

## Policies on Procure to Pay (P2P) transactions

### 1. PO Validation

Deutsche Börse requires all new vendors to be onboarded and approved via SAP Ariba SLP in advance. Strict pre-approval using Purchase Order is mandatory. Should the vendor be providing goods and services on a regular or repetitive basis, Deutsche Börse Purchase Order must be created by the respective Deutsche Börse's contact prior to receiving goods/services.

### 2. e-Invoices

Deutsche Börse's preferred method for invoice submission is electronic via SAP Ariba Network [AN] as it gives better oversight, added visibility and improved control over invoices. For AN registered vendors, paper invoices will be rejected back to the vendor for electronic re-submission.

### 3. Payment Terms

Invoices submitted electronically via Ariba Network (AN) will have the payment terms calculated from the date of the e-invoice.

For pdf or paper based invoices, Deutsche Börse calculates payment terms based upon receipt of a compliant invoice to the central P2P e-mail inbox. Submitting an invoice via paper or post direct to your Deutsche Börse business line contact will delay the registration of the invoice in our Accounts Payable system as well as payment.

Please note that Deutsche Börse's standard payment terms are 20 days for e-invoices and 30 days for paper invoices unless agreed differently in the contract.

### 4. One Bank Account

The Policy requires vendors to receive monetary compensations from Deutsche Börse to a single bank account specified by them. Vendors that provide goods or services to multiple Deutsche Börse's regions can use multiple bank accounts, but can still only be in one bank account per region or country.

### 5. One Currency

The Policy requires vendors to invoice in only one currency per billed Deutsche Börse's entity. For example, a vendor providing goods or services for Deutsche Börse AG in Germany cannot submit certain invoices in Euro and others in US dollar. Vendors that provide goods or services to multiple Deutsche Börse's regions can invoice in multiple currencies but can still only invoice in one currency per Deutsche Börse's entity. The payment currency can be the local currency of Deutsche Börse's entity, local currency of vendor's entity or Euro.

## 6. Bank Charges

International vendor payments are sent on a shared charge basis. This means that Deutsche Börse will pay all its costs, however if the vendor's Bank, or any intermediary Bank levies any charges, these will be paid by the vendor.

## 7. Vendor Due Diligence

Deutsche Börse conducts Due Diligence/Anti-Money Laundering/Preventative Crime checks throughout the life of the relationship. This means that Deutsche Börse may sometimes require additional information from vendors before making ongoing invoice payments or initiate new vendor relationships.

## 8. Vendor Master Data Maintenance

All vendor accounts maintained in Deutsche Börse's Vendor Master Database without activity for 36 months or more will be automatically deleted on a quarterly basis. If the Deutsche Börse business line wants to use the vendor again, they would have to be set up via the new creation process.