

Before submitting your first invoice via SAP Business Network, please update your tax/VAT ID in your profile following the instructions below. If you have already updated the tax/VAT ID in your profile, please ignore this section and go to page 5

### UPDATING TAX ID / VAT ID ON COMPANY PROFILE

Log in 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**

SAP Business Network ENTERPRISE ACCOUNT

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?  
Register Now or Learn More

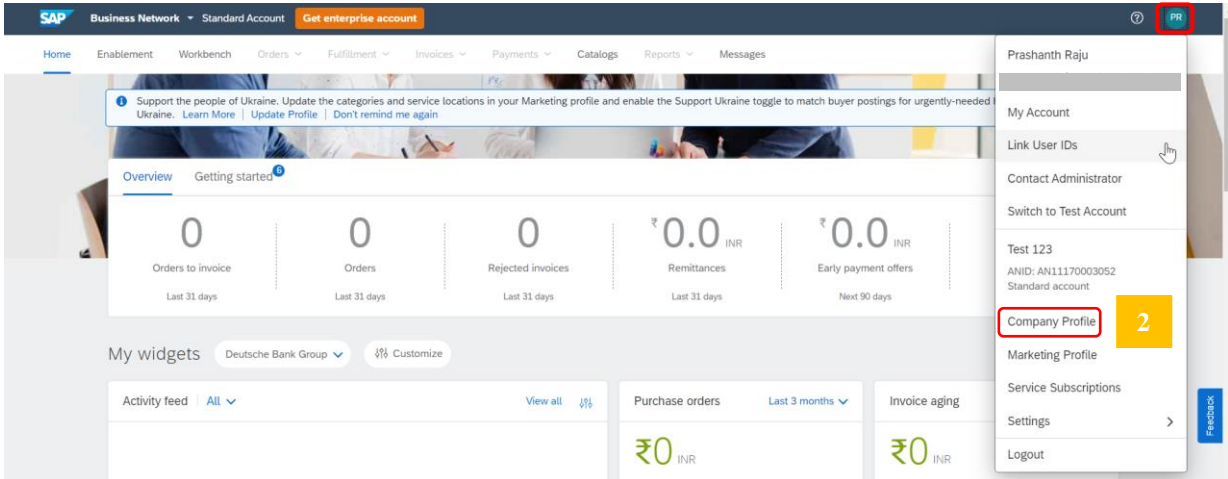
Account Hierarchy (and Multi Org) vs. Linked Account Webinar

The sessions are for Trading Partners (Suppliers) whether using a Standard Account or Enterprise Account.

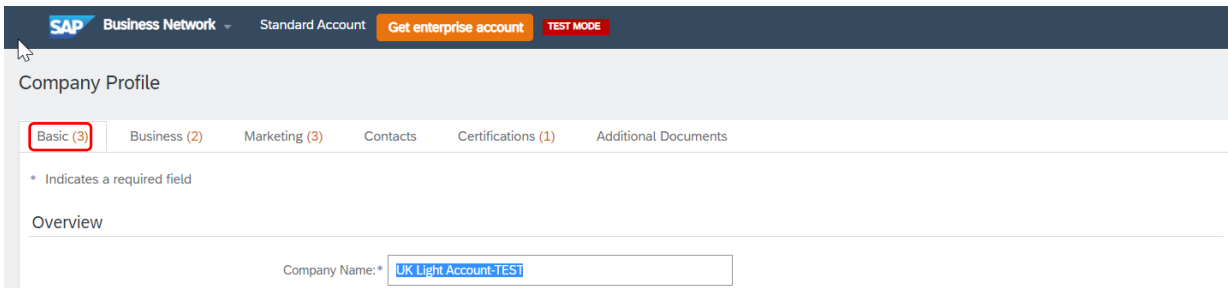
Learn More

**2** From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**





3 On **Company Profile**, scroll to bottom of the **Basic** page and update type of **Product & Service Categories** and **Ship-to or Service Locations** by clicking on **Browse** options



Product and Service Categories, Ship-to or Service Locations, and Industries

**Product and Service Categories \***

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories   -or-  3

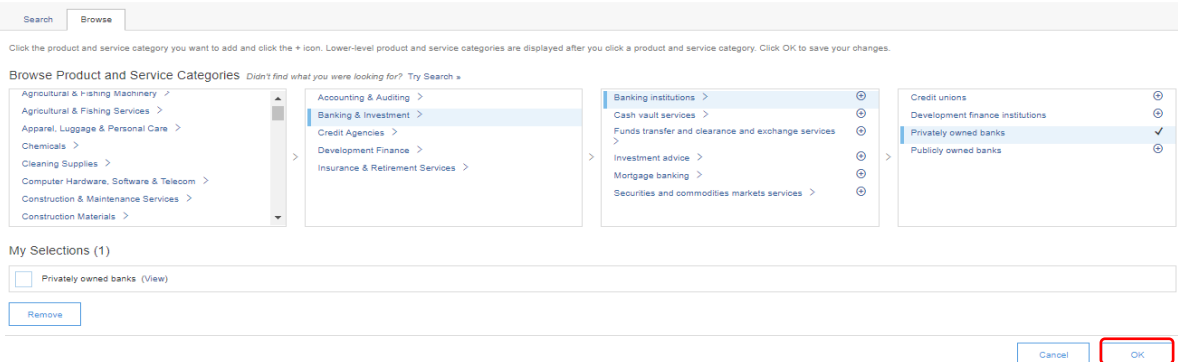
**Ship-to or Service Locations \***

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location   -or-  3

- **Select the correct Product & Service Categories and click on OK**

Product and Service Category Selection



- **Select your company's Ship to or Service Location**

### Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global  
 Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

Regions: Oceania/Australasia > Northern Africa > Eastern Africa > Western Africa > Middle Africa > Southern Africa > Antarctic Circle >

My Selections (0)  
No items

Cancel OK

4

Proceed to **Business** Tab and scroll down **Tax information** section, to update Tax ID / VAT ID and click on **Save**

Note: Updating Tax ID / VAT ID fields on your SAP Business Network profile is mandatory and this is one-time activity that needs to be completed prior to your 1st e-invoice submission

If Tax / VAT is not applicable for your region, kindly update "NA" on Tax ID / VAT ID fields

In case you are billing to Australia and do not have an ABN ID, please enter 11 zeros in the tax ID field

4

Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Public Profile Completeness: 35%

Save Close

### Tax Information

Tax Classification: (no value) v

Taxation Type: (no value) v

4 Tax ID:  Do not enter dashes

State Tax Id:  Do not enter dashes

Regional Tax Id:  Do not enter dashes

4 Vat Id:

VAT Registered

VAT Registration Document: <No document>  
Upload

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>  
Upload

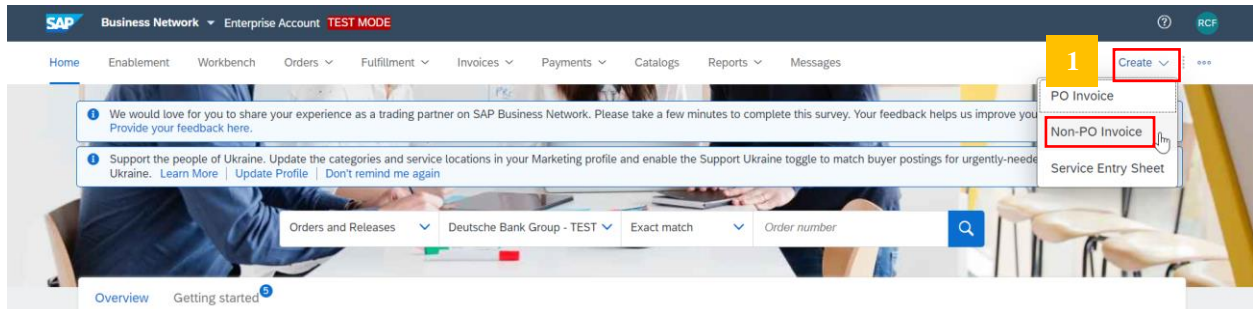
Tax Clearance Expiry Date:

This will update the VAT/Tax ID on your profile so that you do not have to update it on each invoice

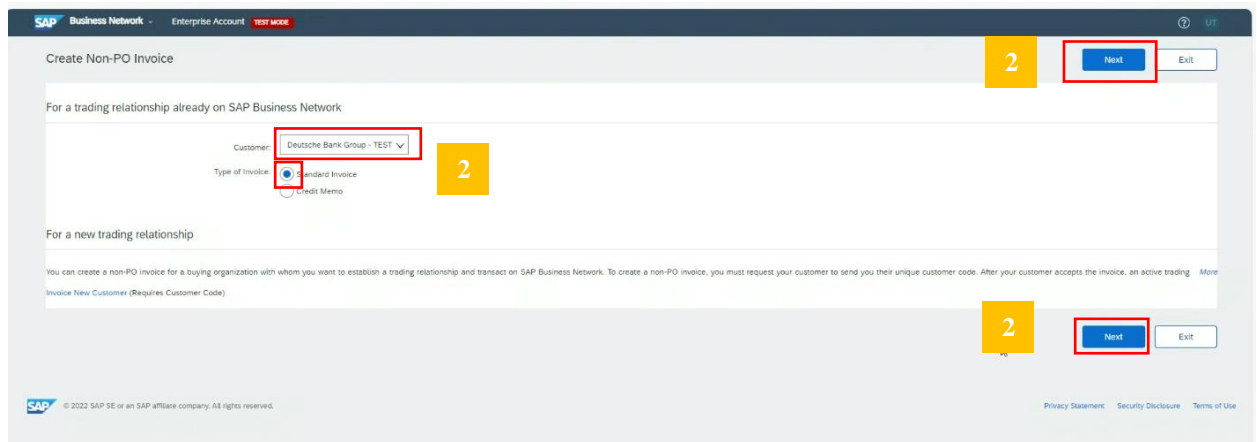
Follow the below steps to submit your Non-PO invoice

## HOW TO SUBMIT NON-PO INVOICES

- 1 On the SAP Business Network home page, go to the **Create** menu displayed on the right-hand side at the top of the window and click **Non-PO Invoice**



- 2 Select **Deutsche Bank Group** in the **Customer** field. Select **Standard Invoice** in the **Type of Invoice** field and click on **Next**.



### Invoice Completion

Items marked with an asterisk (\*) are required fields.

- 3 Invoice number can be alpha numeric, limited to 16 characters and uppercase only. Hyphen (-) and Forward slash (/) are the only special characters allowed. Please do not use a space or special characters like! @\$%^&\*() in invoice number and each invoice number should be unique.

Note: If your Invoice number/ID is exceeding 16 characters kindly choose the last 16 characters for the Invoice number/ID

4 Invoice date defaults to current date and can be backdated by 2 calendar days.

SAP Business Network Enterprise Account TEST MODE

Create Invoice [Update] [Save] [Exit] [Next]

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

Summary

Invoice #: [ ] 3

Invoice Date: 21 Feb 2023 4

Subtotal: £0.0000 GBP  
Total Tax: £0.0000 GBP  
Amount Due: £0.0000 GBP

View/Edit Addresses

5 Use the **Choose Address** drop down box to select the DB legal entity that you have supplied the goods/services to. If you are unsure of the DB legal entity, please reach out to your DB representative.

Invoice Date: 21 Feb 2023

Service Description: [ ]

Supplier Tax ID: [ ]

Remit To: ABC - TEST

Cowbridge  
Vale of glamorgan  
United Kingdom

Choose Address 0100\_DE 5

Bill To: 0100\_DE

Order Information

Customer Order #: [ ]

Sales Order #: [ ]

Contract Number: [ ]

Sales Order Date: [ ]

Shipping

Header level shipping  Line level shipping

Ship From: ABC - TEST

Cowbridge  
Vale of glamorgan  
United Kingdom

Ship To: Deutsche Bank Group - TEST  
FRANKFURT AM MAIN

Deliver To: Germany

View/Edit Addresses

6 The invoice is always defaulted to **Header level shipping**. Please change it to **Header level shipping** in case it is not.

Order Information

Customer Order #: [ ]

Sales Order #: [ ]

Contract Number: [ ]

Sales Order Date: [ ]

Shipping

Header level shipping 6  Line level shipping

Ship From: ABC - TEST

Cowbridge  
Vale of glamorgan  
United Kingdom

Ship To: Deutsche Bank Group - TEST  
FRANKFURT AM MAIN

Deliver To: Germany

View/Edit Addresses

7 **Ship From** address is pulled from your SAP Business Network profile.

8 **Ship To** address should be changed to the location where the goods/services were delivered if the default address shown is incorrect.

9 Please click on **View/Edit addresses** to edit the **Ship To/Ship From** fields on the invoice.

Shipping

Header level shipping  Line level shipping

Ship From: ABC - TEST  
Cowbridge  
Vale of glamorgan  
United Kingdom

Ship To: Deutsche Bank Group - TEST  
FRANKFURT AM MAIN  
Germany

Deliver To:

View/Edit Addresses

10 Clicking on the **View/Edit addresses** option will pop-up a new window. Please enter the correct **Ship To/Ship From** address and click **OK**

VIEW/EDIT ADDRESSES

\* Indicates required field

Ship From

Name: ABC - TEST  
Department Name:  
Address 1: # 123 Test Street  
Address 2:  
Address 3:  
Address 4:  
City: Cowbridge  
State: Vale of glamorgan [GB-VGL]  
Postal Code: CF71 7RW  
Country/Region: United Kingdom [GBR]  
This selection will refresh the page content

Ship To

Name: Deutsche Bank Group - TEST  
Department Name:  
Address 1: Taunusanlage 12  
Address 2:  
Postal Code: 60325  
City: FRANKFURT AM MAIN  
State: Select  
Country/Region: Germany [DEU]  
Deliver To:  
This selection will refresh the page content

OK Cancel

11 Use the **Choose Address Customer** drop down box to select the DB legal entity that you have supplied the goods/services to. If you are unsure of the DB legal entity, please reach out to your DB representative.

**Additional Fields**

Supplier Account ID #:   
Customer Reference:   
Supplier Reference:   
Payment Note:

Supplier: ABC - TEST - 2  
Cowbridge  
Vale of glamorgan  
United Kingdom  
Bill From: ABC - TEST  
YOSHEFQIG DPOSSQONEY  
London, City of  
United Kingdom

**Supplier VAT**

Supplier VAT/Tax ID:   
Supplier Commercial Identifier:   
Supplier Commercial Credentials:

Service Start Date:   
Service End Date:

Choose Address: No value  
Customer: Abbey Life Assurance Company Limited  
Email: \*  
Alex. Brown Financial Services Incorporated  
Aspen Funding Corp.  
Bankers International Corporation  
Betriebs-Center für Banken AG  
Blue Cork, Inc.  
BT Brokerage Corporation  
BT Harborside Urban Renewal Corporation  
D.B. International Delaware, Inc.  
DBAB Wall Street, LLC  
[Search more](#)

11

12 Enter the email address of the DB requisitioner of the goods/services. If you are unsure of the email address, please contact your DB representative.

**Additional Fields**

Supplier Account ID #:   
Customer Reference:   
Supplier Reference:   
Payment Note:

Supplier: ABC - TEST - 2  
Cowbridge  
Vale of glamorgan  
United Kingdom  
Bill From: ABC - TEST  
YOSHEFQIG DPOSSQONEY  
London, City of  
United Kingdom

Service Start Date:   
Service End Date:

Choose Address: Deutsche Securities Limited  
Customer: Deutsche Securities Limited  
Hong Kong  
Hong Kong  
Email: \*

12

13 Enter a valid VAT/Tax ID ( if not auto populated). In case you do not charge taxes, please enter **NA** in the field below.

In case you are billing to Australia and do not have an ABN ID, please enter 11 zeros in the tax ID field

**Supplier VAT**

Supplier VAT/Tax ID:   
Supplier Commercial Identifier:   
Supplier Commercial Credentials:

13

**Customer VAT**

Customer VAT/Tax ID:

14 Click on **Add to Header** dropdown and please select **Attachment**. This adds a section under your supplier VAT ID field.



Final SES  
 originalInvoiceNo:   
 Delivery Date:    
 shipmentDestinationCode:

Add to Header ▾ 14

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

Discount Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected									

14 Add ▾

**15** Use the **Choose File** button to select the attachment file from the local storage of the system. When finished click on **Add Attachment** to successfully attach the file. For multiple attachments please repeat the mentioned step often as many times needed. Please note that the attachment should not exceed the size limit of 30MB.

**Supplier VAT**  
 Supplier VAT/Tax ID:   
 Supplier Commercial Identifier:   
 Supplier Commercial Credentials:

**Customer VAT**  
 Customer VAT/Tax ID:

**Attachments**

The total size of all attachments cannot exceed 30MB

15 Choose File No file chosen Add Attachment 15

Allowance Description:   
 Miscellaneous Amount:

**Invoice line items**

After entering the required information into the invoice header, the invoice Line Items need to be completed. Scroll down to the bottom off the page to the Line Items section.

**16** Click the **Add** button to insert a line item. Select from Material, General Service or Labor Service.

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions   Add General Service  
Add Labor Service  
Add Material 16

17 Complete the line number, the first line number should be 1, second line number 2 etc.

18 The Part # field is required by SAP Business Network. Please fill in the Part number or if unknown put NA in this field. No validation is performed against this entry.

19 The Description field is required by SAP Business Network. Fill in a description, which captures the details of the goods invoiced accurately.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<span style="border: 1px solid red; padding: 2px;">1</span>	<input checked="" type="checkbox"/>	MATERIAL	<span style="border: 1px solid red; padding: 2px;">1234</span>	<span style="border: 1px solid red; padding: 2px;">TEST</span>		1	EA	£100.0000 GE	£100.0000 GBP

Additional Fields

clientNumber:  19

serialNumber:

accountingCode:

Line Item Actions

20 Enter the value you want to invoice in the **Quantity** field.

21 Enter a **Unit** of measure for Non PO line items. The unit of measure is required to be written in upper case. If you are unsure of the unit use EA (EA represents each).

22 Enter the price value into the **Unit Price** field. The currency is a default setting from the SAP Business Network supplier set up, but it can be overwritten in the Unit Price field.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Shipping Documents  Special Handling  Discount 20 22 Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	1234	TEST		1	EA	£100.0000 GE	£100.0000 GBP

Additional Fields  
 clientNumber:   
 serialNumber:   
 accountingCode:

21

Line Item Actions

### **Tax needs to be applied at line-item level**

**23** Click the **Tax Category** check box.

**24** Click on the dropdown and select the appropriate as **Tax Category** (Refer table below).

Note: Even if the invoice is not liable to tax, adding tax to each line item is mandatory. Kindly select the appropriate tax category and select 0% tax rate if the invoice is not liable to tax

Standard tax category and tax rates as per region

Country	Tax category	Standard tax rate
UAE	VAT	0%, 5%
Australia	GST	0%, 10%
Switzerland	VAT	0%, 2.5%, 3.7%, 7.7%
Germany	VAT	0%, 7%, 19%
Spain	VAT	0%, 3%, 4%, 7%, 10%, 21%
France	VAT	0%, 2.1%, 5.5%, 10%, 20%
Hong Kong	VAT	0
Ireland	VAT	0%, 9%, 13.5%, 23%
Japan	VAT	0%, 5%, 8%, 10%
Netherlands	VAT	0%, 6%, 9%, 21%
Singapore	GST	0%, 7%, 8%
United Kingdom	VAT	0%, 5%, 20%
United States	Sales	No standard tax/Selected by the requestor as per the requirement

Line Items 1 Line Items, 1 Included, 1 Previously Fully Invoiced

**23** **24**

Insert Line Item Options

Tax Category: Sales Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Enter a description for this item.		1	EA	\$10.000 USD	\$10.00 USD

Additional Fields

clientNumber:

serialNumber:

accountingCode:

Line Item Actions

**25** Click on the **Add to Included Lines**. The selected tax category will be applied to all the line items.

**26** Adjust the Tax rate/amount, if required.

**26a** The suppliers (mostly foreign) should fill in a value in the **Exempt detail** as per requirement.

**27** Use the **Update** button and **Next** to navigate to the summary page.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 15% VAT / UK Tax Charges - Standard R  Shipping Documents  Special Handling  Discount **25** Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	<input checked="" type="checkbox"/>	MATERIAL					EA		

Tax

Category: 15% VAT / UK Tax Charges - Standard R

Location:

Description: UK Tax Charges - Standard Rate Of Input Tax

Regime:

Date Of Pre-Payment:

Law Reference:

clientNumber:

serialNumber:

accountingCode:

taxable Amount:  **26**

Rate(%): 15

Exempt Detail: (no value)

Date Of Supply: 25 Sep 2023

Triangular Transaction

Line Item Actions

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	<input checked="" type="checkbox"/>	MATERIAL					EA		

**Tax**

Category: 15% VAT / UK Tax Charges - Standard Ri

Location:

Description: UK Tax Charges - Standard Rate Of Input Tax

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \*

Rate(%): 15

Tax Amount:

Exempt Detail: (no value) 26a

Date Of Supply:

Triangular

**Additional Fields**

clientNumber:

serialNumber:

accountingCode:

27

### Review and Submit

When you click on **Next**, you will be taken to the invoice review page.

**28a** Kindly review your invoice and make corrections, if necessary, by clicking on previous. If no corrections are needed, please click on **Submit** to send the invoice to Deutsche Bank Group

**28b** The **Save** option can be used to save the invoice. The saved invoices will be available in **Drafts** (on Homepage under **Invoices** tab) for seven days, which can be edited and submitted within seven days, from the date it is saved

SAP Business Network - Enterprise Account TEST MODE

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:Namibia. The document's destination country is:Germany.

Standard Invoice

Invoice Number: TEST-1234	Subtotal: £100.0000 GBP
Invoice Date: Tuesday 21 Feb 2023 8:08 PM GMT+05:30	Total Tax: £0.0000 GBP
	Amount Due: £100.0000 GBP

28b 28a

**29** Once the invoice is submitted, you will be routed to a confirmation page, confirming that the invoice has been submitted. Click on **Exit** to move to the Purchase Order.

SAP Business Network - Enterprise Account TEST MODE

Invoice TEST-1234 has been submitted.

- [Print a copy of the invoice.](#)
- 29

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If you are unable to resolve your query with the steps above, please contact the Deutsche Bank P2P Vendor Help desk.

Region	New e-mail address	Telephone #
Australia	<a href="mailto:au.p2phelp@s2p.db.com">au.p2phelp@s2p.db.com</a>	+612 8258 2828
Brazil	<a href="mailto:br.p2phelp@s2p.db.com">br.p2phelp@s2p.db.com</a>	+1 866 364 7053 (EXTN-6551)
France	<a href="mailto:fr.p2phelp@s2p.db.com">fr.p2phelp@s2p.db.com</a>	+33 144 95 64 89
Germany	<a href="mailto:de.p2phelp@s2p.db.com">de.p2phelp@s2p.db.com</a>	+49 69 910 36336
Hong Kong	<a href="mailto:hk.p2phelp@s2p.db.com">hk.p2phelp@s2p.db.com</a>	+852 2203 7137
India	<a href="mailto:ind.p2phelp@s2p.db.com">ind.p2phelp@s2p.db.com</a>	+91 2266705500
Ireland	<a href="mailto:ie.p2phelp@s2p.db.com">ie.p2phelp@s2p.db.com</a>	+35 3186 53636
Italy	<a href="mailto:italy.p2phelp@s2p.db.com">italy.p2phelp@s2p.db.com</a>	+39-02-4024-2799
Japan	<a href="mailto:jp.p2phelp@s2p.db.com">jp.p2phelp@s2p.db.com</a>	+813 5156 4200
Netherlands	<a href="mailto:nl.p2phelp@s2p.db.com">nl.p2phelp@s2p.db.com</a>	+31 20 555 4135
Philippines	<a href="mailto:ph.p2phelp@s2p.db.com">ph.p2phelp@s2p.db.com</a>	+63 2 777 0828
Poland	<a href="mailto:pl.p2phelp@s2p.db.com">pl.p2phelp@s2p.db.com</a>	NA
Singapore	<a href="mailto:sg.p2phelp@s2p.db.com">sg.p2phelp@s2p.db.com</a>	+65 6324 7972
Spain	<a href="mailto:es.p2phelp@s2p.db.com">es.p2phelp@s2p.db.com</a>	+ 34 93 367 36 81
Switzerland	<a href="mailto:ch.p2phelp@s2p.db.com">ch.p2phelp@s2p.db.com</a>	+41 44 227 3011
UAE	<a href="mailto:ae.p2phelp@s2p.db.com">ae.p2phelp@s2p.db.com</a>	+971 4 3611755
UK	<a href="mailto:uk.p2p-invoices@s2p.db.com">uk.p2p-invoices@s2p.db.com</a>	+44 20 754 77673
US	<a href="mailto:us.p2p-invoices@s2p.db.com">us.p2p-invoices@s2p.db.com</a>	+1 866 364 7053