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

- Go to the SAP Business Network supplier portal using the following link – supplier.ariba.com 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**.
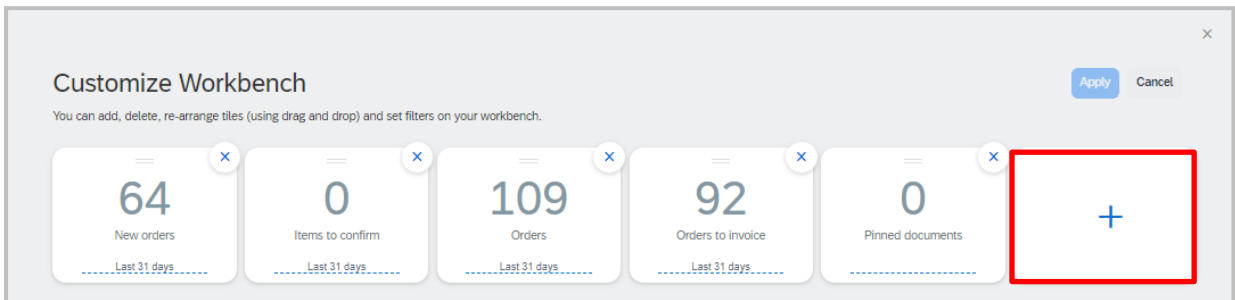 In the next page, enter your **password** and click **Sign In**.
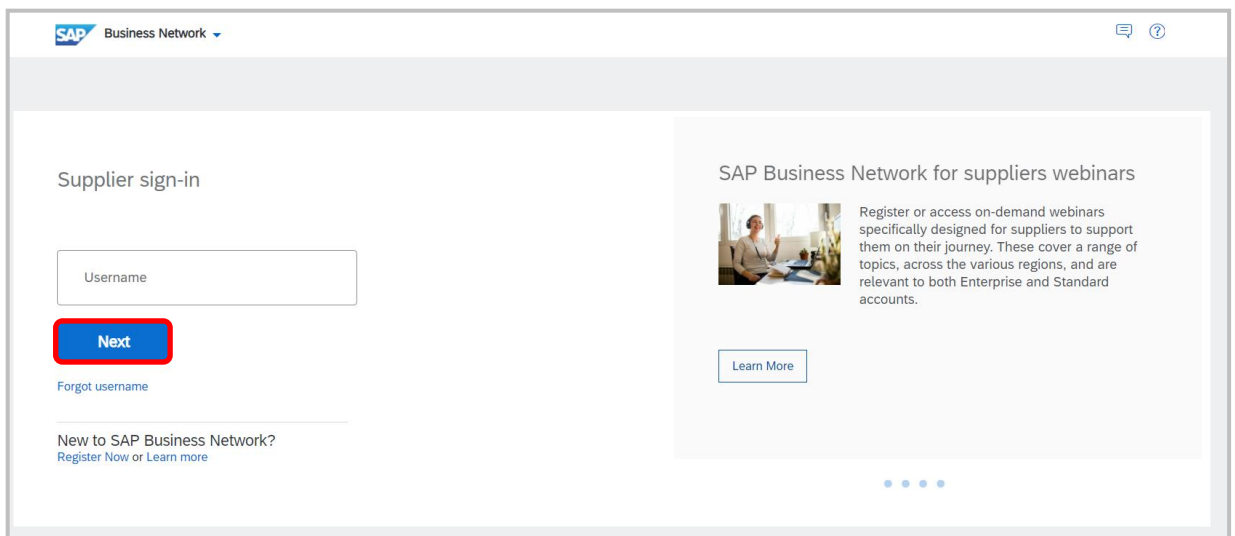
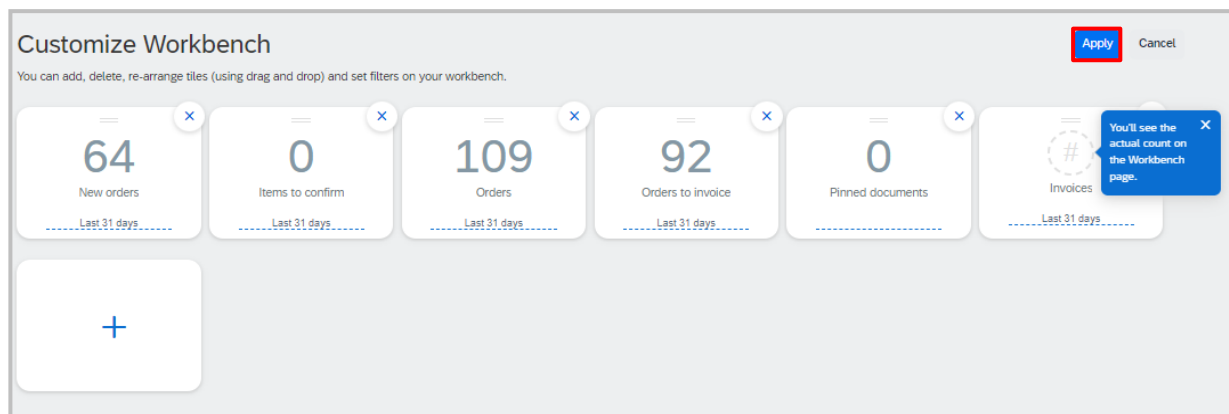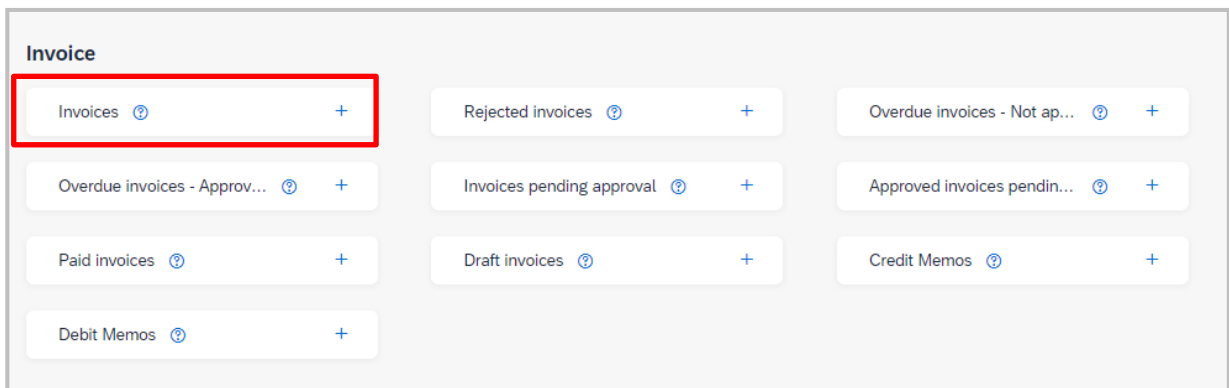- From the home screen, click on **Workbench** and select the **Invoices** tile.
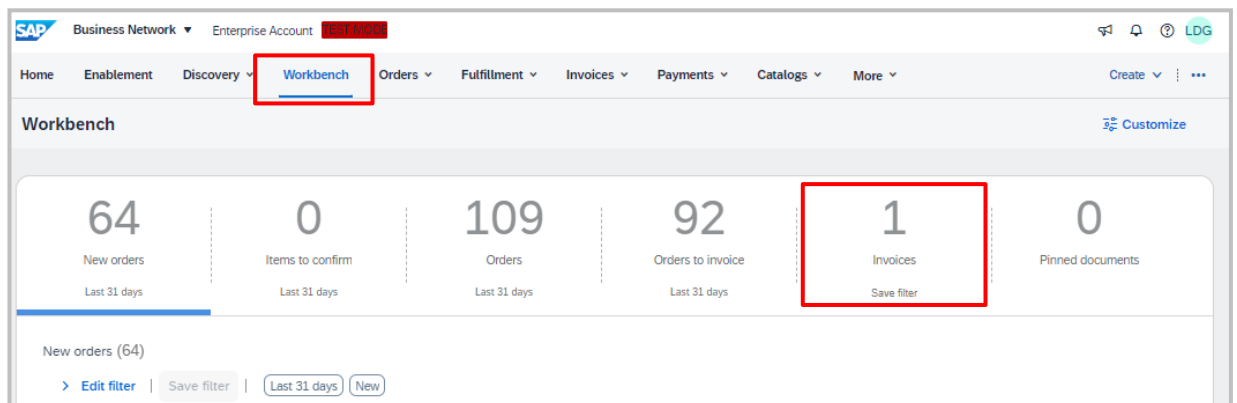
- If you do not find the **Invoices** tile, click on the **Customize** option and add invoices.
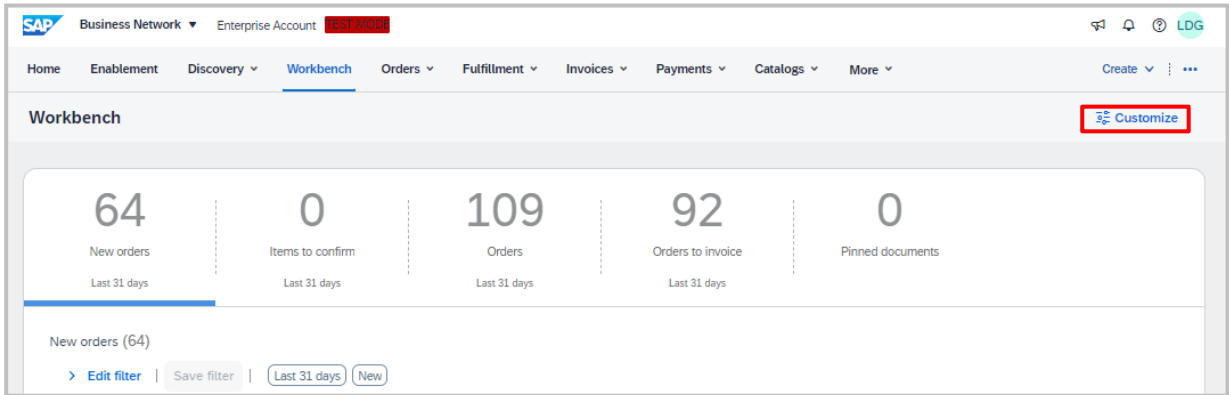
- Click on the **+** symbol to add the Invoices tile.

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

- 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.

- The invoice status will be displayed as below.

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.