# Deutsche Bank

Title: - Deutsche Bank Group – How to submit Non-PO (NPO) based E-invoices

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 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.**
  On the next page, enter your **password** and click **Sign In.**
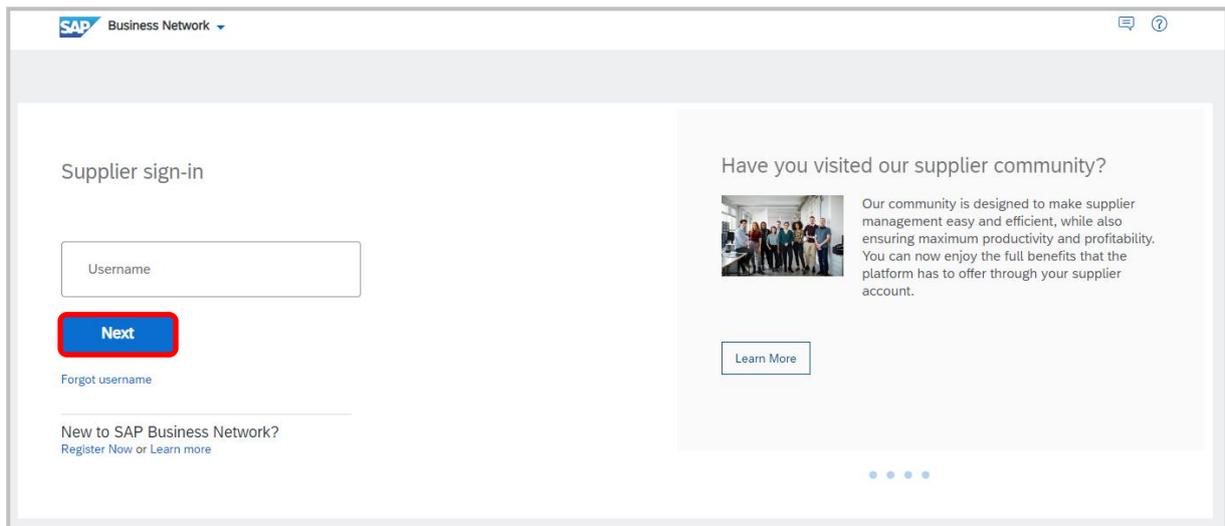
- From the SAP Business Network Home Page, click on your **initials** and select **Company Profile.**
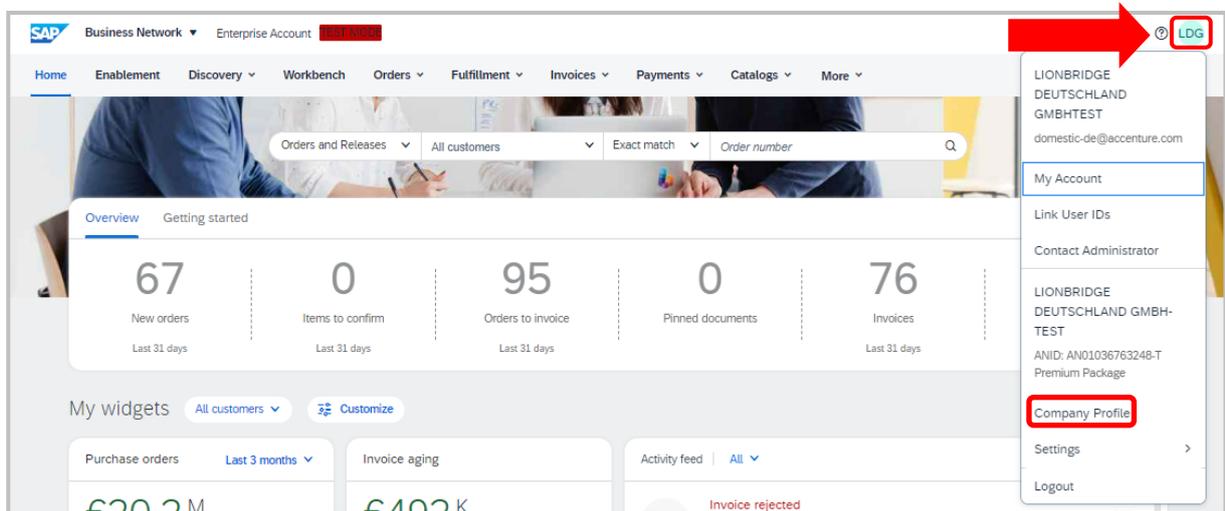
- On **Company Profile,** update type of **Product & Service Categories** and **Ship-to and Service Location** by clicking on the **"Pen"** icon.

- Click **+ Add Category** to enter your company's products and services.

- Add the new category by using the search function or by clicking on **Browse all categories.**

- Select the correct Product & Service Categories and click **Add**.
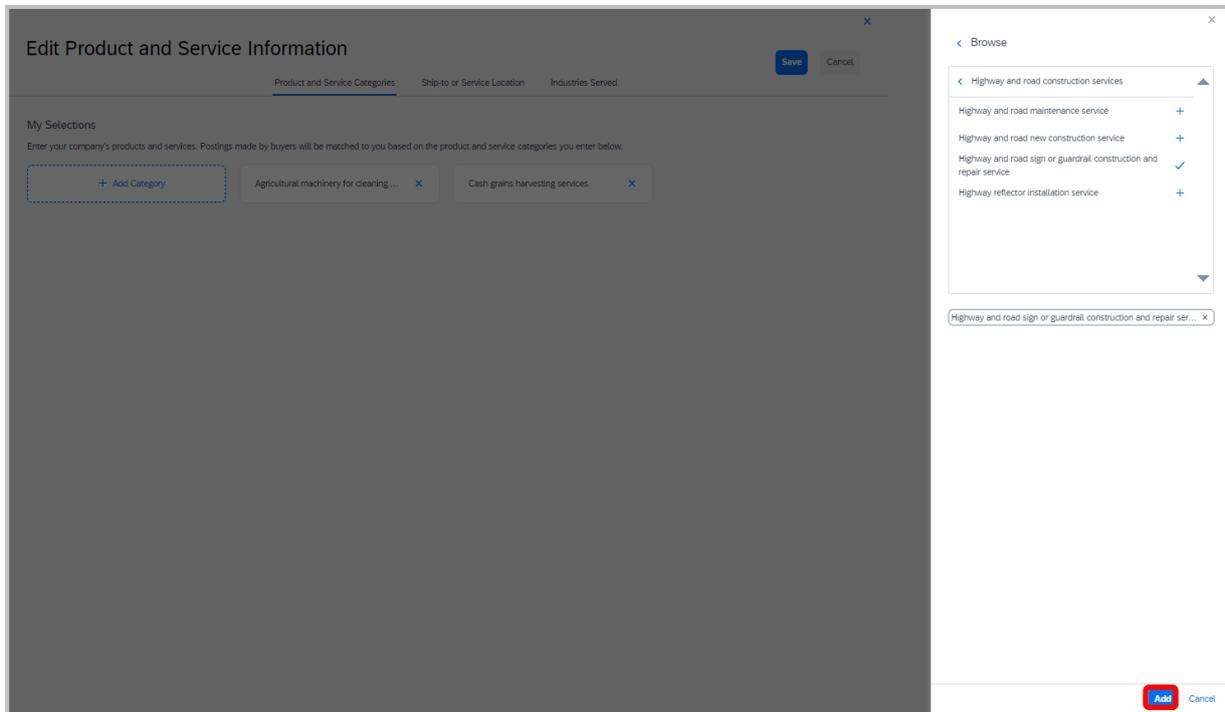
- Click **Ship-to or Service Location** to add the location where your company ships to.
- Then click **+ Add Locations**.
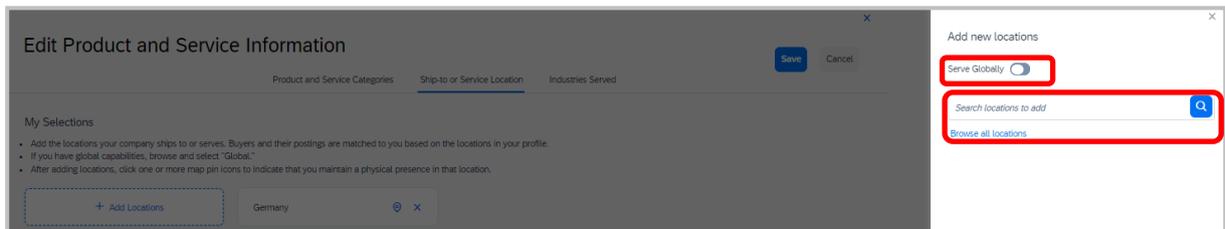
- Add the new location by using the search function or by clicking on **Browse all locations.**
- Select the correct location and click **Add.**

  If you are shipping globally, turn on the **Serve Globally** button.

- Proceed to the **Business Information** Tab to update the Tax information section.

You will be required to login again by entering your **Username** and **Password** to access your Profile Management and proceed accordingly with the required updates.

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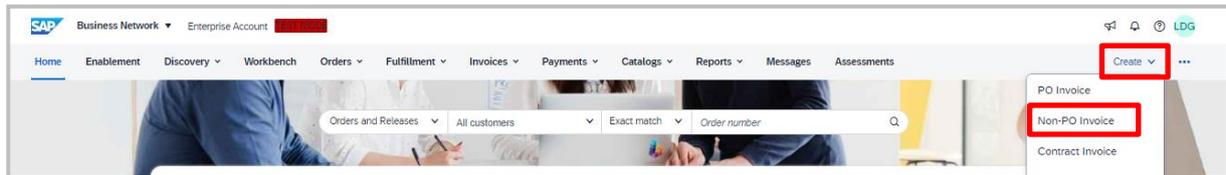
  This will update the VAT/Tax ID on your profile so that you do not have to update it on each invoice.

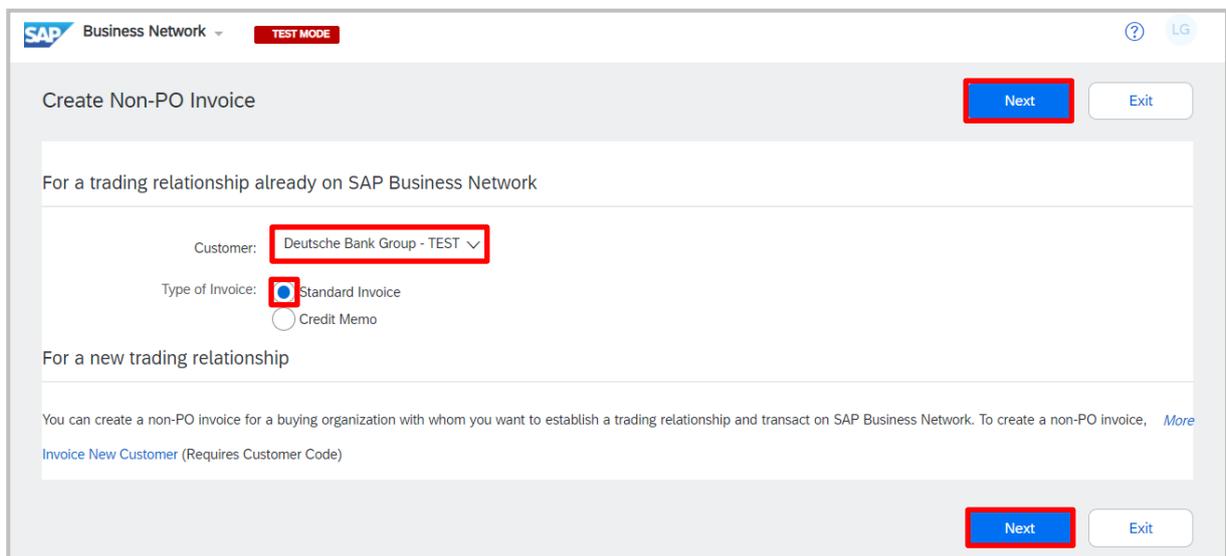- Follow the below steps to submit your Non-PO invoice.

HOW TO SUBMIT NON-PO INVOICES

- 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**.

- 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.

- 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.

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

- 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.

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

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

- **Ship To** address is pulled from your default settings in DB and should be changed to the location where the goods/services were delivered if the default address is incorrect.

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

- 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**.

- 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.

- 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.

- Enter a valid VAT/Tax ID. 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.

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

- 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.

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.

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

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

- 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.

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

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

- 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).

- 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.

Tax needs to be applied at line-item level.

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

- 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%
Luxembourg	VAT	Exempt, 0%, 3%, 8%, 14%,17%
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

- Click on the **Add to Included Lines**. The selected tax category will be applied to all the line items.
- Adjust the Tax rate/amount, if required.

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

Review and Submit

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

- 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.

- The **Save** option can be used to save the invoice. The saved invoices will be available in Drafts for seven days, which can be edited and submitted within seven days, from the date it is saved.

By clicking Save the system will indicate you how long the saved invoice will be kept in system.

- 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.

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

Region	New e-mail address
Australia	au.p2phelp@s2p.db.com
Brazil	br.p2phelp@s2p.db.com
France	fr.p2phelp@s2p.db.com
Germany	de.p2phelp@s2p.db.com
Hong Kong	hk.p2phelp@s2p.db.com
India	ind.p2phelp@s2p.db.com
Ireland	ie.p2phelp@s2p.db.com
Italy	italy.p2phelp@s2p.db.com
Japan	jp.p2phelp@s2p.db.com
Luxembourg	lux.p2phelp@s2p.db.com
Netherlands	nl.p2phelp@s2p.db.com
Philippines	ph.p2phelp@s2p.db.com
Poland	pl.p2phelp@s2p.db.com
Singapore	sg.p2phelp@s2p.db.com
Spain	es.p2phelp@s2p.db.com
Switzerland	ch.p2phelp@s2p.db.com
UAE	ae.p2phelp@s2p.db.com
UK	uk.p2p-invoices@s2p.db.com
US	us.p2p-invoices@s2p.db.com