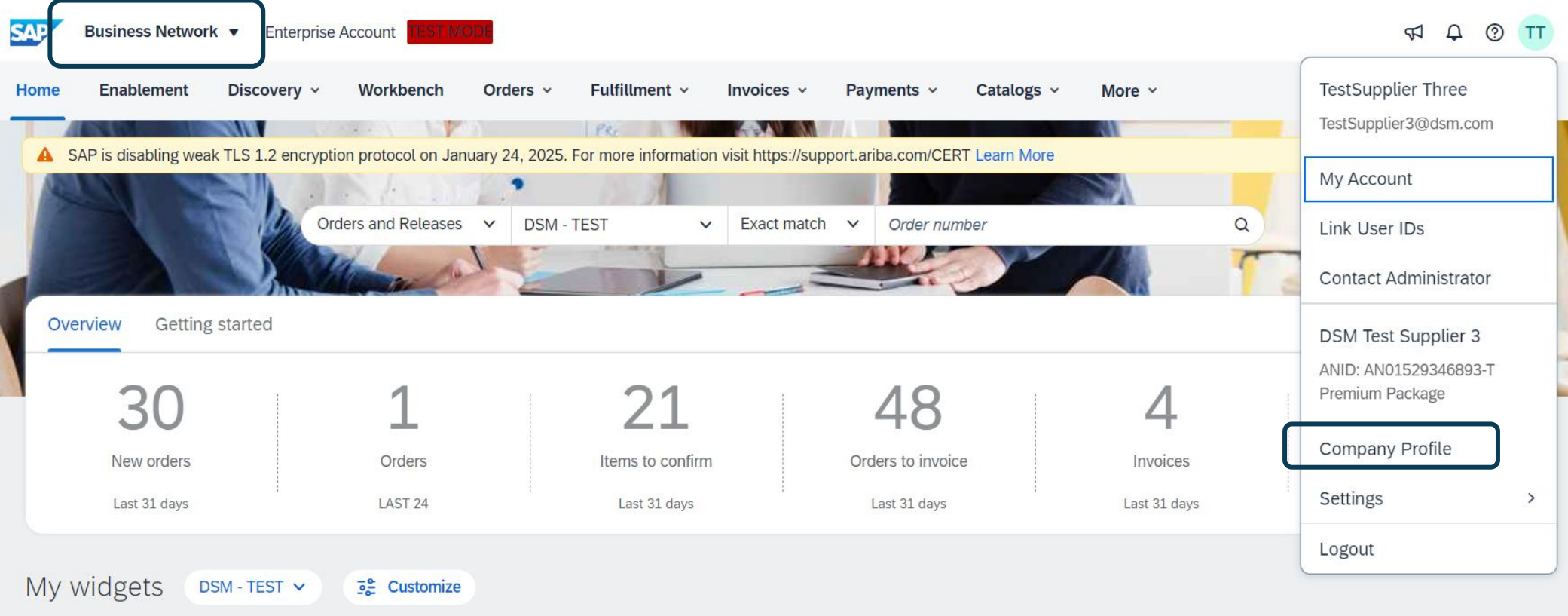


# 1. How to become a registered supplier on SAP Business Network

## 1.3 Supplier registration – Configure profile account

# How to configure your SAP Business Network account profile

Go to the main menu and select "Company profile".



# How to configure your SAP Business Network account profile

- Scroll down and click on **'Business Information'**. Update your company name, address, legal status, capital, type of company and company registration n°, Tax ID, and any additional information. These will be automatically carried over to the standard invoice creation.
- Move from tab to tab to complete your profile.
- Click on **'Save'** when done.

The screenshot displays the SAP Business Network account profile configuration interface. On the left, a sidebar contains navigation options: Overview, Credentials, Organization Structure, Additional Addresses, **Business Information** (highlighted), Contacts, Customer Requested, Additional Documents, and Insights. The main content area is divided into several sections: Employees, Business Type, Legal Form, Founded, Revenue, Stock Symbol, Company Aliases, and Address (Central Singapore, Singapore). Below these are sections for Product and Service Categories, Ship-to or Service Location, and Industries. The 'Additional Information' modal is open, showing tabs for Additional Addresses, Business, Customer Requested, and Additional Documents. The 'Business' tab is active, displaying fields for Financial Information (Penalty Information, Discount Information, Global Location Number) and Tax Information (Tax Classification, Taxation Type, Tax ID, State Tax ID, Regional Tax ID, VAT ID). A blue 'Save' button is highlighted in the top right corner of the modal.

# How to configure your SAP Business Network account profile

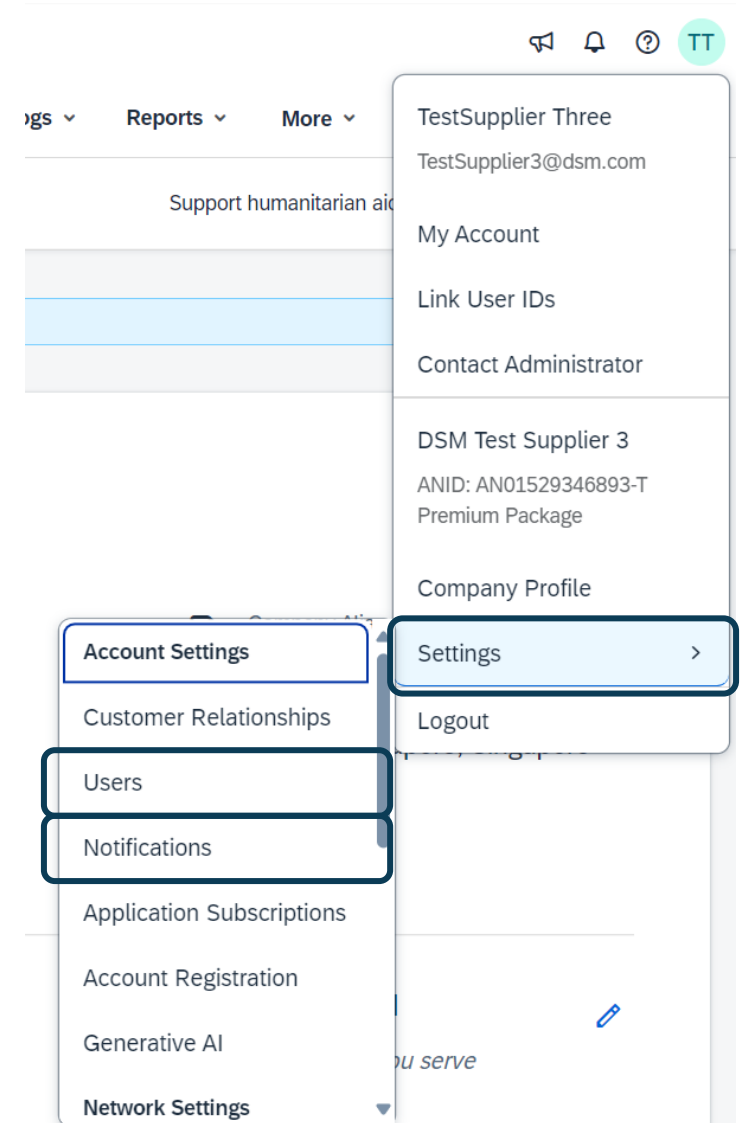
If you go back to the homepage and select **'your initials'** and **'Settings'**, you will see a menu appear on the left:

- You can set up how you want to receive Orders and who should receive orders and changed orders in your company in **'Electronic Order Routing'**.
- You can change how you want to send invoices and who should be notified of the status in **'Electronic Invoice Routing'**.
- You can add users from your company by clicking on **'Users'**.

Please see separate instructions in the following guides (1.3a, 1.3b, 1.3c).

*Note:*

- *An Order can be cancelled by dsm-firmenich up until the moment that a Shipping Notice is placed by you.*
- *All Orders need to be confirmed within the "need by date".*
- *You will receive reminders by email, if want to change the settings go to 'Notifications'. Please ensure that you whitelist Ariba in your mailbox to prevent emails from being directed to the spam/junk folder.*



**We bring progress to life**