



Vendor registration in Ariba & Questionnaires for Third Party Risk Management process (TPRM) - User Guide

#PositiveImpact

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1. Introduction



Deutsche Bank's procurement process requires all vendors to be registered on the SAP Ariba Proposals & Questionnaires (<https://service.ariba.com/Sourcing.aw>). Suppliers are responsible for completing the registration process as quickly as possible to be eligible to participate in Sourcing Projects, Risk Assessments and Invoice payments.

This user guide is intended for the vendors who already have an existing Ariba Network account or are new to Deutsche Bank's procurement process.

Additional Information will be collected as required in our processes - Vendors who have successfully completed their initial vendor registration will be required to provide additional information as part of the Third Party Risk Management (TPRM Process).

The registration and transactions on Ariba Standard account has no associated Ariba fee and it will be a free account.

1. Introduction



The registration process ensures that you can exchange information with Deutsche Bank through the Ariba Proposals & Questionnaires for Third Party Risk Management (TPRM Process).

1. In order to create a vendor account on SAP Ariba portal you will need the following :

- I. The link in the invitation email sent to you
- II. Basic company information
- III. Your company's Dun & Bradstreet ID (DUNS ID)

2. The Process

- I. You will receive an invitation email from the Ariba portal (domain @ansmtp.ariba.com). If you haven't received the email, please check your spam/junk folders before notifying your Deutsche Bank contact.
- II. From the email you received, use any of the links as long as it takes you to the registration page and not login page.
- III. From registration page select 'Login to your existing account' if your organization has one, or "Create a new account" if you do not have one.
- IV. Fill in and submit registration questionnaire.

1. Introduction



* Even if you are already registered for SAP Business Network Platform (for invoicing/POs purposes), in order to obtain access to Deutsche Bank's SAP Ariba Proposals & Questionnaires Platform (for Vendor Risk management purposes), you must redo the registration using your existing account / credentials.

**Suppliers may have multiple accounts on Ariba Network. Sometimes this is the supplier's choice, sometimes it's a requirement. It will indeed need to create "x" different ANIDs on Ariba Network.

All the accounts that the contact creates would retain her/his email, but the usernames need to be different and must be in email format **ex.:** johndoe1@mm.com, johndoe2@mm.com, etc.

S/he can then link all these accounts together (via 'Link User IDs' option on Ariba Network). Once linked, s/he can log in via main email address and all the other accounts will be available to her/him to simply switch to by clicking on them in the dropdown menu under his name on Ariba Network.

*** If is required to reset your password or to check your existing Ariba accounts, please use this guide



Microsoft Edge
PDF Document

2. Registration by using an **existing** Ariba account



1. Supplier contact will receive an email from Ariba Administrator (no-reply@ansmtp.ariba.com) and should use any of the links from that invite which leads to the **Registration Page** and not **Login Page** (please try both links to see which is the good one).

[REDACTED] Action needed: Invitation to register as a supplier with Deutsche Bank



DB Vendor Onboarding <s4system-prod+dbconsorzio.Doc3978846366@ansmtp.ariba.com>

To Roxana **[REDACTED]**

Retention Policy Email Retention Policy (3 years)

Expires 4/25/2026

Orange category

Dear **Roxana** **[REDACTED]**

Deutsche Bank has invited you to register your organisation as a supplier.

Deutsche Bank uses Ariba Network to manage its sourcing, risk and procurement activities and to collaborate with suppliers, where applicable.

To complete the supplier registration activity, follow the steps below

Vendor's name

(a) If **[REDACTED]** already has an account with Ariba Network, log in with your existing username and password. [Click Here](#) to access the Sign Up/Log In page.

OR

(b) Alternatively, if you don't already have an account with the Ariba Network, [Click Here](#) to create new account now.

If no response is received within (6) business days, the supplier creation request cannot proceed.

You can refer to the below link on how to respond to questionnaire.

2. Registration by using an **existing** Ariba account



2. Supplier contact is redirected to Ariba Network Registration page. If the 1st link is not taking you to the below page, please return to the email and use the other link from the invite.

The screenshot shows the SAP Ariba Network Registration page. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below the header, the page greets the user with "Welcome, Roxana" followed by a redacted name in a black box. A yellow banner contains the text "Have a question? Click here to see a Quick Start guide." Below this, the page states "Sign up as a supplier with Deutsche Bank Group on SAP Ariba." and "Deutsche Bank Group uses SAP Ariba to manage procurement activities." There are two main buttons: a blue "Sign up" button and a blue "Log in" button. The "Log in" button is preceded by the text "Already have an account?". Below the buttons, there is a section titled "About Ariba Network" which explains that the Ariba Network is the user's entryway to all Ariba seller solutions and lists several benefits: responding more efficiently, working more quickly, strengthening relationships, reviewing pending sourcing events, and applying the company profile across different Ariba solutions.

SAP Ariba Proposals and Questionnaires

Welcome, Roxana

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Deutsche Bank Group** on SAP Ariba.

Deutsche Bank Group uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Deutsche Bank Group. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and solution your customers are using. Once you have completed the registration, you will be able to:

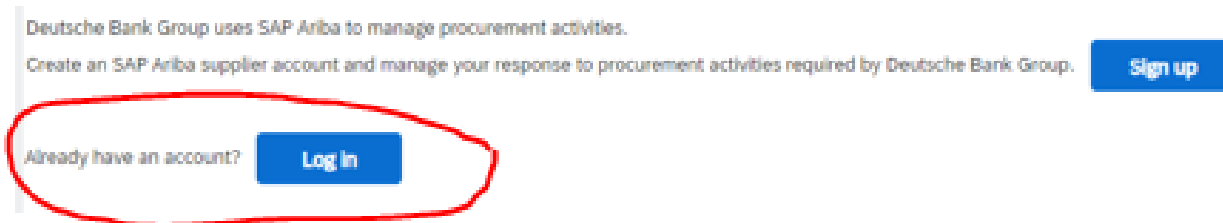
- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

2. Registration by using an **existing** Ariba account



3. From the registration page click on **Login** button and in the next page insert your credentials (username & password) and continue:



4. Next it will take you either directly to the registration questionnaire or to the dashboard from where you can see and click on the registration questionnaire.

Registration Questionnaires					
Title	ID	End Time ↓	Status		
▼ Status: Completed (1)					
Supplier registration questionnaire	Doc3978846366	5/4/2023 11:23 AM			
Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status

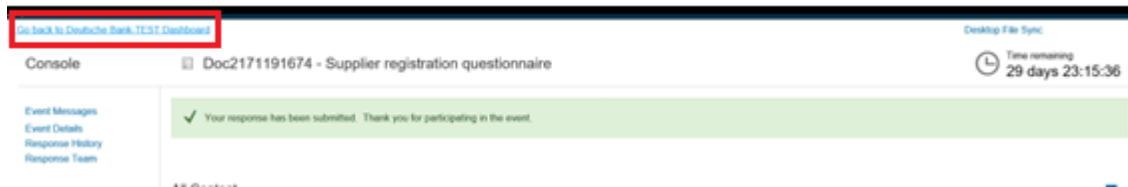
2. Registration by using an **existing** Ariba account



5. Fill in the required data and submit entire response.

Note 1 : Please see the next slide for how to fill in the registration questionnaire

6. After submission of the questionnaire, from upper left click on **“Return to Deutsche Bank dashboard”** :



Note 1: the ANID that will be mapped to DB’s record depends entirely on which credentials the vendor is using. When you insert your credentials and click on **Continue**, the ANID (Ariba Network ID) you have for those credentials will be automatically mapped to the record in DB’ system.

Note 2: registration is completed **only** when the registration questionnaire is filled in and submitted.

3. How to fill in registration questionnaire



Please keep in mind that the data you insert in the registration questionnaire for company name and postal address must match the data from the DUNS ID!

1. In the registration questionnaire:

- For Deutsche Bank contact - DB_VRM@db.com
- For Reason for Registration – New Supplier for Sourcing Projects & Risk Engagements (For Procurement Team Use Only).
- For DUNS ID - should be inserted 9 digits, no dashes - (is mandatory for the registration):
 - it can be searched here <https://www.dnb.com/de-de/upik-en/> making sure the right country is selected;
 - should be requested based on country from here <https://www.dnb.co.uk/choose-your-country.html>, it is free of charge but can take up to 30 days depending on the country
- If you are requested to add Legal Entity Identifier (LEI) number and you don't know it, please use a dummy one: 99999.

2. Registration by using an **existing** Ariba account



7. From the dashboard, you should see the registration questionnaire with pending approval status:

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc3978846366	5/4/2023 11:23 AM	Pending Approval

8. From your initials (upper right) you can see the ANID (Ariba Network ID)

The screenshot shows the SAP Ariba Spend Management dashboard. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', and a 'Get enterprise account' button. The user's initials 'RM' are visible in the top right corner. The main content area displays 'DEUTSCHE BANK' and a message: 'There are no matched postings.' Below this, there is a 'Home' button and an 'Events' section with a table showing 'No items'. A 'Risk Assessments' section is also visible. The user profile dropdown menu is open, showing the user's name 'Roxana', email 'roxana.@[redacted]@db.com', and several menu items: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', 'Deutsche Bank Aktien...' (highlighted with a red box), 'ANID: AN11177460045', 'Standard account', 'Company Profile', and 'Service Subscriptions'.

2. Registration by using an **existing** Ariba account



Note: The registration questionnaire will then be reviewed by Deutsche Bank and the account status upon approval will change to “Registered”.

The Supplier contact will receive email confirming this step has been completed and will enable participation in sourcing projects.

2. Registration by creating a **new** Ariba account



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OR

(b) Alternatively, if you don't already have an account with the Ariba Network, [Click Here](#) to create new account now.

If no response is received within (6) business days, the supplier creation request cannot proceed.

You can refer to the below link on how to respond to questionnaire.

2. Registration by creating a **new** Ariba account



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3. Registration by creating a **new** Ariba account



3. From the registration page click on **SIGN UP** button and in the next page fill in your company data in the section ***Company information***:

*** Note:** you might have the fields prefilled; if not – you should fill them in

Company information

Company Name:* TEST

Country/Region:* Germany [DEU] If:
mi
su
otl

Address:* Main Street 5

Line 2

Postal Code:* 12345

City:* Paris

State: Bavaria [DE-BY]

3. Registration by creating a **new** Ariba account



4. Then please fill in the section **User account information** and create a username and a password

Note 1: **Uncheck** the “Use my email as my username” if you already have an existing/different Ariba account to allow you to modify/create a new username.

Note 2: User should have **unique** username per Ariba network account.

Note 3: Username should always be in email format.

User account information

* Indicates a required field

Name: * [Redacted] [Redacted]

Email: * matsumi.sumague@accenture.com

Use my email as my username

Username: * [Redacted]22@accenture.com

Password: * Enter Password

Repeat Password

[SAP Ariba Privacy Statement](#)

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

① Must contain a minimum 8 characters including letters and numbers.

① The language used

3. Registration by creating a **new** Ariba account



5. Under **Tell us more about your business** section, populate the fields by clicking browse and selecting data:

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account. ⓘ

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search +*

<ul style="list-style-type: none">Agricultural & Fishing Machinery >Agricultural & Fishing Services >Apparel, Luggage & Personal Care >Chemicals >Cleaning Supplies > 1Computer Hardware, Software & Telecom >Construction & Maintenance Services >	<ul style="list-style-type: none">Agricultural, Forestry and Landscaping Equipment >Fishing & Aquaculture Equipment > 2	<ul style="list-style-type: none">Agricultural machinery for cleaning and sorting and grading > ✓Agricultural machinery for harvesting >Agricultural machinery for planting and seeding >Agricultural machinery for soil preparation >Agricultural processing machinery and equipment > 3	No items 4
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My Selections (1)

Agricultural machinery for cleaning and sorting and grading (View)

3. Registration by creating a **new** Ariba account



Note : at this step, please do not add the DUNS ID, you will be required to add it later, in the registration questionnaire that follows this.

Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

3. Registration by creating a **new** Ariba account



6. Continue to complete all mandatory questions, check “I have read...” + “I hereby agree” and click on “Create Account and Continue”.

The screenshot shows a registration form with the following elements:

- DUNS Number:** Optional field with a placeholder "Optional". A note states: "Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with '1' in test account."
- Terms and Conditions:** Two checkboxes, both checked, with labels: "I have read and agree to the Terms of Use" and "I have read and agree to the SAP Ariba Privacy Statement".
- Buttons:** "Create account and continue" (highlighted with a red box) and "Cancel".

7. If the message of potential existing accounts pops up, click on “*Skip review*” and continue to the next page:

The screenshot shows the same registration form as above, but with a pop-up dialog box titled "Potential existing accounts". The dialog box contains the following text:

Potential existing accounts
We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Below the dialog box, the "Create account and continue" button is visible.

3. Registration by creating a **new** Ariba account



8. Next you will be redirected to the registration questionnaire. Fill in the required data and submit entire response.

Note 1 : Please see the next slide for how to fill in the registration questionnaire.

9. After submission of the questionnaire, from upper left click on "***Return to Deutsche Bank dashboard***" :



Ariba Sourcing

[< Go back to Deutsche Bank Dashboard](#)

Note 2 : Registration is completed **only** when the registration questionnaire is filled in and submitted.

4. Miscellaneous



The following list describes common registration issues and how to solve them:

- **Duplicate username:** You can access your existing account or create a new user account with a unique username by deselecting the *Use my email as my username* box under the Email field. Your username does not need to match your email address.
- **Duplicate D-U-N-S (Data Universal Numbering System) number:** You can leave the DUNS Number field empty during registration or contact the administrator of the account that already uses the same number. You can also add your D-U-N-S number on the Marketing tab of your Company Profile after registration. *It is mandatory to add the DUNS ID only in the registration questionnaire.*
- **Account already merged when registering with an existing account:** This occurs when you try to link to a sourcing buyer with an account that is already used on the buyer's site. You can contact your buyer to find the linked account and deactivate any duplicate account(s). Alternatively, you can create a new account.

5. Miscellaneous



The following list describes common registration issues and how to resolve them:

- **Different username and password expected when registering with an existing account:** This occurs when you try to link to a sourcing buyer with an account that is different from the accounts used by others in your company. You can try to find the existing account by contacting your colleagues and/or the buyer. Alternatively, you can create a new account.
- **Duplicate Account Warning:** "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.": An account very similar to other ones that were created in the past is being created. Ariba shows this warning message to try to prevent users from creating duplicate accounts.