



SUPPLIER INFORMATION PORTAL

Introduction and Overview

Dear Supplier,

Welcome to Deutsche Bank Supplier Information Portal. This portal provides information for suppliers that are conducting business with Deutsche Bank via the Ariba Network (AN). Your customer selected SAP Ariba as their electronic transaction provider and will use the Ariba Network to exchange business documents with suppliers, including purchase orders, purchase order confirmations and advance shipment notices, invoices.

What information are you looking for?



[Welcome to Ariba Network](#)

- Getting Started
- Useful links



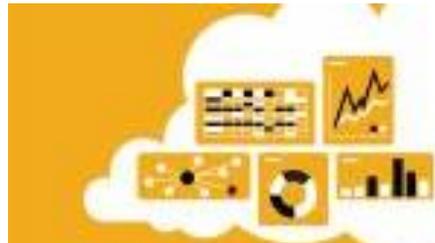
[Pricing for suppliers](#)

How much does it cost to use Ariba Network?



[Supplier Education & Support](#)

Access guides, videos tutorials and support from our team



[Go further with Ariba Network](#)

- [Ariba Discovery](#)
- [Catalogs](#)
- [ERP Integration](#)

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Welcome to Ariba Network!

Welcome aboard! The Ariba Network is the leading business network with over two millions trading partners in 190 countries transacting more than 950 billion USD annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.

First, check out our [videos to learn more about the value Ariba Network offers to sellers](#):

- [Easy Seller Enablement with Ariba - To learn more about Ariba Network Value](#)
- [Collaboration via the Ariba Network](#)
- [Sell simple with SAP Ariba](#)

Getting started

- **Register on the Ariba Network.** Follow the instructions and use the activation link from the *Trading Relationship Request* email communication, received from ordersender-prod@ansmtp.ariba.com. Please contact our team in case you have not received this email.
- **Configure your Ariba account.** Ensure that your account is configured according to the business needs occurring between your company and your customer. Refer to the [Account Configuration Guide](#) for more information.
- **Create a Test account if you are a catalog supplier or interested in integration option.** Creating a Test account will allow you to become familiar with Deutsche Banks's processes in a Test environment prior to moving into the production environment.
- **Review training materials.** Located below you will find Deutsche Bank's training materials to assist you with the tasks listed above.

Account Access

- Login to the Ariba Network: <http://supplier.ariba.com>

Useful Links

[Ariba Network Terms of Use](#)

[Data Policy](#)

[Security Disclosure](#)

[Legal notices](#)

Supplier Fee Schedule

As a supplier, you may use the Ariba Network at no cost unless you 1) transact 5 or more documents **and** 2) cross the transaction volume threshold of EUR 44600 in at least one customer relationship annually.

There are two components to the Supplier Fee Schedule: the **Transaction Fees** and the **Subscription Fees**. These fees will be billed by and payable to SAP Ariba.

With higher subscription levels, the features and benefits expand to help you drive more sales, collaboration, automation, and competitive differentiation through:

- value-added functionality
- commerce management tools and training
- catalog and connectivity solutions
- technical support
- increasing free usage of Ariba Discovery

For more information and more currencies, please go to the [Supplier Fee Schedule](#) website, and check out the [regional pricing](#).

The diagram illustrates the Supplier Fee Schedule components. It features a central yellow plus sign (+) indicating that Transaction Fees and Subscription Fees are combined. Transaction Fees are billed every quarter and calculated as 0.155% of transaction value, capped at €15,500/year per Relationship. Subscription Fees are billed once a year and are categorized by Annual Document Volume and Annual Fees.

Annual Document Volume	Subscription	Annual Fees
Across <u>All</u> Customer Relationships		
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

Supplier Education & Support

Ariba User Community

Community is an interactive help center situated in the right-hand side window wherever you are on your supplier account. Its content is adapted to the page on which you are working so it displays the most relevant tutorials, articles and FAQ's for direct help. To close/open the window, click on **Help Center**.

Ariba Network for Sellers live demos

[Register here](#) for live interactive demo sessions

- **AN Value Webinar**
- **Functional Training**

Supplier Education Guides

The following manuals contain compulsory instructions and tips on the management of your Ariba Network account when transacting with Deutsche Bank:

- [Quick Start Guide](#)
- [Account Configuration guide](#)
- [PO Management Guide](#)
- [Invoice Guide](#)
- [Supplier Fee Guide](#)

General Ariba Video Tutorials

- [Enablement Training Videos](#)
 - [Create and Configure your Supplier Account](#)
 - [Transact on the Ariba Network](#)
- [Introduction to the Seller Collaboration Console](#)
- [Creating a PO-Based Invoice \(Introduction\)](#)
- [Creating an Invoice \(Advanced Topics\)](#)

Supplier Support

During your onboarding on the Ariba Network

- **Ariba Network Enablement Support**

Please contact DBSupplierEnablement@ariba.com for any questions regarding registration, configuration, **catalogs**, 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 for business-related questions.
 - Suppliers of **DB Netherlands** may contact DB Enablement team at adam.ap@db.com for business-related questions.

After your first successful transaction

If you need assistance after having successfully submitted your first electronic transaction, please contact our Support Team:

1. Click on *Support* at the bottom of the *Help Center*.
2. Search for any topic you would like to know more about, or click on *Get help by phone* if you need immediate help.
3. If none of the articles answers your query, click on *Create Online Service Request* button.
4. Completely fill out the web form and submit.

EDI/cXML Support Contact

If you are transacting POs to Deutsche Bank via EDI or cXML, you can get direct assistance from SAP Ariba. Send an email to our **technical team** at AskAribaTech@ariba.com. We will respond to your email directly. Please ensure that the Subject field of the email references Deutsche Bank.

Go further with your Ariba Network account

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Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:

- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to <http://www.ariba.com/solutions/sell/discovery-for-sellers> to discover new business opportunities.

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Catalogs

Catalogs are text files stored on the Ariba Network (CIF catalogs) or on your own company's or third party's website (PunchOut catalogs) that describe the products and services your organization offers and the prices you charge. You can create catalogs for any product or service, regardless of how it is measured, priced, or delivered. Your customers access your catalogs through their procurement applications to see product and service offerings and buy from you. Catalogs are the main communication channel between you and your customers. Access Catalog Guides for Suppliers from Help section at your Ariba Network account. You may also download these documents for your catalog type:

- [CIF Catalog Guide](#)
- [CIF Template](#)
- [PunchOut Catalog Guide](#)

The United Nation Standard Products and Services Codes need to be used during the creation of your catalog. These codes describe the Products and Services categories. The latest version of the codes classification can be found through the following link: [UNSPSC code 13.5](#)

Note:

- Buyer will indicate which suppliers are required to have a catalog.
- CIF catalogs can be created with any word processor, text editor, or any spreadsheet application.

Catalog Testing

All suppliers transacting through the Ariba Network using catalogs will be required to test with Deutsche Bank. Find out more about test account creation in [Account Configuration](#) guide.

Thank you for using Ariba Network!