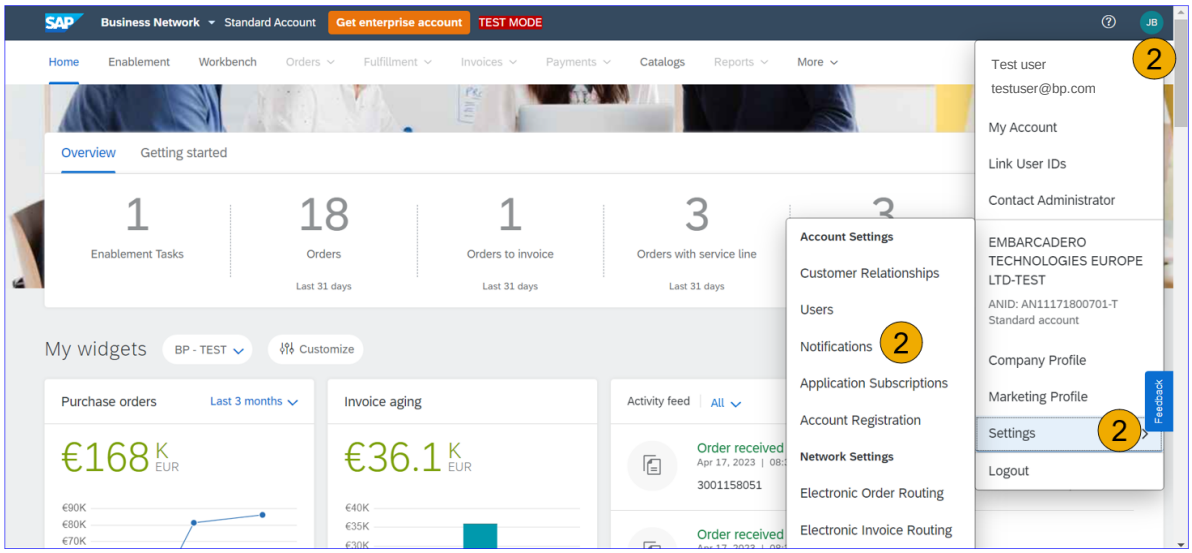
Important account and network settings

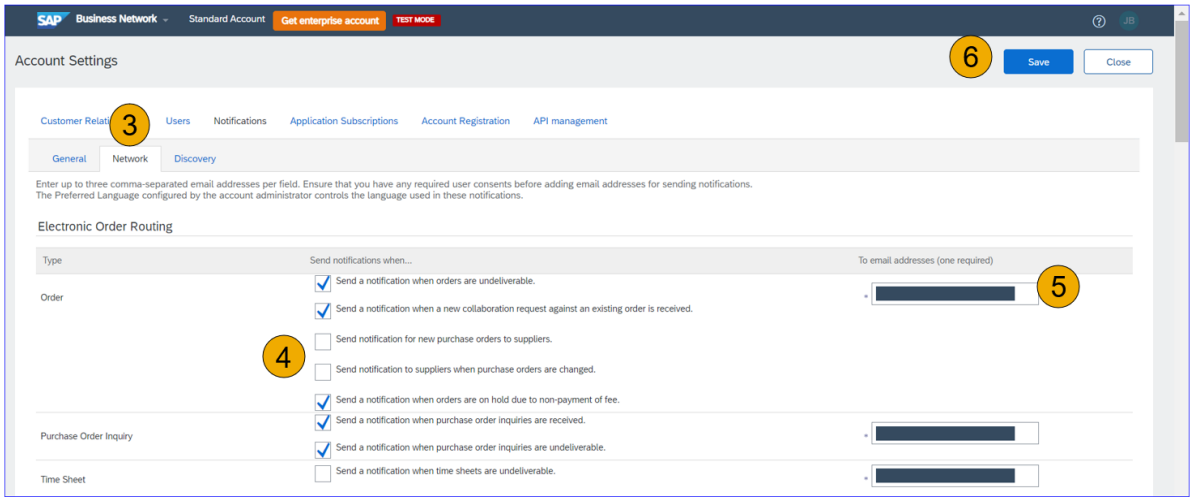
SAP Business Network – Standard account for suppliers located in South Africa

Steps to maintain important account and network settings:

1. Ensure your SAP Business Network account is properly set up. Log in to the account using your credentials.
2. Click the **Profile icon/Your initials** in the top-right corner. Navigate to **Setting > Notification**.



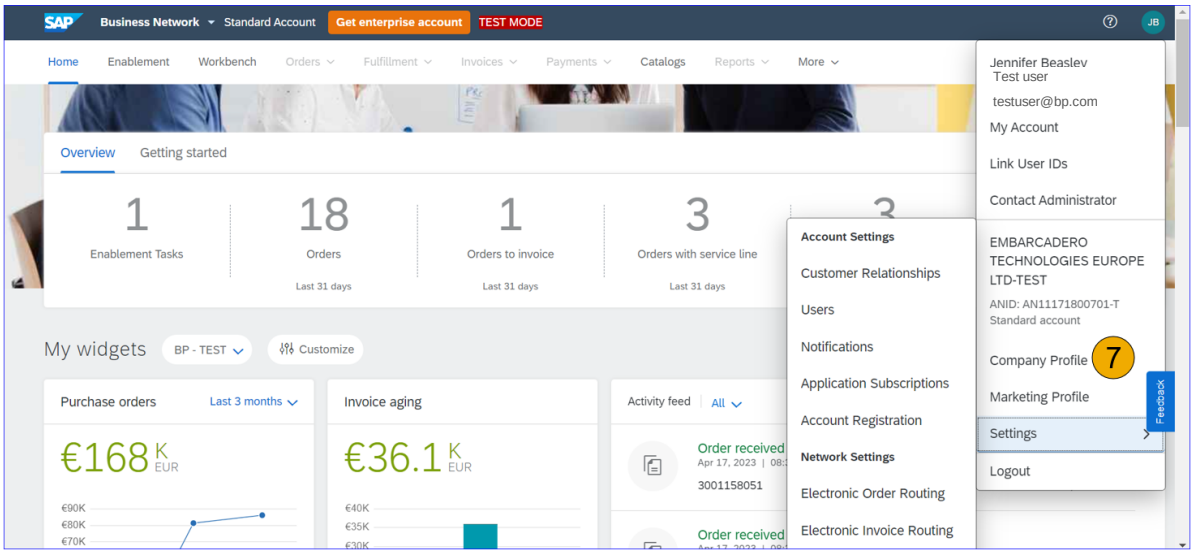
3. Navigate to the **Network** tab.
4. Check the box **Send notification for new purchase orders to suppliers** to receive email notifications when new orders are received. Check **Send notification to suppliers when purchase orders are changed** to receive email notifications when orders are changed.
5. You can add up to 3 email IDs to receive email notifications.
6. Scroll down and select other notifications that are relevant for you.



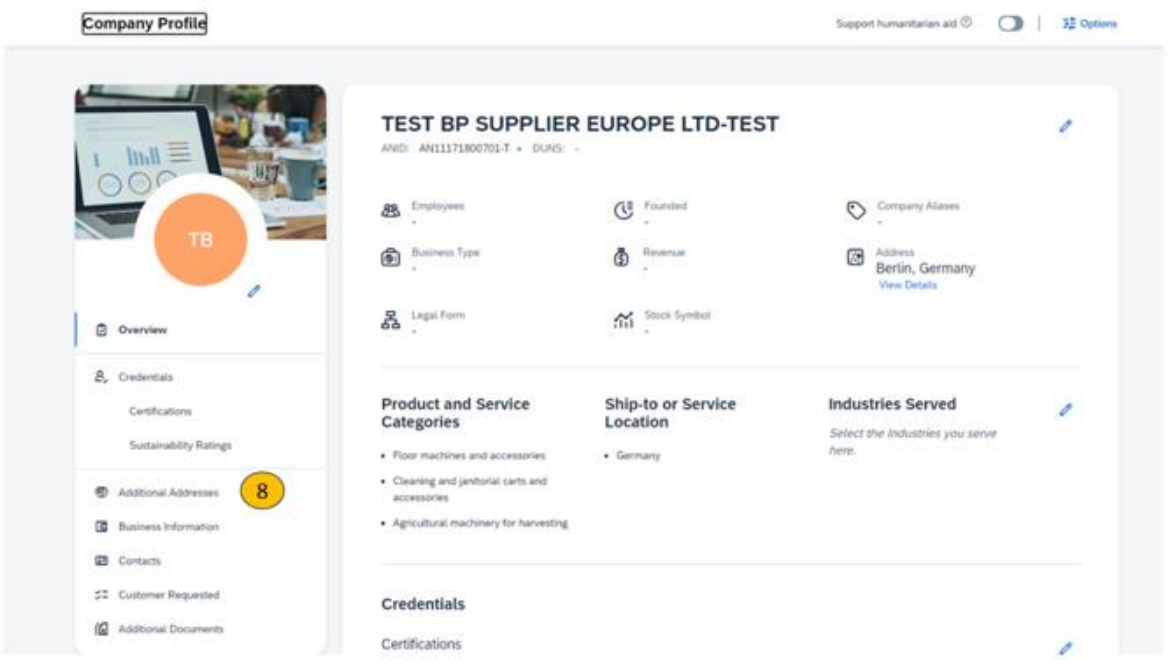
Important account and network settings

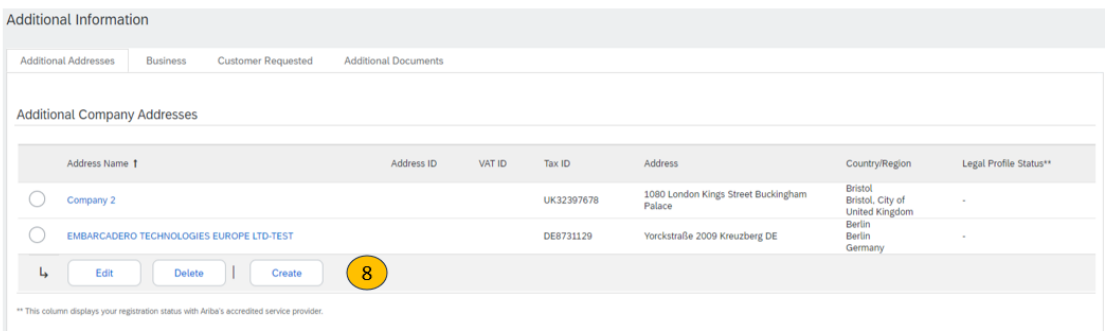
SAP Business Network – Standard account for suppliers located in South Africa

7. Select **Company Profile**.



8. Navigate to **Additional Company Addresses** and select **Create** to add new address.

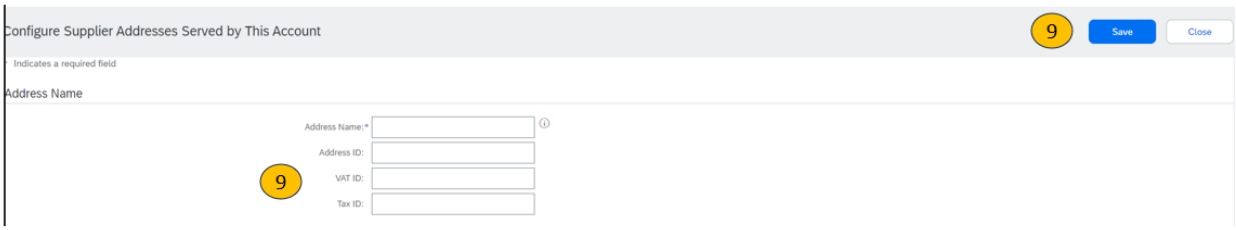




Important account and network settings

SAP Business Network – Standard account for suppliers located in South Africa

9. Populate the **Tax ID** column for the address. Once you click the **Save** button, the system will auto-populate the **Tax ID** on future invoices.



10. Populate the remaining mandatory details such as: **Product and Service Categories** and **Ship-to or Service Locations**.

