

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 – <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.

1 Enter your username and password here and click Login	
SAP Business Network - ENTERPRISE ACCOUNT	₽ 0
Supplier Login	<image/> <section-header><text><text><text><text></text></text></text></text></section-header>

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

Enablement Workbench Oro	ers ~ Fulfillment ~ Invoi	ces ~ Payments ~ Catalog	gs Reports ~ Messag	25	_	Prashanth Raju	
Support the people of Ukraine Ukraine. Learn More Upda	Update the categories and service te Profile Don't remind me again	locations in your Marketing profile an	nd enable the Support Ukraine t	oggle to match buyer p	ostings for urgently-neede	d I My Account	
	11-11	× This	And I a	1		Link User IDs	Jung In
Overview Getting started	3					Contact Administrator	
	0	0	10.0	10	0	Switch to Test Account	
Orders to invoice	Orders Last 31 days	Rejected invoices	Remittances	C. Early payr Next 9	O INR nent offers	Test 123 ANID: AN11170003052 Standard account	
						Company Profile	
My widgets Deutsche H	lank Group 🗸 하 Customize	2				Marketing Profile	
					-	Service Subscriptions	
Activity food All		Manage and the set	Durchase orders	I must 12 manualizer a s	Inviore edind		

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

SAP Business N	letwork –	Standard Account	Get enterprise account	TEST MODE	
Company Profile					
Basic (3) Busine	ess (2) M	arketing (3) C	ontacts Certifications	s (1) Additional Documents	5
 Indicates a required 	field				
Overview					
		Company Name	* UK Light Account-TEST		
Product and Service	Categories	, Ship-to or Serv	vice Locations, and Inc	dustries	
Product and Service Categ	jories *				
Enter the products and services y	our company provi	des. Postings made by bu	yers will be matched to you based	I on the product and service categories you	renter below.
Enter Product and Service	Categories		Add	-or-Browse 3	
Ship-to or Service Location	ns *				
Enter the locations that your com goods manufacturer may ship glo	pany ships to or se ibally.	rves. If you serve limited k	ocations, enter the locations your co	company serves below. If you have global o	apabilities, browse and select "Global." For example: a services company might only serve the US, but a
Enter Ship-to or Service Lo	cation		Add	-or- Browse 3	
					•
Select Product and Service Cate		rect Produ	ict & Service C	Categories and cli	ck on OK
Search Browse					
Click the product and service catego	ry you want to add a	nd click the + icon. Lower-lev	vel product and service categories are	displayed after you click a product and service	category. Click OK to save your changes.

Click the product and service category you want to add and	click the +	icon. Lower-level product and service categories are displayed aft	er you	click a product and service category. Click OK to save you	r chan	ges.		
Browse Product and Service Categories Did	n't find wh	at you were looking for? Try Search »						
Agnoutural & Hishing Machinery > Agricultural & Fishing Services > Apparel, Luggage & Personal Care > Chemicals > Closence Supplier	*	Accounting & Auditing > Banking & Investment > Credit Agencies > Development Finance >	>	Banking institutions > Cash vault services > Funds transfer and clearance and exchange services Investment advice >	 (*) (*)	>	Credit unions Development finance institutions Privately owned banks Publicly owned banks	⊕
Computer Hardware, Software & Telecom > Computer Hardware, Software & Telecom > Construction & Maintenance Services > Construction Materials >	•	Insurance & Retirement Services >		Mortgage banking > Securities and commodities markets services >	⊕			
My Selections (1) Privately owned banks (View) Remove								
							Cancel	ок

Select your company's Ship to or Service Location

Ship-to or Service Location Selectic Select the territories that your company serves. If your Global Belect Ship-to or Service Locations	ON company offers global coverage, choose Global.	ave your changes.		
Cosani/Australistia > Northern Africa > Eastern Africa > Western Africa > Middle Africa > Southern Africa > Antarctic Circle >		No items	>	No items
My Selections (0)	No liems			Cancel OK

Proceed to Business Tab and scroll down Tax information section, to update Tax ID / VAT ID and click on Save

<u>Note</u>: Updating Tax ID / VAT ID fields on your SAP Business Network profile is mandatory and this is onetime 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 Cert	fications (1) Additional Documents
* Indicates a required field	Public Profile Completeness
Overview	
Tax Information	
Tax Classification:	(no value) V
Taxation Type:	(no value) V
4 Tax ID:	① 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=""></no>
	Upload
	Tax Clearance
Tax Clearance Number:	
Tax Clearance Document:	<no document=""> Upload</no>
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.