

SAP Business Network - Setting up Legal Profile

This guide is essential for suppliers looking to establish a legal profile in the SAP Business Network, particularly for those operating in Singapore. It provides step-by-step instructions on creating and managing company profiles and additional entities, ensuring compliance with GST requirements. By following this guide, users can avoid common pitfalls and ensure their legal information is accurately, facilitating smoother operations within the network & able to proceed with Invoice Submission.

1

Table of Contents

1. SAP Business Network Account Access.
2. Managing Address under Company Profile.
3. Key Considerations to create Additional Entity.
4. Steps to Create a Legal profile.
5. Verification of Legal Profile Creation.

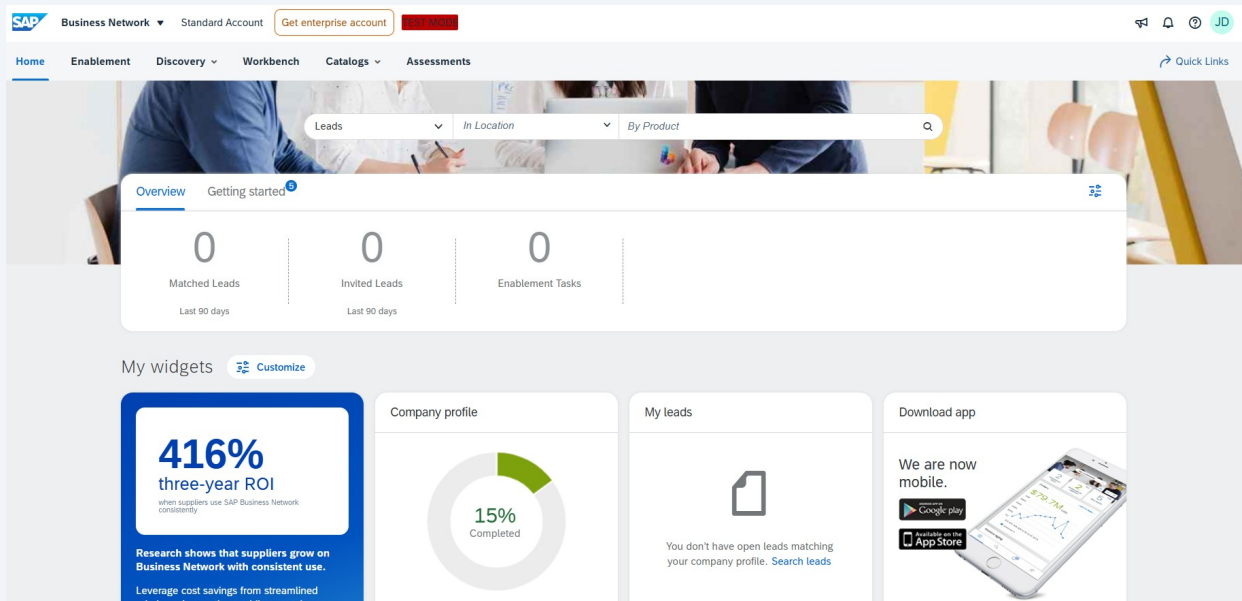


Suppliers must create a Legal Profile in SAP Business Network before submitting invoices.

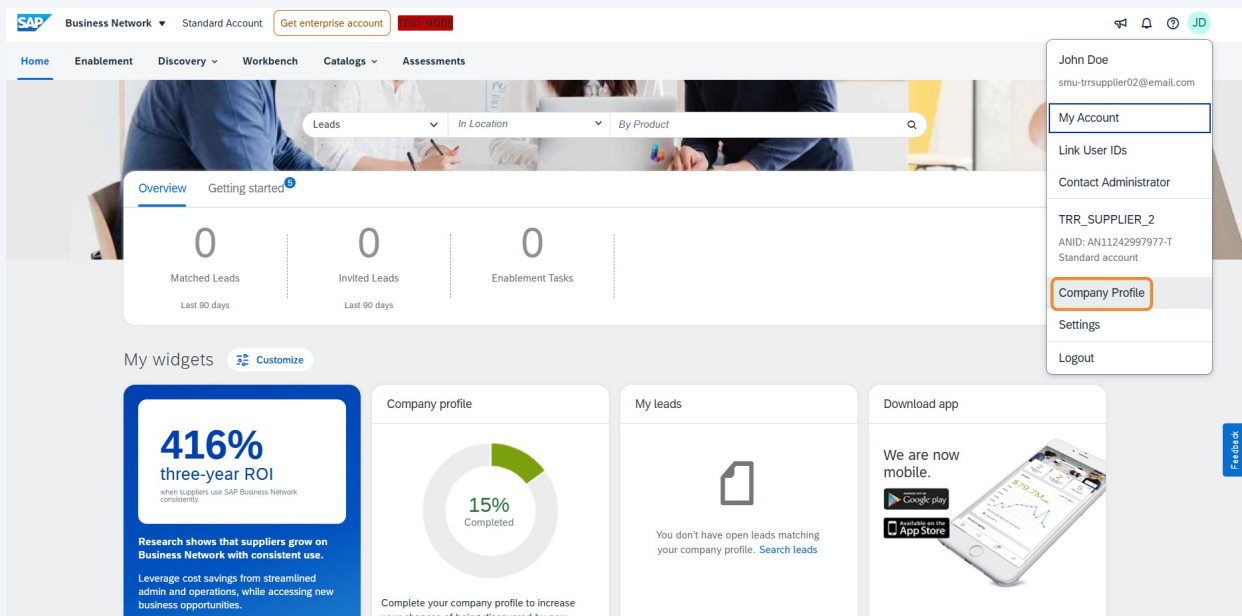
Without a Legal Profile, suppliers cannot submit invoices through SAP Business Network.

2 Navigate to supplier.ariba.com

Log in using your **supplier account username** and **password** to access the SAP Business Network supplier portal.



3 Click **Company Settings** (name initials on Home Page top right corner) and click on **Company Profile** from the drop-down.



4 Additional Entities creation

- In Company Profile, go to **Additional Entities** section and click **Create** or **Edit** (if an entry already exists) to configure additional supplier addresses.
- Click on **Create** within the Company Settings section to add additional Legal Entities.

The screenshot displays the SAP Business Network interface for a company profile. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Catalogs', and 'Assessments'. The main header shows 'TRR_SUPPLIER_2' with BNO ID: BNO-100000161586762-T, ANID: AN11242997977-T, and DUNS: -. A blue banner promotes SAP Business Network. The left sidebar has tabs for 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities' (highlighted with an orange box), 'Country Configuration', 'Contacts', 'Settings', 'Business Information', 'Additional Documents', and 'Customer Requested'. The 'Additional Entities' section shows a table with 0 entities. The table headers are 'Company Name', 'Default Address', 'Location', 'BNO ID', 'TAX ID', and 'Collaboration Function'. A 'Create' button is highlighted with an orange box. Below the table, a message states 'No additional entities yet' and 'Start by adding additional entities and'.



Fields marked with the * asterisk will be mandatory to add the additional entity.

5 Key Considerations to Create the New Additional Entity

1. Company Legal Name:

- Must be unique if the supplier has one entity in the same country.

2. **Address Details** (Please provide the response to the mandatory fields marked with an asterix):

- **Country/ Region** (Choose **Singapore**)
- **Address Line 1**
- **City**
- **Postal Code**
- **State**

3. Functions:

- Select **Sold From** (This is required to maintain the Legal Profile)

TRR_SUPPLIER_2

BN ID: BNO-100000161586762-T | ANID: AN11242997977-T | DUNS: -

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

Create New Additional Entity

! If you plan to set up the country configuration (legal profile) and are GST registered, make sure to complete the following field: GST ID.

Company and location information	Network collaboration information
Company (Legal) Name: * TRR_SUPPLIER_2	Functions: * Sold From
Country/Region: * Singapore	Identification information Internal ID:
Address Line 1: * CBD 19 Street	Legal and tax information TAX ID:
Address Line 2: Type here	VAT ID:
Address Line 3: Type here	

Create Discard



If the supplier is GST-registered, please provide the registered **GST ID** under the **Legal and Tax Information** section.

(This applies only to GST-registered suppliers and Non GST-registered suppliers can leave this as blank)

TRR_SUPPLIER_2

BNO ID: BNO-100000161586762-T | ANID: AN11242997977-T | DUNS: -

View My Public Profile Go to Catalog

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

TRR_SUPPLIER_2

ANID: AN11242997977-T DUNS: - Location: Singapore, Singapore

Create New Additional Entity

Address Line 1: *
CBD 19 Street

Address Line 2:
Type here

Address Line 3:
Type here

City: *
Singapore

Postal Code: *
333849

State:
North East

Internal ID:

Legal and tax information

TAX ID:
Type here

VAT ID:
Type here

GST ID:
123456789A

Create Discard

6

Once all required information has been entered, click **Create** to complete the process.

If the supplier's address matches but is not fully accurate, the system will suggest corrected address options. The supplier can select the appropriate suggestion and click **Confirm** or if the entered address is correct, choose **Use Entered Address**.

TRR_SUPPLIER_2

BNO ID: BNO-100000161586762-T | ANID: AN11242997977-T | DUNS: -

View My Public Profile Go to Catalog

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

TRR_SUPPLIER_2

ANID: AN11242997977-T DUNS: - Location: Singapore, Singapore

Create New Additional Entity

Address Line 1: *
CBD 19 Street

Address Line 2:
Type here

Address Line 3:
Type here

City: *
Singapore

Postal Code: *
333849

State:
North East

Address Suggestions

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

Cbd 19 Street, Singapore, North East, 333849

We recommend:

☐ 1 lor 19 geylang, The primero, Singapore, 388487, Singapore

☒ 3 lor 19 geylang, Singapore, 388488, Singapore

☐ 4 lor 19 geylang, Sims point, Singapore, 388489, Singapore

☐ 6 lor 19 geylang, Singapore, 388490, Singapore

☐ 6a lor 19 geylang, Singapore, 388490, Singapore

Confirm Use Entered Address

123456789A

Create Discard

7

Once the additional entity is created, the supplier will see it listed under the relevant section.

Home Enablement Discovery ▾ Workbench Catalogs ▾ Assessments [Quick Links](#)

TRR_SUPPLIER_2 [View My Public Profile](#) [Go to Catalog](#) [...](#)

BNO ID: BNO-100000161586762-T | ANID: AN11242997977-T | DUNS: -

Overview | ▾ Certifications Sustainability Ratings Organization Structure **Additional Entities** Country Configuration Contacts Settings | ▾ Business Information +2 ▾

TRR_SUPPLIER_2 [Go to Remittances](#)

ANID: AN11242997977-T DUNS: - Location: Singapore, Singapore

Additional Entities (1)						Create Edit Delete Grid Add
Company Name	Default Address	Location	BNO ID	TAX ID	Collaboration Function	
☐ TRR_SUPPLIER_2	No	Singapore, Singapore	BNO-100000161805295	GST: 123456789A	Sold From	>

8

In order to proceed with the Legal Profile Creation, follow the below steps:

1. Navigate to **Country Configuration** tab.
2. Click on **Create** button to create the Legal Profile.

SAP Business Network ▾ Standard Account [Get enterprise account](#) [Log Out](#) [JD](#)

Home Enablement Discovery ▾ Workbench Catalogs ▾ Assessments [Quick Links](#)

TRR_SUPPLIER_2 [View My Public Profile](#) [Go to Catalog](#) [...](#)

BNO ID: BNO-100000161586762-T | ANID: AN11242997977-T | DUNS: -

Overview | ▾ Certifications Sustainability Ratings Organization Structure Additional Entities **Country Configuration** Contacts Settings | ▾ Business Information +2 ▾

Country Configuration

Editing Status: Country/Region: Status: [Go](#) [Adapt Filters](#)

[Add](#) [Edit](#)

Country Configurations			Create Delete
Company Name	Country/Region	Status	

9 Steps to Create the Legal Profile.

1. **Select** the country **Singapore** among the list of 8 countries that **require Legal profile**.
2. Based on the Country Selected (i.e. Singapore), select the **relevant system address** created under **Additional Entities**.
3. Click on **Continue**.

The screenshot shows the SAP Business Network interface. The main header includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. The navigation bar contains links for Home, Enablement, Discovery, Workbench, Catalogs, and Assessments. The user's profile 'JD' is in the top right corner. The main content area is titled 'TRR_SUPPLIER_2' and includes a 'View My Public Profile' and 'Go to Catalog' button. Below this is a breadcrumb trail: Overview > Certifications > Sustainability Ratings > Organization Structure > Additional Entities > Country Configuration. The 'Country Configuration' section has a search bar, a dropdown for 'Country/Region' (set to 'Singapore'), and a dropdown for 'Company Name' (set to 'TRR_SUPPLIER_2'). A 'Go' button and 'Adapt Filters' link are also present. A 'New Object' modal is open, showing the same 'Country/Region' and 'Company Name' fields. The 'Continue' button in the modal is highlighted with an orange box.

10

1. **Tax Type GST & Identification Number** will auto populate for the **GST Registered suppliers**. (Note: The GST Number is derived from Address Created under Additional Entities. Please Make sure the information is provided accurately).

2. For **GST Registered Suppliers**

- Select **Yes**

3. For **Non-GST Registered Suppliers**

- Select **No**

4. Click on **Create** Button.

The screenshot shows a web application interface for configuring a supplier. The top navigation bar includes links like 'Vorkbench', 'Catalogs', and 'Assessments'. The main header displays the supplier name 'TRR_SUPPLIER_2' and a status icon. Below the header, a tabbed interface shows 'Tax Identification Numbers' and 'Financial Information'. The 'Financial Information' tab is active, displaying a form with the question 'Are you GST Registered?'. The 'Yes' radio button is selected. At the bottom right, a 'Create' button is highlighted with an orange border, next to a 'Discard Draft' link. The page also shows a 'Country Configuration' tab in the main navigation bar.

11 Please make sure the status is **Accepted** for the relevant country configuration.

NOTE

- The GST Number is derived from Address Created under Additional Entities. Please Make sure the information is provided accurately
- Update the GST number in the Additional Entities section before marking the entity under the Country Configuration for Legal profile. Failing to do so may result in error.

The screenshot shows the SAP Business Network interface for a supplier profile named TRR_SUPPLIER_2. The 'Country Configuration' tab is active, displaying a table of configurations. The table has columns for Company Name, Country/Region, and Status. One configuration is listed: TRR_SUPPLIER_2, Singapore, Accepted. The 'Accepted' status is highlighted with a red box. The page also includes a search bar, filter dropdowns, and a 'Go' button.

Country Configuration

Editing Status: All Country/Region: Status: Go Adapt Filters

Company Name	Country/Region	Status
TRR_SUPPLIER_2	Singapore	Accepted