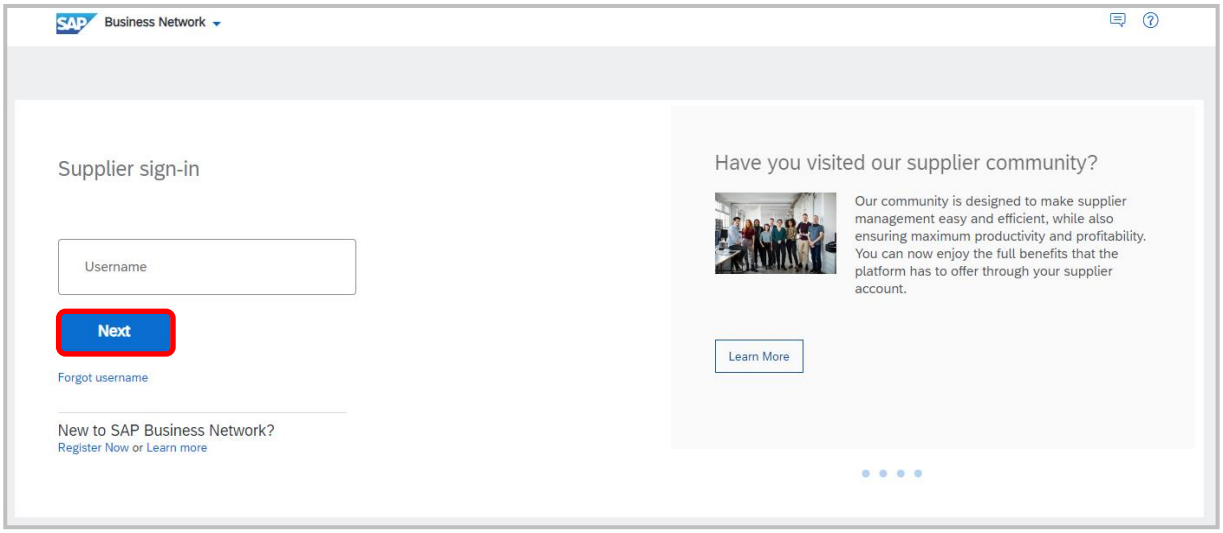
Title: - Deutsche Bank Group – How to update Tax ID and VAT ID

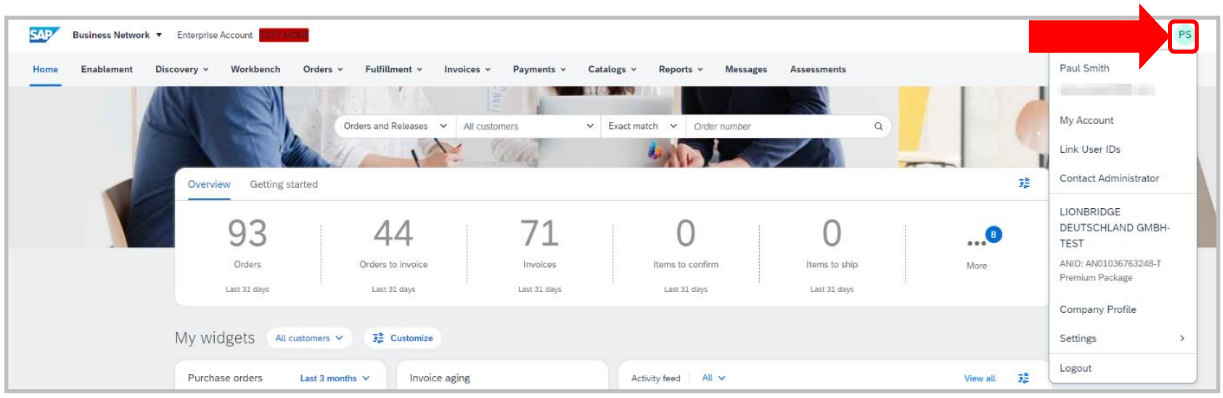
Before submitting your first invoice via SAP Business Network, please update your tax/VAT ID in your profile following the instructions below.

Log in to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.

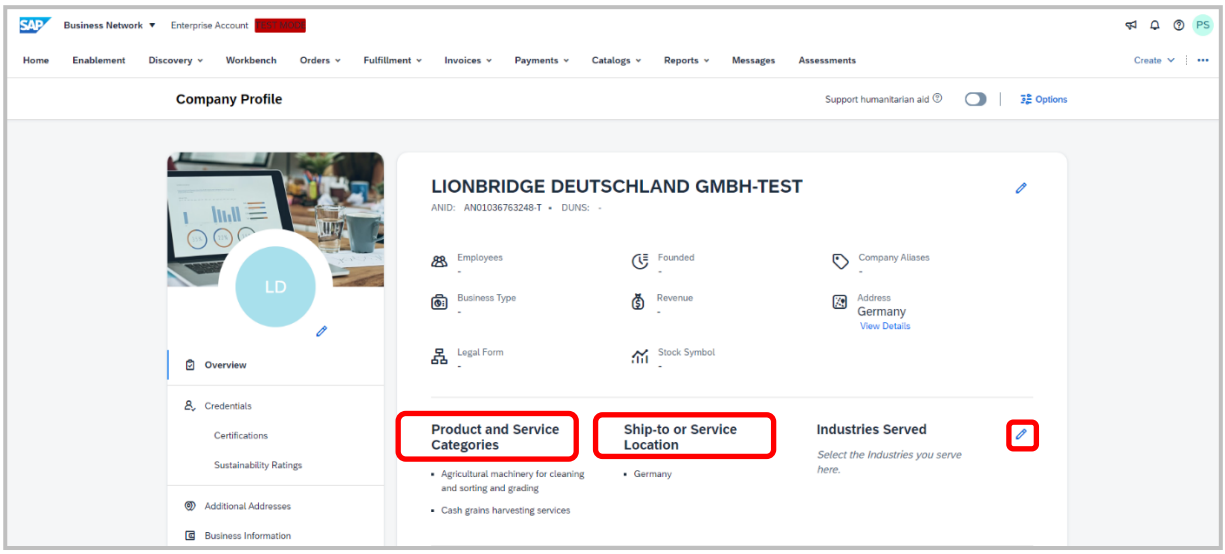
- Enter your username and click **Next**.
  In the next page, enter your **password** and click **Sign In**.



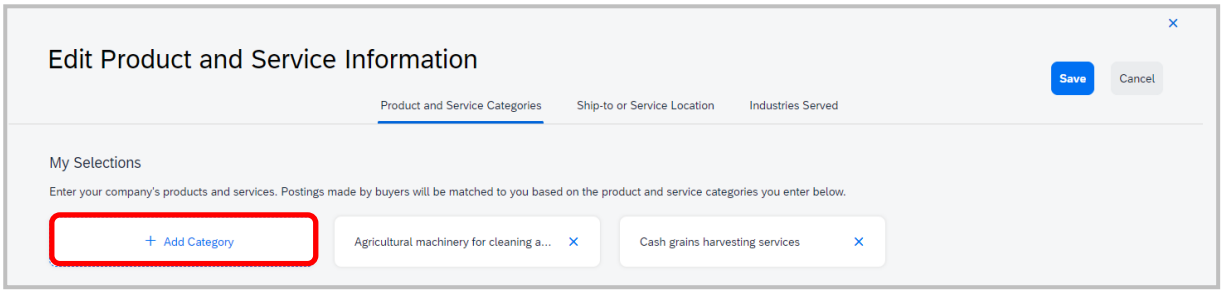
- From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**.

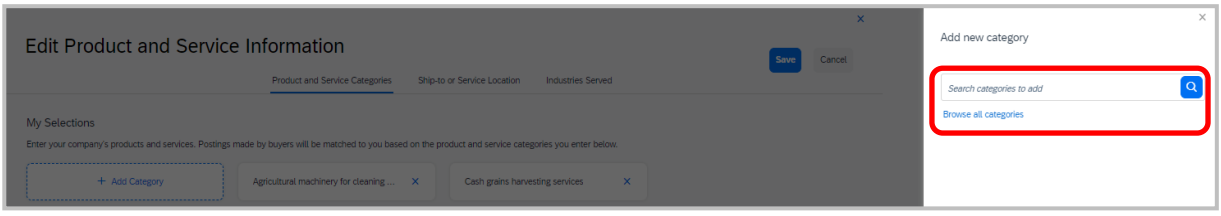


- On **Company Profile**, update type of **Product & Service Categories** and **Ship-to and Service Location** by clicking on the **"Pen"** icon.

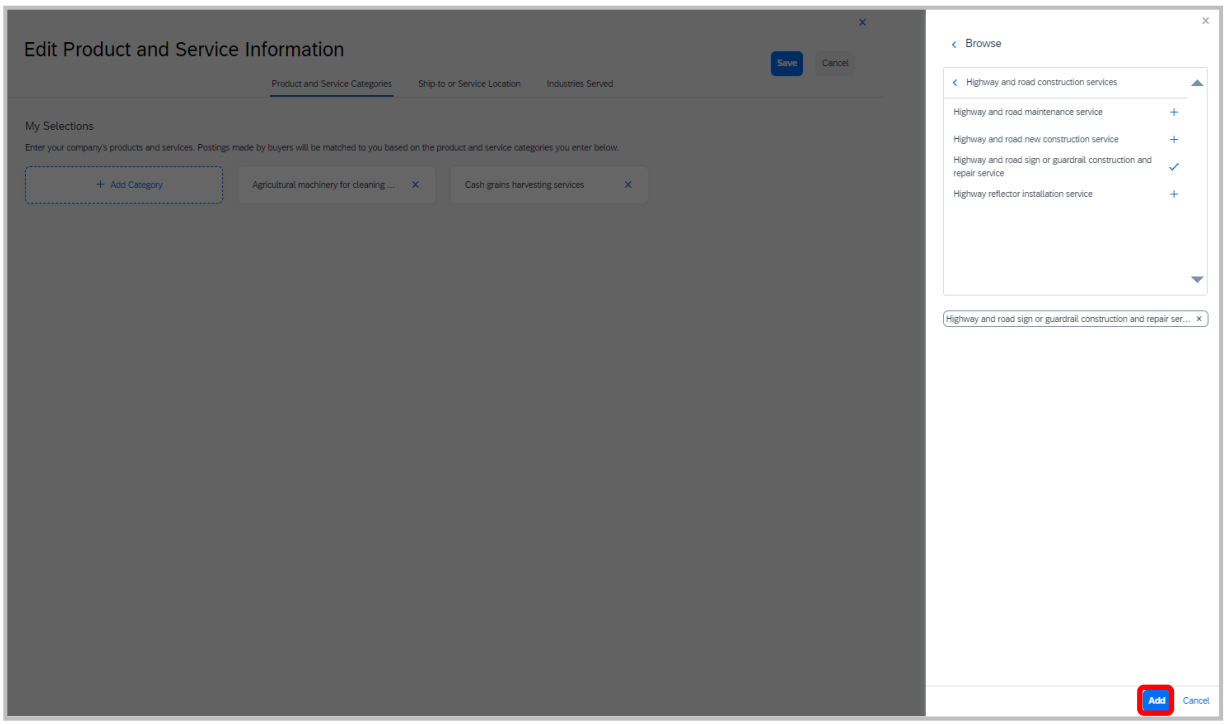


- Click **+ Add Category** to enter your company's products and services.

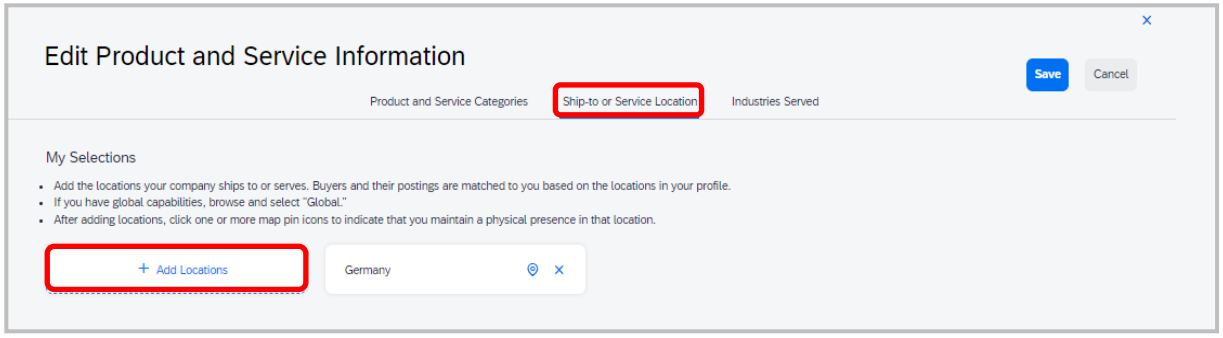




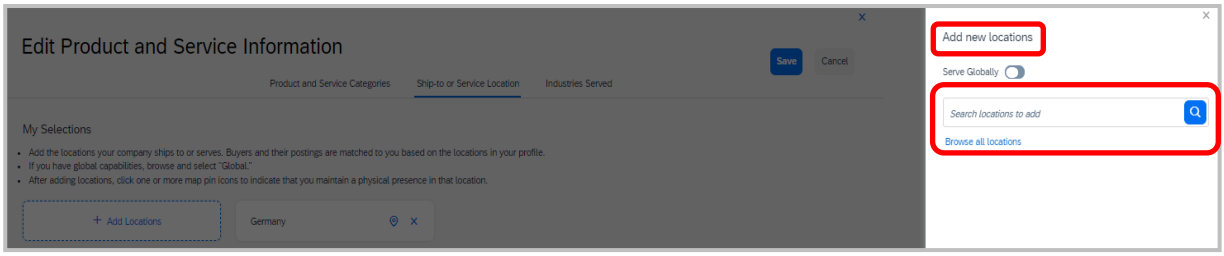
- Add the new category by using the search function or by clicking on **Browse all categories**.



- Select the correct Product & Service Categories and click **Add**.

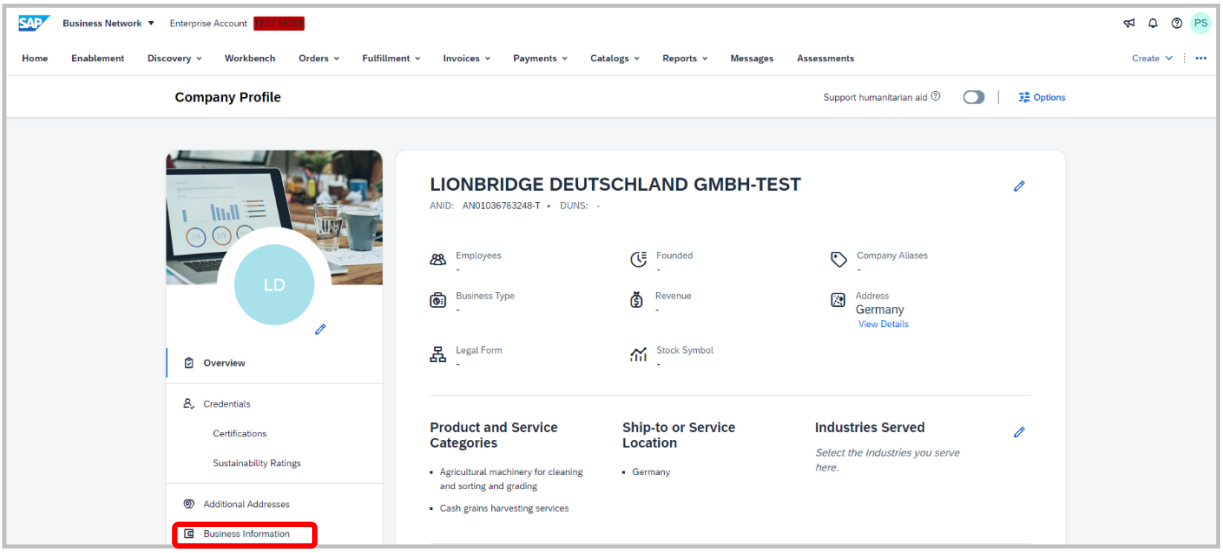


- Click **Ship-to or Service Location** to add the location where your company ships to.
- Then click **+ Add Locations**.

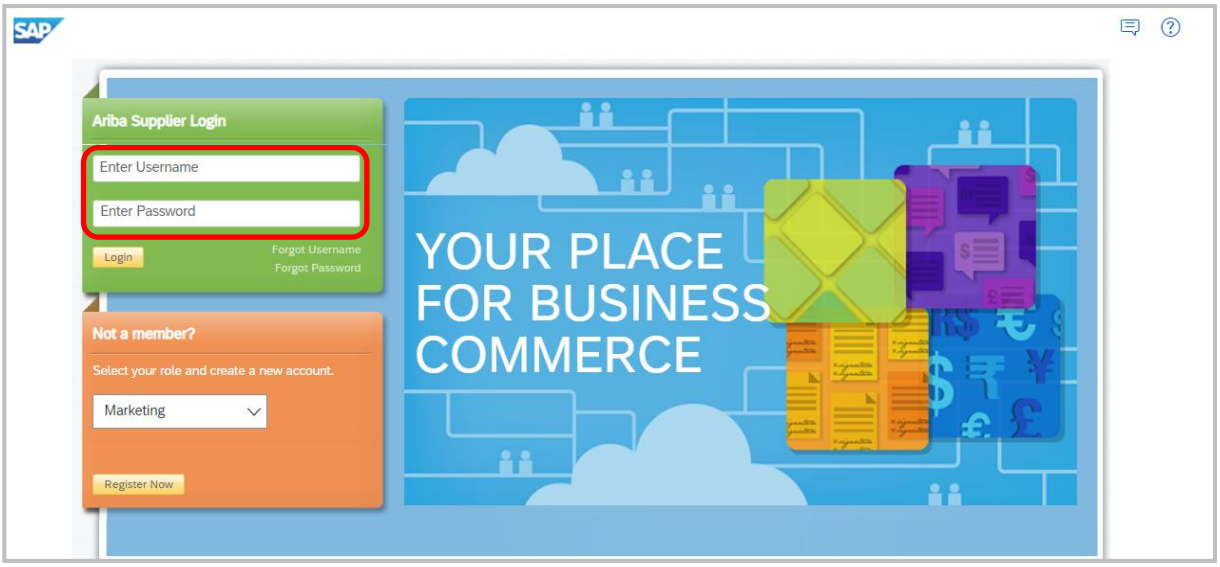


- Add the new location by using the search function or by clicking on **Browse all locations**.
- Select the correct location and click **Add**.

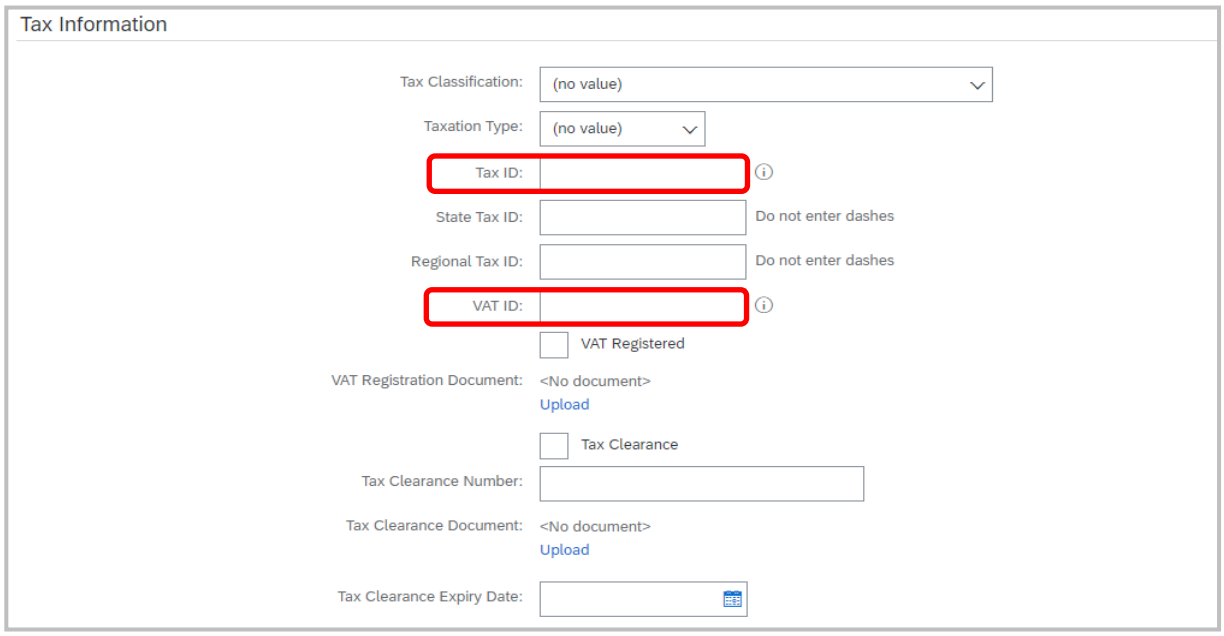
  If you are shipping globally, turn on the **Serve Globally** button.



- Proceed to the **Business Information** Tab to update the Tax information section.



You will be required to login again by entering your **Username** and **Password** to access your Profile Management and proceed accordingly with the required updates.



- Scroll down Tax information section, to update Tax ID / VAT ID and click on **Save**.

Note: Updating Tax ID / VAT ID fields on your SAP Business Network profile is mandatory and this is one-time activity that needs be completed prior to your 1st e-invoice submission
If Tax / VAT is not applicable for your region, Kindly update “NA” on Tax ID / VAT ID fields.

In case you are billing to Australia and do not have an ABN ID, please enter 11 zeros in the tax ID field.

This will update the VAT/Tax ID on your profile so that you do not have to update it on each invoice.