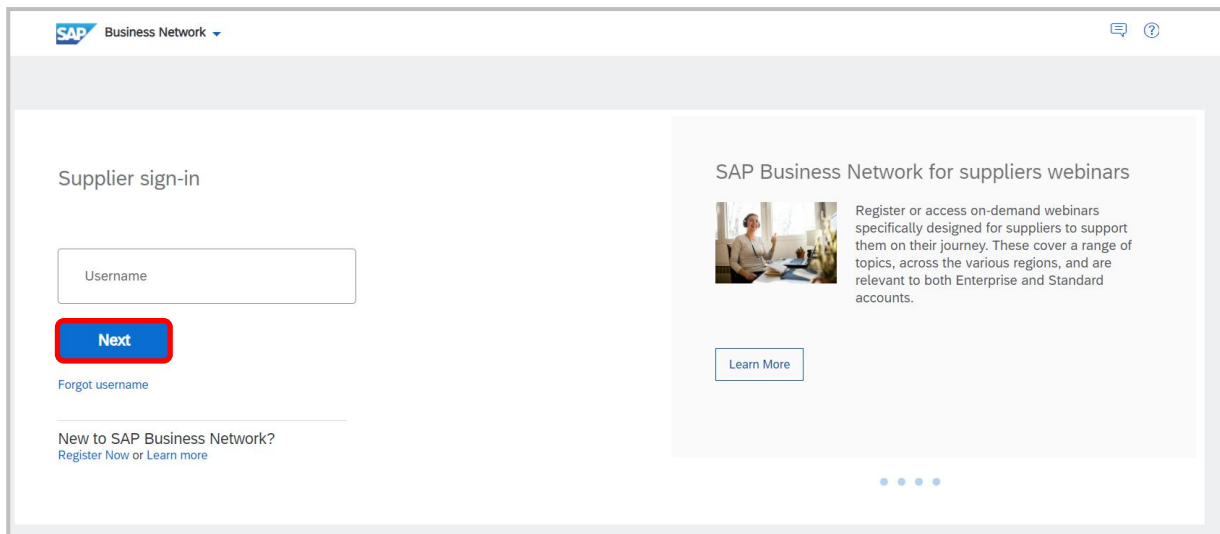


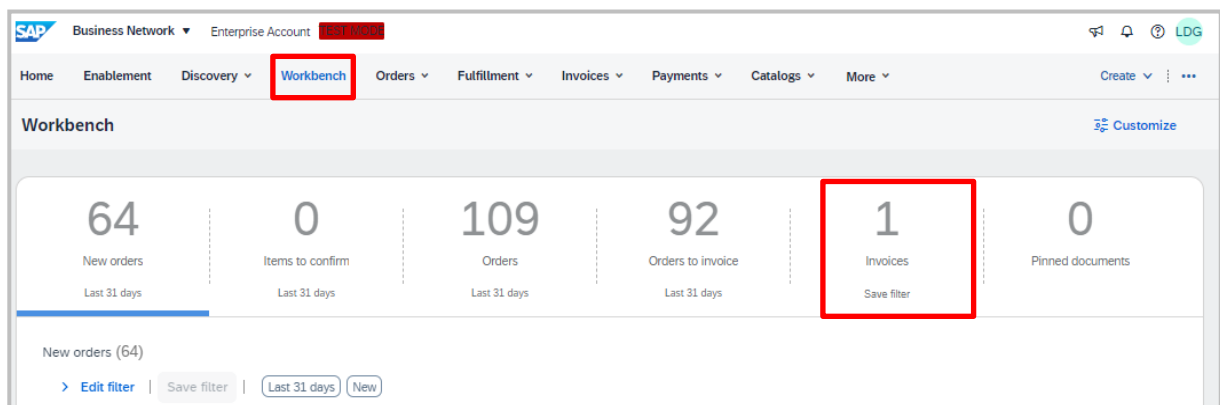


**Title:** - Deutsche Bank Group – How to Submit Credit note

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

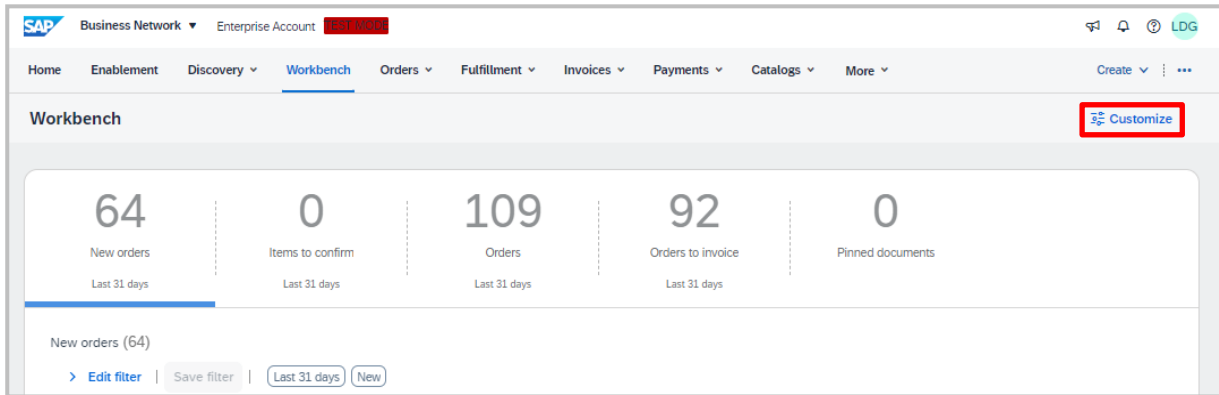


- From the home screen, click on **Workbench** and select the **Invoices** tile.

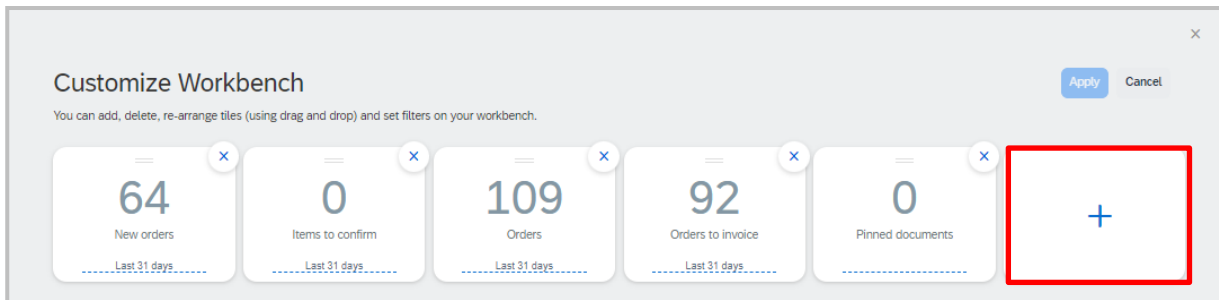




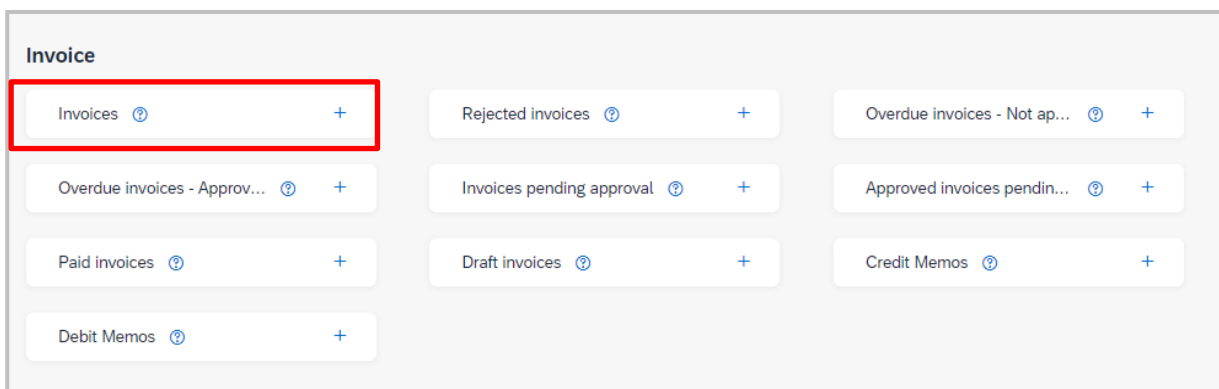
- If you do not find the **Invoices** tile, click on the **Customize** option and add **Invoices**.



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



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





- On the next page, click on **Apply**. This will add a tile and take you to the home page.

- Select the **Invoices** tile and click on **Edit filter**.

- From the **Creation date** dropdown, select last 365 days and click **Apply**.



This will show you all the invoices that you have submitted in the last 365 days.

- To submit a credit-note against a particular invoice, click on the invoice that you want to submit a credit memo against.

**Workbench**

**64**

New orders

Last 31 days

**0**

Items to confirm

Last 31 days

**109**

Orders

Last 31 days

**92**

Orders to invoice

Last 31 days

**0**

Pinned documents

**550**

Invoices

Save filter

Invoices (550)

[> Edit filter](#) | [Save filter](#) | [Last 365 days](#)

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Invoice Status
Standard Invoice	<b>P170378660A</b>	Deutsche Bank Supplemental dev real m - TEST	P170378660	Order	Online	supplier	Aug 22, 2024	€10000 EUR	Approved

- Click on **Create Line-item Credit Memo**.

Invoice: PO10013966A [Done](#)

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

Detail
Scheduled Payments
History



- Enter the invoice number suffixed by 'CR' in the Credit memo number field (For example, if invoice number is 1234, the Credit Note number needs to be 1234CR) and enter the Reason for credit memo and click Next.

**Note: Do not change any other field in the Credit Memo.**

SAP Business Network

Create Line-Item Credit Memo Update Save Exit Next

**Credit Memo Type**  
You are creating a Credit Memo with Quantity Adjustment

**Invoice Header** \* Indicates required field Add to Header

**Summary**

Credit Memo #:

Subtotal: -500.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: -500.00 EUR View/Edit Addresses

Credit Memo Date: 26 Aug 2024  
Original Invoice No: PO10013966A  
Original Invoice Date: 19 Aug 2024  
Remit To: KONSUMSTR 45  
WUPPERTAL  
Germany  
Bill To: Deutsche Bank Aktiengesellschaft  
Eschborn  
Saale\_Sample  
Germany

**Comment**

Reason for Credit Memo: \*

Default Credit Memo Comment Text:

Allowance Description:

Miscellaneous Amount:

Miscellaneous Amount:

**Line Items**

**Insert Line Item Options** Add to Included Lines

Tax Category: 14% VAT / Intermediate Reduced Input T  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	SC92-TEST-DEACT1	DEACT001		-5	EA	100.00000 EUR	-500.00 EUR

**Service Period** Service Start Date: Service End Date:

**Tax** Remove

Category: VAT  
Location:  
Description: Purchase not liable to VAT / Luxembourg  
Regime:  
Date Of Pre-Payment:  
Law Reference:

Taxable Amount: -500.00 EUR  
Tax Rate Type:  
Rate(%): 0  
Tax Amount: 0.00 EUR  
Exempt Detail: Exempt  
Date Of Supply: 18 Aug 2024  
 Triangular Transaction

Line Item Actions Delete

Update Save Exit Next



- On the next page (Review page) click on **Submit**.

Create Line-Item Credit Memo

Previous
Submit
Save
Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

### Line-Item Credit Memo

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(Original Invoice No: PT70378660A)

Credit Memo Number: CR 70378660A	<b>Subtotal:</b>	<b>-10,000.00 EUR</b>
Credit Memo Date: Monday 26 Aug 2024 10:15 AM GMT+02:00	Total Tax:	0.00 EUR
Original Invoice Number: PT70378660A	<b>Amount Due:</b>	<b>-10,000.00 EUR</b>
Original Invoice Date: Thursday 22 Aug 2024 12:33 PM GMT+02:00		
Original Purchase Order: PT70378660		

**SERVICE PERIOD**

Start Date : 1 Aug 2024  
End Date : 31 Aug 2024

REMIT TO:

BILL TO:

SUPPLIER: