

Third Party Management How to navigate: Control Assessments

For internal use only

Step 1

If Deutsche Bank requires evidence of controls, you will receive the following system-generated email:

Deutsche Bank dbBuyer	
Hello	
Deutsche Bank-DEN required so DF Test	has invited you to complete a questionnaire. This is Supplier 13 can do business with Deutsche Bank DEV.
Questionnaire Ove	rview
Questionnaire name Respond by: 21-Jul-	ABC Policies and Procedures Evidence 2019
Submit questionnair	
Best,	

Step 3

After logging into your Ariba Network account, locate the questionnaire detailed in the email request. In our example, this would be the 'ABC Policies and Procedure Evidence' highlighted; you will need to click on the blue document title to open the questionnaire.

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Step 2

Please note the name of the 'Questionnaire' listed and click on the Submit Questionnaire link which will direct you to the following screen.

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You should already have an existing account, assuming so, you should click the blue Log in button and enter the required details. In the unlikely event that you are receiving this request without going through the Supplier Registration process, you will need to click the blue Sign up button and follow that process; Deutsche Bank has a separate 'How to Navigate Supplier Registration' guidance document which will support you through that process.

Step 4

Clicking on the questionnaire title will directed you to a questionnaire, which you will need to complete before clicking on the blue Submit Entire Response button.

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Step 5

After submission, the questionnaire will be sent to Deutsche Bank for review.

Please note

In the event that Deutsche Bank require more information, or clarification, you will be contacted with details of that request.