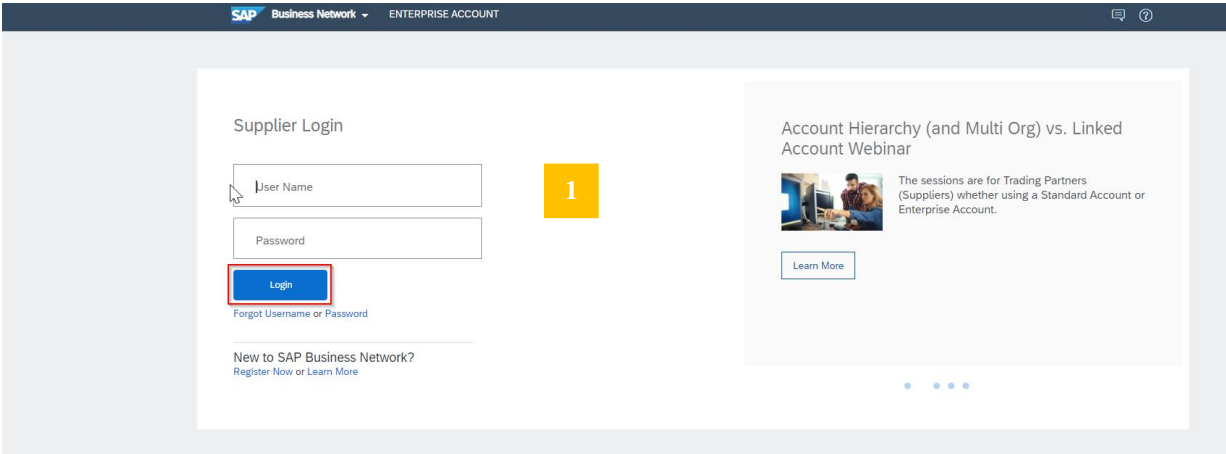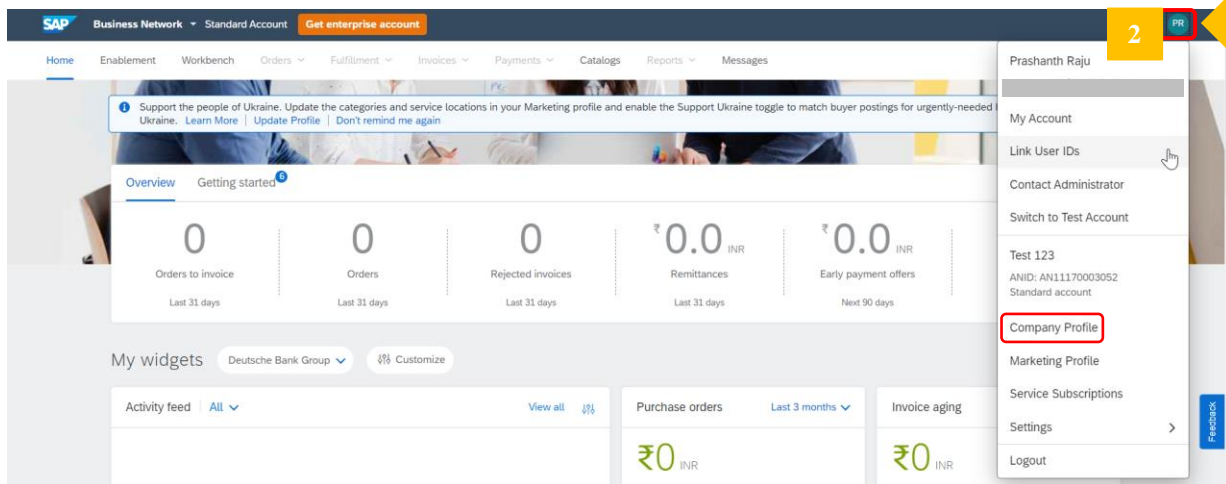## DEUTSCHE BANK GROUP- HOW TO UPDATE VAT/TAX ID

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.
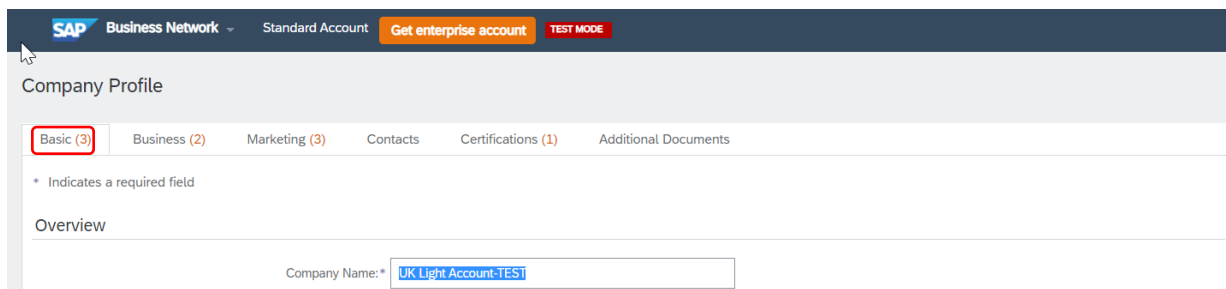
1 Enter your username and password here and click **Login**
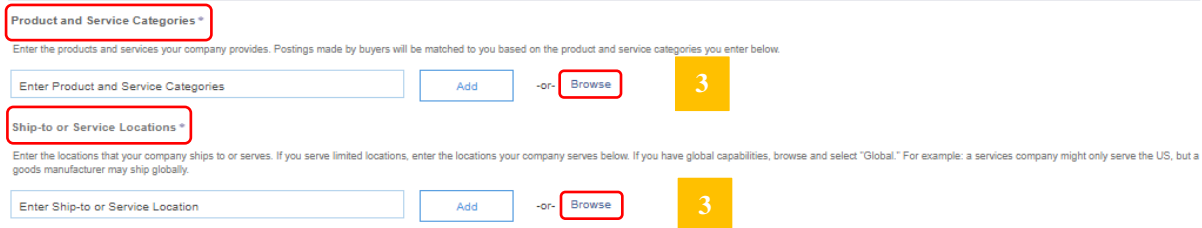

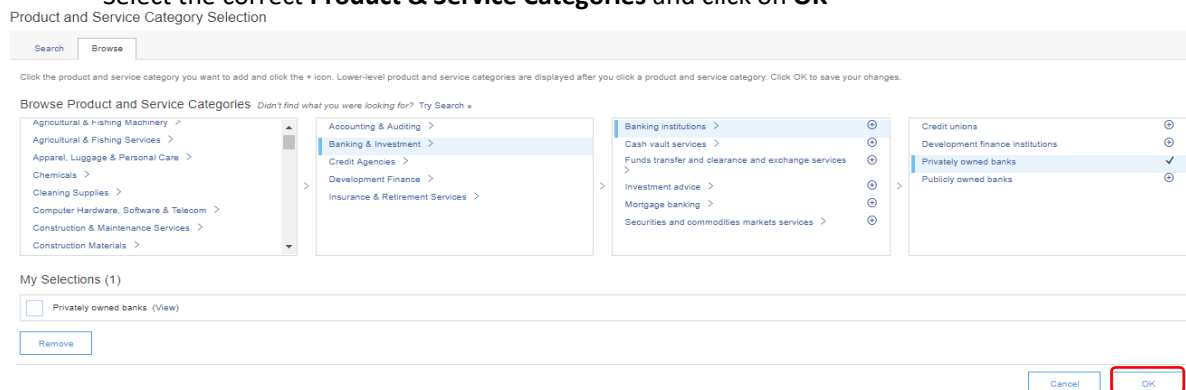**2** From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**

3 On **Company Profile**, scroll to bottom of the **Basic** page and update type of **Product & Service Categories** and **Ship-to or Service Locations** by clicking on **Browse** options

- Select the correct **Product & Service Categories** and click on **OK**

▪ Select your company's **Ship to or Service Location**

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

○ Global
● Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

North Asia >	No items	No items
Oceania/Australasia >		
Northern Africa >		
Eastern Africa >		
Western Africa >		
Middle Africa >		
Southern Africa >		
Antarctic Circle >		

My Selections (0)

No items

Cancel   OK

---

4 Proceed to **Business** Tab and 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

4   **4**

Company Profile   Save   Close

Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Additional Documents

* Indicates a required field   Public Profile Completeness

Overview   35%

Tax Information

Tax Classification: (no value)   ▼

Taxation Type: (no value)   ▼

4   Tax ID: [   ]   ⓘ Do not enter dashes

State Tax Id: [   ]   Do not enter dashes

Regional Tax Id: [   ]   Do not enter dashes

4   Vat Id: [   ]

☐ VAT Registered

VAT Registration Document: <No document>
Upload

☐ Tax Clearance

Tax Clearance Number: [   ]

Tax Clearance Document: <No document>
Upload

Tax Clearance Expiry Date: [📅]

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