

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 – <u>supplier.ariba.com</u> 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**.

SAP Business Network -		■ ()
Supplier sign-in	Have you visit	ed our supplier community? Our community is designed to make supplier management easy and efficient, while also
Username		ensuring maximum productivity and profitability. You can now enjoy the full benefits that the platform has to offer through your supplier account.
Forgot username	Learn More	
New to SAP Business Network? Register Now or Learn more		

- 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.

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

Edit Product and Service Information			Cancel		
	Product and Service Categories S	hip-to or Service Location Industries	Served	_	
My Selections					
Enter your company's products and services. Postings made	le by buyers will be matched to you based on t	the product and service categories you en	er below.		
+ Add Category	Agricultural machinery for cleaning a X	Cash grains harvesting services	×		

Edit Product and Service Information	× Cancel	Add new category
Product and Service Categories Ship-to or Service Location Industries Served My Selections		Search categories to add Q Browse all categories
Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below. + Add Category Agricultural machinery for cleaning X Cash grains harvesting services X		



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

Cancel C	C Browse C Highway and road construction services Highway and road road construction service Highway and road new construction service Highway and road new construction service Highway reflector installation service Highway reflector installation service
	(Highway and read sign or guardial construction and repair ser X)
	Add Cancel

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

Edit Product and Servic	e Information		X Save Cancel
	Product and Service Catego	s Ship-to or Service Location Industries Served	
My Selections Add the locations your company ships to or serves. If you have global capabilities, browse and select "G After adding locations, click one or more map pin icc Add Locations	Buyers and their postings are matched latobal." ons to indicate that you maintain a phys Germany	you based on the locations in your profile. Il presence in that location.	

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

Edit Product and Service Information Product and Service Categories Ship-to or Service Location Industries Served	X Save Cancel	Add new locations Serve Globally
My Selections Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. If you have global capabilities, browse and select "Global." Add the location devices of the one one nean in increase that your maintain a choiceal reserves in that location		Search locations to add Q Browse all locations
+ Add Locations @ x		



- 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.

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&, Credentials Certifications Sustainability Ratings Ø Additional Addresses Buileness Information	Product and Service Categories • Agricultural machinery for cleaning and sorting and grading • Cash grains harvesting services	Ship-to or Service Location • Germany	Industries Served Select the Industries you serve here.	0	

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

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Ariba Supplier Login		
Enter Username		
Enter Password		
Login Forgot Username Forgot Password		
2	FOR BUSINESS	
Not a member?		
Select your role and create a new account.		
Register Now		
-		

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.



Additional Information	Seve
Additional Addresses Business Customer Requested Additional Documents	
Tax Information	
Tax Classification:	(no value) 🗸
Taxation Type:	(no value) V
Tax ID:	0
State Tax ID:	Do not enter dashes
Regional Tax ID:	Do not enter dashes
VAT ID:	0
	VAT Registered
VAT Registration Document:	<no document=""> Upload</no>
	Tax Clearance
Tax Clearance Number:	
Tax Clearance Document:	<no document=""> Upload</no>
Tax Clearance Expiry Date:	

- 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.

