

# Account Administration Set Up

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How to **Update Your Tax Information** in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

*“I have created my SAP Business Network account, but I need to update my tax information”*

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**Version Number**

1.0

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[Click here for further context on the Account Administration Set Process](#)

# Updating Tax Information Asia Pacific

1. From the SBN Home Page navigate to your *initials* on the top right-hand corner of the screen
2. Click **Company Profile**
3. Click **Business Information**
4. Select the **Business** tab
5. Scroll down to **Tax Information** and confirm or enter **ABN**
6. Confirm or enter **State Tax ID**
7. Confirm or enter **VAT ID**
8. Click **Save** to be returned to the *SBN Home Page*



**Note:** The State Tax ID and VAT ID is your ABN (11 digits). Doing this step will alleviate the need to enter this information in other documents

**Note:** Make sure your ABN Number and VAT ID are entered and are the exact match

The screenshot displays the SAP Business Network interface for an Enterprise Account. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is present with filters for 'Orders and Releases', 'Rio Tinto - TEST', 'Exact match', and 'Order number'. The main dashboard shows key metrics: 25 New orders (Last 31 days), 108 Orders (Last 31 days), 12 Rejected invoices (Last 31 days), \$0.0 AUD Remittances (Last 31 days), and 0 Open postings (Last 90 days). A user profile dropdown in the top right shows 'Mia Del Popolo' and 'Company Profile' (highlighted with a red box and number 2). The 'Company Profile' page is visible, with 'Business Information' selected in the left sidebar (highlighted with a red box and number 3). The 'Business Information' page shows tabs for 'Business', 'Contacts', and 'Additional Documents'. The 'Business' tab is active, and the 'Save' button is highlighted with a red box and number 8. The 'Tax Information' section is expanded, showing 'Tax Classification' (Income Tax), 'Taxation Type' (no value), 'ABN Number' (47073690990), 'State Tax ID' (47073690990), and 'VAT ID' (AU47073690990). Red boxes and numbers 4 through 7 highlight the 'Business' tab, the 'ABN Number' field, the 'State Tax ID' field, the 'VAT ID' field, and the 'VAT Registered' checkbox, respectively. A lightbulb icon is next to the 'VAT ID' field.

# Updating Tax Information Canada

1. From the SBN Home Page navigate to your *supplier initials* on the top right-hand corner of the screen
2. Click **Company Profile**
3. Click **Business Information**
4. Select the **Business** tab
5. Scroll down to **Tax Information** and confirm or enter **Tax ID**. This is equative to your GST Registration Number
6. Confirm or enter **Supplier GST**
7. Click **Save** to be returned to the *SBN Home Page*



**Note:** Make sure your GST number is also entered in the Tax ID field. It needs to be populated in both places and **MUST** be an exact match

**Note:** The below Tax IDs must also be entered:

GST – Goods and Services Tax  
QST – Quebec Sales Tax  
PST – Provincial Sales Tax  
HST – Harmonized Sales Tax

The screenshot displays the SAP Business Network interface for a supplier. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is present with filters for 'Orders and Releases', 'Rio Tinto - TEST', 'Exact match', and 'Order number'. The main dashboard shows key metrics: 25 New orders, 108 Orders, 12 Rejected invoices, \$0.0 AUD Remittances, and 0 Open postings. A sidebar on the right contains user information for Mia Del Popolo and a 'Company Profile' link, which is highlighted with a red box and number 2. Below the dashboard, the 'Business Information' section is active, with a red box and number 3 around the 'Business Information' link. The 'Business' tab is selected, and a red box and number 4 highlight the 'Business' tab. The 'Tax Information' section is visible, with a red box and number 5 around the 'Tax ID' field containing 'R10222932'. A red box and number 6 highlight the 'Supplier GST/HST Registration Number' field, also containing 'R10222932'. A red box and number 7 highlight the 'Save' button. A 'Supplier VAT' section is also visible, containing fields for 'Supplier VAT/Tax ID', 'Supplier GST/HST Registration Number', 'Supplier PST Registration Number', and 'Supplier QST Registration Number'. A lightbulb icon is placed above the 'Supplier VAT' section.

# Updating Tax Information USA

1. From the SBN Home Page navigate to your *supplier initials* on the top right-hand corner of the screen
2. Click **Company Profile**
3. Click **Business Information**
4. Select the **Business** tab
5. Scroll down to *Tax Information* and confirm or enter **Tax ID**
6. Confirm or enter **VAT ID**
7. Click **Save** to be returned to the *SBN Home Page*



**Note:** Make sure your Tax ID number is entered in the Tax ID field. If VAT registered, your TAX ID needs to be populated in both places and **MUST** be an exact match

The screenshot displays the SAP Business Network interface for an Enterprise Account. The top navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. A search bar is visible with filters for 'Orders and Releases', 'Rio Tinto - TEST', 'Exact match', and 'Order number'. The main dashboard shows key metrics: 25 New orders (Last 31 days), 108 Orders (Last 31 days), 12 Rejected invoices (Last 31 days), \$0.0 AUD Remittances (Last 31 days), and 0 Open postings (Last 90 days). A 'My widgets' section includes 'Invoice aging', 'Activity feed', and 'All'. The right-hand side features a user profile for Mia Del Popolo and a 'Company Profile' link, which is highlighted with a red box and a '1' callout. Below the dashboard, the 'Business Information' tab is selected, highlighted with a red box and a '3' callout. The 'Business' sub-tab is also highlighted with a red box and a '4' callout. The 'Tax Information' section is visible, with the 'Tax ID' field containing 'R102222932' (highlighted with a red box and a '5' callout) and the 'Vat ID' field containing 'R102222932' (highlighted with a red box and a '6' callout). The 'VAT Registered' checkbox is checked. A blue 'Save' button is highlighted with a red box and a '7' callout. A red dashed line with lightbulb icons connects the 'Tax ID' and 'Vat ID' fields, indicating the requirement for an exact match.

# Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.