



## DEUTSCHE BANK GROUP- HOW TO CHECK INVOICE REJECTION REASON

1 Go to the SAP Business Network supplier portal using the following link – [supplier.ariba.com](https://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.

1 Enter your username and password here and click **Login**

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

Workbench

1 Orders  
Last 31 days

0 Orders to invoice  
Last 31 days

0 Orders with service line  
Last 31 days

1 Invoices  
Last 31 days

0 Pinned documents

Invoices (1)  
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓
Standard Invoice	TEST	Deutsche Bank Group - TEST	PT70215697	Order	Online	supplier	Dec 5, 2022

**3** If you do not find the **Invoices** tile, click on the **Customize** option and add Invoices

Workbench

0 New orders  
Last 31 days

0 Orders  
Last 31 days

0 Rejected invoices  
Last 31 days

\$ 0.0 SGD Remittances  
Last 31 days

\$ 0.0 SGD Early payment offers  
Next 90 days

\$ 0.0 SGD Scheduled payments  
Next 90 days

0 Orders to invoice  
Last 31 days

[Customize](#)

New orders (0)  
[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [New](#)

**4** Click on the + symbol to add the Invoices tile.

Edit Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Apply Cancel

0 New orders  
Last 31 days

0 Orders  
Last 31 days

0 Rejected invoices  
Last 31 days

\$ 0.0 SGD Remittances  
Last 31 days

\$ 0.0 SGD Early payment offers  
Next 90 days

\$ 0.0 SGD Scheduled payments  
Next 90 days

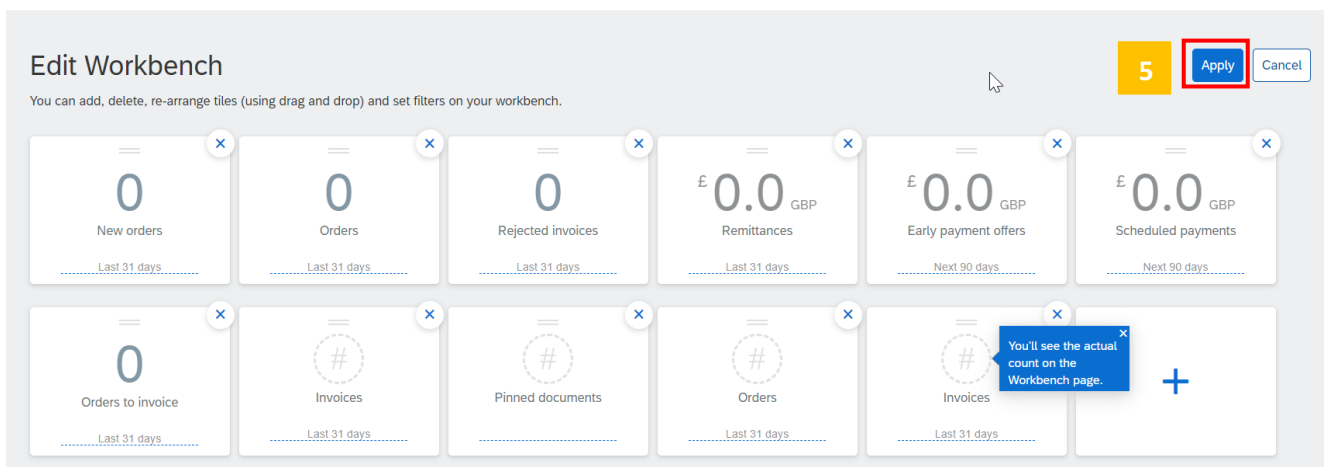
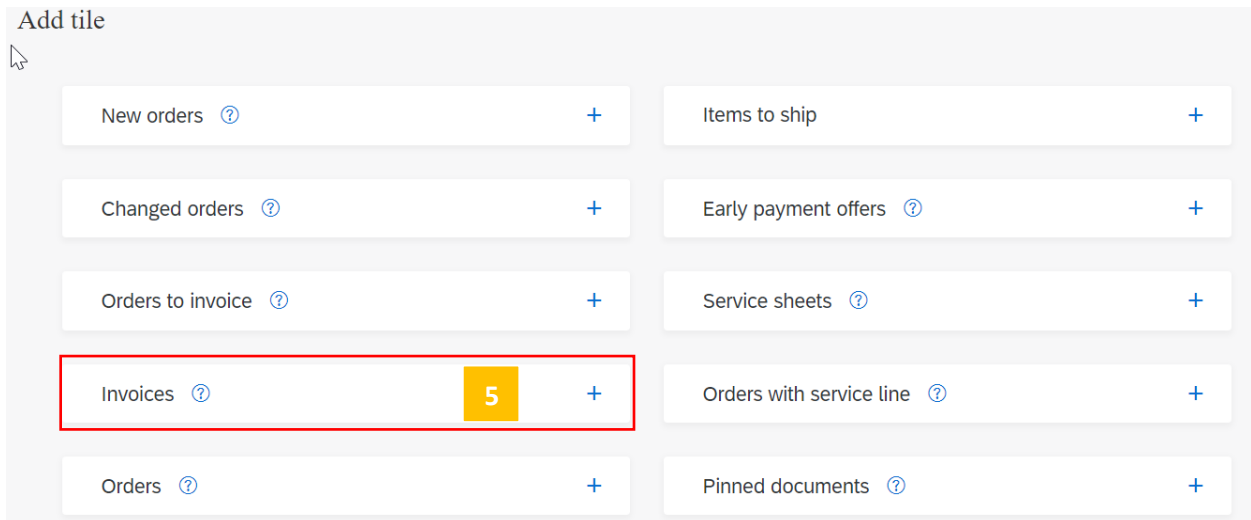
0 Orders to invoice  
Last 31 days

# Invoices  
Last 31 days

# Pinned documents  
Last 31 days

+

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



6 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.

Workbench Customize <sup>15</sup>

**1**

Orders

Save filter

**0**

Orders to invoice

Last 31 days

**0**

Orders with service line

Last 31 days

**1**

Invoices

Last 31 days

**6**

Invoiced documents

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Invoices (1)

▼ Edit filter

6

Customers Invoice number

Select or type selections

Type selection

Partial match

**Exact match**

6

6

Apply

Reset

Cancel

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Routing Status	Actions
Standard Invoice	TEST	Deutsche Bank Group - TEST	PT70215697	Order	Online	supplier	Dec 5, 2022	£0.61 GBP	Failed	***

**7** The invoice rejection will be displayed as below.

Invoice: GJS2P0209B Done

Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail

Scheduled Payments

History

**Rejected Invoice:**

Reasons:  
AutoRejection: DB PO Closed for Invoicing

Header Level Exceptions: DB PO Closed for Invoicing. The purchase order has been closed for invoicing. Line item: Line Number:1 Part Number:SC84-VITR-ADM-TM-1080 Description:Vendor IT Resources (tvd0100)-AD&M-Technical Architect - Non technical-Time & Material Exceptions: DB PO Received Quantity Variance This invoice was sent by the vendor but no corresponding goods receipt was done on the original order or the amount on the invoice 0.2 exceeds the amount received 0. Please perform the goods receipt or click Reject if the invoice was received in error. Line item: Line Number:3 Part Number:SC84-VITR-ADM-TM-1080 Description:Vendor IT Resources (tvd0100)-AD&M-Technical Architect - Non technical-Time & Material Exceptions: DB PO Received Quantity Variance This invoice was sent by the vendor but no corresponding goods receipt was done on the original order or the amount on the invoice 0.2 exceeds the amount received 0. Please perform the goods receipt or click Reject if the invoice was received in error. Line item: Line Number:5 Part Number:SC84-VITR-ADM-TM-1080 Description:Vendor IT Resources (tvd0100)-AD&M-Technical Architect - Non technical-Time & Material Exceptions: DB PO Received Quantity Variance This invoice was sent by the vendor but no corresponding goods receipt was done on the original order o

Edit & Resubmit

<small>Status</small>	<small>Subtotal:</small>	<small>£67,408 GBP</small>
<small>Invoice: Rejected</small>	<small>Total Tax:</small>	<small>£10.12 GBP</small>
<small>Routing: Acknowledged</small>	<small>Amount Due:</small>	<small>£77,528 GBP</small>
<small>Invoice Number: GJS2P0209B</small>		

Contact the Deutsche Bank helpdesk (Refer to the Help desk contact details guide on our home page) if you do not understand the reason for rejection and do not know how to proceed further.