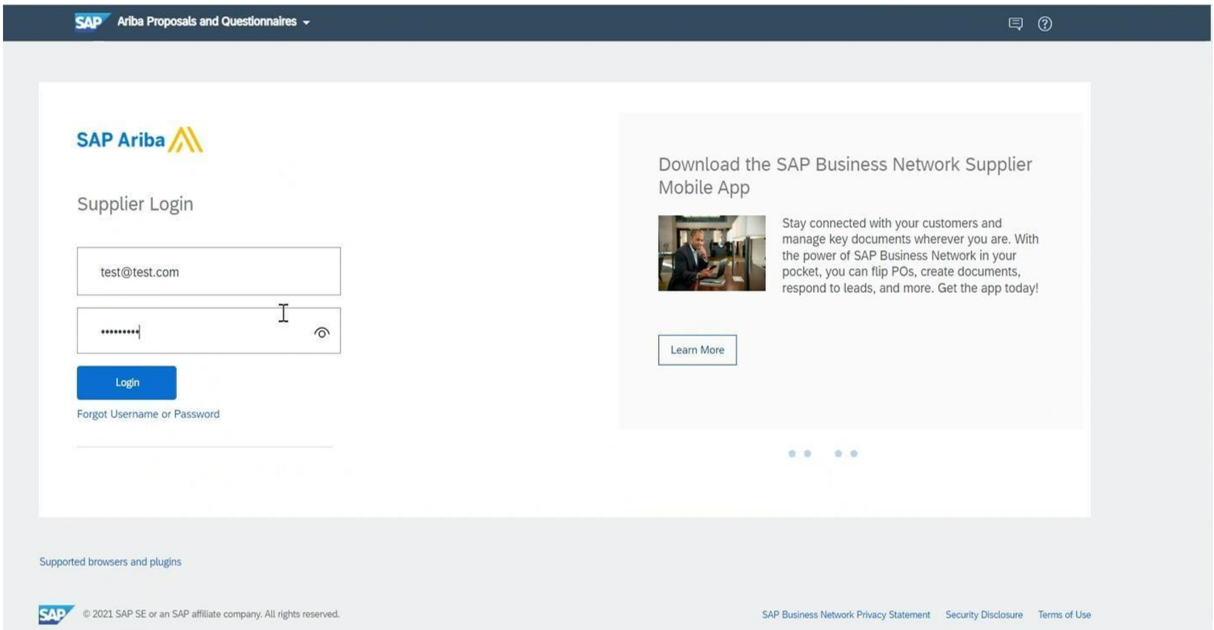
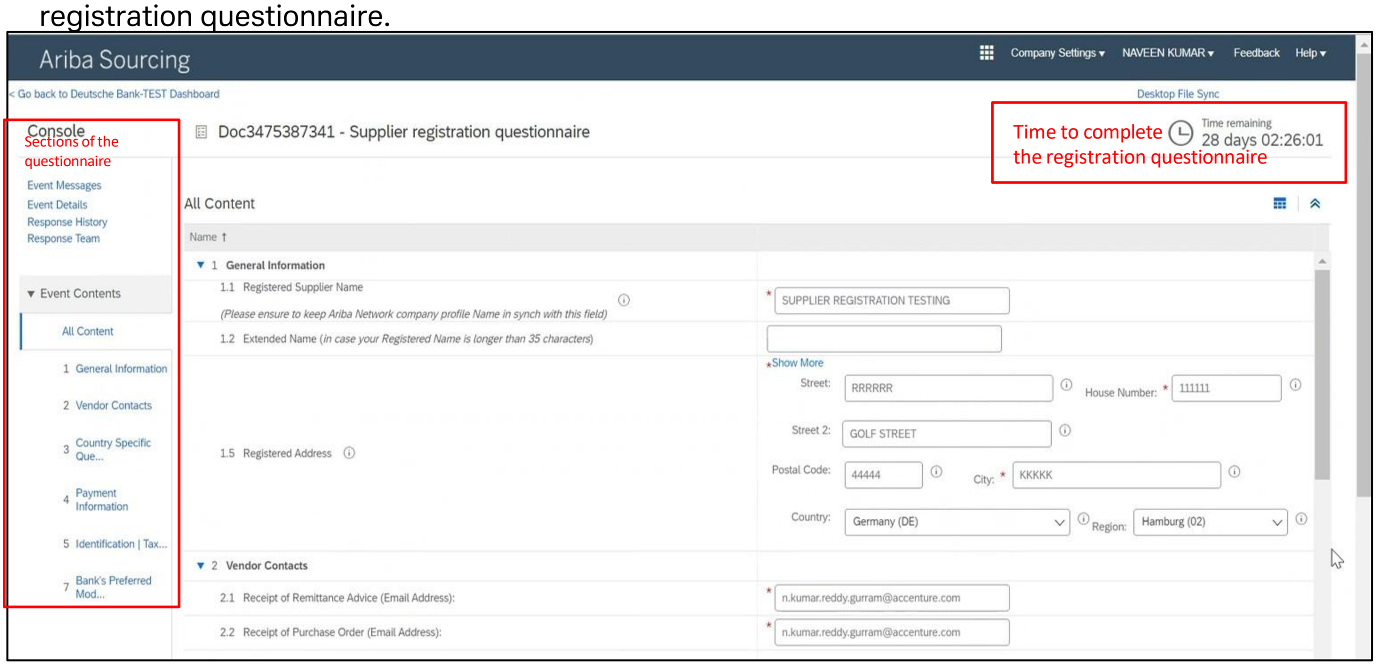
Vendor Questionnaire Guide

Login to your SAP Business Network Account and Access the Vendor Registration Questionnaire

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



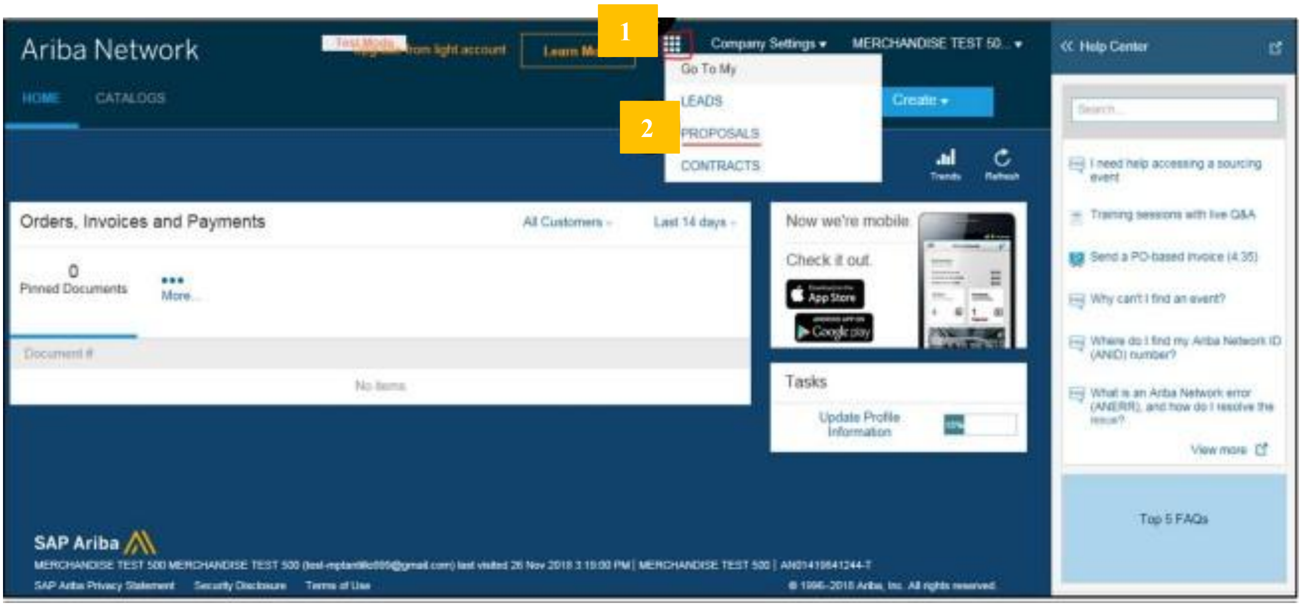
Upon completion of your SAP Business Network account, you will be brought to the vendor registration questionnaire.



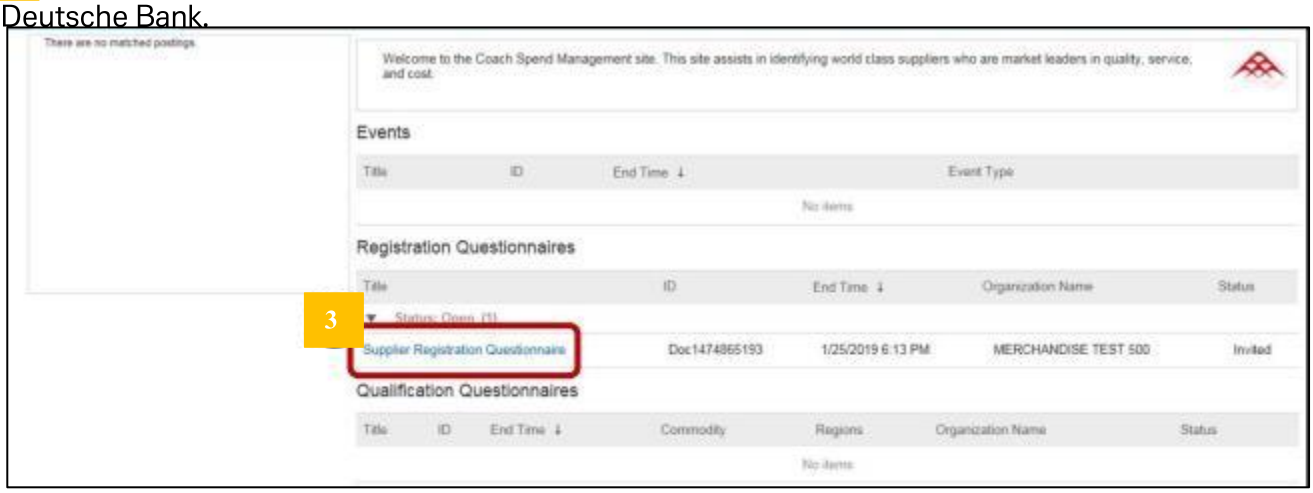
You can also access the vendor registration questionnaire with the steps below. You may need to access the vendor registration questionnaire to respond on the additional information requested by Deutsche Bank or to amend any of your existing details line Name, Address, Contact Details or Bank Details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

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

2 Click on “Proposals”



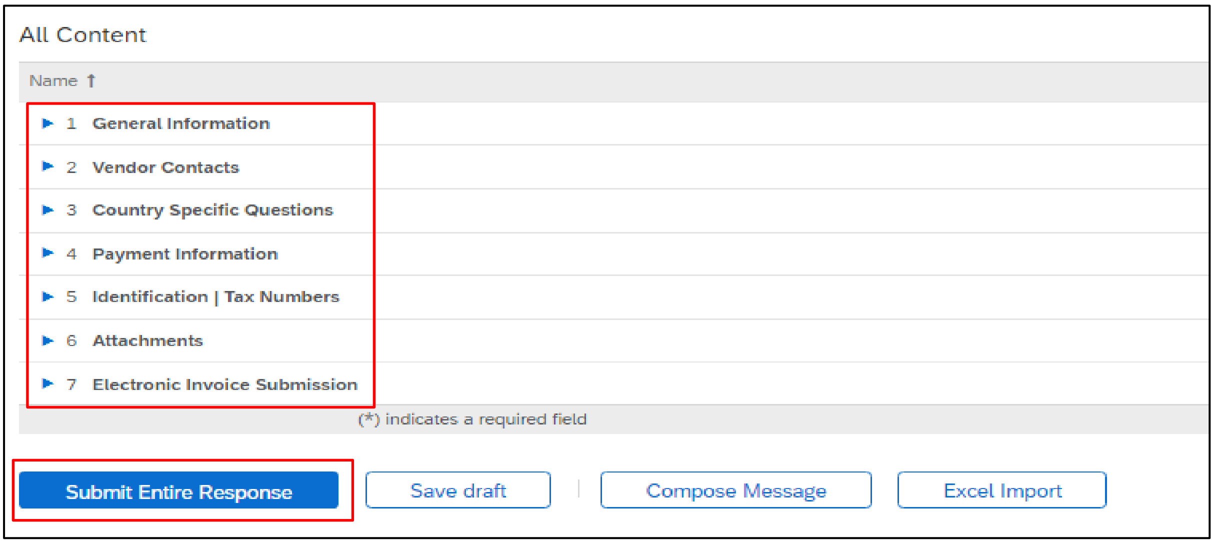
3 Click on the Vendor Registration Questionnaire to access the vendor questionnaire for Deutsche Bank.



Note: If Deutsche Bank requires additional information, you will receive an SAP Business Network 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 Vendor 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 vendor registration questionnaire.

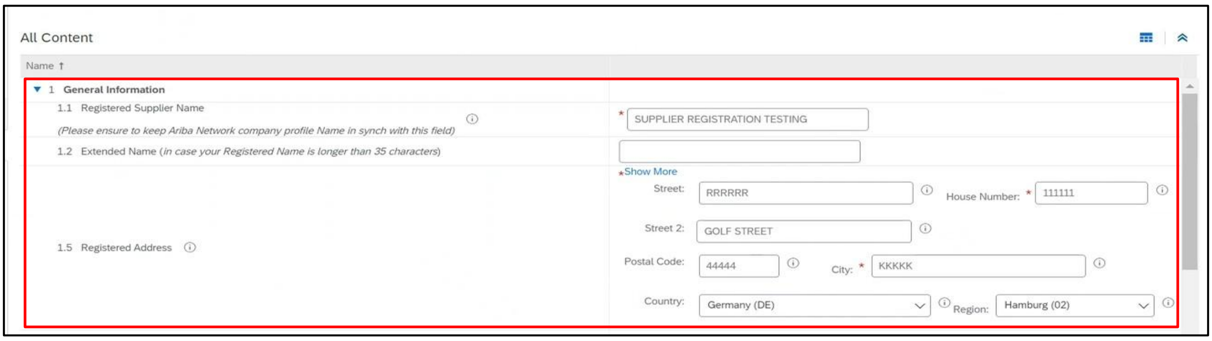
1 General Information

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

1.2 Extended Name – If your company’s registered name is more than 35 characters, please update first 35 characters in registered vendor 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** – Select your country from the dropdown field



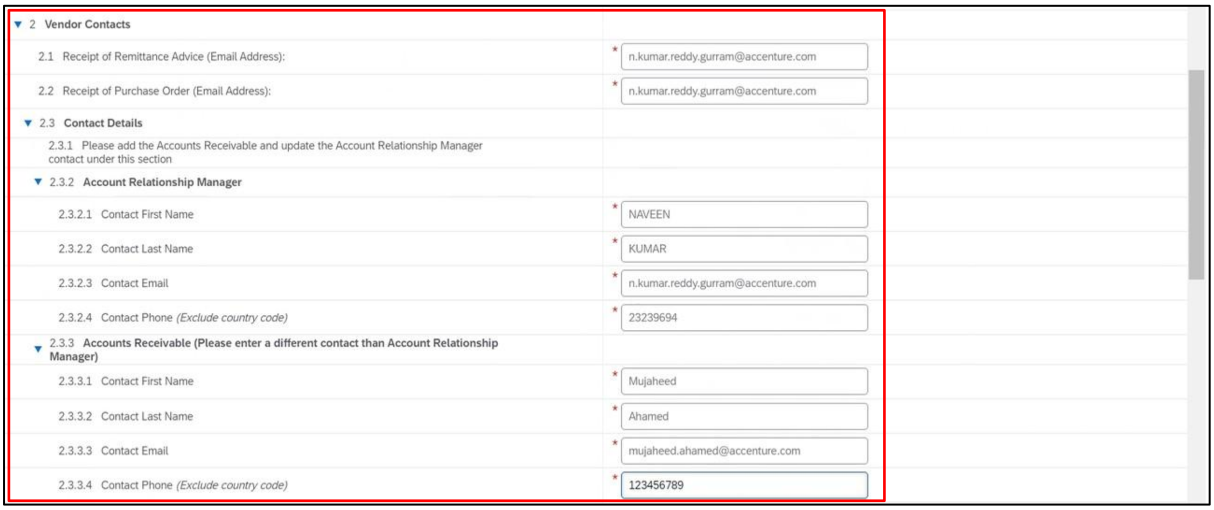
2 Vendor Contacts

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

2.3.2 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

2.3.3 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

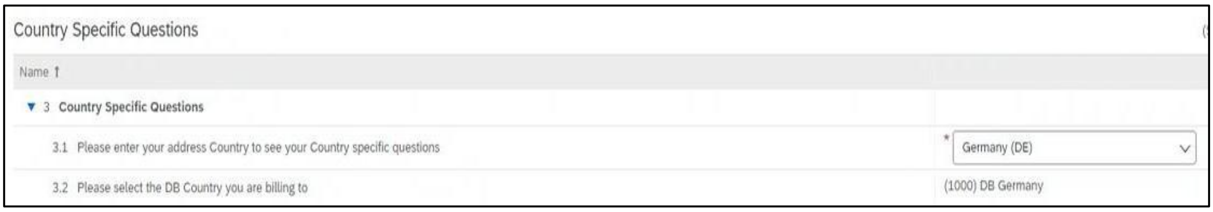


▼ 2 Vendor Contacts	
2.1 Receipt of Remittance Advice (Email Address):	* n.kumar.reddy.gurram@accenture.com
2.2 Receipt of Purchase Order (Email Address):	* n.kumar.reddy.gurram@accenture.com
▼ 2.3 Contact Details	
2.3.1 Please add the Accounts Receivable and update the Account Relationship Manager contact under this section	
▼ 2.3.2 Account Relationship Manager	
2.3.2.1 Contact First Name	* NAVEEN
2.3.2.2 Contact Last Name	* KUMAR
2.3.2.3 Contact Email	* n.kumar.reddy.gurram@accenture.com
2.3.2.4 Contact Phone *(Exclude country code)*	* 23239694
▼ 2.3.3 Accounts Receivable (Please enter a different contact than Account Relationship Manager)	
2.3.3.1 Contact First Name	* Mujaheed
2.3.3.2 Contact Last Name	* Ahamed
2.3.3.3 Contact Email	* mujaheed.ahamed@accenture.com
2.3.3.4 Contact Phone *(Exclude country code)*	* 123456789

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

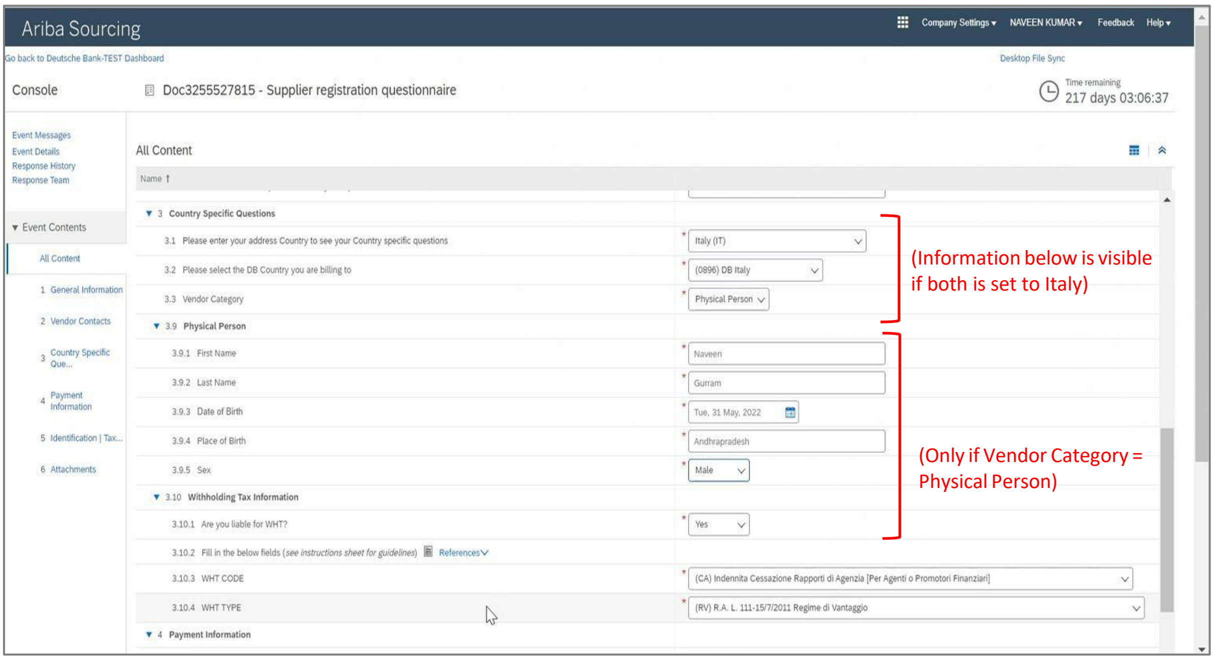
3.2.1 Country Specific Questions – Italy

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

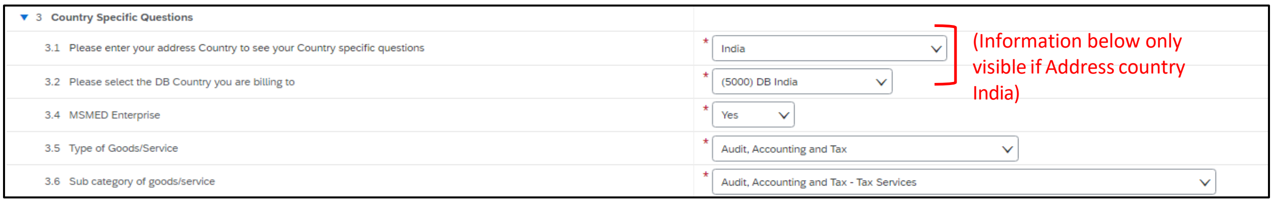
- Withholding tax information –
  - Are you liable for WHT? – Please select “Yes” from the dropdown if you are liable for WHT otherwise select “No”
  - Fill in the below fields (See instruction sheet for guidelines) – Please go through the instruction sheet before selecting the WHT code and WHT type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



3.2.2 Country Specific Questions – India

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

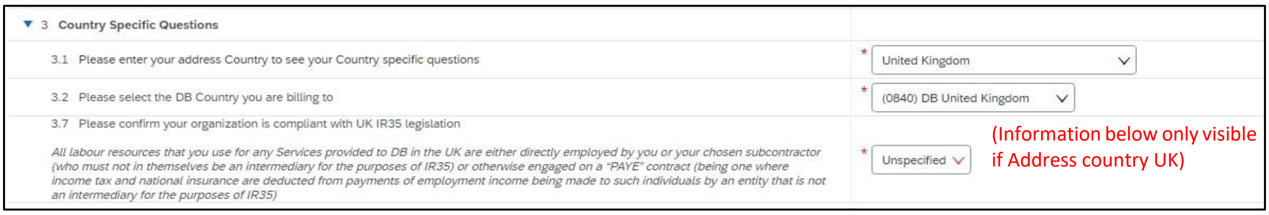
- MSMED Enterprise – Please select “Yes” if you are an MSMED vendor, otherwise select “No”
- Type of Goods/Service – Select type of goods/service you are providing to Deutsche bank
- Subcategory of goods/service – Select subcategory of goods/service you are providing to Deutsche bank



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



3.2.4 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	(This Information is only visible if Address country Spain)
▼ 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*	*	

3.2.6 Country Specific Questions – Brazil

English dbbuyer/Ariba Portal Bank Details	**Instruções importantes para o preenchimento do formulário online portal Ariba/dbbuyer item: dados bancários**
Bank Type	Doméstico ou Internacional.
Bank ID	Número do Banco.
Country	Brasil.
Bank Name	Nome do banco.
Bank Branch	Número da Agência bancária.
Street	Endereço do banco informado.
City	Cidade do banco informado.
State/Province/Region –	Região/Estado do banco informado.
Postal code –	CEP do banco informado.
Account holder Name:	Nome do favorecido (nome do fornecedor, o mesmo do titular do CNPJ do cadastro.
[illegible] Chave bancária/Número de encaminhamento Aba Considere: Número do banco + número da agência para BR	Inclua neste campo, seguindo a ordem e juntos: o número do banco e o número da agência. **(sem dígito, sem espaço e sem caracteres especiais)** a) Formato comum no Brasil – layout do número do banco (3 números), e do número da agência (4 números, algumas possuem dígitos no final). **Exemplo:** Banco 341 agência 9190-5 = **Preenchimento correto no formulário online: 3419190** b) Se o formato do **número do banco**, for menos que 3 números, inclua o número zero no início, para completar a quantidade de números aceito pelo sistema (3). **Exemplo:** Banco número 77 e agência 324-5 = **Preenchimento correto no formulário online : 0770324** c) Se o formato do número da **agência**, for menos que 4 números, inclua o número zero no início, para completar a quantidade de números aceito pelo sistema (4). **Exemplo:** Banco número 237 e agência 236-5 = **Preenchimento correto no formulário online : 2370236** *Não coloque o dígito da agência no formulário, em nenhum cenário.
Account number:	Número da conta bancária (com dígito, sem espaço e sem caractere) .
IBAN number Conta internacional	Caso possua, campo não mandatório para Brasil, pagamentos para fornecedores locais, somente em moeda BRL.
[illegible]	Caso possua, não mandatório para pagamentos em moeda local BRL.

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

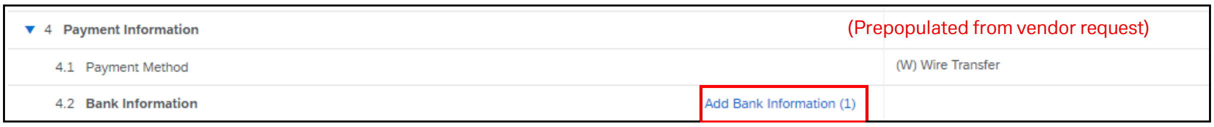
If you select your address country as Philippines, the following country specific fields need to be updated:

- **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

▼ 3 Country Specific Questions		
3.1 Please enter your address Country to see your Country specific questions	* Philippines	(The Information below is only visible if both countries set to 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 (WI120 - 0.02 - AB)	
3.9.20 Withholding Tax Spent Type - Additional	* Income distribution to the beneficiaries of estate and trusts (WI130 - 0.15 - BE)	

4 Payment Information

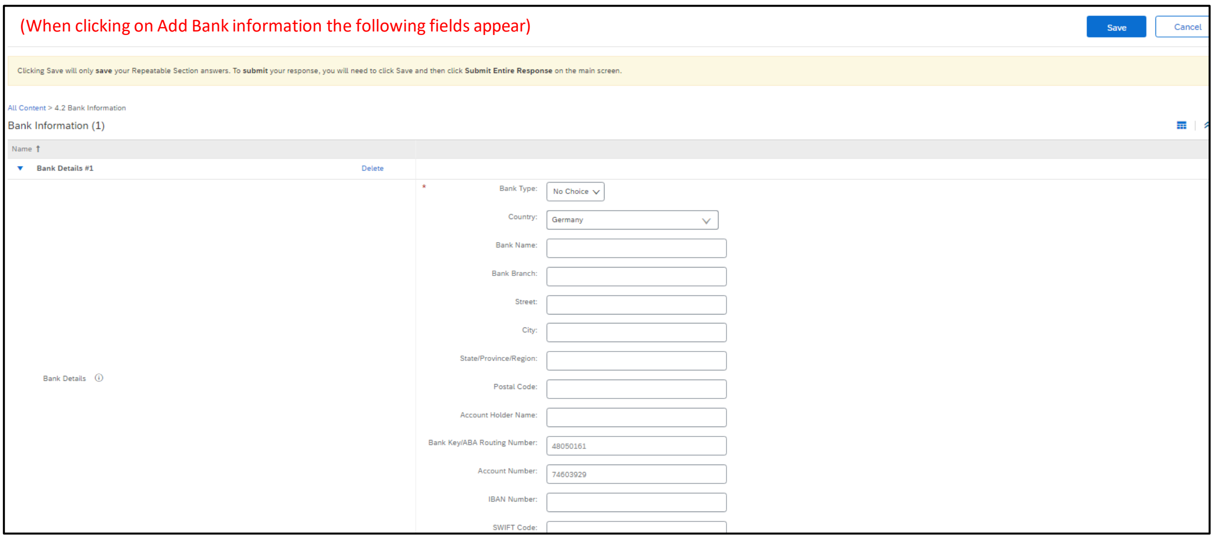
4.1 Payment Method – Please select if it is a “Wire Transfer” or “Cheque” from the “Payment Method”



▼ 4 Payment Information		(Prepopulated from vendor request)
4.1 Payment Method		(W) Wire Transfer
4.2 Bank Information	Add Bank Information (1)	

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

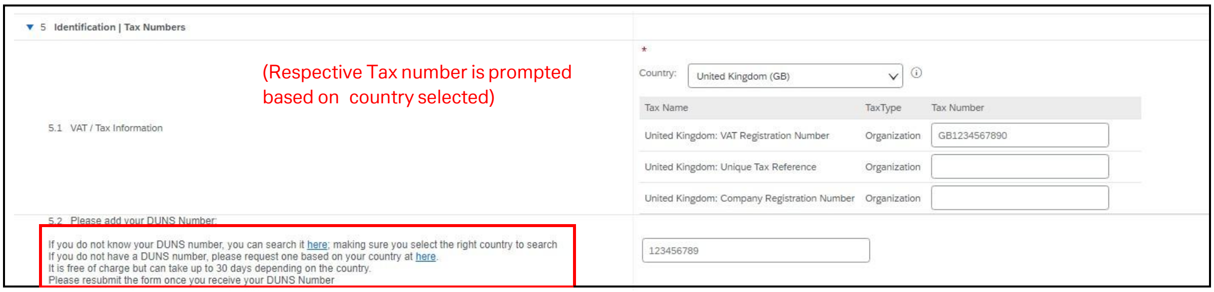
- Bank Type – Select Domestic or Foreign from the dropdown based on the requirement
- Country – Select relevant bank country from the dropdown list
- Bank Name – Update the bank name
- Bank Branch – Update the bank branch name
- Street – Update the bank street name
- City – Update the bank city name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



5 Identification/ Tax numbers

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

5.2 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 Attachments	
6.11 Provide copy of Bureau of Internal Revenue (BIR) Certificate of Registration (Form 2303) ⓘ	*Attach a file
6.12 Provide a sample copy of Invoice	*Attach a file
6.13 Provide a copy of Official Receipt	*Attach a file
6.16 Additional Attachments ⓘ	Attach a file

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 vendor, 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 vendor
- 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

6.5

▼ 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

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

▼ 6 Attachments	
6.16 Cópia Contrato Social ou Estatuto Social registrado(s) na junta comercial	*Attach a file
6.17 Ata de Eleição de Diretoria (se houver) registrada na junta comercial	Attach a file
6.18 Cópia procurações (se houver)	Attach a file
6.19 Cópia Certidão Negativa Válida - CND	*Attach a file
6.20 Cópia Cartão do CNPJ ativo	*Attach a file
6.21 Formulário preenchido de Social Enviroment	*Attach a file
6.22 Formulário preenchido de Cyber Sec - Questionnarie	*Attach a file
6.23 Formulário preenchido de Cyber Sec - Atestation (Se aplicável) *Se for fornecedor de alimentação, adicionar os documentos*	*Attach a file
6.24 Licença de funcionamento	Attach a file
6.25 Alvará sanitário	Attach a file
6.26 Atestado de Qualidade	Attach a file
6.27 Additional Attachments ⓘ	Attach a file

7 **Elec**

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completion of vendor 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. **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.*

8 **Submit Entire Response**

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


(*) indicates a required field
Submit Entire Response
Save draft
Compose Message
Excel Import