

DEUTSCHE BANK GROUP- HOW TO SUBMIT A CREDIT MEMO

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 password here and click login

	SAP Business Network + ENTERPRISE ACCOUNT
Supplier Login Jerrore Jerrore Password Jerrore Teaseword Forgot Username or Password New to SAP Business Network? Register Now or Learn More	Supplier Login Jer Name Jersword Password Togo Learname or Password New to SAP Business Network? Rigter Now or Learn More

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

Workbench					2 ۇپۇ دىن	stomize
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)	Last 31 days New					

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

SAP	Business Networ	rk 👻 Enterprise Accou	nt TEST MODE									9 UPT
Home	Enablement	Opportunities ~ 🕻	Workbench	Orders ~ Full	fillment 🗸	Invoices ~	Payments ~	Catalogs	More ~		Create	v 000
Wo	rkbench									3	မှိပို Customi	ze
	9 New orders		15 Orders	Reje	7 cted invoices		£ 0.0 G Remittances	BP	14 Orders to invoice	20 Invoices		Pin
_	Last 31 days	L	ast 31 days	L	ast 31 days		Last 31 days		Last 31 days	Last 31 day	8	
Nev	w orders (9) Edit filter Save	filter Last 31 days	s New									
										Resend Failed Orders	æ	<u>ال</u> ال

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

_ ×	_ ×	_ ×	- ×	×	— ×
O New orders	O Orders	O Rejected invoices	\$ 0.0 SGD Remittances	\$ 0.0 SGD Early payment offers	\$ 0.0 SGD Scheduled payments
Last 31 days	Last 31 days	Last 31 Gays	Last 31 days	Next 90 days	Nett 90 days

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

Add t	ile			
	New orders ③	+	Items to ship	+
	Changed orders ③	+	Early payment offers ⑦	+
	Orders to invoice ③	+	Service sheets ⑦	+
_				
	Invoices 🕜	+	5 Orders with service line ③	+
	Orders 🕜	+	Pinned documents ⑦	+

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



7

Select the Invoices tile and click on Edit filter

Workbench 7 9 15 7 € 0.0 GBP 14 20 New orders Orders Rejected invoices Remittances Orders to invoice P	Workbench 9 1.5 7 Rejected invoices Last 31 days Last	ne Enablement Opp	ortunities ~ 🖓 Workbench Or	ders ~ Fulfillment ~ Invo	ices - Payments - Catalogs	More ~	Creat	e 🗸 👓
9 15 7 E 0.0 GBP 14 20 Invoices P	9 1.5 7 Pejected invoices Pi Last 31 days Last 31 days	Workbench					7 پېږ Custo	omize ¹⁵
Last 31 days	New orders (9) > Edit filter S. 7 Last 31 days New	9 New orders Last 31 days	15 Orders Last 31 days	Rejected invoices	E O.O GBP Remittances Last 31 days	14 Orders to invoice Last 31 days	20 Invoices Last 31 days	(. Pi

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

ustomers	Invoice number	Reference	Invoice date	Invoice type		
Select or type selections	Type selection	Type input	Last 31 days	All 🗸		
	Partial match C Exact match		Last 24 hours			
voice status	Status change date	Routing status	Last 7 days	From country		
All	None 🗸 🗸 🗸	All 🗸	Last 14 days	Select or type selections		
			Last 31 days			
o country	Min amount Max amount Currency	Payment net due date	Last 90 days	View		
Select or type selections	EUR 🗸	None	Last 365 days	All ~		
			Custom date range			

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	()	0		1		0	
Orders	Orders t	to invoice	Orders with service	line	Invoices	Pi	nned documents	
Last 31 days	Last 3	31 days	Last 31 days		Save filter			
Invoices (1) Edit filter Save filter	Last 365 days			₹.				
Type In	ivoice Cu umber Cu	ustomer	Reference	Source Document	Submission Method	Origin	Date 🗸	Amount
Standard Invoic 9	EST-1 De	eutsche Bank Group - EST	PT70215699	Order	Online	supplier	Feb 24, 2022	\$0.54 USD



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	Enterprise Account TEST MODE	l	← Back to classic view		? RF
Create Line-Item Cre	dit Memo			Update Save	Exit Next
Credit Memo Type You are creating	a Credit Memo with Quantity Adjustment				11
 Invoice Header 				* Indicates req	uired field Add to Header 🔻
Summary Credit Memo #:* Credit Memo Date:* Original Invoice Na: Original Invoice Date: Supplier Tax ID: Remit To: Bill To:	4 Jan 2022 1355565428 3 Jan 2022 PRICEWATERHOUSECOOPERS LEGAL LLP London United Kingdom	11	Subtotal: -360.00 EUR Total Tax: -72.00 EUR Amount Due: -432.00 EUR	द २ २	View/Edit Addresses
Comment Reason for Credit Memo: Default Credit Memo Comment Text: Allowance Descriptic Miscellaneous Amou Miscellaneous Amou	*]	11		

	No. Include	Туре Ра	irt #	Description		Customer Part #	Quantity	Unit	Unit	Price	Subtotal
	2 💿	MATERIAL 83	53239	UK Consulting Services - Immigr	ation Assessment		-1	EA	180.0	10 EUR -18	30.00 EUR
Та	av.				1						Pemo
ia.		Category:*	* VAT	~		Taxable Amount:	-180.00 EUR				Kenik
		Location:]	Rate(%):	20				
		Description:	UK Tax C	harges - Standard Rate Of Input Ta		Tax Amount:	-36.00 EUR				
		Regime:		\vee]	Exempt Detail:	Exempt 🗸				
		Date Of Pre-Payment:		1598		Date Of Supply:	3 Jan 2022	Ē			
		Law Reference:]	Triangular Tr	ansaction				
		clientNumber:									
Ad	dditional Fields	serialNumber:			5						
		accountingCode:									
]						
ч _ Li	ine Item Actions 🔻	Delete									
											1
								Update	Sava	Evit	
								opuate	Jave	LAIL	

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

		Pi	evious	Save	Submit	Exi	it
Confirm and submit this document. It will not be electron If you want your invoices to be stored in the Ariba long to	ically signed according to the countries of origin and destination rm document archiving, you can subscribe to an archiving serv	n of invoice. The document's originating country is: United S ice. Note that you will also be able to archive old invoices or	tates. The docur ce you subscrib	ment's destinati e to the archivi	on country is: Un ng service.	ited States	3.
Standard Invoice							
Invoice Number :	TEST1234-A/2018	Subtot	al :	\$10.00 US	D		
Invoice Date :	Monday 23 Apr 2018 5:43 PM GMT+05:30	Total Ta	DK :	\$0.00 US	iD		
Original Purchase Order :	PT70195662	Amount Du	.e :	\$10.00 US	iD.		

BILL TO:

SUPPLIER:

REMIT TO: