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.

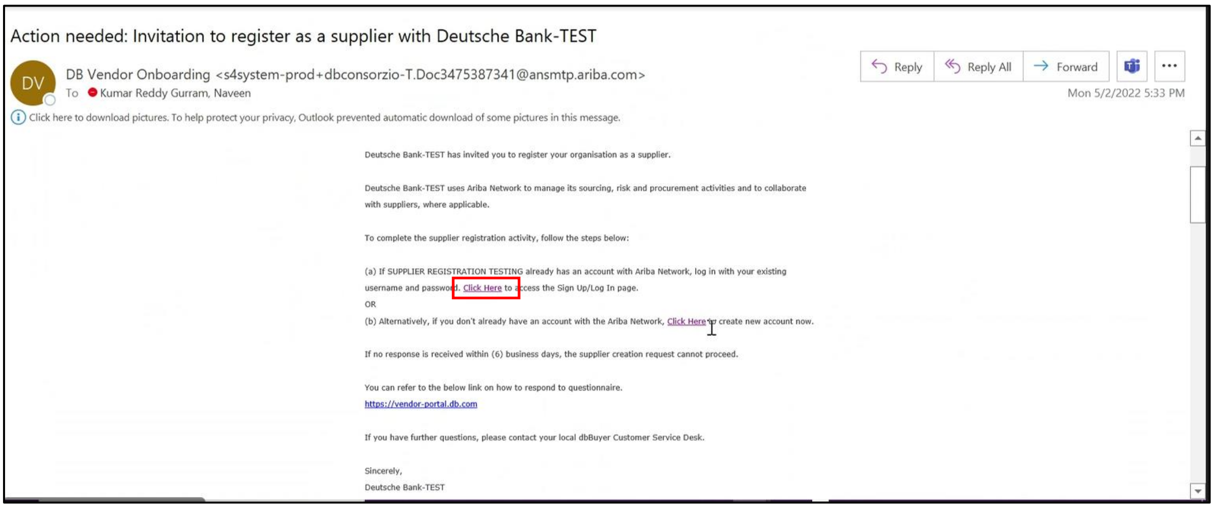
Please note:

- 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.

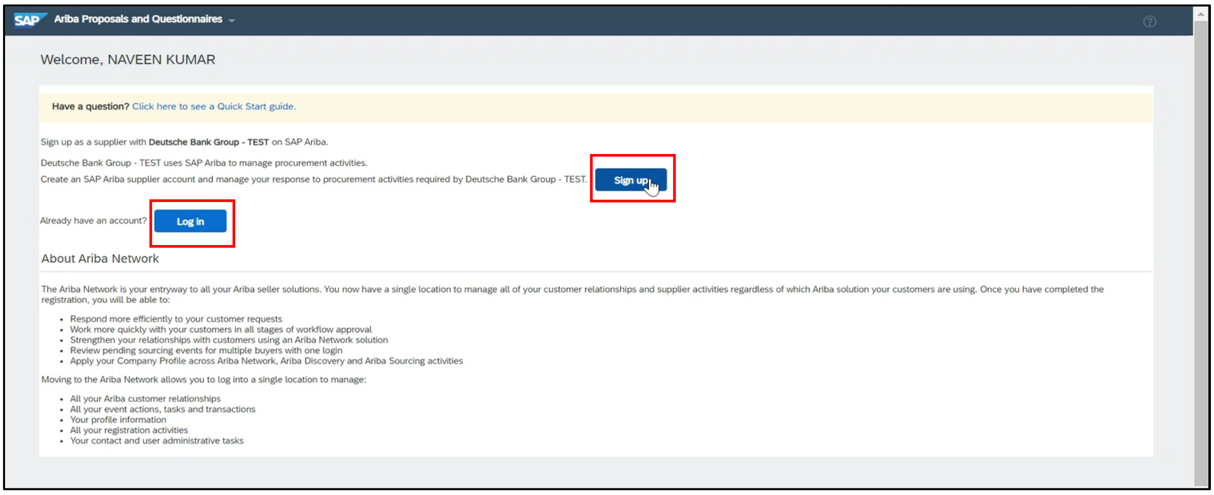
Create your Ariba Network account.

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.

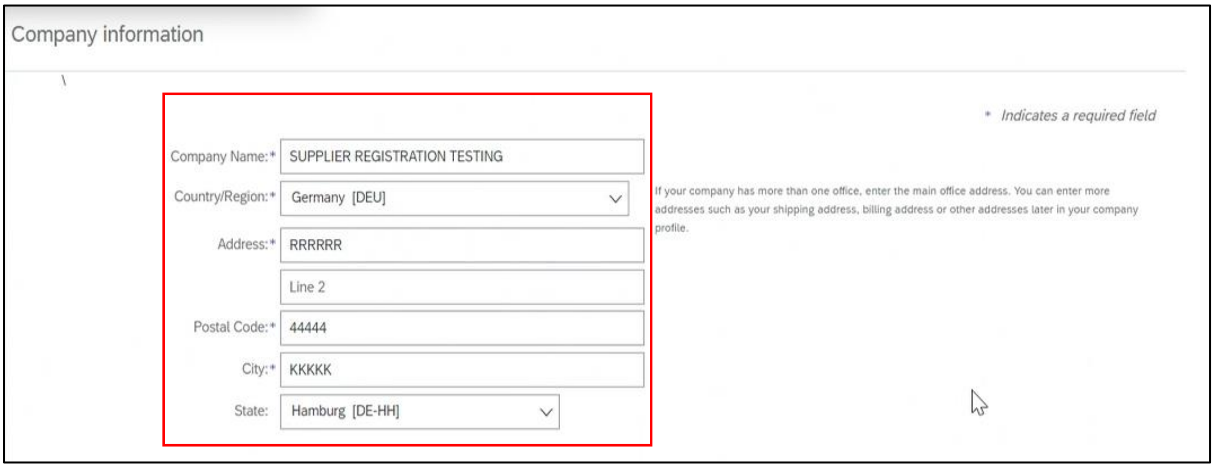


3 If you do not have an existing Ariba Network account, click on **Sign up** to create an Ariba Network account. Complete the required fields within Company Information, User Account information and the Ariba Network account is created when you submit this information after accepting Ariba Terms and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

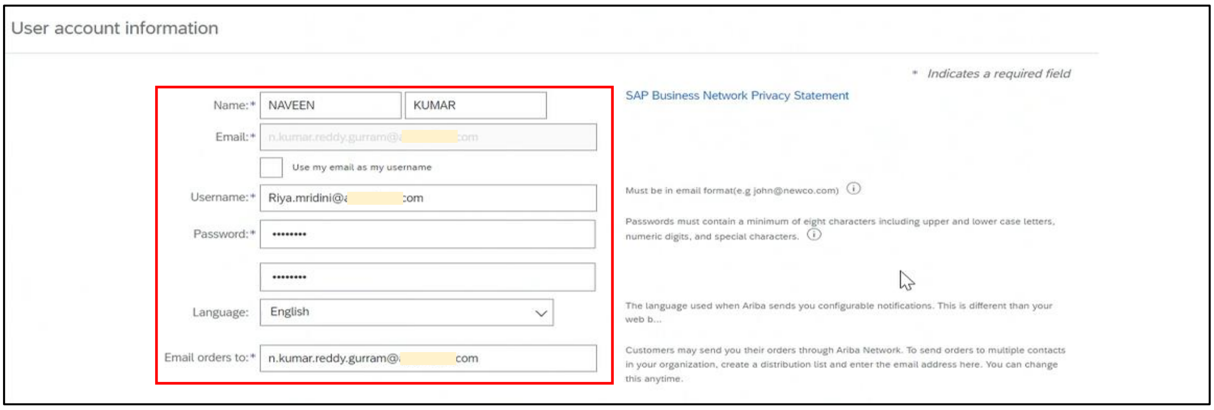
4 Update Company information.

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



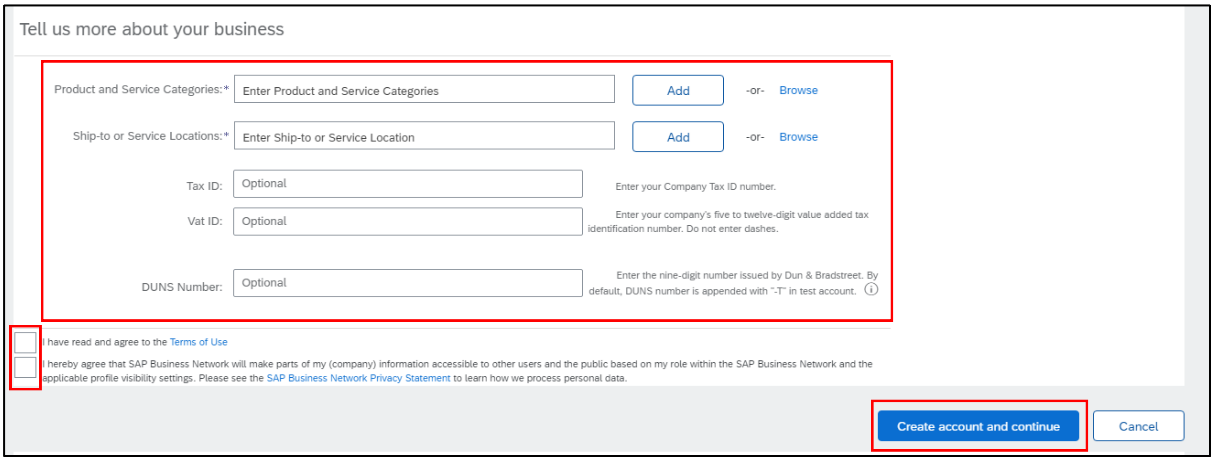
5 Update User account information.

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.

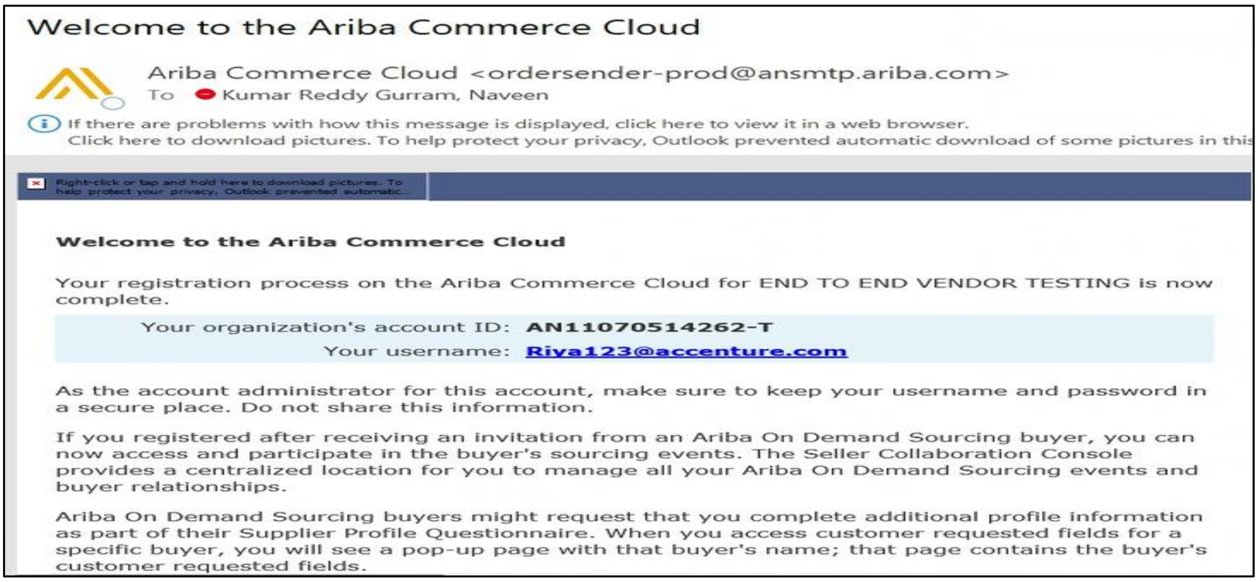


6 Update your VAT/TAX ID, DUNS Number and Accept Ariba Terms to create your Ariba Network Account.

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.



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


Welcome to the Ariba Commerce Cloud

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To Kumar Reddy Gurram, Naveen

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for END TO END VENDOR TESTING is now complete.

Your organization's account ID: **AN11070514262-T**
Your username: **Riya123@accenture.com**

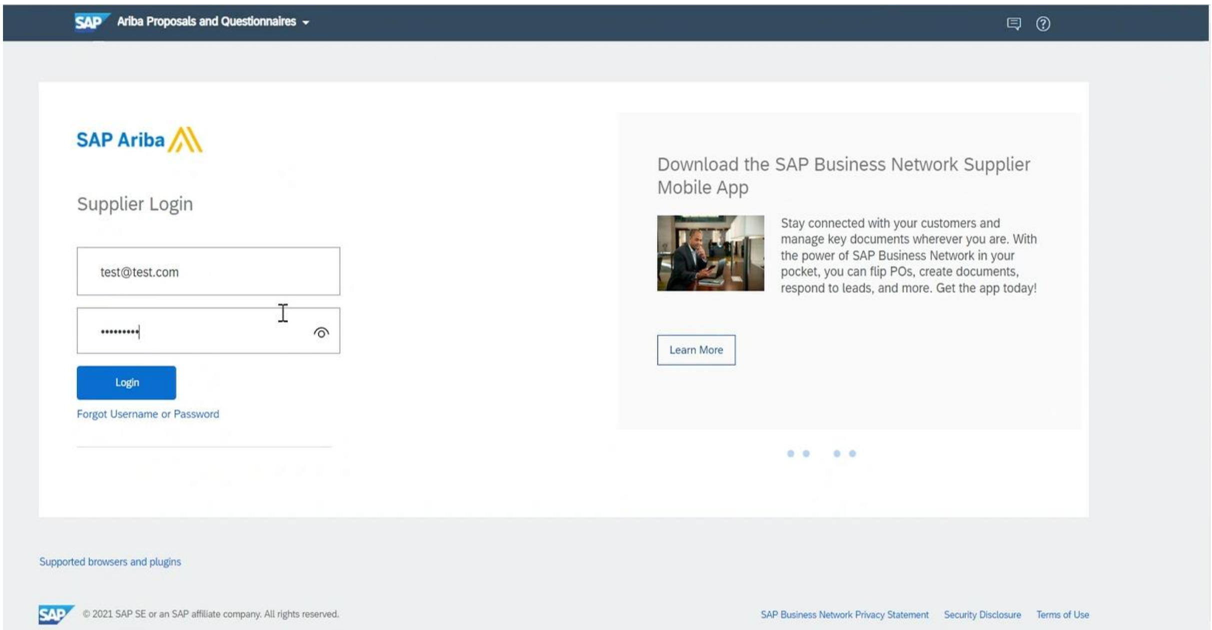
As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

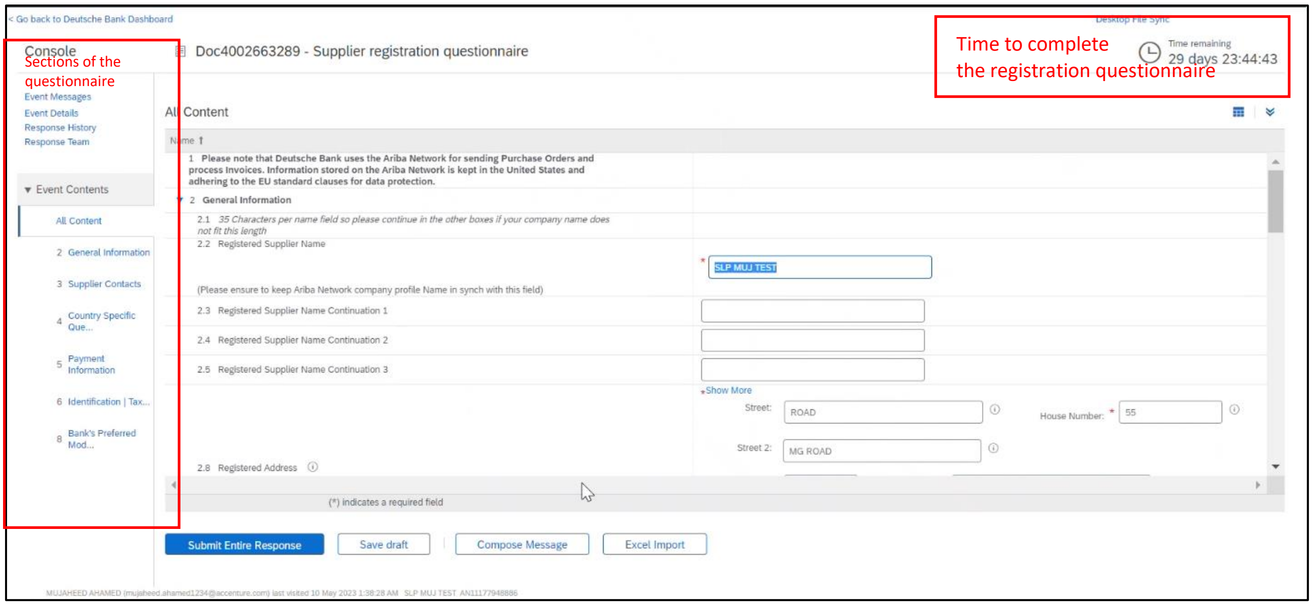
Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

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.



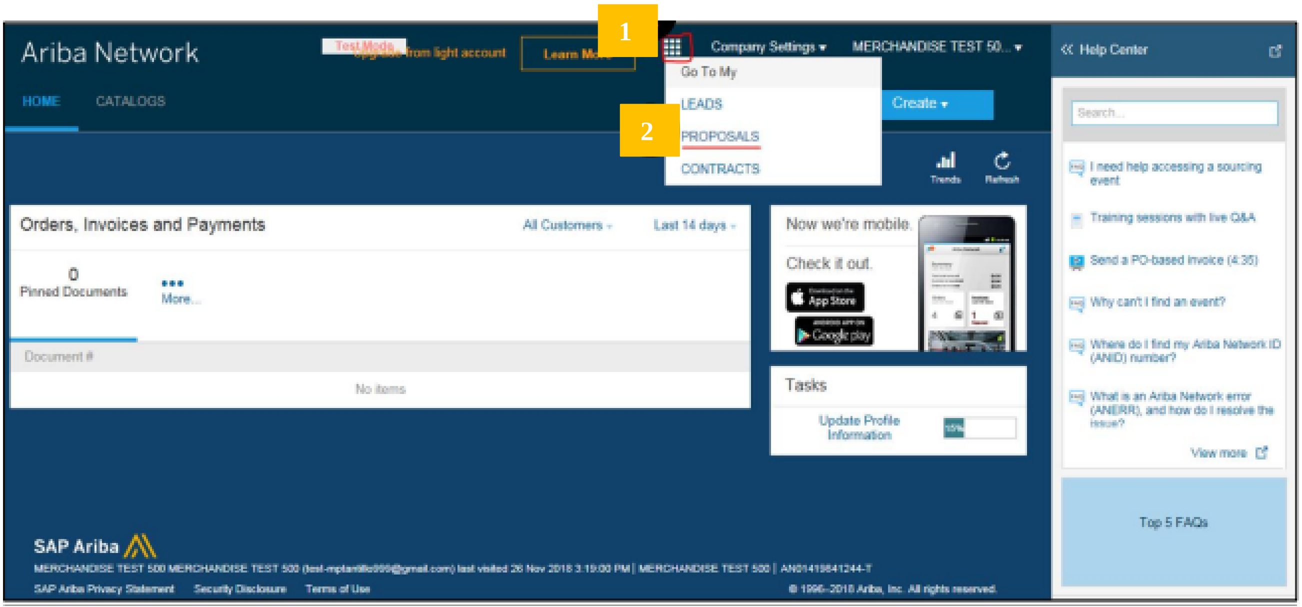
Upon completion of your Ariba Network account, you will be brought to the supplier registration questionnaire.



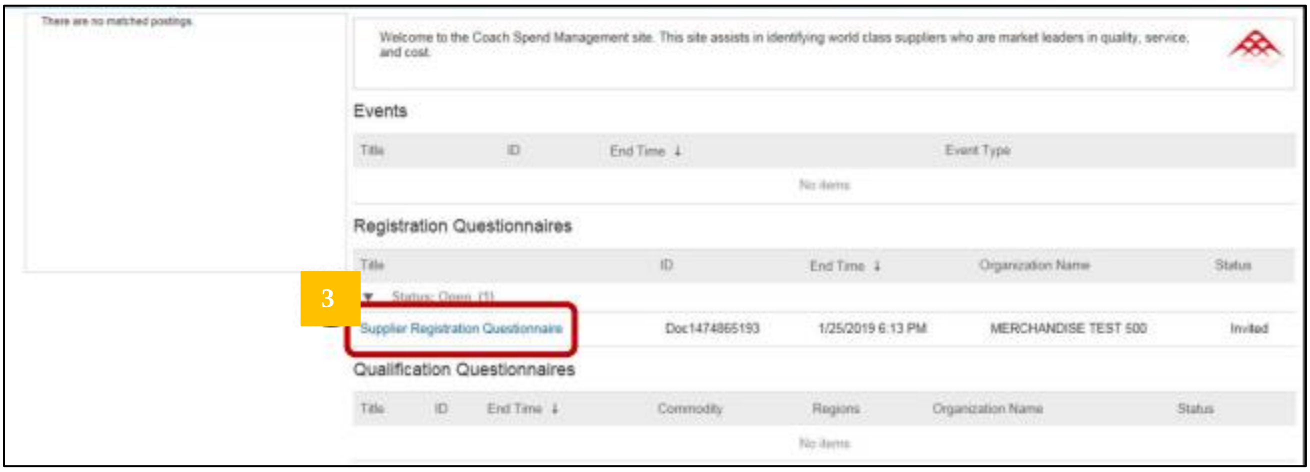
You can also access the supplier registration questionnaire with the steps below. You may need to access the supplier registration questionnaire to respond on the additional information requested by Deutsche Bank or to amend any of your existing details line Name, Address, Contact Details or Bank Details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

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

2 Click on "Proposals"



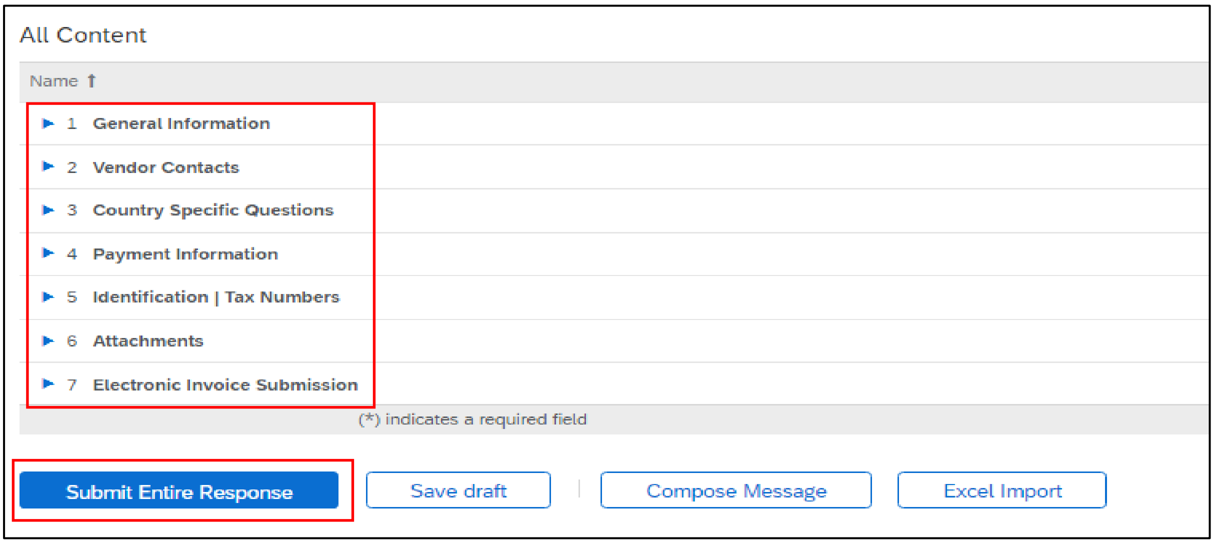
3 Click on the Supplier Registration Questionnaire to access the supplier questionnaire for Deutsche Bank.



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 accidently logged out. Once completed, submit your answers by clicking on "Submit Entire Response".



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

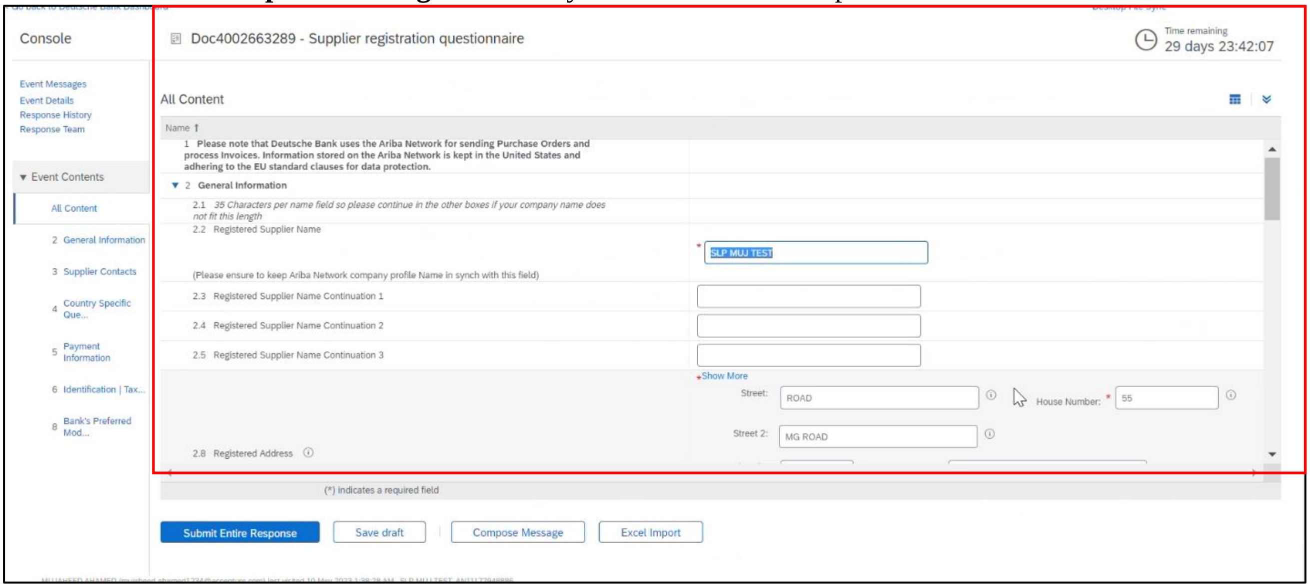
1 **General Information**

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

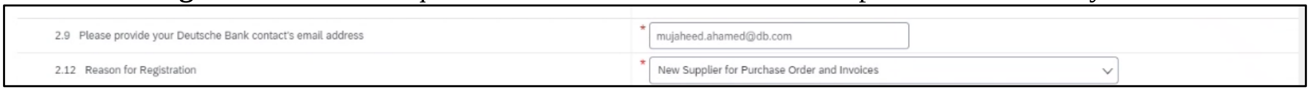
1.5 **Registered Address** – Update your company's registered address in these fields

- **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

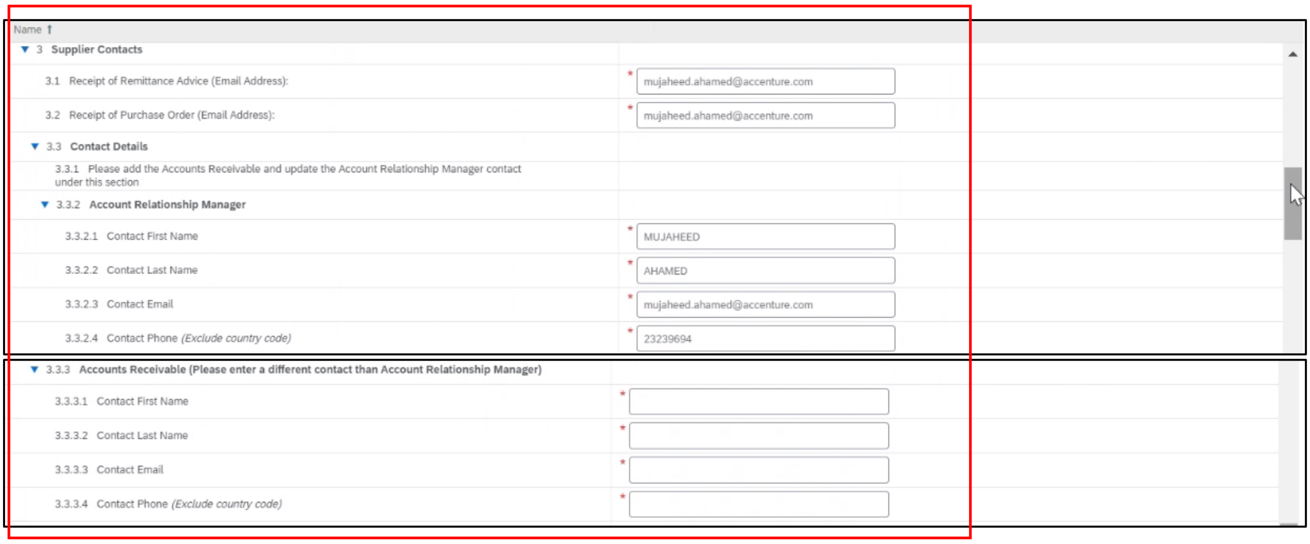
2.3 **Account Relationship Manager**

- 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

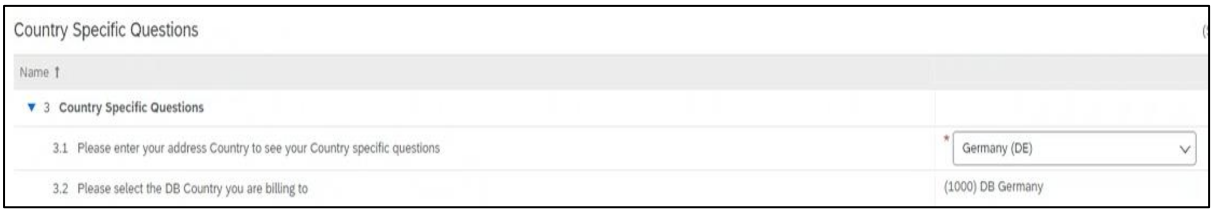
- Contact First Name – Update the first name of the Account Receivable Manager
- Contact Last Name – Update the last name of the Account Receivable Manager
- Contact Email – Update the email address of the contact for any payment related queries
- Contact Phone – Update the telephone number of the contact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



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 are applicable for the following countries–

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

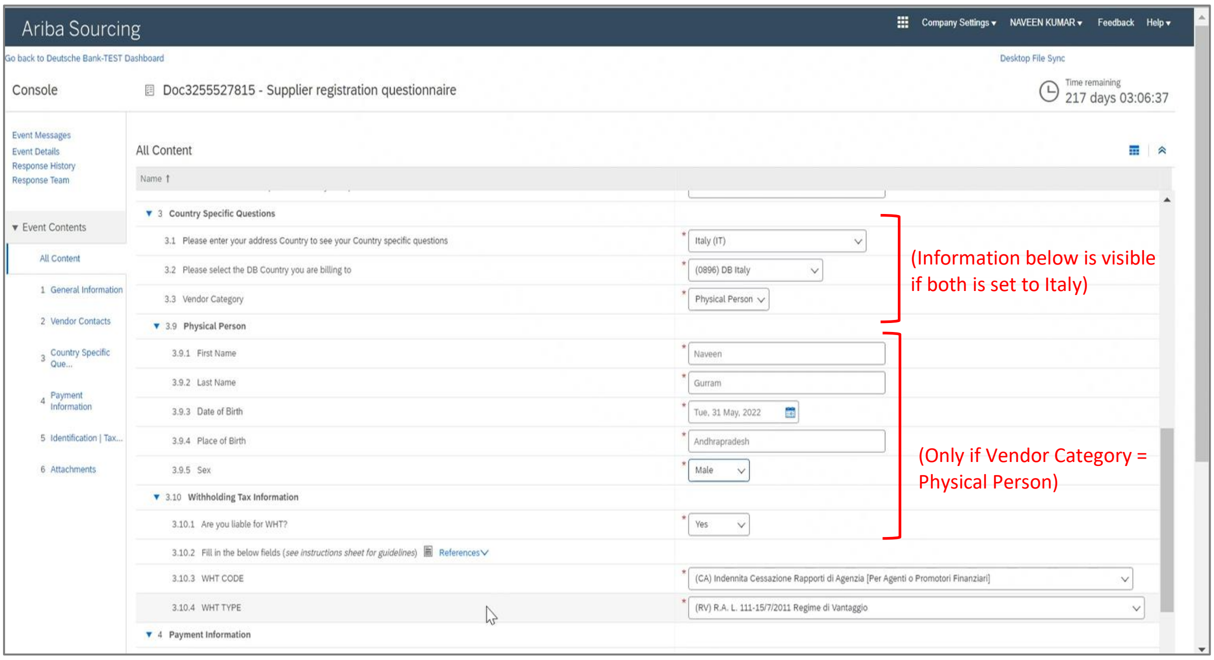
3.2.1 Country Specific Questions – Italy

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

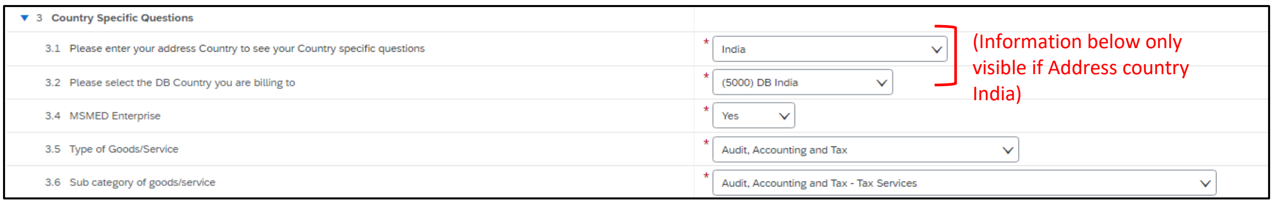
- Withholding tax information –
  - Are you liable for WHT? – Please select "Yes" from the dropdown if you are liable for WHT otherwise select "No"
  - Fill in the below fields (See instruction sheet for guidelines) – Please go through the instruction sheet before selecting the WHT code and WHT type 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



3.2.2 Country Specific Questions – India

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

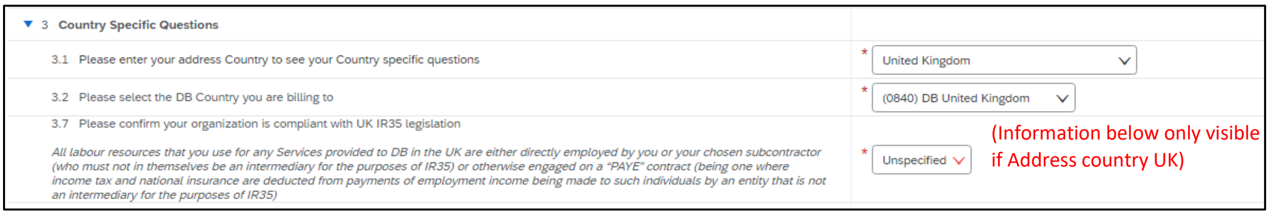
- MSMED Enterprise – Please select "Yes" if you are an MSMED supplier, otherwise select "No"
- Type of Goods/Service – Select type of goods/service you are providing to Deutsche bank
- Subcategory of goods/service – Select subcategory of goods/service you are providing to Deutsche bank



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

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

(This Information is only visible if Address country Japan)

3.2.5 Country Specific Questions – Spain

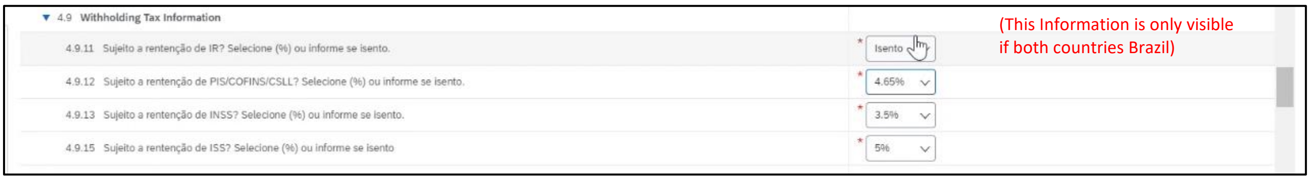
If you select your address country as Spain, the following country specific fields need to be updated:

- 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.

3.2.6 Country Specific Questions – Brazil

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

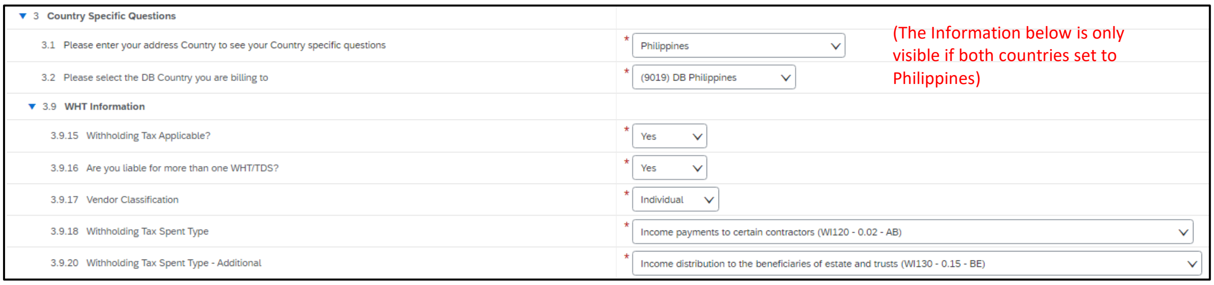
- Withholding Tax Information:
    - Sujeito a rentenção de PIS/COFINS/CSLL? Selecione (%) ou informe se isento – Please select the applicable WHT % from the dropdown. If WHT is not applicable, please select Isento.
    - Sujeito a rentenção de PIS/COFINS/CSLL? Selecione (%) ou informe se isento – Please select the applicable WHT % from the dropdown. If WHT is not applicable, please select Isento.
    - Sujeito a rentenção 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 rentenção 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.



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

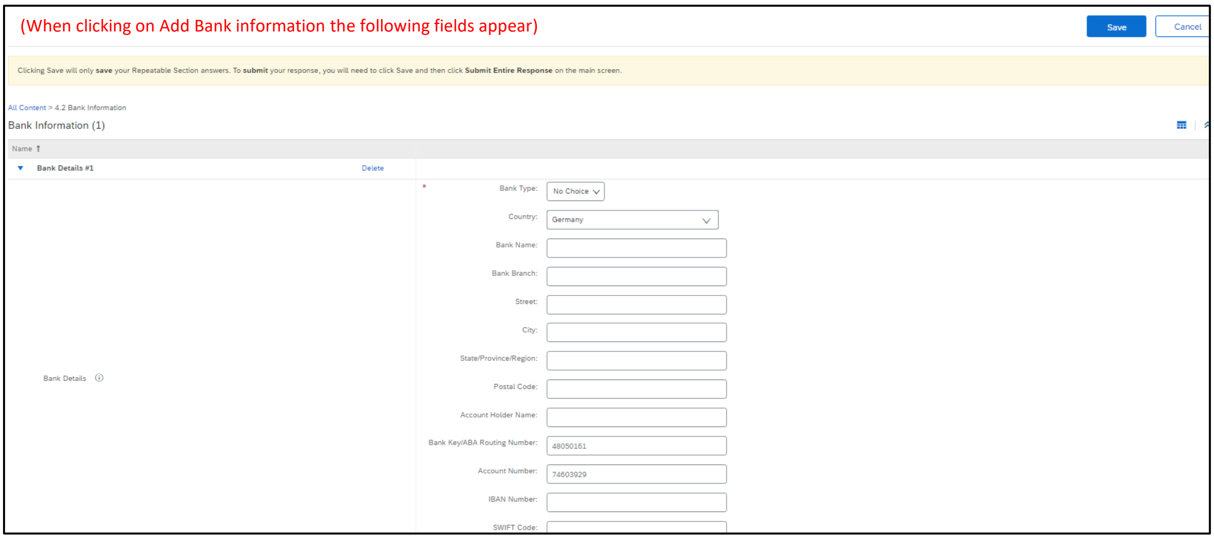


4 Payment Information

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

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

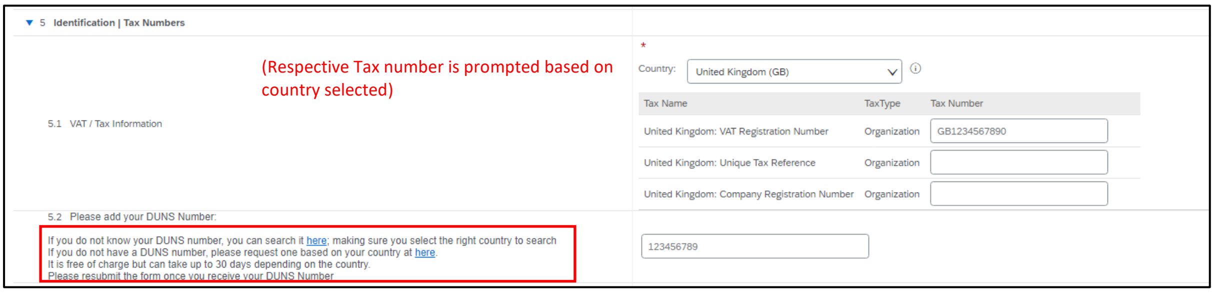
- Bank Type – Select Domestic or Foreign from the dropdown based on the requirement
- Country – Select relevant bank country from the dropdown list
- Bank Name – Update the bank name
- Bank Branch – Update the bank branch name
- Street – Update the bank street name
- City – Update the bank city name
- 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.



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

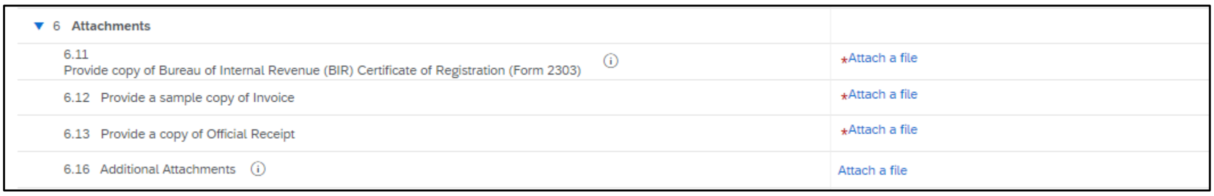
Applicable Countries:

- 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:**

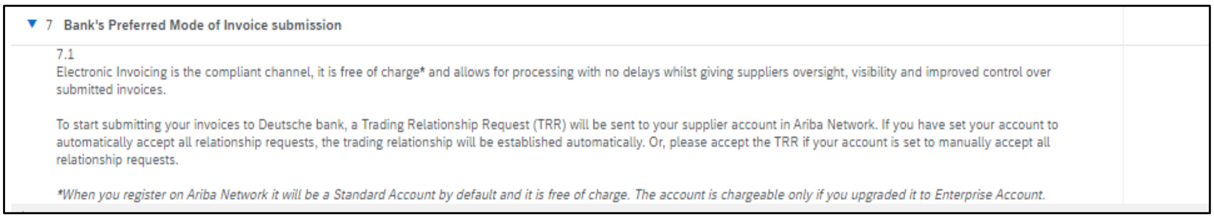
- Copia contrato social ou estatuto social registrado(s) na junta commercial – Please attach the mentioned document
- Ata de Eleicao de Diretoria(se houver) registrada na junta commercial - Please attach the mentioned document

- Copia Procuracoes (se houver) - Please attach the mentioned document
- Copia Certidao Negativa Valida – CND - Please attach the mentioned document
- Formulario Preenchido de Social Environment - Please attach the mentioned document
- Formulario Preenchido de Cyber Sec – Questionnaire - Please attach the mentioned document
- Formulario Preenchido de Cyber Sec -Atestation (Se aplicavel) - Please attach the mentioned document
- Licenca de funionamento - Please attach the mentioned document
- Alvara Sanitario - Please attach the mentioned document
- Atestado de Qualidade - Please attach the mentioned document
- Additional Attachments - Please attach the mentioned document

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)



8 Submit Entire Response

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

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