



Vendor Registration User Guide

#PositiveImpact

Last updated 29th April, 2020

Version 1.1

Contents



1. Introduction - Ariba Supplier On Boarding
2. Invitation From SAP Ariba To The Vendors
3. The Vendor Already Has An Existing Ariba Network Account
4. New Vendor Registration - Create A New Ariba Network Account
5. Ariba Help
6. Appendix

1. Introduction - Ariba Supplier On Boarding



As part of Deutsche Bank's procurement process you will be required to register on the SAP Ariba Network (<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>) to participate in any **Sourcing activity**, complete **Vendor Risk Management (VRM) process** and **submit your e-invoice for payment**.

This user guide is intended for the vendors who:

1. Already have an existing Ariba Network account.
2. Are new to Deutsche Bank's procurement process.

Please note: Vendors who have successfully completed their vendor registration can be required to provide additional information as part of the **Vendor Risk Management (VRM Process)**.

A separate guide on **eInvoicing** is available for the vendors who have successfully qualified in the sourcing activities on RFP and/or eAuction. Please note that submission of invoices for payments must be also done as e-invoice via the Ariba Network account.

Important Notes

Deutsche Bank uses the SAP Ariba platform to register suppliers and receive invoices for payment.

SAP Ariba offers two versions:

Standard account: Basic functionality, completely free for suppliers

Enterprise account: Advanced capabilities to transform your business

When registering with Ariba, you create an agreement directly with Ariba, to which Deutsche Bank is not a party.

Please ensure that the appropriate Ariba Account type is selected, as if you select the Enterprise Account, you will receive an invoice directly from Ariba. Deutsche Bank cannot accept accountability should the incorrect level be selected, nor can it accept liability for any fees incurred.

2. Invitation from SAP Ariba To The Vendors



To participate in sourcing events, we need to ensure that you are able receive electronic messages from Deutsche Bank, participate in RFP events and exchange information, if required.

In order to facilitate the receipt of this information the bank uses:

1. Basic information to create a vendor account on vendor portal.
2. The email address on the record to send an invitation to you.
3. You will receive an email from the Ariba portal account ending 'ariba.com' (*See Appendix 1*). **If you haven't received the email, please check your spam/junk folders.**
4. From the email you receive, select if you already have an account or need to register an existing account. Select **'Sign in to your existing account'** if your organisation has one or **'Create a new account'** if you do not have one.

Note:

It is imperative that you do not create a duplicate Ariba network account when registering with Deutsche Bank. Please use the Ariba feature to add an additional user to an existing organisation as detailed on the next slide.

3. The Vendor Already Has An Existing Ariba Network Account



- i. If you have an existing account, login using your user name and password or click on the **'Having trouble logging in'** link to retrieve your details.
- ii. If you are unsure whether your organisation is registered in SAP Ariba, You can look up your organisation account details using the **'Search'** link.

SAP Ariba

Supplier Login

i. User Name

Password

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

ii. Is your company registered?
[Search](#)

3. The Vendor Already Has An Existing Ariba Network Account



iii. If you **are the administrator of the Supplier account**, you can add Deutsche Bank to the account by navigating to the “Customer Requested” from ‘View customer requested fields’ on the top left hand side of the screen.

Company Profile

iii.

Basic (3)	Business (2)	Marketing (3)	Contacts	Certifications (1)	Customer Requested	Additional Documents
-----------	--------------	---------------	----------	--------------------	--------------------	----------------------

iv. Complete the supplier registration questionnaire and submit your response by clicking on the blue ‘**Submit Entire Response Button**’.

iv.

Ariba Sourcing
Company Settings | Deutsche Supplier

Go back to Deutsche Bank-DEV Dashboard | Desktop File Sync

Time remaining: 29 days 11:12:32

Doc1839726410 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Information
- 2 Identification Infor...
- 3 Contact Details

All Content

1.1 Supplier Full Legal Name: DB Supplier Onboarding Example

1.2 Do you have a Parent Company?: Unspecified

1.4 Main Address

Street: 1922 Example Avenue
City: London
State/Province/Region: ABD

(*) indicates a required field

Submit Entire Response | Save | Compose Message | Excel Import

3. The Vendor Already Has An Existing Ariba Network Account



- v. If you are **not the administrator of the Supplier account**, you must contact your company's administrator managing the account to extend it to include you in it.

Search your company

Company name: Deutsche Corporate email / domain: Country: Tax / VAT ID ? Ariba Network ID (ANID): DUNS No.: GLN:

Search Clear Cancel

search results found

Supplier name	State	DUNS	Supplier ANID	Count of relationships	Actions
Deutsche Bank AG	GBR	London	AN01025700892	0	⋮
Deutsche Telekom	DEU	Hessen	AN01014317139	0	⋮
Deutsche Bank AG	DEU	-	AN01014358078	0	⋮

View profile
Please view profile and contact admin if you need to.



Please note:
If you have been requested to complete the VRM process, you should add the Risk Managers to your account for the completion of questionnaires & provide evidence.

a. Use the search criteria below to look up your organisation name.

b. Identify your company name

c. Click on the dots & then click on view profile

3. The Vendor Already Has An Existing Ariba Network Account



Supplier profile

Last Updated: 16 Oct 2015

Deutsche Bank AG
London
London
United Kingdom

Overall: ★★★★★
RATING 1: ★★★★★
RATING 2: ★★★★★
RATING 3: ★★★★★
RATING 4: ★★★★★

[Contact Admin](#) [Cancel](#)

d. Click here to contact your company's admin for access

Please note:
If you are unable to reach your company admin, please contact the ariba support team as detailed on 'Ariba Help' page.

Contact Your Account Administrator

Enter your information to get a user account.

Company Name: UK Light Account-TEST

First name: *

Last name: *

Email: *

Phone: IND 91

Message: *

[Send Email](#) [Cancel](#)

e. Complete the contact information and provide a brief message

f. Click here to send email to the admin user of your organisation

4. New Vendor Registration - Create A New Ariba Network Account



Clicking on **'Create a new account' from the email** will take you to the SAP Ariba Supplier Login page.

You can alternatively use the following URL to the SAP Ariba site – <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

After you have validated that your organisation is not included as registered status on the SAP Ariba portal, click on **'Register Now'** to complete your vendor registration.



Supplier Login

[Having trouble logging in?](#)



New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

4. New Vendor Registration - Create A New Ariba Network Account



Register Register Cancel

Company information

Company Name: * Indicates a required field

Country:

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.

Address:

City:

State:

Postal Code:

User account information

Name: SAP Ariba Privacy Statement * Indicates a required field

Email:

Use my email as my username

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

Password: Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Email orders to: 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.

[Tell us more about your business](#)

Ariba Network standard account is Free

Already have an account?
[Login](#)

- Strengthen relationships**
Collaborate with your customer on the same secure network.
- Connect faster**
Exchange documents electronically and streamline communications.
- Reach more customers worldwide**
Sign up with Ariba Discovery and increase sales leads.
[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

ii. Check & complete all mandatory fields marked with an *****

iii. Click on the arrow to complete business details

4. New Vendor Registration - Create A New Ariba Network Account



Tell us more about your business ▾

Product and Service Categories: -or-

Ship-to or Service Locations:

Tax ID: Enter the tax ID for your company.

Vat ID: Enter the VAT ID for your company. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet.

iv. Provide your DUNS number, if known

i
Please refer to Appendix 2 on how to search / create a Duns id

i
Adding your D&B D-U-N-S Number can help other companies quickly and accurately find information about your company, including credit information.

v. Read & confirm agreement to the Ariba Terms of Use & Privacy Statement

Access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

- I have read and agree to the Terms of Use
- I have read and agree to the SAP Ariba Privacy Statement

vi. Click here to submit your registration details

4. New Vendor Registration - Create A New Ariba Network Account



Moving from **Supplier Record Creation** to **Registered Deutsche Bank Supplier** requires the completion of a **Supplier registration questionnaire**. After logging into/creating a new Ariba Network account you will be prompted to register specifically with Deutsche Bank using this form.

Please note:

- The completed Questionnaire will then be reviewed by Deutsche Bank and the account status will change to “Registered”.
- The Supplier contact and the Deutsche Bank requestor will receive emails confirming this step has been completed and will enable participation in sourcing events.
- You may receive a request from Deutsche Bank for additional information or clarification.

7. 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 your Deutsche Bank point of contact and they direct your queries to appropriate team.

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 utilise the full functionality of the system.

Appendix



1. Email from SAP Ariba portal to the Vendors



Deutsche Bank
dbBuyer



Dear Supplier Name,

REFERENCE: Register as a supplier with Deutsche Bank

XXXXXXXXXX has invited you to register to become a supplier with Deutsche Bank.

Deutsche Bank uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. Start by creating an account with Ariba Network. It's free.

NEXT STEPS:

(a) If TEST TEST already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to sign in to your existing account.

OR

(b) TEST TEST if you don't have an account, start by creating an account with Ariba Network.

[Click Here](#) to create new account now.

You are receiving this email because your customer, Deutsche Bank, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Deutsche Bank.

PLEASE DO NOT RESPOND DIRECTLY TO THIS MAIL

Please note this is a system generated email. Please do not respond directly to this email. If you require assistance please notify your regular Deutsche Bank contact, or for internal users, visit the VRM myDB site (<https://mydb.intranet.db.com/groups/vrm>).

Please refer to http://www.db.com/en/content/eur_disclosures.htm for information (including mandatory corporate particulars) on selected Deutsche Bank branches and group companies registered or incorporated in the European Union. This e-mail may contain confidential and/or privileged information. If you are not the intended recipient (or have received this e-mail in error) please notify the sender immediately via your regular Deutsche Bank contact, and delete this e-mail. Any unauthorized copying, disclosure or distribution of the material in this e-mail is strictly forbidden.

2. How To Search / Request D-U-N-S Number



If you do not have a D&B id for your organisation or not sure if you have one, you can check by searching your company on the D&B website - <https://www.dnb.co.uk>. If you wish to apply for DUNS number please apply to Dun and Bradstreet using the guidelines below.

The screenshot shows the Dun & Bradstreet website header. The logo "dun & bradstreet" is on the left. Navigation links include "Perspectives", "Solutions", "Products", "About Us", and "D-U-N-S Number". On the right, there are links for "Contact" and "Login" with a dropdown arrow, and a flag icon for region selection. Below these is a search bar with "Company Search" and "Site Search" options. A large banner at the bottom of the page reads "Coronavirus Global Business Impact".

i. Click here to select the region where your organisation is based

2. How To Search / Request D-U-N-S Number



Choose your country or region

AMERICAS

EUROPE

MIDDLE EAST & AFRICA

ASIA PACIFIC

Dun & Bradstreet Owned Markets

Ireland

United Kingdom

Worldwide Network Partners

Albania

Baltics

België – Nederlands

Belgium - English

Bosna i Hercegovina

Bulgaria – English

Česká Republika – Čeština

Czech Republic – English

Danmark

España

France

Greece – English

ii. Select the region and then select the country

dun & bradstreet

Perspectives

Solutions

Products

About Us

D-U-N-S Number

iii. Select an appropriate option from the link here

D-U-N-S Number Lookup

Get a D-U-N-S Number