

SAP Business Network
Country-Specific Requirement
For Account Setup/ Invoice Submission



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MALAYSIA

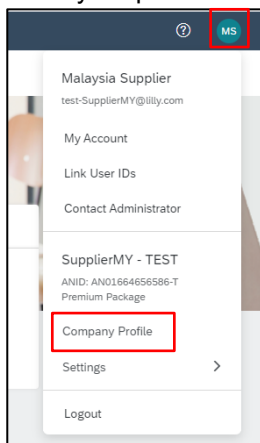
- If your company is based in Malaysia, registered for SST, and transacting with Eli Lilly entities in Malaysia, you need to setup your profile in SAP Business Network with SST ID. This field will be needed when you submit SST charges on the invoice. All SAP Business Network invoices will be auto populated with the SST ID once this has been set up.

Additional Malaysia Specific Information

Supplier SST ID: B00-0000-00000000	Customer VAT ID/Tax ID: B00-0000-00000000
Withholding Tax Base Amount:	
Withholding Tax Amount:	
Company Code: 528	
Vendor ID: 425091	

Follow below steps to setup your company profile in SAP Business Network with SST ID:

1. Go to your profile on top right corner of SAP Business Network, then select "Company Profile".



2. In the next page, tick the radio button of your company's address under "Additional Company Addresses" tab and click "Edit".

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
<input checked="" type="radio"/> SupplierMY - TEST		B00-0000-00000000		No 4, Jalan PJU 8/8A, Damansara Perdana	Petaling Jaya Selangor Malaysia	-

3. Input your SST ID under "SST ID" field and click "Save".

Configure Supplier Addresses Served by This Account

* Indicates a required field

Address Name

Address Name: SupplierMY - TEST ⓘ

Address ID:

SST ID:

Tax ID:

Address

Address 1: No 4, Jalan PJU 8/8A, Damansara Perdana

Address 2:

Postal Code: 47820

City: Petaling Jaya

State: Selangor [MY-10] ▼

Country/Region: Malaysia [MYS] ▼

- If you are submitting invoice with 0% VAT tax, you need to select “Zero Rated or Exempt” for “Exempt Detail” field (dropdown option) and fill in “Description” field (free text; short description is acceptable, e.g.: NA, NIL, or “.”).

Tax	
Category:*	VAT
Location:	
Description:	NA <small>1 Reason for Zero-Rate VAT is required</small>
Regime:	
Date Of Pre-Payment:	
Law Reference:	
Taxable Amount: RM500,000.00 MYR	
Rate(%): 0	
Tax Amount: RM0.00 MYR	
Exempt Detail:	(no value) (no value) Zero Rated Exempt
Date Of Supply:*	
<input type="checkbox"/> Triangular Tr	

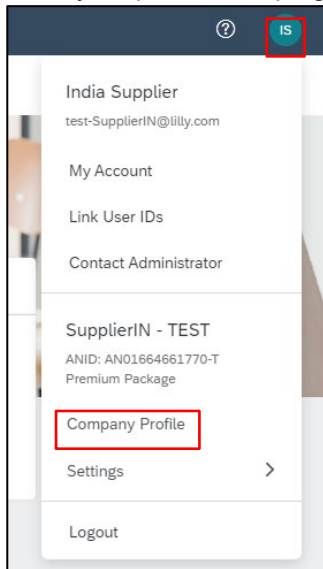
Required if tax category is VAT and the tax rate is 0%.

INDIA

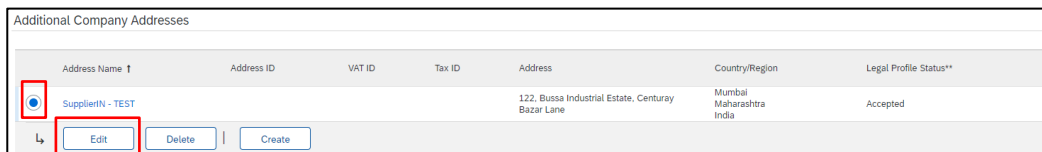
- If your company is based in India, registered for GST, and transacting with Eli Lilly entities in India, you need to setup your profile in SAP Business Network with GST ID. All SAP Business Network invoices will be auto populated with the GST ID once this has been set up.

Follow below steps to setup your company profile in SAP Business Network with GST ID:

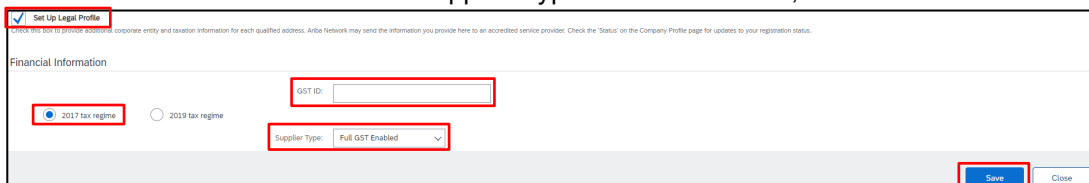
1. Go to your profile on top right corner of SAP Business Network, then select "Company Profile".



2. In the next page, tick the radio button of your company's address under "Additional Company Addresses" tab and click "Edit".



3. Tick "Set Up Legal Profile", select "2017 tax regime", input your GST ID under "GST ID" field, and select "Full GST Enabled" for "Supplier Type" field. Once done, click "Save".



- If your company is based in India and transacting with Eli Lilly entities in India, you need to add your PAN ID to each invoice during invoicing in SAP Business Network.

- If your company is based in India and transacting with Eli Lilly entities in India, you need to add one or more HSN/SAC to each line item upon invoicing in SAP Business Network. If more than one HSN/SAC is needed for a line item, you should tick the box next to the line item, click on “Line Item Actions” button, and select “Classification”. Next, populate the “Domain” field with HSNSAC and enter the number in the “Code” field. Repeat as required.

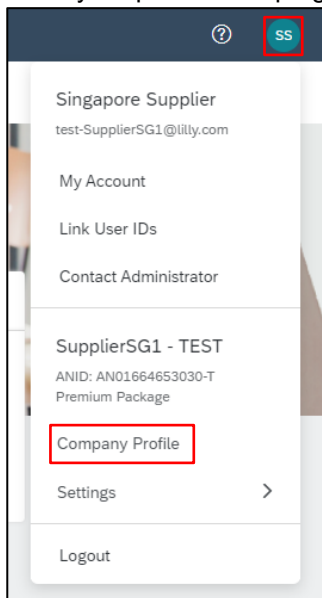
- When applicable, please use the Comment field to add information typically required for country specific legal reasons (i.e. Reverse Charge Mechanism (RCM) and Special Economic Zone (SEZ) declaration for India).

SINGAPORE

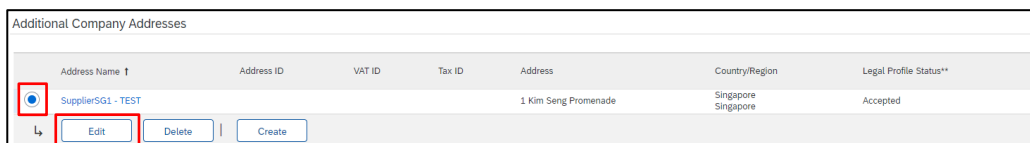
- If your company is based in Singapore, registered for GST, and transacting with Eli Lilly entities in Singapore, you need to tick “Set Up Legal Profile” while setting up your profile in SAP Business Network in order to ensure the invoice is labelled as “TAX INVOICE” in SAP Business Network.

Follow below steps to setup your legal profile in SAP Business Network:

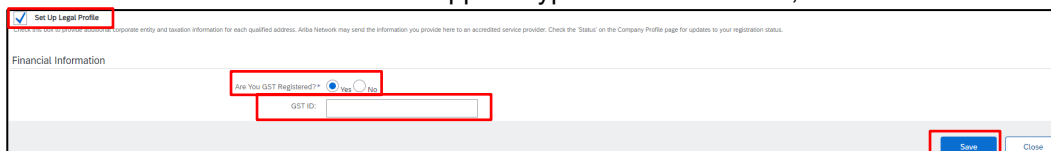
1. Go to your profile on top right corner of SAP Business Network, then select “Company Profile”.



2. In the next page, tick the radio button of your company's address under “Additional Company Addresses” tab and click “Edit”.



3. Tick “Set Up Legal Profile”, select “2017 tax regime”, input your GST ID under “GST ID” field, and select “Full GST Enabled” for “Supplier Type” field. Once done, click “Save”.



HONG KONG

- If you are submitting invoice with 0% VAT tax, you need to select “Zero Rated or Exempt” for “Exempt Detail” field (dropdown option) and fill in “Description” field (free text; short description is acceptable, e.g.: NA, NIL, or “.”).

Tax

Category: VAT

Location:

Description: NA
Reason for Zero-Rate VAT is required

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: HK\$478,131.51 HKD

Tax Rate Type:

Rate(%): 0

Tax Amount: HK\$0.00 HKD

Exempt Detail: (no value)

Date Of Supply: (no value)

☐ Triangular Tr

Zero Rated

Exempt

Required if tax category is VAT and the tax rate is 0%.

JAPAN

- If you are submitting invoice with 0% VAT tax, you need to select “Zero Rated or Exempt” for “Exempt Detail” field (dropdown option) and fill in “Description” field (free text; short description is acceptable, e.g.: NA, NIL, or “.”).

The screenshot shows the SAP Tax form for Japan. The 'Category' is set to 'VAT'. The 'Description' is set to 'NA'. The 'Rate(%)' is set to '0'. The 'Exempt Detail' is set to 'Zero Rated'. The 'Taxable Amount' is HK\$478,131.51 HKD. The 'Tax Amount' is HK\$0.00 HKD. The 'Date Of Supply' is set to 'Zero Rated'.

- If your company is based in Japan and transacting with Eli Lilly entities in Japan, you need to setup your legal profile in SAP Business Network. This is a requirement by Japan tax authorities to have the Tax Registration Number visible on the invoice.

Follow below steps to setup your legal profile in SAP Business Network:

1. Go to your profile on top right corner of SAP Business Network, then select “Company Profile”.

The screenshot shows the SAP Business Network user profile menu. The 'Company Profile' option is highlighted.

2. In the next page, tick the radio button of your company's address under “Additional Company Addresses” tab and click “Edit” or click “Create” if you want to add new address.

The screenshot shows the SAP Business Network 'Additional Company Addresses' table. The 'SupplierSG1 - TEST' address is selected with a radio button. The 'Edit' and 'Create' buttons are highlighted.

Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
SupplierSG1 - TEST				1 Kim Seng Promenade	Singapore	Accepted

3. If you are creating new address, complete all the compulsory fields with asterisk (*) mark.

Address Name

Address Name: JapanDemo ⓘ

Address ID: JapanDemo

VAT ID:

Tax ID:

Address

Country/Region: Japan [JPN] ▼

Postal Code: 100-0001

State: TOKYO TO [JP-13] ▼

City: CHIYODA KU

Address 1: CHIYODA

Address 2: CHIYODA

Address 3: CHIYODA

4. Select the “Set Up Legal Profile” check box and the Tax Registration Information section will appear.

5. Under Tax Registration Information section, select one of the following options for the “Tax Registration Type” drop-down:

- a. Registered – Select this option if you are a registered supplier with Japanese tax authority and have a Tax Registration Number. Input your tax registration number with this format: T+13 digits of number (e.g.: T1234567890123).

☒ Set Up Legal Profile

Corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the "Status" on the Company Profile page for updates to your registration status.

Tax Registration Information

Tax Registration Type: Registered ▼

Tax Registration Number: T1234567890123

Save Close

- b. Non-Registered – Select this option if your transactions are below the taxable threshold limit as per Japan tax regulations. As a result, you have not registered with Japanese tax authority and do not have a Tax Registration Number.

Tax Registration Information

Tax Registration Type: Non-Registered ▼

Save Close

- c. Exempted – Select this option if your transactions do not require registration with the Japanese tax authority and do not have a Tax Registration Number. For example: NGO (Non-Governmental Organization).

Tax Registration Information

Tax Registration Type: Exempted ▼

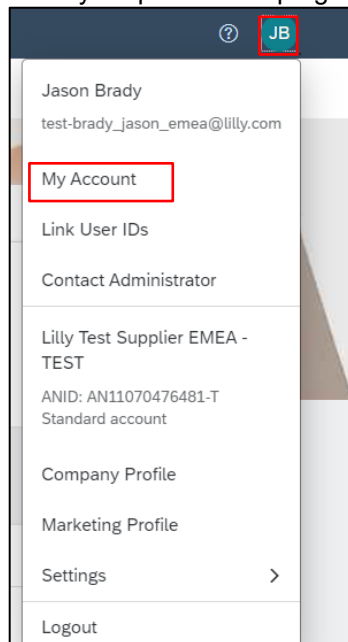
Save Close

6. Click “Save”.

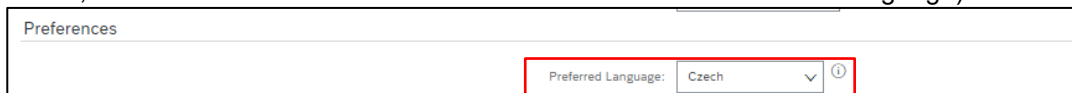
CZECH REPUBLIC

- If you are invoicing Lilly entity in the Czech Republic, please note that the invoices will need to be submitted through SAP Business Network in Czech language. Please refer to below steps to set the preferred language on SAP Business Network to Czech.

1. Go to your profile on top right corner of SAP Business Network, then select “My Account”.



2. Under “Preferences” section, set Preferred Language to “Czech” (this will update the language of the SAP Business Network invoice that is sent to Lilly. Please note that if you already have your internet browser’s language set to Czech, you will see the SAP Business Network invoice in Czech, but this does not ensure that the invoice we receive is in Czech language).



- If you are submitting invoice with 0% VAT tax, you need to select “Zero Rated or Exempt” for “Exempt Detail” field (dropdown option) and fill in “Description” field (free text; short description is acceptable, e.g.: NA, NIL, or “.”).

Tax	
Category: VAT	Taxable Amount: ¥0 JPY
Location:	Rate(%): 0
Description: NA	Tax Amount: ¥0 JPY
Regime:	Exempt Detail: (no value) (no value) required if tax category is VAT and the tax rate is 0%.
Date Of Pre-Payment:	Date Of Supply: Zero Rated
Law Reference:	Exempt

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