

## Title: - Deutsche Bank Group – How to check the invoice rejection reason

- 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**.

Business Network -	₽ (?)
Supplier sign-in	Have you visited our supplier community? Our community is designed to make supplier management easy and efficient, while also
Username	ensuring maximum productivity and profitability. You can now enjoy the full benefits that the Postform has to offer through your supplier account.
Forgot username New to SAP Business Network?	Learn More
Register Now or Learn more	

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

Home	Enablement	Opportun	ities 🛩	Discovery ~	Work	bench Orders	~	Fulfillment v	Invoices 🗸	Payment	s v	Catalogs 🗸	Reports ¥	Messages
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Orde	rs (7)	L												
>	Edit filter	Save filter	Last	31 days										
Order I	Number 1			c	ustomer								Amount	Date
PT7037	8382			C	eutsche)	Bank Group - TE	ST						£1000 GBP	Jul 31, 2024



- If you do not find the Invoices tile, click on the Customize option and add Invoices.

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

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g drag and drop) and set filters (	on your workbench.			
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7	0	0	0	5
Orders to invoice	Orders with service line	Orders to Summary invoice	Rejected invoices	Credit Memos
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 90 days
	s drag and drop) and set filters 7 Orders to invoice Last 31 days	s drag and drop) and set filters on your workbench.	s drag and drop) and set filters on your workbench. 7 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 0 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1	s drag and drop) and set filters on your workbench. 7 0 0 0 0 0 0 0 0 0 0 Rejected invoice 

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

Select a tile 🥏 Tiles already	y selected					
Invoice						
Invoices 💿	+	Rejected invoices (?)	+		Overdue invoices - Not ap ③	+
Overdue invoices - Approv ③	+	Invoices pending approval ③	+		Approved invoices pendin (2)	+
Paid invoices (1)	+	Draft invoices ③	+	0	Credit Memos (?)	+
Debit Memos 🕜	+					



Customize Workbench Apply c												
You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.												
7	7	0	0	5								
Orders	Orders to invoice	Orders with service line	Orders to Summary invoice	Credit Memos								
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 90 days								
You'll see th actual count the Workber page.	e X on ch +											

- 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 v	Workbench	Orders v	Fulfillment 🗸	Invoices v	Payments 🗸	Catalogs v	Reports *	Messages	Assessments						Create 🗸 🕴 🚥
Work	kbench																5€ Customize
											-						
	66		0		111		93		73		0						
	New orders		Items to confirm		Orders		Orders to invoice		Invoices		Pinned documents						
	Last 31 days		Last 31 days		Last 31 days		Last 31 days	-	Last 31 days								
Inv	oices (73)																
l f	✓ Edit filter	Save filter									•						
	Customers		Invoio	e number													
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			0	Partial match	<ul> <li>Exact match</li> </ul>												
																	Apply Reset
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Туре		Ir	nvoice Number		Customer				Reference	So	urce Document	Submission Method	Origin	Invoiced Date 4	Amount	Routing Status	Actions
Stan	dard Invoice	P	T70378711B		Deutsche Bank G	iroup - TEST			PT70378711	1 Or	der	Online	supplier	Aug 22, 2024	6-100 EUR	Failed	

- The invoice rejection will be displayed as below.

Invoice: PT70378711B			Done						
Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF  Export CXML									
Detail Scheduled Payments History									
Rejected Invoice:         Reasons:         INV-38: The invoice was successfully received.         DOC-52: This document has been digitally signed.         DOC-53: This document has been digitally verified.         INV-35: The invoice status has been successfully updated to Rejected by Deutsche Bank Group - TEST. Description:Invoice could not be created from InvoiceDetailRequest. Reason = Purchase Order PT70378711 is closed for invoicing. PayloadId = 1724349904382- 4914441556714700280 (2002 93.755)         DOC-1:         INV-35: The invoice status has been successfully updated to Rejected by Deutsche Bank Group - TEST. Description:Invoice could not be created from InvoiceDetailRequest. Reason = Purchase Order PT70378711 is closed for invoicing. PayloadId = 1724349904382- 4914414556714700280 (2002 93.755)         DOC-1:         INV-35: The invoice status has been successfully updated to Rejected by Deutsche Bank Group - TEST. Description:Not Acceptable DOC-1:         Not Acceptable         Edit & Resubmit									
Standard Invoice									
Status Invoice: Rejeted Routing: Falled Invoice Number: F1703787118	Subtotal: Total Tax: Amount Due:	-100.00 EUR 0.00 EUR -100.00 EUR							



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

