



Supplier Registration Questionnaire Guide

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Introduction – New Supplier Account Registration

Thank you for your interest to be the supplier for Deutsche Bank. All suppliers are expected to register on Ariba Network to maintain supplier information with Deutsche Bank, for free! Upon successful registration as a Deutsche Bank supplier, all suppliers will have access to a secure portal allowing them to:

- Update address, phone number or other contact information
- Edit Banking Details

All suppliers must receive an invitation from Deutsche Bank to register - This will begin the supplier registration process. Timely submittal will make sure our data is accurate and reduce delays in processing orders and payments.

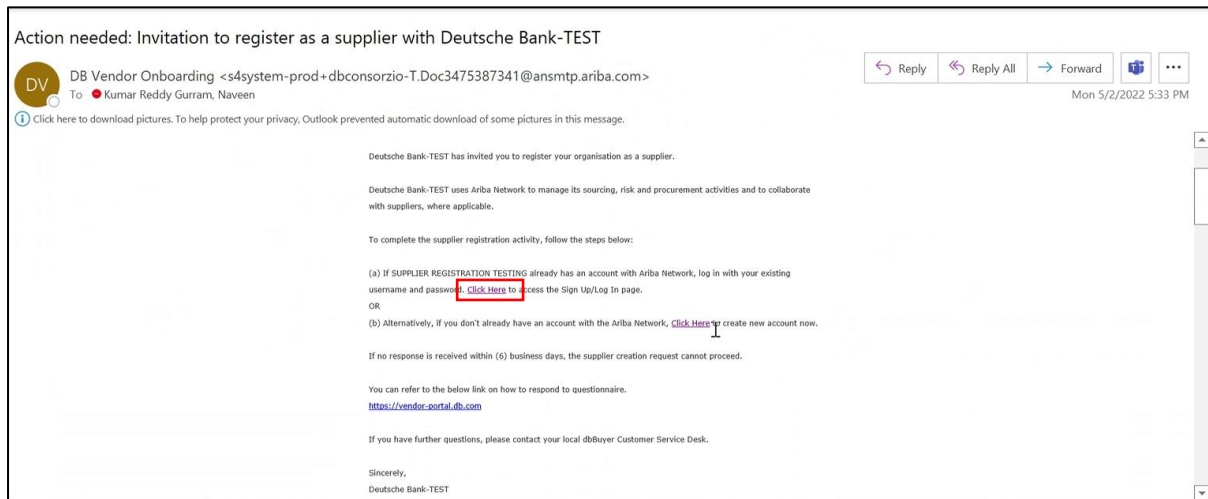
Please note:

- To complete the supplier registration process, you will be directed to the Ariba Network site on behalf of Deutsche Bank. If you are already registered with Ariba, please login with your existing credentials to access and complete the supplier registration questionnaire from Deutsche Bank.
- Registering does not guarantee or imply that the supplier creation process is complete as this goes through further evaluation and approvals to complete the registration process.
- You will receive a notification with the supplier information pack when the registration process is complete, and a supplier account is created for your organization with Deutsche Bank.

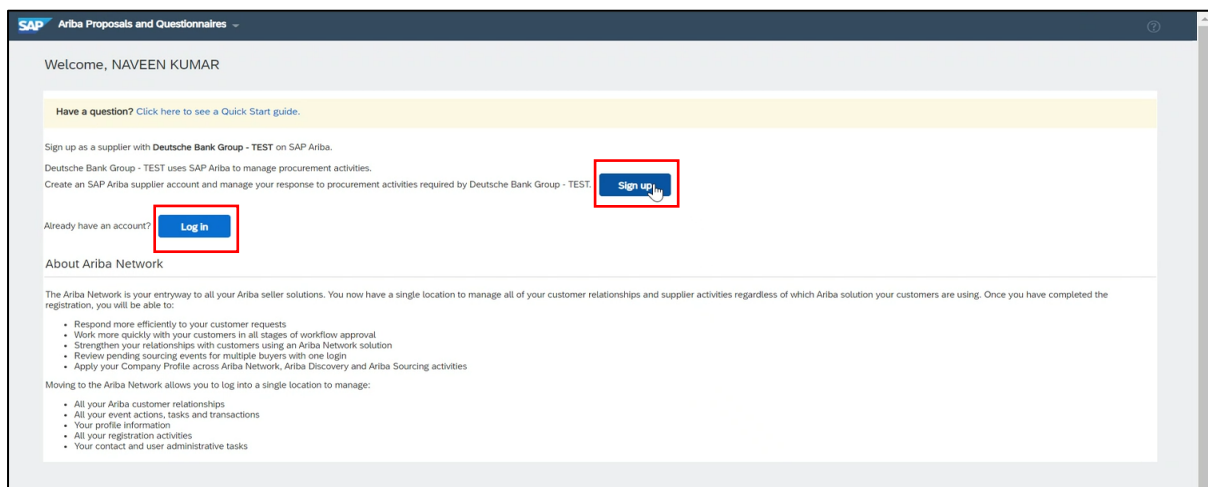
Create your Ariba Network account.

Monitor your email for a communication from Deutsche Bank containing a unique link to register with Deutsche Bank as a supplier on the Ariba Network. The email will come from '@ansmtp.ariba.com'.

- 1 Click on the link "Click Here" which will bring you to a separate window on the Ariba Network site for supplier registration



- 2 On the Ariba Network site, you can either Log In to your existing Ariba Network account or Sign up.



- 3 If you do not have an existing Ariba Network account, click on **Sign up** to create an Ariba Network account. Complete the required fields within Company Information, User Account information and the Ariba Network account is created when you submit this information after accepting Ariba Terms and Conditions.

By default, the new Ariba Network account will be a standard account which does not attract any fee. The account becomes chargeable if you willingly upgrade it to an Enterprise account.

- 4 Update Company information.

Some of the supplier details are prepopulated here. Please review it and update the correct details.

Company information

* Indicates a required field

Company Name:* SUPPLIER REGISTRATION TESTING

Country/Region:* Germany [DEU] 

Address:* RRRRRR

Line 2

Postal Code:* 44444

City:* KKKKK

State:* Hamburg [DE-HH] 

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

5 Update User account information.

In this section, update a user account name and password that you wish to keep for logging into your Ariba Network account. The email can be used as a username if preferred. Any support in this section can be provided by Ariba directly as Deutsche Bank has no control over Ariba Network accounts of suppliers.

User account information

* Indicates a required field

Name:* NAVEEN KUMAR

Email:* n.kumar.reddy.gurram@.com

☐ Use my email as my username

Username:* Riya.mridini@.com

Password:* *****

Language: English 

Email orders to: n.kumar.reddy.gurram@.com

SAP Business Network Privacy Statement

Must be in email format (e.g. john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

6 Update your VAT/TAX ID, DUNS Number and Accept Ariba Terms to create your Ariba Network Account.

In this section, select your “Product Category” and “Ship-to Service Location” and update your “VAT/TAX ID”. Once all the information is updated, click on “Create account and continue”. After this, an Ariba Network account gets created.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories  -or- 

Ship-to or Service Locations:* Enter Ship-to or Service Location  -or- 

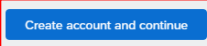
Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with “-T” in test account. ⓘ

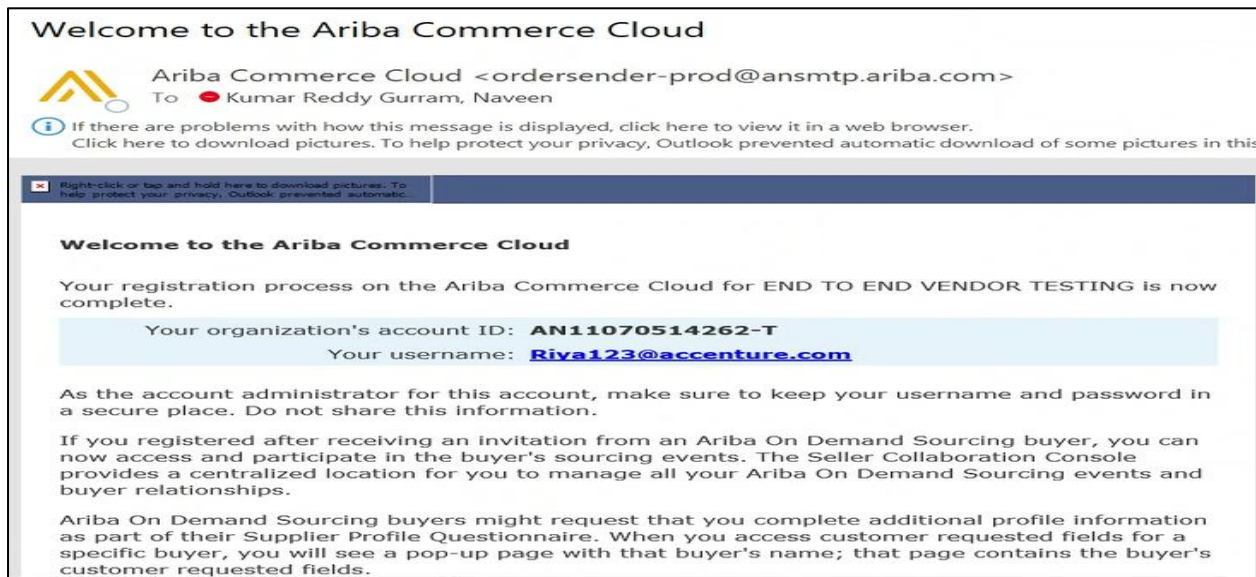
☐ I have read and agree to the [Terms of Use](#)

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

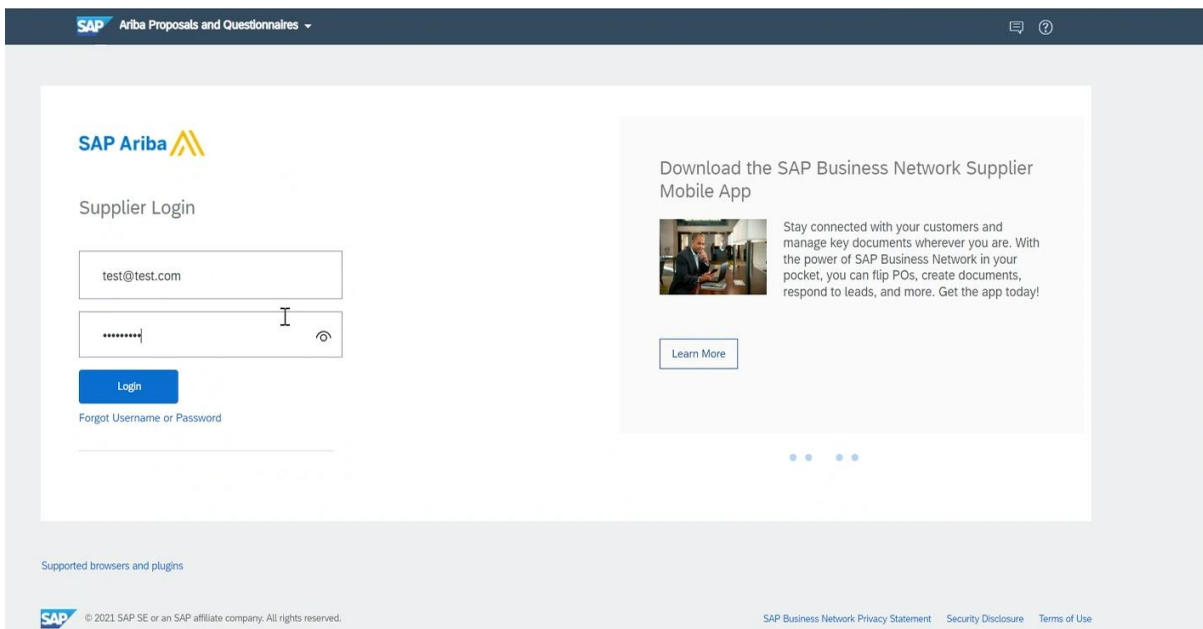
7

You will receive an email notification like below from Ariba with the ANID and Username for your Ariba Network account.



Login to your Ariba Network account and access the supplier registration questionnaire.

If you have an existing Ariba Network account, you will be routed to the following Ariba Network page to login with the username and password of your existing Ariba Network account.



Upon completion of your Ariba Network account, you will be brought to the supplier registration questionnaire.

Go back to Deutsche Bank Dashboard

Doc4002663289 - Supplier registration questionnaire

Desktop Full Sync

Time to complete the registration questionnaire Time remaining 29 days 23:44:43

Console Sections of the questionnaire

- Event Messages
- Event Details
- Response History
- Response Team

▼ Event Contents

- All Content
- 2 General Information
- 3 Supplier Contacts
- 4 Country Specific Que...
- 5 Payment Information
- 6 Identification | Tax...
- 8 Bank's Preferred Mod...

All Content

1 Please note that Deutsche Bank uses the Ariba Network for sending Purchase Orders and process invoices. Information stored on the Ariba Network is kept in the United States and adhering to the EU standard clauses for data protection.

2 General Information

2.1 35 Characters per name field so please continue in the other boxes if your company name does not fit this length

2.2 Registered Supplier Name

(Please ensure to keep Ariba Network company profile Name in synch with this field)

2.3 Registered Supplier Name Continuation 1

2.4 Registered Supplier Name Continuation 2

2.5 Registered Supplier Name Continuation 3

2.8 Registered Address

Street: ROAD House Number: 55

Street 2: MIG ROAD

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

MUJAHED AHMED (mujahed.ahmed1234@accenture.com) last visited 10 May 2023 1:58:28 AM SLP MUJ TEST AN1117948896

You can also access the supplier registration questionnaire with the steps below. You may need to access the supplier registration questionnaire to respond on the additional information requested by Deutsche Bank or to amend any of your existing details line Name, Address, Contact Details or Bank Details etc.

1 Click Ariba App's Icon at the top of your page beside "Company Settings."

2 Click on "Proposals"

Ariba Network

Test Menu Log out from light account Learn More

Company Settings MERCHANDISE TEST 50...

Go To My LEADS PROPOSALS CONTRACTS

Orders, Invoices and Payments All Customers - Last 14 days -

0 Pinned Documents More...

Document # No items

Now we're mobile. Check it out. App Store Google play

Tasks Update Profile Information

SAP Ariba

MERCHANDISE TEST 500 MERCHANDISE TEST 500 (test.mptanillo99@gmail.com) last visited 26 Nov 2018 3:19:00 PM | MERCHANDISE TEST 500 | AN01419641244-T

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Help Center

Search...

I need help accessing a sourcing event

Training sessions with live Q&A

Send a PO-based invoice (4:35)

Why can't I find an event?

Where do I find my Ariba Network ID (ANID) number?

What is an Ariba Network error (ANERR), and how do I resolve the issue?

View more

Top 5 FAQs

- 3 Click on the Supplier Registration Questionnaire to access the supplier questionnaire for Deutsche Bank.

The screenshot shows the Coach Spend Management site. At the top, there is a welcome message: "Welcome to the Coach Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost." Below this, there are three sections: "Events", "Registration Questionnaires", and "Qualification Questionnaires". The "Registration Questionnaires" section contains a table with the following data:

Title	ID	End Time	Organization Name	Status
Supplier Registration Questionnaire	Doc1474865193	1/25/2019 6:13 PM	MERCHANDISE TEST 500	Invited

A red box highlights the "Supplier Registration Questionnaire" link in the table. A yellow box with the number "3" is placed over the link.

Note: If Deutsche Bank requires additional information, you will receive an Ariba system generated email. This will prompt you to log back into the questionnaire. You can also view the status of the questionnaire under “Status” as shown in the screenshot above.

Update and Submit the Supplier Registration Questionnaire

Complete all the required sections and questions. Keep saving your information by clicking “Save” to avoid losing your answers if you are accidentally logged out. Once completed, submit your answers by clicking on "Submit Entire Response".

The screenshot shows the "All Content" section of the Supplier Registration Questionnaire. It features a list of sections on the left, each with a blue arrow icon:

- 1 General Information
- 2 Vendor Contacts
- 3 Country Specific Questions
- 4 Payment Information
- 5 Identification | Tax Numbers
- 6 Attachments
- 7 Electronic Invoice Submission

A red box highlights the list of sections. Below the list, there is a note: "(*) indicates a required field". At the bottom of the page, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A red box highlights the "Submit Entire Response" button.

The instructions below show each section in detail, and explain what information is required in each field of the supplier registration questionnaire.

1 General Information

1.1 Registered Supplier Name – Update your company’s full registered name

1.2 Registered Supplier Name continuation 1/2/3 – If your company’s registered name is more than 35 characters, please update first 35 characters in registered supplier name field and update the remaining characters in this field

1.5 Registered Address – Update your company’s registered address in these fields

- **Street** – Update the street
- **House Number** – Update the House/Building number
- **Street 2** – Update subsequent address details, if available
- **Postal code** – Update Postal code
- **City** – Update City
- **Country/Region** – Select your country from the dropdown field
- **State/province/Region** – Select your state from the dropdown field

DB contact: Includes the DB requestor email ID, Updated automatically

Reason for Registration: Is the request for the new creation/extension updated automatically

2 Vendor Contacts

2.1 Receipt of Remittance Advice [Email address] – Update the email address where the remittance advice email (payment notification) must be sent to

2.2 Receipt of Purchase Order [Email address] – Update the email address where the purchase orders need to be sent to

2.3 Account Relationship Manager

- **Contact First Name** – Update the first name of the Account Relationship Manager

- Contact Last Name – Update the last name of the Account Relationship Manager
- Contact Email – Update the email address of the Account Relationship Manager
- Contact Phone – Update the telephone number of the Account Relationship Manager

2.3 Account Receivable

- Contact First Name – Update the first name of the Account Receivable Manager
- Contact Last Name – Update the last name of the Account Receivable Manager
- Contact Email – Update the email address of the contact for any payment related queries
- Contact Phone – Update the telephone number of the contact for any payment related queries

Name ↑	
▼ 3 Supplier Contacts	
3.1 Receipt of Remittance Advice (Email Address):	* mujaheed.ahamed@accenture.com
3.2 Receipt of Purchase Order (Email Address):	* mujaheed.ahamed@accenture.com
▼ 3.3 Contact Details	
3.3.1 Please add the Accounts Receivable and update the Account Relationship Manager contact under this section	
▼ 3.3.2 Account Relationship Manager	
3.3.2.1 Contact First Name	* MUJAHEED
3.3.2.2 Contact Last Name	* AHAMED
3.3.2.3 Contact Email	* mujaheed.ahamed@accenture.com
3.3.2.4 Contact Phone (Exclude country code)	* 23239694
▼ 3.3.3 Accounts Receivable (Please enter a different contact than Account Relationship Manager)	
3.3.3.1 Contact First Name	*
3.3.3.2 Contact Last Name	*
3.3.3.3 Contact Email	*
3.3.3.4 Contact Phone (Exclude country code)	*

3 Country Specific Questions

3.1 Please enter your address country to see the country specific questions

3.2 Please select the DB country you are billing to – This field is prepopulated and cannot be modified

Country Specific Questions	
Name ↑	
▼ 3 Country Specific Questions	
3.1 Please enter your address Country to see your Country specific questions	* Germany (DE)
3.2 Please select the DB Country you are billing to	(1000) DB Germany

Country specific questions are applicable for the following countries–

- Italy
- United Kingdom
- India
- Japan
- Spain
- Brazil
- Philippines

3.2.1 Country Specific Questions – Italy

If you select your address country as Italy, the following country specific fields need to be updated:

- Vendor category – This field must be selected with dropdown vendor name or physical person based on the requirement
- Physical person:
 - First Name – Update the first name of the person
 - Last Name – Update the last name of the person
 - Date of Birth – Update the Date of Birth of the person
 - Place of Birth – Update the place of birth of the person
 - Sex – Update Gender of the person
- Withholding tax information –
 - Are you liable for WHT? – Please select “Yes” from the dropdown if you are liable for WHT otherwise select “No”
 - Fill in the below fields (See instruction sheet for guidelines) – Please go through the instruction sheet before selecting the WHT code and WHT type from the below fields
 - WHT code – Select WHT code based on the services provided by you
 - WHT type - Select WHT type based on the services provided by you

Ariba Sourcing

Go back to Deutsche Bank-TEST Dashboard

Company Settings NAVEEN KUMAR Feedback Help

Desktop File Sync

Time remaining: 217 days 03:06:37

Console Doc3255527815 - Supplier registration questionnaire

All Content

▼ 3 Country Specific Questions

3.1 Please enter your address Country to see your Country specific questions

3.2 Please select the DB Country you are billing to

3.3 Vendor Category

3.9 Physical Person

3.9.1 First Name

3.9.2 Last Name

3.9.3 Date of Birth

3.9.4 Place of Birth

3.9.5 Sex

3.10 Withholding Tax Information

3.10.1 Are you liable for WHT?

3.10.2 Fill in the below fields (see instructions sheet for guidelines) References

3.10.3 WHT CODE

3.10.4 WHT TYPE

▼ 4 Payment Information

(Information below is visible if both is set to Italy)

(Only if Vendor Category = Physical Person)

3.2.2 Country Specific Questions – India

If you select your address country as India, the following country specific fields need to be updated:

- MSMED Enterprise – Please select “Yes” if you are an MSMED supplier, otherwise select “No”
- Type of Goods/Service – Select type of goods/service you are providing to Deutsche bank
- Subcategory of goods/service – Select subcategory of goods/service you are providing to Deutsche bank

Ariba Sourcing

Go back to Deutsche Bank-TEST Dashboard

Company Settings NAVEEN KUMAR Feedback Help

Desktop File Sync

Time remaining: 217 days 03:06:37

Console Doc3255527815 - Supplier registration questionnaire

All Content

▼ 3 Country Specific Questions

3.1 Please enter your address Country to see your Country specific questions

3.2 Please select the DB Country you are billing to

3.4 MSMED Enterprise

3.5 Type of Goods/Service

3.6 Sub category of goods/service

(Information below only visible if Address country India)

3.2.3 Country Specific Questions – United Kingdom

If you select your address country as United Kingdom, the following country specific fields need to be updated:

- Please confirm if your organisation is compliant with UK IR35 legislation – This is the dropdown field with “Yes” or “No” option to confirm your organisation is compliant with UK IR35 legislation

▼ 3 Country Specific Questions	
3.1 Please enter your address Country to see your Country specific questions	* United Kingdom ▼
3.2 Please select the DB Country you are billing to	* (0840) DB United Kingdom ▼
3.7 Please confirm your organization is compliant with UK IR35 legislation All labour resources that you use for any Services provided to DB in the UK are either directly employed by you or your chosen subcontractor (who must not in themselves be an intermediary for the purposes of IR35) or otherwise engaged on a "PAYE" contract (being one where income tax and national insurance are deducted from payments of employment income being made to such individuals by an entity that is not an intermediary for the purposes of IR35)	* Unspecified ▼ (Information below only visible if Address country UK)

3.2.4 Country Specific Questions – Japan

If you select your address country as Japan, the following country specific fields need to be updated:

- WHT information:
 - Are you a Japan resident individual (i.e., Without a corporate status)? – Please select “Yes” if you are a resident of Japan, otherwise select “No”
 - Are you a non-resident corporation/individual in Japan & is your service either (a) or (b)? Please select “Yes” if you are a non-resident corporation/individual and providing below a and b services, otherwise select “No” if you are a non-resident corporation in Japan
 - (a) Providing software license or development service
 - (b) Providing service physically in Japan
 - Are you incorporated in India? Please select “Yes” if you are incorporated in India, otherwise select “No”

▼ 3 Country Specific Questions	
3.1 Please enter your address Country to see your Country specific questions	* Japan ▼
3.2 Please select the DB Country you are billing to	* (0840) DB United Kingdom ▼
▼ 3.9 WHT Information	
3.9.5 Are you a Japan resident individual(i.e., without a corporate status)?	* No ▼ (This Information is only visible if Address country Japan)
3.9.6 Are you a non-resident corporation/individual of Japan & is your service either (a) or (b)? (a)providing software license or development service (b)providing service physically in Japan	* No ▼
3.9.7 Are you incorporated in India?	* Yes ▼

3.2.5 Country Specific Questions – Spain

If you select your address country as Spain, the following country specific fields need to be updated:

- WHT Information:
 - Your Invoices are liable to withholding tax – If Invoices are liable to withholding tax, please select the relevant WHT from dropdown
 - If yes, please include the percentage – If yes is selected, please include the percentage of WHT applies.

▼ 3 Country Specific Questions	
3.1 Please enter your address Country to see your Country specific questions	* Spain
3.2 Please select the DB Country you are billing to	* (0840) DB United Kingdom
▼ 3.9 WHT Information	
3.9.8 Sus facturas están sujetas a retenciones fiscales - Your invoices are liable to withholding tax	* Si - IRPF
3.9.9 En caso afirmativo, indique el porcentaje - If yes, please include the percentage	*

(This Information is only visible if Address country Spain)

3.2.6 Country Specific Questions – Brazil

If you select your address country as Brazil, the following country specific fields need to be updated:

- **Withholding Tax Information:**
 - Sujeito a retenção de PIS/COFINS/CSLL? Selecione (%) ou informe se isento – Please select the applicable WHT % from the dropdown. If WHT is not applicable, please select Isento.
 - Sujeito a retenção de PIS/COFINS/CSLL? Selecione (%) ou informe se isento – Please select the applicable WHT % from the dropdown. If WHT is not applicable, please select Isento.
 - Sujeito a retenção de INSS? Selecione (%) ou informe se isento – Please select the applicable WHT % from the dropdown. If WHT is not applicable, please select Isento.
 - Outros – Please update if any other WHT category is applicable.
 - Sujeito a retenção de ISS? Selecione (%) ou informe se isento– Please select the applicable WHT % from the dropdown. If WHT is not applicable, please select Isento.
 - Se Outros impostos (informe o tipo e a alíquota) – Please update if any other WHT category is applicable.

▼ 4.9 Withholding Tax Information	
4.9.11 Sujeito a retenção de IR? Selecione (%) ou informe se isento.	* Isento
4.9.12 Sujeito a retenção de PIS/COFINS/CSLL? Selecione (%) ou informe se isento.	* 4.65%
4.9.13 Sujeito a retenção de INSS? Selecione (%) ou informe se isento.	* 3.5%
4.9.15 Sujeito a retenção de ISS? Selecione (%) ou informe se isento	* 5%

(This Information is only visible if both countries Brazil)

3.2.7 Country Specific Questions – Philippines

If you select your address country as Philippines, the following country specific fields need to be updated:

- **Withholding Tax Information:**
 - Withholding tax applicable? – Please select “Yes” if withholding tax is applicable or select “No” if it is not applicable.
 - Are you liable for more than one WHT/TDS? – Please select “Yes” if you are liable for more than one WHT, otherwise select “No”
 - Vendor classification – If you are person, please select ‘Individual’, otherwise select “Non individual”
 - Withholding Tax Spent Type – Please select “Withholding Tax Spent Type” from the dropdown based on the services provided by you to Deutsche bank

3 Country Specific Questions	
3.1 Please enter your address Country to see your Country specific questions	* Philippines
3.2 Please select the DB Country you are billing to	* (9019) DB Philippines
3.9 WHT Information	
3.9.15 Withholding Tax Applicable?	* Yes
3.9.16 Are you liable for more than one WHT/TDS?	* Yes
3.9.17 Vendor Classification	* Individual
3.9.18 Withholding Tax Spent Type	* Income payments to certain contractors (W120 - 0.02 - AB)
3.9.20 Withholding Tax Spent Type - Additional	* Income distribution to the beneficiaries of estate and trusts (W130 - 0.15 - BE)

(The Information below is only visible if both countries set to Philippines)

4 Payment Information

4.1 Payment Method – Please select if it is a “Wire Transfer” or “Cheque” from the “Payment Method”

5 Payment Information	
5.1 Payment Method	(W) Wire Transfer
(Prepopulated from supplier request)	
5.2 Please enter only letters or numbers into the bank fields, do not use any special characters (-;/\$%).	

4.2 Bank Information – Click on “Add Bank Information” to update all the fields available in this section:

- Bank Type – Select Domestic or Foreign from the dropdown based on the requirement
- Country – Select relevant bank country from the dropdown list
- Bank Name – Update the bank name
- Bank Branch – Update the bank branch name
- Street – Update the bank street name
- City – Update the bank city name
- State/Province/region – Update state/province/region of the bank
- Postal code – Update postal code of the bank
- Account Holder Name – Update your account holder name as per the bank records
- Bank key/ABA/Routing Number – Update your bank key/ABA/Routing number as per the bank records
- Account number – Update the bank account number
- IBAN number – Update the IBAN number and it is mandatory for all European countries
- Swift code – Update your swift code as per the bank records
- Bank Control Key- just leave it as no choice.

(When clicking on Add Bank information the following fields appear)

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 4.2 Bank Information

Bank Information (1)

Name 1

Bank Details #1

Bank Type: No Choice

Country: Germany

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA/Routing Number: 48050151

Account Number: 76503929

IBAN Number:

SWIFT Code:

Bank Details ⓘ

Save Cancel

5 Identification/ Tax numbers

5.1 VAT/Tax information – Select the country and update the tax information as per the country specific Tax requirement

5.1 Please add your DUNS Number – Update DUNS number in this field if available or if you do not know your DUNS number, you can search by clicking on the highlighted section and find the DUNS number

6 Country Specific Supporting Documents

Applicable Countries:

- United States
- India
- Philippines
- United Arab Emirates
- Brazil

6.1 Supporting documents to be attached for Philippines

Provide the following supporting documents if your address country is **Philippines**:

- Provide copy of Bureau of Internal Revenue (BIR) Certificate of Registration (Form 2303) – Attach the copy of Bureau of Internal Revenue (BIR) Certificate of Registration (Form 2303) which is issued by the Government of Philippines
- Provide a sample copy of Invoice – Attach the sample copy of Invoice
- Provide the copy of Official Receipt – Attach the copy of official receipt
- Additional Attachment – Attach any additional attachments if available

6.2 Supporting documents to be attached for India

Provide the following supporting documents if your address country is **India**:

- Provide a copy of your permanent Account Number (PAN) – Update Permanent Account Number

- Provide a copy of GST registration certificate – Update GST number as per the GST registration certificate provided by the government
- Provide a copy of MSMED enterprise certificate – If you are an MSMED supplier, please attach the MSMED certificate
- Provide a copy of Aadhaar – Attach Aadhaar copy which is issued by the government in case of individual
- Provide a copy of a cancelled cheque or bank confirmation letter – Attach the cancelled cheque copy which is issued by the Bank
- Additional Attachments - Attach any additional attachments if available

Attachments		(Section 6 of 6)
Name		
▼ 6 Attachments		
6.1 Provide a copy of your Permanent Account Number (PAN) ⓘ		★ Attach a file
6.2 Provide a copy of GST registration certificate ⓘ		★ Attach a file
6.3 Provide a copy of a cancelled cheque or Bank confirmation letter ⓘ		★ Attach a file
6.5 Provide a copy of MSMED enterprise certificate ⓘ		★ Attach a file
6.6 Aadhaar copy in case of individual ⓘ		Attach a file
6.27 Additional Attachments ⓘ		Attach a file

(*) indicates a required field

6.3 Supporting documents to be attached for United States

Provide the following supporting documents if your address country is **USA**:

- Please upload your W9 form – Please attach the W9 form if you are a USA domestic supplier
- Additional Attachments – Attach any additional attachments if available

▼ 7 Attachments	
7.6 Please upload your W9 form	★ Attach a file
7.10 Additional Attachments	Attach a file

6.4 Supporting documents to be attached for United Arab Emirates

Provide the following supporting documents if your address country is **UAE**:

- Please provide your vendor license copy – Attach the vendor license copy
- Please provide your VAT registration copy – Attach the vat registration copy
- Additional Attachments - Attach any additional attachments if available

▼ 6 Attachments	
6.8 Please provide your Vendor license copy ⓘ	★ Attach a file
6.9 Please provide your VAT registration copy ⓘ	★ Attach a file
6.16 Additional Attachments ⓘ	Attach a file

6.6 Supporting documents to be attached for Brazil

Provide the following supporting documents if your address country is **Brazil**:

- Cópia contrato social ou estatuto social registrado(s) na junta commercial – Please attach the mentioned document
- Ata de Eleicao de Diretoria(se houver) registrada na junta commercial - Please attach the mentioned document

- Cópia Procuracoes (se houver) - Please attach the mentioned document
- Cópia Certidão Negativa Valida – CND - Please attach the mentioned document
- Formulário Preenchido de Social Environment - Please attach the mentioned document
- Formulário Preenchido de Cyber Sec – Questionnaire - Please attach the mentioned document
- Formulário Preenchido de Cyber Sec -Atestation (Se aplicável) - Please attach the mentioned document
- Licença de funcionamento - Please attach the mentioned document
- Alvará Sanitário - Please attach the mentioned document
- Atestado de Qualidade - Please attach the mentioned document
- Additional Attachments - Please attach the mentioned document

7 Attachments	
7.16 Cópia Contrato Social ou Estatuto registrado na Junta Comercial	Attach a file
7.17 Ata de eleição de diretoria (se houver) registrada na Junta Comercial	Attach a file
7.18 Cópia das procurações (se houver)	Attach a file
7.19 Cópia certidão Negativa (CND)	Attach a file
7.20 Cópia Cartão do CNPJ ativo	Attach a file
7.21 Formulário Social Environment (solicite o form. em PDF ao contato DB)	Attach a file
7.22 Formulário preenchido de Cyber Sec - Questionnaire	Attach a file
7.23 Formulário de Cyber Sec – Attestation (Se aplicável - solicite o form em PDF ao contato DB)	Attach a file
Se fornecedor de alimentos, adicionar os documentos:	
7.24 Licença de funcionamento	Attach a file
7.25 Alvará sanitário	Attach a file
7.26 Documentos Adicionais	Attach a file
7.27 Atestado de Qualidade	Attach a file
7.28 Additional Attachments ⓘ	Attach a file

7 Electronic Invoice Submission

No information is required in this section. This note explains Deutsche Bank's preferred mode of Invoice Submission. All suppliers will be enabled on E-Invoicing with a notification to supplier, upon completion of supplier account creation.

(Applicable for all countries except India, Italy, Brazil, and Philippines)

7 Bank's Preferred Mode of Invoice submission	
7.1	Electronic Invoicing is the compliant channel, it is free of charge* and allows for processing with no delays whilst giving suppliers oversight, visibility and improved control over submitted invoices.
	To start submitting your invoices to Deutsche bank, a Trading Relationship Request (TRR) will be sent to your supplier account in Ariba Network. If you have set your account to automatically accept all relationship requests, the trading relationship will be established automatically. Or, please accept the TRR if your account is set to manually accept all relationship requests.
	<i>*When you register on Ariba Network it will be a Standard Account by default and it is free of charge. The account is chargeable only if you upgraded it to Enterprise Account.</i>

8 Submit Entire Response

After completing all the required sections and questions, please submit the supplier registration questionnaire by clicking on "Submit Entire Response"

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Ariba Help

SAP Ariba offers technical assistance to support with the queries you may have around vendor registration process. You can access the supplier support centre using the link below:

<https://www.ariba.com/support/supplier-support>

Here you will find a number of resources to help you register and manage other issues that you may have.

Should you have any further questions, please contact Deutsche Bank Customer Service Desk and you can find their contact details in the next section.

The portal will work best on the following web browsers:

- ✓ Microsoft Internet Explorer 11
- ✓ Google Chrome
- ✓ Safari
- ✓ Firefox

If you are operating a web browser other than those stated above, you may not be able to avail the full functionality of the system.

Deutsche Bank Customer Service Desk Contact Details

If you have any questions and require further support in completing the supplier registration questionnaire, you can reach out to our customer service desk on the contact details provided below. You can choose the contact details for the DB Country you would be billing.



Australia– email: AU.P2PHelp@s2p.db.com



France:– email: fr.p2phelp@s2p.db.com



Germany:– email: DE.P2Phelp@s2p.db.com



India:– email: ind.p2phelp@s2p.db.com



Hong Kong:– email: HK.P2PHelp@s2p.db.com



Ireland:– email: ie.p2phelp@s2p.db.com



Japan:– email: JP.P2PHelp@s2p.db.com



Netherlands:– email: nl.p2phelp@s2p.db.com



Singapore:– email: SG.P2PHelp@s2p.db.com



Spain:– email: es.p2phelp@s2p.db.com



Switzerland:– email: ch.p2phelp@s2p.db.com



United Arab Emirates:– email: ae.p2phelp@s2p.db.com



UK:– email: UK.P2P-Invoices@s2p.db.com



US:– email: us.p2p-invoices@s2p.db.com



Brazil:– email: br.p2phelp@s2p.db.com



Philippines:– email: ph.p2phelp@s2p.db.com



Italy:– email: Italy.p2phelp@s2p.db.com



Luxembourg:– email: lux.p2phelp@s2p.db.com