

Title: - Deutsche Bank Group – How to check invoice Status

- Go 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.
- Enter your username and click **Next**. In the next page, enter your **password** and click **Sign In**.

SAP Business Network -	Ę	?
Supplier sign-in	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for suppliers to support	
Username	them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.	
Next Forgot username	Learn More	
New to SAP Business Network? Register Now or Learn more		

- From the home screen, click on **Workbench** and select the **Invoices** tile.

me E	Enablement	Discovery 🗸 🛛 W	orkbench Ord	ers 🖌 Fulfillment 🗸	Invoices • Payments •	Catalogs v More v	Create 🗸 🕴
orkber	nch						₽ <mark>₽</mark> ₽ Customize
	64		0	109	92	1	0
Ν	lew orders	ltems	to confirm	Orders	Orders to invo	ice Invoices	Pinned documents
L	ast 31 days	Las	t 31 days	Last 31 days	Last 31 days	Save filter	1

- SAP ¶ ₽ ⑦ LDG Business Network 🔻 Enterprise Account Create 🗸 🕴 🚥 Home Enablement Workbench Orders v Fulfillment v Invoices v Payments v Catalogs v More Y Discovery v Workbench 🗐 Customize 92 109 0 64 0 New orders Items to confirm Orders Orders to invoice Pinned documents Last 31 days Last 31 days Last 31 days Last 31 days New orders (64) > Edit filter | Save filter | Last 31 days New
- If you do not find the Invoices tile, click on the Customize option and add invoices.

- Click on the + symbol to add the Invoices tile.



- Select Invoices and click Apply. This will add a tile and take you to the home page.

Invoices 🕐	+	Rejected invoices ③	+	Overdue invoices - Not ap ③	+
Overdue invoices - Approv (?)	+	Invoices pending approval ③	+	Approved invoices pendin (?)	+
Paid invoices	+	Draft invoices ③	+	Credit Memos ③	+
Debit Memos (?)	+				
tomize Workbench				Apoly	Cance
tomize Workbench add, delete, re-arrange tiles (using drag and o 64 New orders Leet 31 days.	confirm	our workbench. 109 Orders Last 31 days Last 31 days Last 31 days	nvoice	0	You'll see th actual count the Workber page.

- Click on **Invoices** and click on **Edit filter** and select the **Exact match** radio button under **Invoice number**. Enter the invoice number and click **Apply**. This will display the invoice. Click on the invoice number to open the invoice.

Home	Enablement	Discovery 🗸	Workbench	Orders ~	Fulfillment v	Invoices 🛩	Payments ~	Catalogs 🗸	Reports ¥	Messages	Assessments	
Work	bench											
								_		_		
	66 New orders Last 31 days		O Items to confirm Last 31 days		0rders Last 31 days		93 Orders to invoice Last 31 days		73 Invoices Last 31 days		O Pinned documents	
[v Edit filter	Save filter	Invo	ce number								
	Select or type sele	ctions		<i>e selection</i> Partial match	Exact match							
		Г		7								
Туре		1	nvoice Number		Customer				Reference	So	urce Document	Submission Method
Stand	ard Invoice	F	PT70378711B		Deutsche Bank G	roup - TEST			PT70378711	Or	der	Online

- The invoice status will be displayed as below.

Standard Invoice			
Status Invoice: Routing:	Rejected	Subtotal: Total Tax: Amount Due:	-100.00 EUR 0.00 EUR -100.00 EUR
Invoice Number:			
Invoice Date:	Friday 23 Aug 2024 2:05 AM GMT+0	8:00	
Original Purchase Order:	PT70378711		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

Below are the different invoice and routing statuses. **Routing Statuses**

The **Routing** Status field describes whether your invoice made it to Deutsche Bank's (DB) invoice processing system.

Failed - This status means that the invoice didn't follow DB rules. Failed invoices aren't sent to DB's invoice processing system. You can edit and resubmit a failed invoice.

Obsoleted – This status means that after you cancel an invoice or edit and resubmit an invoice, the original invoice moves to Obsoleted status to indicate that you don't need to take any further action on the original invoice. Once an invoice has this routing status, you can't make any changes to it.

Queued – This status means that SAP Business Network is in the process of sending the invoice to Deutsche Bank. Contact SAP Business Network customer support (Refer to the call back request guide on the home page to contact SAP Business Network customer support) if your invoice remains in this status for more than 30 minutes.

Sent - This status means that SAP Business Network has sent the invoice to DB, but DB hasn't yet acknowledged that they have received the invoice. If your invoice stays in this status for more than 24 hours, contact DB (Refer help desk contact details guide on the home page) for the next course of action.

Acknowledged - This status means that the invoice has reached DB's invoice processing system. Acknowledged is the final routing status to confirm that the invoice has reached DB.

Invoice Statuses

The **Invoice** Status field lets you know where DB is in the invoice approval and payment process.

Canceled - This status means that you have canceled the invoice and can't make any further changes to it.

Sent – This status means that DB has received the invoice but hasn't approved or rejected it. If your invoice stays in this status for more than 24 hours, contact DB (Refer help desk contact details guide on the home page) for the next course of action.

Rejected - This status means that the invoice has failed validation on SAP Business Network, or DB has rejected the invoice in the invoice processing system. You can edit and resubmit a rejected invoice.

Approved - This status means that if the invoice doesn't have any errors, DB approves the invoice for payment and then the invoice status changes to Approved. After an invoice reaches Approved status, you can't make changes to it. You'll need to send a credit memo (Refer to 'How to submit Line-Item Credit Note' guide on our home page) if you have made a mistake.

Paid - This status means that DB has paid the invoice or is in the process of issuing payment.

Deutsche Bank Group – How to check invoice Status