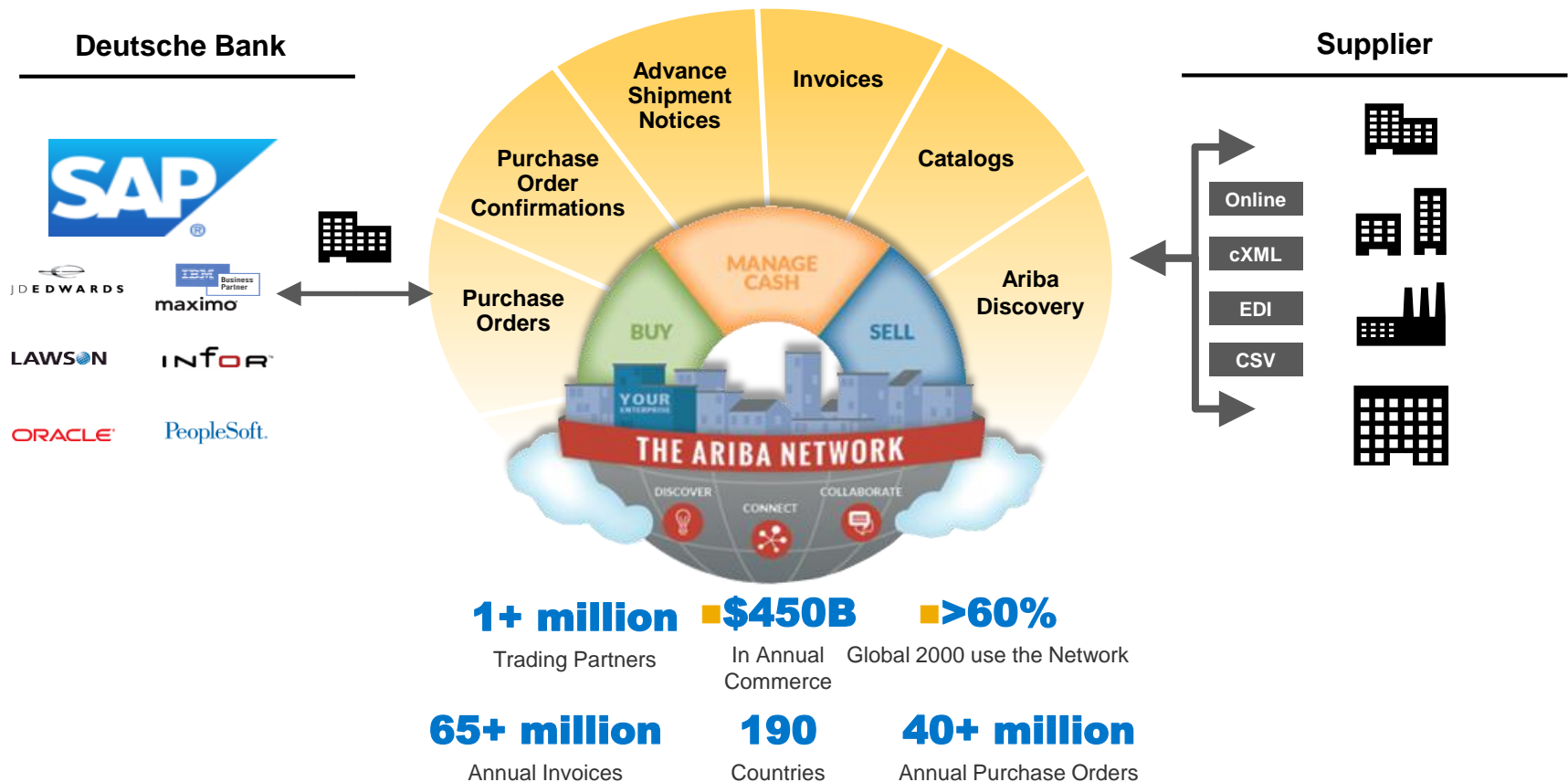


**SAP Ariba** 



# Ariba Network is the leading business network

Your customer Deutsche Bank selected Ariba as their electronic transaction provider. As a preferred supplier, you have been invited by Deutsche Bank to join the Ariba Network and start transacting electronically with them.



# Using your existing systems, what if you could...

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## **Collaborate immediately with all trading partners?**

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



## **Turn paper into efficient electronic transactions?**

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



## **Catch errors and correct them – before they even happen?**

- 64% reduction in manual intervention



## **Track invoice and payment status online in real time and accelerate receivables?**

- 62% decrease in late payments
- 68% improvement in reconciling payments



## **See opportunities you're missing and have the ability to trade globally?**

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

# Subscriptions overview

Subscription Level	Description
<b>Standard</b>	The no-cost Standard subscription level provides the <b>tools</b> you need to manage your key order-to-cash documents on the Ariba Network. It includes <b>reporting</b> functionality, document repository and <b>status</b> , account <b>administration</b> , PunchOut and CIF <b>catalogs</b> , and toll-free webform access to Ariba customer <b>support</b> .
<b>Bronze</b>	This subscription level offers <b>unlimited proposals</b> and one free response to a buyer RFI/RFQ posting through <b>Ariba Discovery</b> . Personalized guidance from our <b>supplier commerce consulting team</b> helps you optimize your account for better collaboration with multiple customers. You get access to <b>collaborative commerce training</b> courses and can showcase your expertise by displaying <b>digital badges</b> that denote your specific e-commerce capabilities.
<b>Silver</b>	You receive two free sales opportunity responses on <b>Ariba Discovery</b> , unlimited use of EDI and cXML-based <b>integration</b> protocols, and unlimited post-deployment <b>technical support</b> , enabling you to automate the submission and receipt of order-to-cash documents between your systems and your customers via the Ariba Network.
<b>Gold</b>	You receive <b>unlimited free sales opportunity responses</b> through Ariba Discovery. You can reap the benefits of automated “touchless” transacting with <b>integration adaptors</b> to connect supported accounting systems to Ariba Network for automated document exchange. <b>Priority access</b> to the supplier commerce consulting team gives you personalized, expert advice and resources to make the most of your Ariba Network subscription.
<b>Platinum</b>	Make collaborative commerce a competitive advantage with extensive connectivity solutions, support, and validation services that help you provide a fully automated and seamless collaboration. A <b>pass to SAP Ariba Live</b> gives you access to in-depth e-commerce insights plus exceptional opportunities to network with key prospects and customers.

# Supplier Fee Schedule

5 and more documents?	More than €44 600?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE** for all suppliers to join and begin transacting
- **No surcharges** for suppliers with multiple divisions or business units
- **Documents** are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents   €35K	Standard - €0	€0	€0
4 documents   €500K	Standard - €0	€0	€0
60 documents   €500K	Silver - €670	€775	€1445
60 documents   €150K	Bronze - €45	€232.5	€277.5

Transaction Fees		
Billed every quarter		
<b>0.155% of transaction value</b> Capped at €15 500/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Capped at €45 if transaction value < 185K€		
Annual Document Volume Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents or <185K€	Bronze	€45
25 to 99 documents and >185K€	Silver	€670
100 to 499 documents and >185K€	Gold	€2 000
500 and more documents and >185K€	Platinum	€4 900

# Welcome to the Ariba Network – Temporary Account

## 1 Open invitation letter



## 2 Register

- Login with the given temporary login details
- Accept Terms of Use
- First Time User
- Existing User

## 3 Configure your account

Enablement Tasks			
View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is...			
Activities and Tasks for a <a href="#">View Profile</a>			
Activity Name	Date Due	Total Tasks	My Pending Tasks
Account	25 Nov 2015	4	0
This activity contains tasks related to account and trading relationship requests.			
✓ Completed	Provided Email or Fax for the Trading Relationship Request The buying organization has provided email or fax details for the trading relationship request.		
✓ Completed	Relationship Request A request for account creation or trading relationship has been sent. This includes account creation for new suppliers.		
✓ Completed	Accept Terms of Use of the Ariba Network You must accept Terms of Use of the Ariba Network.		
✓ Completed	Accept Trading Relationship Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request.		

## 4 Review project specifics

Account Settings	
Customer Relationships	Users Notifications Account Hierarchy
Current Relationships	Potential Relationships
I prefer to receive relationship requests as follows:	
<input checked="" type="radio"/> Automatically accept all relationship requests	<input type="radio"/> Manually review all relationship requests
<a href="#">Update</a>	
Pending	
Customer	Requested Date ↓
No items	
<a href="#">Approve</a>	<a href="#">Reject</a>
Current	

It only takes a few minutes!

# Registration process

## 1. Invitation letter

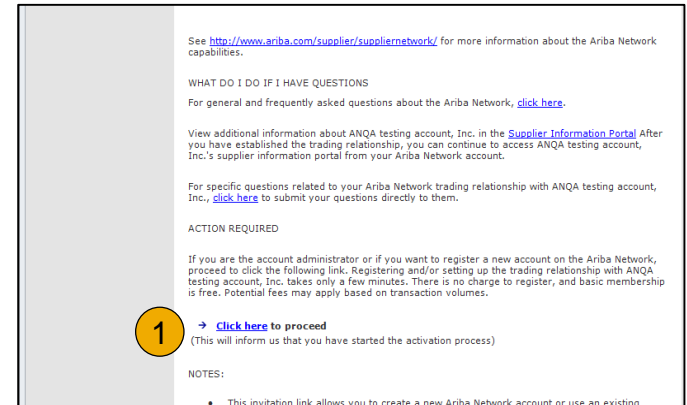
This e-mail contains information about electronic transactions with Deutsche Bank and a link “Click here to proceed” to the landing page

## 2. Landing page

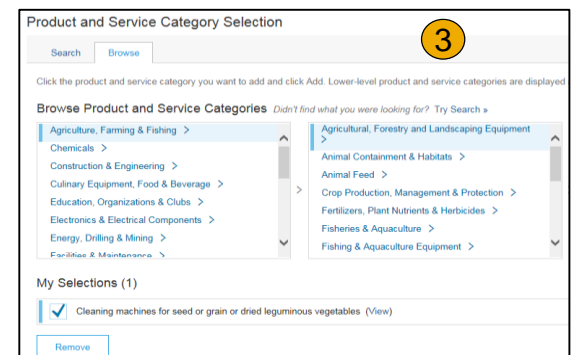
Two Possibilities: First Time User – select “Register Now” to start the registration and follow the instructions on the next slides. Existing User – log in using you current Ariba username and password in order to accept the relationship with Deutsche Bank.

## 3. New User Registration:

Enter your company information, product & service categories and user information. Please note that accurate information is important for identifying new business opportunities.



2



# Account configuration

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:  
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

### Tasks

1

1 Enablement Tasks are pending

Update Profile Information

85%

## Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

### Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

General   Tax Invoicing and Archiving

#### Capabilities & Preferences

2

##### Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
	EDI	

##### Notifications

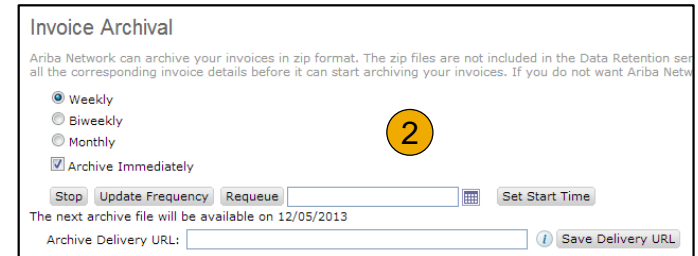
# Account configuration

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- **VAT ID / TAX ID** – select your company name in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.

# Invoice archiving

1. In the **Electronic Invoice Routing** section, **Tax Invoicing** and **Archiving** tab you have two options to set up archiving of invoices:
2. To **export invoices** to your system for legal compliance define the **Invoice Archival** section: Select frequency (**Weekly**, **Biweekly** or **Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**. If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
3. To **use integrated archiving solution** subscribe in the **Long-Term Document Archiving** section. Please read the applicable terms and policies and supported list of countries. After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.



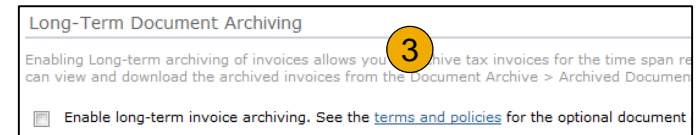
**Invoice Archival**

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention set all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Netw

☒ Weekly  
☐ Biweekly  
☐ Monthly  
☒ Archive Immediately

The next archive file will be available on 12/05/2013

Archive Delivery URL:



**Long-Term Document Archiving**

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span re can view and download the archived invoices from the Document Archive > Archived Document

☒ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document

# Deutsche Bank project specifics

## Supported Documents

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### Deutsche Bank project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Shipping data** is accepted at the line item level.

### Supported

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Advance Shipment Notices**  
Apply against PO when items are shipped
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Credit Invoices**  
Item level credits; price/quantity adjustments
- **CSV Invoices**

# Deutsche Bank project specifics

## Not Supported

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### Not Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by Deutsche Bank (DB).
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by Deutsche Bank
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; Deutsche Bank will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on the Ariba Network
- **Paper Invoices**  
Deutsche Bank requires invoices to be submitted electronically through the Ariba Network; Deutsche Bank will no longer accept paper invoices
- **Header Level Credit Memos**  
The Header Level Credit Memo feature is not supported by Deutsche Bank
- **Non-PO Invoices**  
DB does not accept invoices created against a PO not received through Ariba Network
- **Service Invoices**  
DB does not accept invoices with service line item details
- **Contract Invoices**  
DB does not accept invoices against contracts

# Deutsche Bank project specifics

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**Deutsche Bank currently supports E-invoicing in the following DB countries:**

- **Italy**
- **Netherlands**
- **Ireland**
- **Japan**

**Note:** Japanese suppliers are **NOT** required to enter Customer and Supplier Tax ID

**Note to Global Suppliers:** select VAT tax rates accordingly to DB entity being invoiced. When supplier is from a different country than DB entity, the VAT Tax rate should be 0%.

Complete list of VAT rates per country is available on slide 20.

# Training and Resources

## Deutsche Bank Supplier Information Portal

1. **Select** the name of your company in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices
3. **Select** Supplier Information Portal to view the following presentations to learn more about transacting with Deutsche Bank:
  - Account Configuration Guide
  - Deutsche Bank Purchase Order Confirmation and Ship Notice Guide
  - Deutsche Bank Invoice Guide
  - Supplier Membership Program / Supplier Registration Guide

**Account Settings**

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

Pending

Customer	Approve	Reject

Current

Customer		
<input type="checkbox"/> Ariba Inc.	2	3 <a href="#">Supplier Information Portal</a>
<input type="checkbox"/> Pouliot Industries		

[Reject](#)

**Company Settings** ▼

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#) 1

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

# Thank you for joining the Ariba Network!

Contact information:

## **Ariba Network Registration and Configuration Support**

Please contact [DBSupplierEnablement@ariba.com](mailto:DBSupplierEnablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions

## **Deutsche Bank Business Process Support**

- Suppliers may contact their usual Deutsche Bank contact person.
- Suppliers of DB Italy may contact DB Enablement team at [Dbbuyer.italy@db.com](mailto:Dbbuyer.italy@db.com) for business-related questions.
- Suppliers of DB Netherlands may contact DB Enablement team at [adam.ap@db.com](mailto:adam.ap@db.com) for business-related questions.

