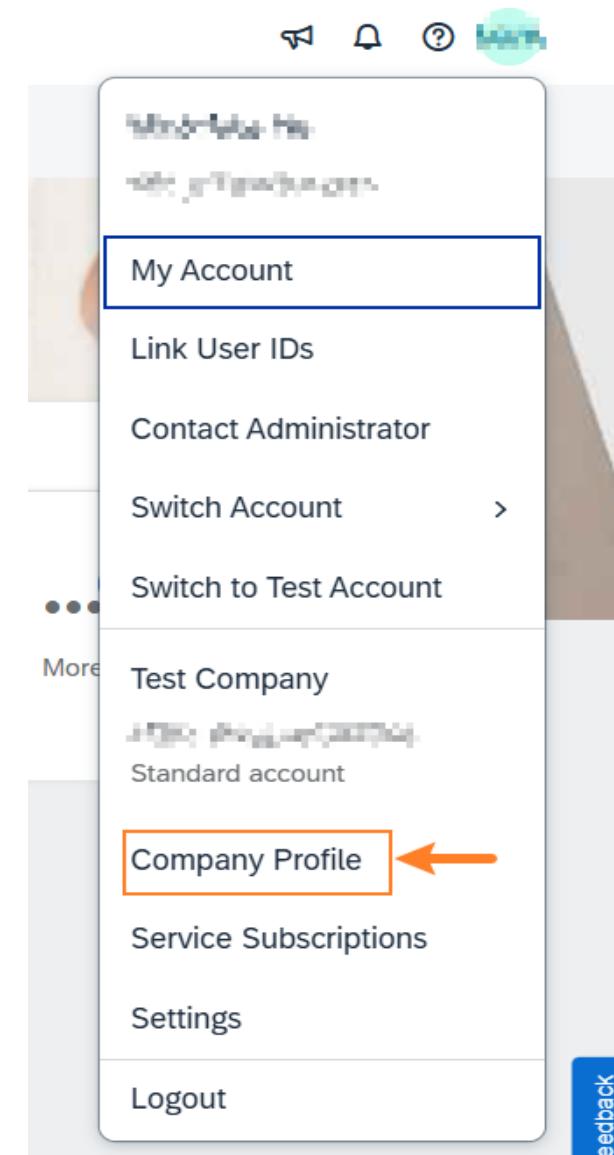
During invoice creation, the system displays an **error message** if you have not created a legal profile. [Create a legal profile to continue creating the invoice.](#)



The screenshot shows the SAP Business Network interface for creating an invoice. At the top, there is a header with the SAP logo, 'Business Network', 'Enterprise Account', and a help icon. Below the header, there are buttons for 'Create Invoice', 'Update', 'Save', 'Exit', and 'Next'. A red box highlights a red error message: '!A legal profile is required to submit the tax invoice'. A red arrow points from the text 'Create a legal profile to continue creating the invoice.' in the previous paragraph to this error message. At the bottom, there is a section for 'Invoice Header' with a note '\* Indicates required field' and a 'Add to Header' button.

# 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 shows the SAP Business Network interface. On the left, a sidebar menu is open with the following items:

- My Account (highlighted with a blue box and labeled 1)
- Link User IDs
- Contact Administrator
- Switch Account
- Switch to Test Account
- More
- Test Company (highlighted with a blue box and labeled 1)
- Standard account
- Company Profile (highlighted with a blue box and labeled 1)
- Service Subscriptions
- Settings
- Logout

On the right, the main content area shows the "Test Company" profile. The "Additional Entities" tab is highlighted with a red box and labeled 2. The "Create" button in the top right corner of the table is also highlighted with a red box and labeled 3.

**Test Company**

BNO ID: BNO-1000001 | ANID: AN01745784354 | DUNS: 965768232

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TC Certifications Sustainability Ratings

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

**About Us**

Employee	Founded	Company Aliases
Business Type	Revenue	Address
Legal Form	Stock Symbol	Website URL
Member Since 2021	Registration Type	

**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-1000001		Remit To
...	No	Singapore, Singapore	BNO-1000001		Remit To
...	No	Singapore, Singapore	BNO-1000001	GST: 123456789	Sold From
...	No	Test, India	BNO-1000001		Sold From
...	No	Singapore, Singapore	BNO-1000001		Sold From
...	No	Singapore, Singapore	BNO-1000001		Sold From

**Create** **Edit** **Delete**

# 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 DUNS: 965760000 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.

Network collaboration information

Functions: \*

Sold From

Sold From

Remit To

Internal ID: Optional

Legal and tax information

TAX ID: *Type here*

VAT ID: *Type here*

GST ID: *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 | Go to Remittances

**Test Company**  
ANID: AN0174 | DUNS: 9657 | Location: Singapore, Singapore

Additional Entities (6)					
Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function
TEST 111	No	Singapore, Singapore	BNO-100000164964115	GST: 123456789a	Sold From
Test, India	No	Test, India	BNO-100000164964115		Sold From
Test, India	No	Singapore, Singapore	BNO-100000164964115		Sold From
Test, India	No	Singapore, Singapore	BNO-100000164964115		Sold From

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.

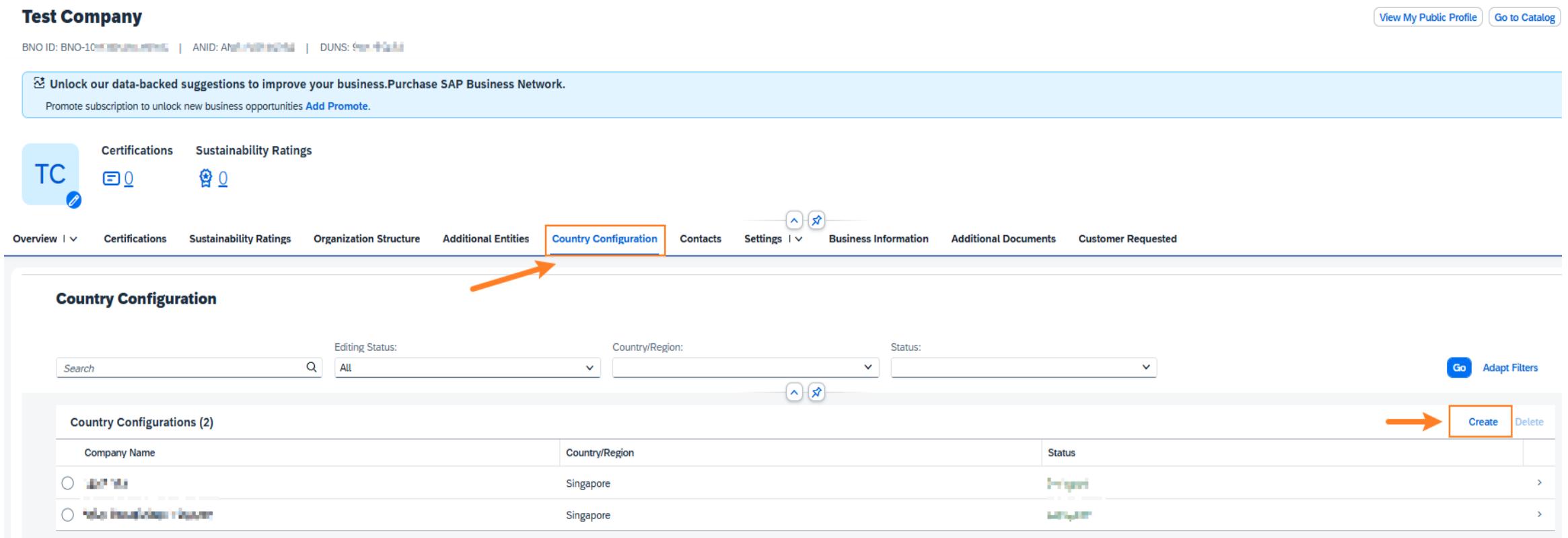
In countries that require registration with local tax authorities for electronic invoicing, you must set up a country-specific configuration in SAP Business Network. During setup, your organization's address and tax details are pulled from **Additional Entities** based on the selected country and company 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** View My Public Profile Go to Catalog

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

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**TC** Certifications Sustainability Ratings

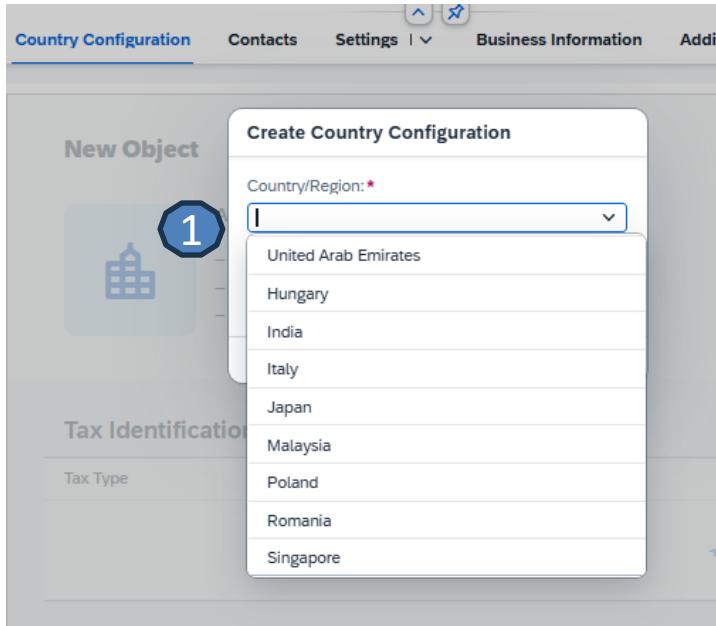
Overview | Certifications | Sustainability Ratings | Organization Structure | Additional Entities | **Country Configuration** | Contacts | Settings | Business Information | Additional Documents | Customer Requested

**Country Configuration**

Country Configurations (2)		
Company Name	Country/Region	Status
Test Company	Singapore	Active
Test Company	Singapore	Active

**Create** **Delete**

# Create Country Configuration / Legal Profile



Country Configuration

New Object

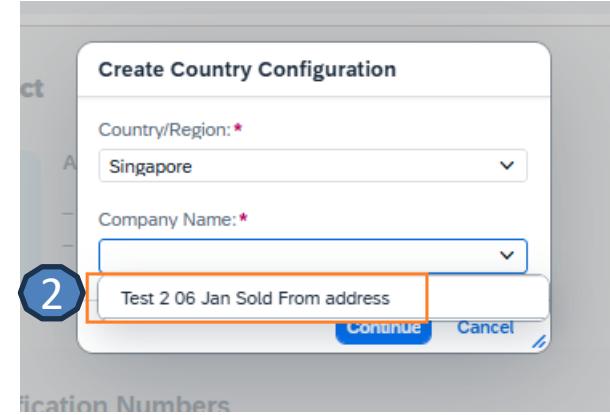
Create Country Configuration

Country/Region:\*

- United Arab Emirates
- Hungary
- India
- Italy
- Japan
- Malaysia
- Poland
- Romania
- Singapore

Tax Identification

Tax Type



Create Country Configuration

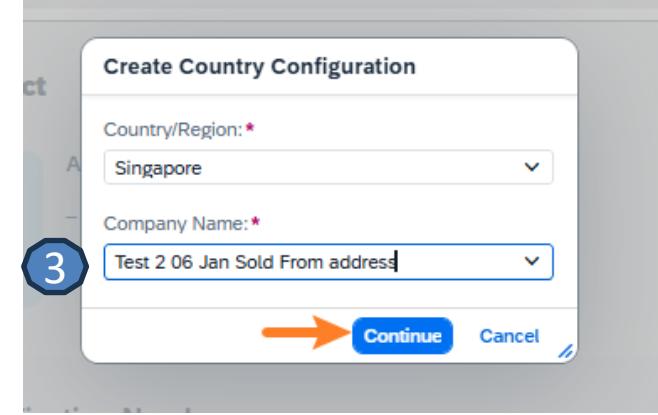
Country/Region:\*

Singapore

Company Name:\*

Test 2 06 Jan Sold From address

Continue Cancel



Create Country Configuration

Country/Region:\*

Singapore

Company Name:\*

Test 2 06 Jan Sold From address

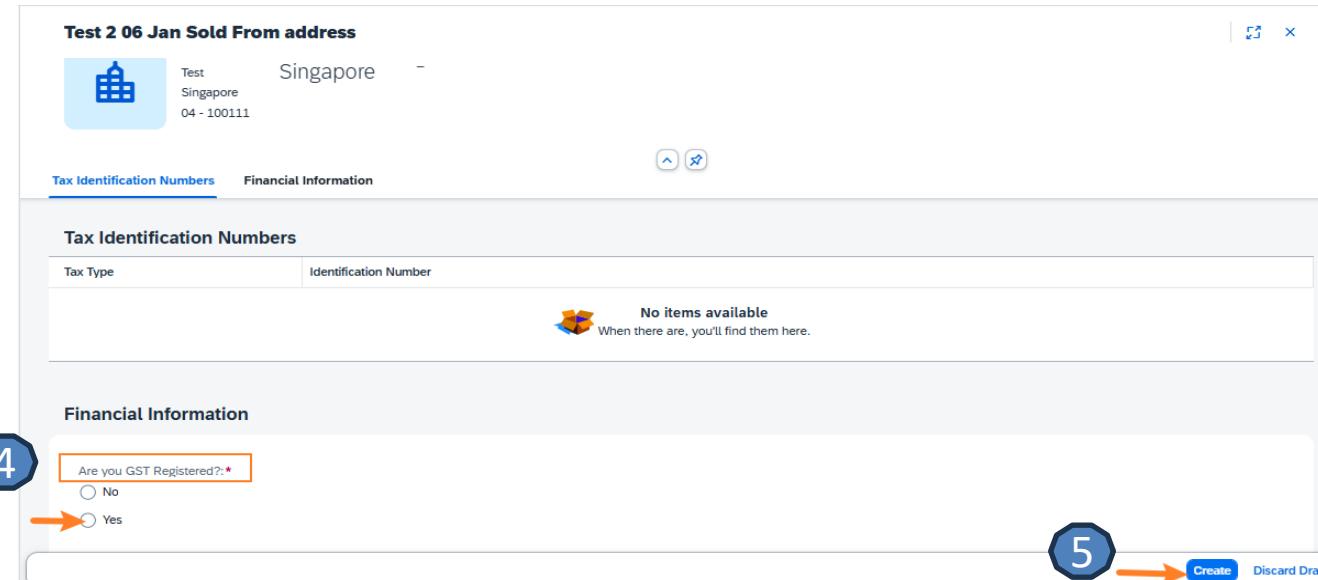
Continue Cancel

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

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

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

# Create Country Configuration / Legal Profile



Test 2 06 Jan Sold From address

Singapore

Tax Identification Numbers Financial Information

Tax Identification Numbers

No items available

Financial Information

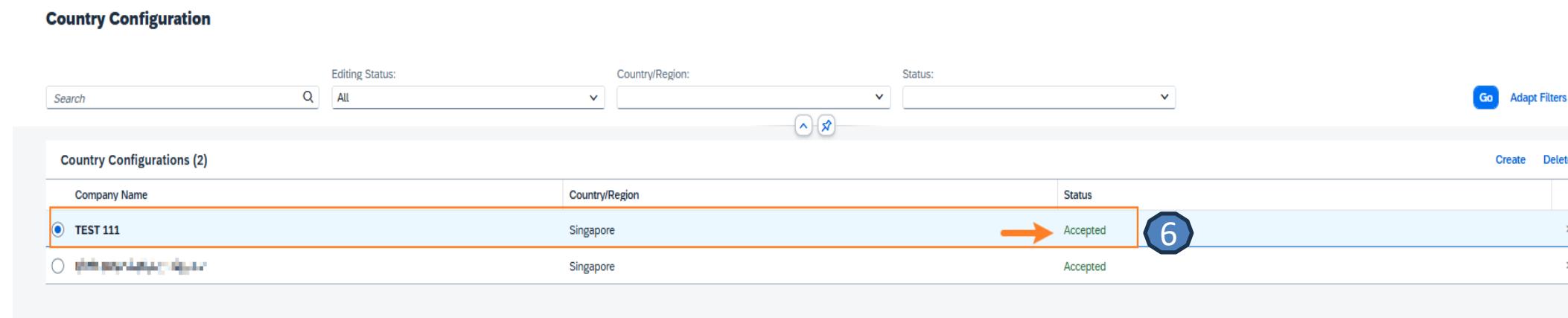
Are you GST Registered? \*

No

Yes

4

5



Country Configurations (2)			<a href="#">Create</a>	<a href="#">Delete</a>
Company Name	Country/Region	Status		
TEST 111	Singapore	Accepted		6
	Singapore	Accepted		

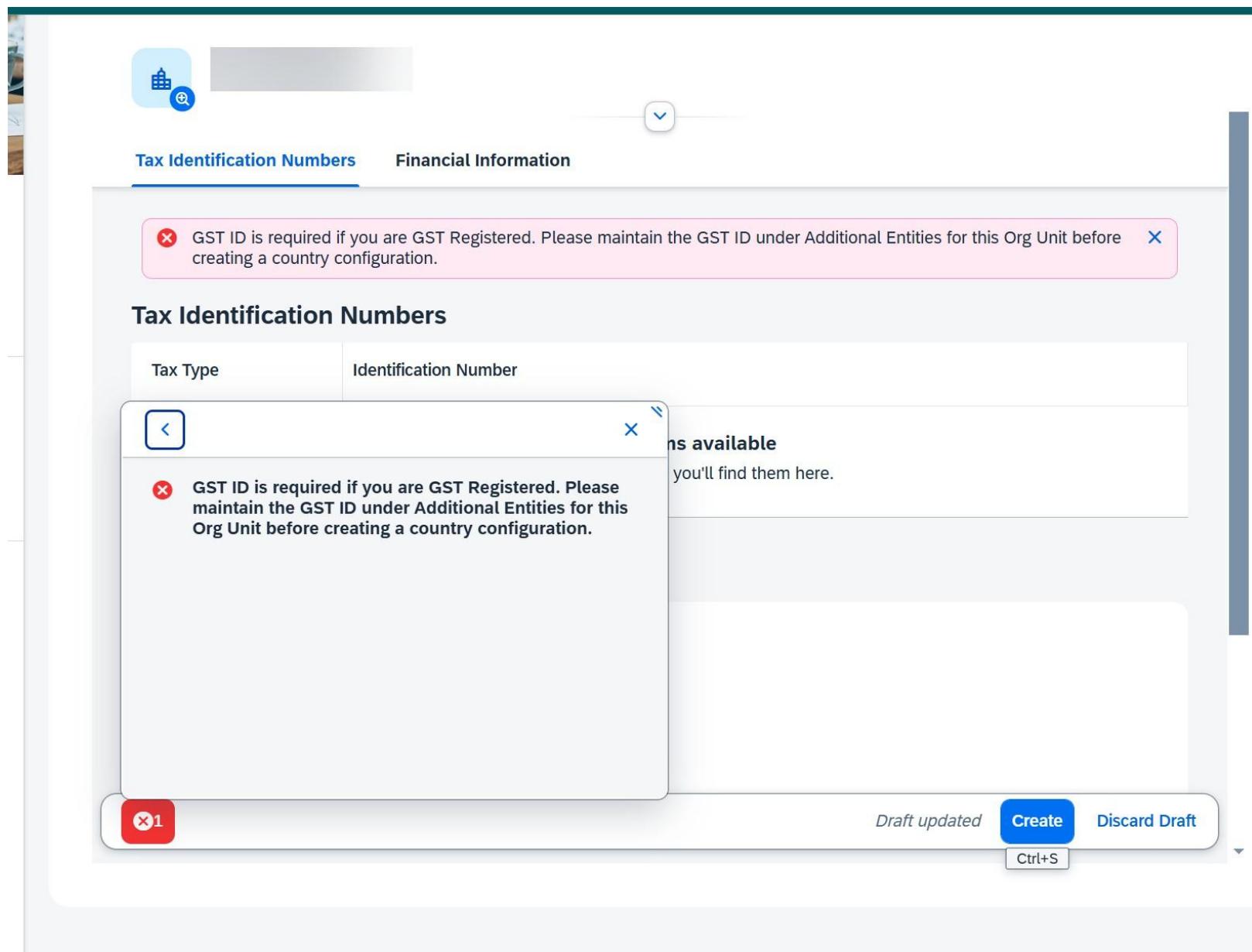
4. Under **Financial Information** section : **Are you GST Registered? YES/NO**

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.

# 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.



# Thank you.

