



Title: - Deutsche Bank Group – How to update Tax ID and VAT ID

Before submitting your first invoice via SAP Business Network, please update your tax/VAT ID in your profile following the instructions below.

Log in to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.

- Enter your username and click **Next**.
In the next page, enter your **password** and click **Sign In**.

- From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**.



- On **Company Profile**, update type of **Product & Service Categories** and **Ship-to and Service Location** by clicking on the “Pen” icon.

Company Profile

LIONBRIDGE DEUTSCHLAND GMBH-TEST

ANID: AN01036763248-T • DUNS: -

Product and Service Categories (Pen icon)

- Agricultural machinery for cleaning and sorting and grading
- Cash grains harvesting services

Ship-to or Service Location (Pen icon)

- Germany

Industries Served (Pen icon)

Select the Industries you serve here.

- Click **+ Add Category** to enter your company’s products and services.

Edit Product and Service Information

Product and Service Categories | Ship-to or Service Location | Industries Served

My Selections

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

+ Add Category (highlighted)

Agricultural machinery for cleaning a... X

Cash grains harvesting services X

Edit Product and Service Information

Product and Service Categories | Ship-to or Service Location | Industries Served

My Selections

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

+ Add Category

Agricultural machinery for cleaning ... X

Cash grains harvesting services X

Add new category

Search categories to add

Browse all categories (highlighted)



- Add the new category by using the search function or by clicking on **Browse all categories**.

- Select the correct Product & Service Categories and click **Add**.

- Click **Ship-to or Service Location** to add the location where your company ships to.
- Then click **+ Add Locations**.



- Add the new location by using the search function or by clicking on **Browse all locations**.
- Select the correct location and click **Add**.

If you are shipping globally, turn on the **Serve Globally** button.

The screenshot shows the SAP Business Network interface. The top navigation bar includes links like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The main content area is titled 'Company Profile' for 'LIONBRIDGE DEUTSCHLAND GMBH-TEST'. It displays various company details such as ANID, DUNS, Employees, Founded, Company Aliases, Business Type, Revenue, Address, Legal Form, Stock Symbol, Product and Service Categories, Ship-to or Service Location, and Industries Served. A sidebar on the left contains tabs for Overview, Credentials, Certifications, Sustainability Ratings, Additional Addresses, and Business Information. The Business Information tab is highlighted with a red box.

- Proceed to the **Business Information** Tab to update the Tax information section.

The screenshot shows the Ariba Supplier Login page. It features a green login box with fields for 'Enter Username' and 'Enter Password', a 'Login' button, and links for 'Forgot Username' and 'Forgot Password'. Below this is an orange box for 'Not a member?' with a dropdown menu to 'Select your role and create a new account.' (currently showing 'Marketing') and a 'Register Now' button. The background has a blue header with the text 'YOUR PLACE FOR BUSINESS COMMERCE' and various icons representing business and commerce.

You will be required to login again by entering your **Username** and **Password** to access your Profile Management and proceed accordingly with the required updates.



Additional Information Save Close

Additional Addresses **Business** Customer Requested Additional Documents

Tax Information

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax ID: ⓘ

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID: ⓘ

☐ VAT Registered

VAT Registration Document: <No document>
[Upload](#)

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

Tax Clearance Expiry Date: ⓘ

- Scroll down Tax information section, to update Tax ID / VAT ID and click on **Save**.

Note: Updating Tax ID / VAT ID fields on your SAP Business Network profile is mandatory and this is one-time activity that needs be completed prior to your 1st e-invoice submission
If Tax / VAT is not applicable for your region, Kindly update "NA" on Tax ID / VAT ID fields.

In case you are billing to Australia and do not have an ABN ID, please enter 11 zeros in the tax ID field.

This will update the VAT/Tax ID on your profile so that you do not have to update it on each invoice.