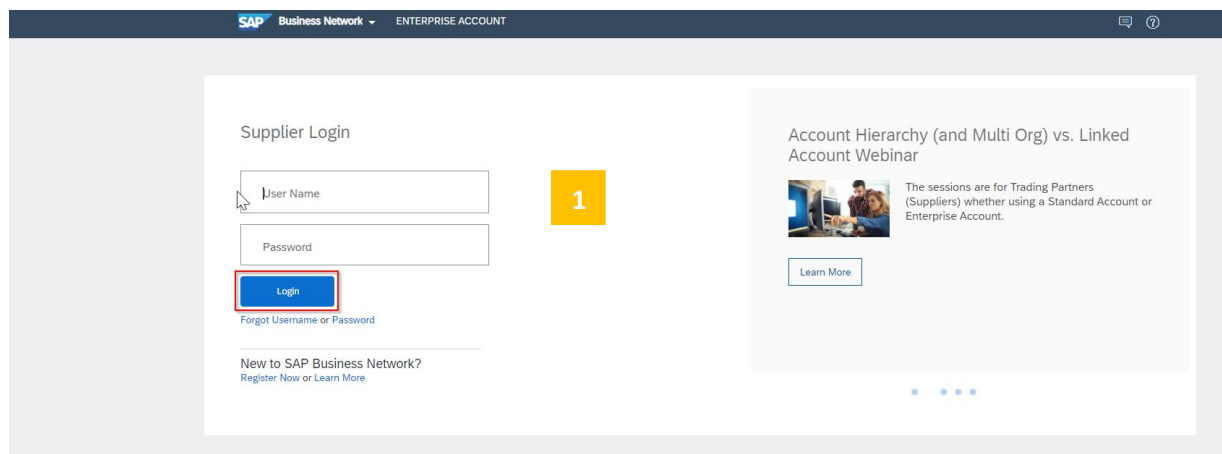




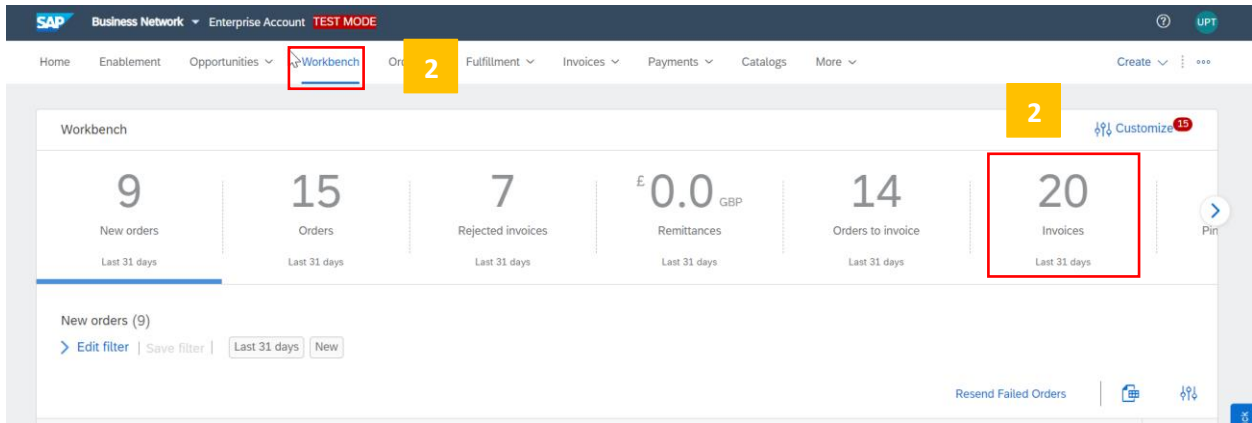
DEUTSCHE BANK GROUP- HOW TO SUBMIT A CREDIT MEMO

1 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.

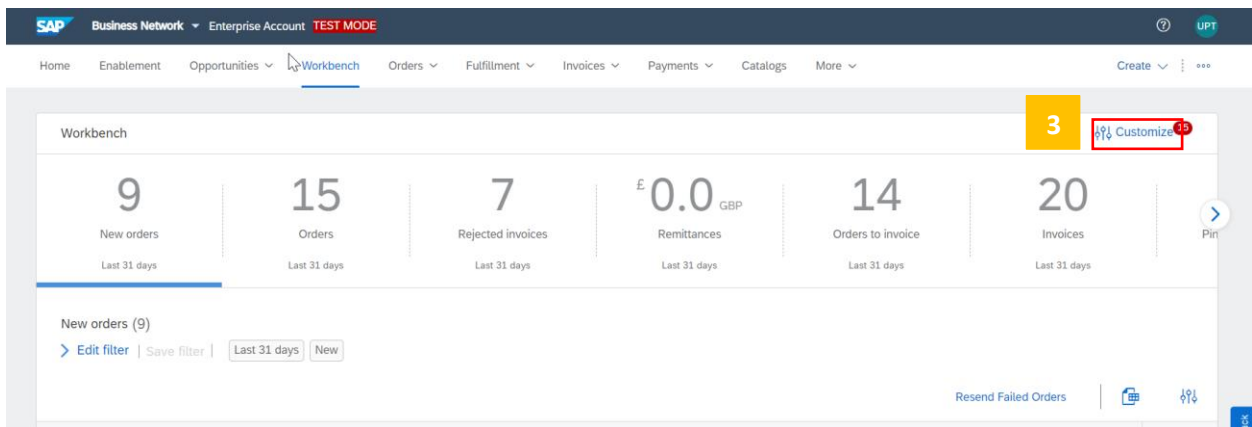
1 Enter your username and password here and click **login**



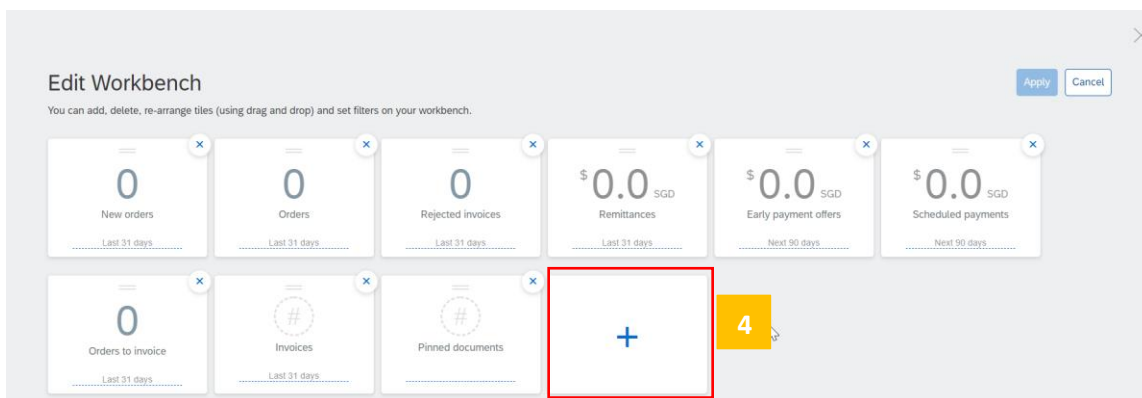
2 From the home screen, click on **Workbench** and select the **Invoices** tile.



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



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



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

Add tile



New orders ? +	Items to ship +
Changed orders ? +	Early payment offers ? +
Orders to invoice ? +	Service sheets ? +
Invoices ? +	5 Orders with service line ? +
Orders ? +	Pinned documents ? +

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

Edit Workbench

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

6 **Apply** Cancel

0 New orders Last 31 days	0 Orders Last 31 days	0 Rejected invoices Last 31 days	£ 0.0 GBP Remittances Last 31 days	£ 0.0 GBP Early payment offers Next 90 days	£ 0.0 GBP Scheduled payments Next 90 days
0 Orders to invoice Last 31 days	# Invoices Last 31 days	# Pinned documents	# Orders Last 31 days	# Invoices Last 31 days	+ You'll see the actual count on the Workbench page.

7 Select the **Invoices** tile and click on **Edit filter**

SAP Business Network Enterprise Account TEST MODE

Home Enablement Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs More Create

Workbench

9 New orders Last 31 days

15 Orders Last 31 days

7 Rejected invoices Last 31 days

£ 0.0 GBP Remittances Last 31 days

14 Orders to invoice Last 31 days

20 Invoices Last 31 days

New orders (9) Edit filter 7 Last 31 days New

Resend Failed Orders

8 From the **Invoice date** dropdown, select last 365 days and click **Apply**.

Invoices (1) Edit filter Save filter Last 31 days

Customers Select or type selections Invoice number Type selection Reference Type input Invoice date Last 31 days Invoice type All

Partial match Exact match

Invoice status All Invoice status change date None Routing status All From country Select or type selections

To country Select or type selections Min amount Max amount Currency EUR Payment net due date None View All

Last 24 hours

Last 7 days

Last 14 days

Last 31 days

Last 90 days

Last 365 days

Custom date range

Show less

Apply Reset

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

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

Workbench

0 Orders Last 31 days

0 Orders to invoice Last 31 days

0 Orders with service line Last 31 days

1 Invoices Last 31 days Save filter

0 Pinned documents

Invoices (1) Edit filter Save filter Last 365 days

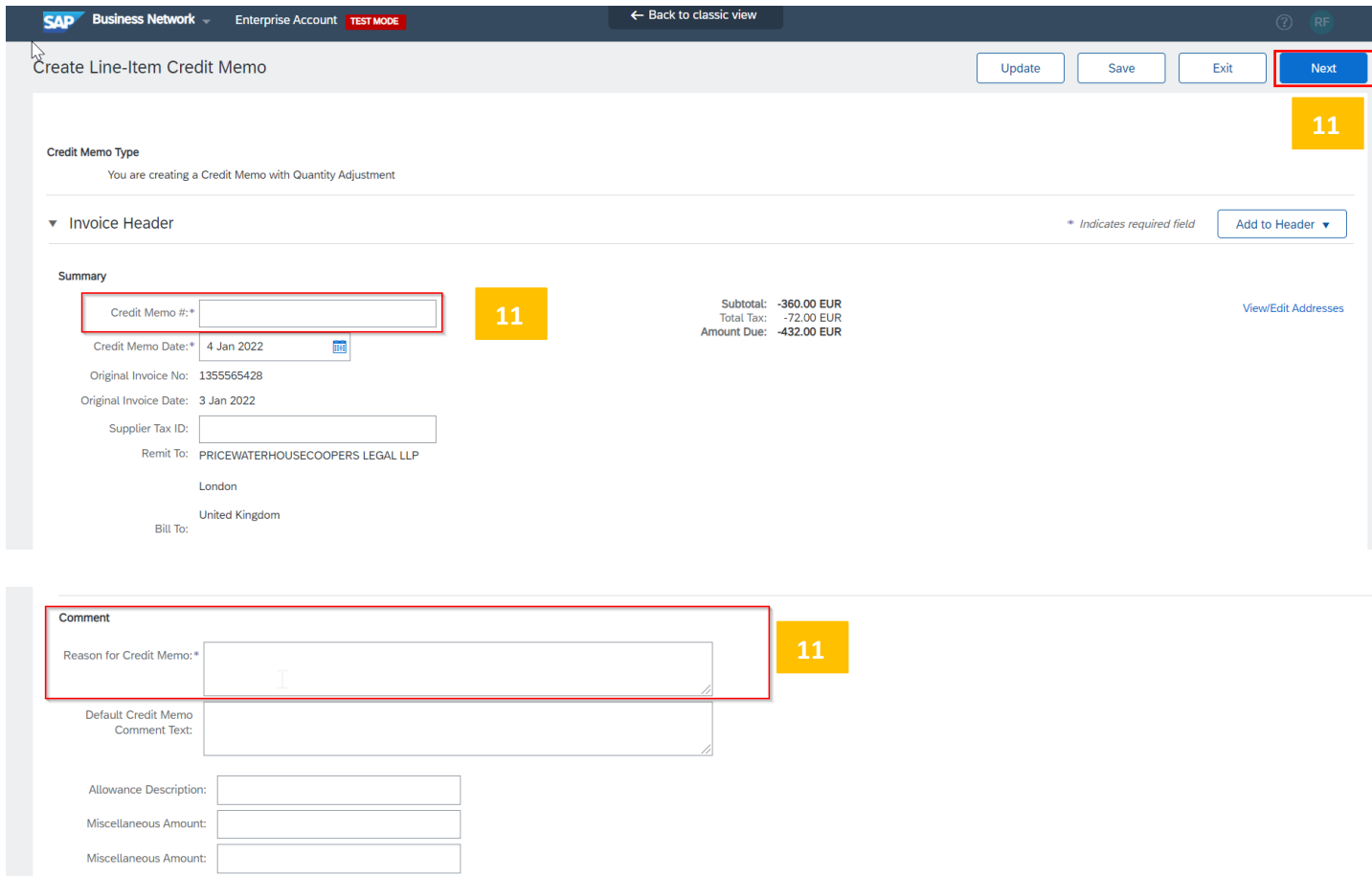
Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓	Amount
Standard Invoice	9 TEST-1	Deutsche Bank Group - TEST	PT70215699	Order	Online	supplier	Feb 24, 2022	\$0.54 USD

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



11 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



No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	8353239	UK Consulting Services - Immigration Assessment		-1	EA	180.00 EUR	-180.00 EUR

Tax

Category: VAT

Location:

Description: UK Tax Charges - Standard Rate Of Input Ta

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -180.00 EUR

Rate(%): 20

Tax Amount: -36.00 EUR

Exempt Detail: Exempt

Date Of Supply: 3 Jan 2022

Triangular Transaction

Additional Fields

clientNumber:

serialNumber:

accountingCode:

Line Item Actions

Delete

Update

Save

Exit

Next

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

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United States. The document's destination country is: United States. If you want your invoices to be stored in the Ariba 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.

Standard Invoice

<p>Invoice Number : TEST1234-A/2018</p> <p>Invoice Date : Monday 23 Apr 2018 5:43 PM GMT+05:30</p> <p>Original Purchase Order : PT70195662</p>	<p>Subtotal : \$10.00 USD</p> <p>Total Tax : \$0.00 USD</p> <p>Amount Due : \$10.00 USD</p>
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REMIT TO:	BILL TO:	SUPPLIER:
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