

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 – <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 click Next.
 On the next page, enter your password and click Sign In.

| Business Network 🗸 | R () |
|--|---|
| | |
| Supplier sign-in | Have you visited our supplier community? Our community is designed to make supplier management easy and efficient, while also |
| Username | ensuring maximum productivity and profitability. You can now enjoy the full benefits that the platform has to offer through your supplier account. |
| Forgot username | Learn More |
| New to SAP Business Network? Register Now or Learn more | |

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

| Home | Business Network Enablement Discovery Coverview Getting started | Vorkbench Orders ~ | Futfillment Invoices Iticustomers Viticustomers Viticustomers | Payments × Catalogs × Exact match × Order number | More ~ | a | © LDG LIONBRIDGE DEUTSCHLAND GMBHTEST domestic-de@accenture.com My Account Link User IDs |
|------|--|---------------------------------------|--|---|--------------------------------|---|--|
| | 67 New orders Last 31 deys | O Items to confirm Last 31 days | 95 Orders to invoice Last 31 days | O Pinned documents | 76 Invoices Last 31 days | | Contact Administrator LIONBRIDGE DEUTSCHLAND GMBH- TEST ANID: AN01036763248-T Premium Package |
| Ν | All customer Purchase orders Last 3 | rs v 52 Customize | 2 K | Activity feed All V | | | Company Profile Settings > Logout |



- On **Company Profile**, update type of **Product & Service Categories** and **Ship-to and Service Location** by clicking on the **"Pen"** icon.

| SAP | Business Network | Enterprise | Account TEST wo | NDE. | | | | | | | | ¶1 ₽ ® LDG |
|------|---|------------------|-----------------|-----------------------------|--------------------------|-------------------|--------------------------|------------------|--------------|---|---|--------------|
| Home | Enablement | Discovery 🗸 | Workbench | Orders ¥ | Fulfillment v | Invoices ¥ | Payments ¥ | Catalogs 🗸 | More ¥ | | | Create 🗸 🕴 🚥 |
| | Company Pro | ofile | | | | | | | | Support humanitarian aid 💿 | | ∋e Options |
| | | | | | | | | | | | | |
| | | | | LION ANID: AN | BRIDGE 101036763248-T | DEUTSC | HLAND (| GMBH-T | EST | | | 1 |
| | | | X-1-3-3 | 怒 [Emp | bloyees | | Founded | | | Company Aliases | | |
| | | LD | | la Bus | iness Type | | B Revenue | | | Address Germany View Details | | |
| | Overview | | | 봅 | al Form | | Stock Sym | nbol | | | | |
| | 名, Credentials Certification Sustainabili | ns ty Ratings | | Produc Catego | ct and Servic pries | cleaning | Ship-to or S Location | ervice | lr s h | ndustries Served elect the Industries you servere. | e | Ø |
| | Additional Add | dresses | | Cash gr | ains harvesting ser | vices | | | | | | |
| | Business Infor | rmation | | | | | | | | | | |
| | Contacts | | | Creder | ntials | | | | | | | |
| | Customer Red | quested | | Certifica | itions | | | | | | | 0 |
| | | | | Click the | pencil icon to a | dd the certificat | e to showcase yo | our business tra | its and stre | ngths. | | |

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

| Edit Product and Service In | formation | × Cancel |
|---|--|-------------|
| | Product and Service Categories Ship-to or Service Location Industries Served | |
| My Selections | | |
| My Selections | v huvers will be matched to you based on the product and sensice categories you enter below | |
| Enter your company's products and services. I ostings made of | y outpers that be indicated to you based on the product and service categories you shot below. | |
| + Add Category Ag | ricultural machinery for cleaning a × Cash grains harvesting services × | |
| | | |

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

| Edit Product and Service Information | X Save Cancel | Add new category | | |
|--|------------------|--|--|--|
| Product and Service Categories Skip-to or Service Location Industries Served MV Selections | | Search categories to add Q Browse all categories | | |
| First your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below. Add Category Agricultural machinery for cleaning X Cash grains harvesting services X | | | | |



- 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.

| Edit Product and Service Information Product and Service Categories Ship-to or Service Location Industries Served | X Save Cancel | X Add new locations Serve Globally |
|---|---------------|------------------------------------|
| My Selections Add the locations your company ships to or serves. Buyers and their posings are matched to you based on the locations in your profile. If you have global capabilities, browse and select "Global." After adding locations, click one or more map pin loons to indicate that you maintain a physical presence in that location. Add the data locations Germany | | Search locations to add Q |



- 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.

| Additional Information | Save |
|---|--|
| Additional Addresses Business Customer Requested Additional Documents | |
| | |
| Tax Information | |
| Tax Classification: | (no value) V |
| Taxation Type: | (no value) V |
| Tax ID: | (j |
| State Tax ID: | Do not enter dashes |
| Regional Tax ID: | Do not enter dashes |
| VAT ID: | (i) |
| VAT Registration Document: | VAT Registered <no document=""> Upload</no> |
| | Tax Clearance |
| Tax Clearance Number: | |
| Tax Clearance Document: | <no document=""> Upload</no> |
| Tax Clearance Expiry Date: | |

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

<u>Note</u>: 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**.

| SAP | Business Network Enterprise | Account | | | | | | | | ₹1 Q ® | LDG |
|------|-------------------------------|------------------|------------------|----------------|------------|--------------------|---------------|-------------|-----------------------------|----------|-----|
| Home | Enablement Discovery ~ | Workbench Orders | • Fulfillment • | Invoices 🛩 🛛 F | Payments 🗸 | Catalogs 🖌 Repor | ts 🛩 Messages | Assessments | | Create 🗸 | |
| | | Order | s and Releases 🗸 | All customers | ~ E | Exact match V Orde | r number | Q | PO Invoice Non-PO Invoic | e | |
| | | and the second | -11 | 1 Cherry | | A A A | | | Contract Invoi | ce | |

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

| Business Network - TEST MODE | ? | LG |
|---|------------|------|
| Create Non-PO Invoice Next | Exit | |
| For a trading relationship already on SAP Business Network | | |
| Customer: Deutsche Bank Group - TEST V Type of Invoice Credit Memo | | |
| For a new trading relationship | | |
| You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on SAP Business Network. To create a non-PO Invoice New Customer (Requires Customer Code) |) invoice, | More |
| Next | Exit | |

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.

<u>Note</u>: 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.



| Business Network - | | | (?) |
|---|---|----------------------------|---------------------|
| Create Invoice | Update | Save | Exit Next |
| Invoice Header | | * Indicates required field | Add to Header 🔻 |
| Summary Invoice #: * Invoice Date: * Service Description: | Subtotal: 0.00 EUR Total Tax: 0.00 EUR Amount Due: 0.00 EUR | | View/Edit Addresses |

- 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.

| | | | Amount Due: | 0.00 EUR | |
|----------------------|--------------|-------------------------|-------------------|----------------------------|---------------------|
| Invoice Date:* | 28 Aug 2024 | | | | |
| Service Description: | | |] | | |
| Remit To | KONSUMSTR 45 | \sim | | | |
| | WUPPERTAL | | | | |
| | Germany | | | | |
| Choose Address | 0100_DE 🗸 | | | | |
| Bill To: | 0100_DE | gesellschaft | | | |
| | 0391_DE | | | | |
| | 0501_NZ | | | | |
| | 0504_NL | | | | |
| Order Information | 0534_HK | | | | |
| Customer Order #: | 0550_US | | Contract Number: | | 1 |
| Gustomer order #. | 0598_NZ | | contract Number. | | |
| Sales Order #: | 0599_US | | Sales Order Date: | | |
| | 0743_ES | | | | |
| Shipping | 0754_UK | | | | |
| Shipping | 0755_UK | | | | |
| Header leve | 0759_UK |) Line level shipping (|) | | |
| Ship From: | 0780_SG | CHLAND GMBH-TEST | Ship To: | Deutsche Bank Group - TEST | View/Edit Addresses |
| | 0781_SG | | | | |
| | 0786_HK | | Deliver To: | Germany | |
| | 0815_US | | | | |



- 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 #: | | Contract Number: | | | | | | |
| Sales Order #: | | Sales Order Date: | | | | | | |
| Shipping Header level shipping ① Line level shipping ① | | | | | | | | |
| Ship From: | LIONBRIDGE DEUTSCHLAND GMBH-TEST | Ship To: | Deutsche Bank Group - TEST FRANKFURT AM MAIN | View/Edit Addresses | | | | |
| | WUPPER IAL Germany | Deliver To: | Germany | | | | | |

- 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.

| Shipping | | |
|--|---|---------------------|
| Header level shipping Line level shipping | | |
| Ship From: LIONBRIDGE DEUTSCHLAND GMBH-TEST | Ship To: Deutsche Bank Group - TEST FRANKELIRT AM MAIN | View/Edit Addresses |
| WUPPERTAL | Germany | |
| Germany | Deliver To: | |
| | | |



- 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**.

| | Remit To KC | NSUMSTR 45 🗸 | | | | |
|------------|---------------------|---|---------------------|--|------------------|-----------|
| | WUF | PERTAL | | | | |
| d | VIEW/EDIT ADDR | ESSES | | * Indicate | s required field | |
| | Ship From | | Ship To | | | |
| Order Info | Name:* | LIONBRIDGE DEUTSCHLAND GMBH-TE | ST Name:* | Deutsche Bank Group - TEST | | |
| с | Department Name: | | Department Name: | | | |
| | Address 1:* | VIYLUYRZC 64 | Address 1:* | Taunusanlage 12 | | |
| | Address 2: | | Address 2: | | | |
| Shipping | Postal Code:* | 93353 | Postal Code:* | 60325 | | |
| Shipping | City:* | WUPPERTAL | City:* | FRANKFURT AM MAIN | | |
| | State: | Select | ∽ State: | Select | ~ | |
| | Country/Region:* | Germany [DEU] | ✓ Country/Region:* | Germany [DEU] | \sim | Addresses |
| | | This selection will refresh the page conter | t Deliver To: | This selection will refresh the page content | | |
| | | | | | | |
| Additiona | | | | ОК | Cancel | |
| Suppl | | | | | | |
| Custo | mer Reference: | | Service End Date: | | | |

- 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 #: | | Service Start Date: | |
| Customer Reference: | | Service End Date: | Ē |
| Supplier Reference: | |] | |
| Payment Note: | | | |
| Supplier: | LIONBRIDGE DEUTSCHLAND GMBH-TEST | Choose Address | No value View/Edit Addresses |
| | WUPPERTAL | Customer: | Betriebs-Center für Banken AG |
| | Germany | Email: * | BHW Bausparkasse AG |
| | | | BHW - Gesellschaft für Wohnungswirtschaft mbH |
| Bill From: | LIONBRIDGE DEUTSCHLAND GMBH-TEST | | BHW Holding GmbH //Edit Addresses |
| | WUPPERTAL | | DB Direkt GmbH |
| | Germany | | DB HR Solutions GmbH |
| Tax paid through a Ta | x Representative | | DB Investment Services GmbH |
| | A representative | | DB Print GmbH |
| Supplier VAT | | Customer VAT | Deutsche Bank Aktiengesellschaft |
| Supplier VAT/Tax ID: | * | Customer VAT/Tax ID: | Deutsche Bank Immobilien GmbH |
| Supplier Commercial | |] | Q Search more |



- 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 #: | | Service Start Date: | | |
| Customer Reference: | | Service End Date: | | |
| Supplier Reference: | | | | |
| Payment Note: | | | | |
| Supplier: | LIONBRIDGE DEUTSCHLAND GMBH-TEST | Choose Address | DB Print GmbH V | View/Edit Addresses |
| | WUPPERTAL | Customer: | DB Print GmbH | |
| | Germany | | Frankfurt/Main | |
| | | _ | Germany | |
| | | Email:* | | |
| Bill From: | LIONBRIDGE DEUTSCHLAND GMBH-TEST | | | View/Edit Addresses |
| | WUPPERTAL | | | |
| | Germany | | | |

- 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.

| Supplier VAT | | Customer VAT | |
|---|---|----------------------|--|
| Supplier VAT/Tax ID:* | | Customer VAT/Tax ID: | |
| Supplier Commercial Identifier: Supplier Commercial Credentials: | 1 | | |

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

| | Add to Header 🔻 | | | | | | | | |
|-----|--|------------------|----------------|-----------------|----------|-----------|--------------|--------------|---------------------|
| | Shipping Cost | | | | | | | | |
| | Shipping Tax | | | | 0 | Line Item | s, 0 Include | ed, 0 Previo | usly Fully Invoiced |
| | Shipping Documents | | | | | | | | |
| Ins | Special Handling | | | | | | | | |
| | Special Handling Tax | andard Rate of I | nput Tax / N 🗸 | Discount | | | | Add to | Included Lines |
| | Payment Term | | | | | | | | |
| | Additional Reference Documents and Dates | e Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
| | Comment | | No iter | n selected | | | | | |
| 4 | Attachment | Add 🔻 | | | | | | | |

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 | Customer VAT |
|--|----------------------|
| Supplier VAT/Tax ID:* | Customer VAT/Tax ID: |
| Supplier Commercial Identifier: | |
| Supplier Commercial Credentials: | ~ |
| Attachments The total size of all attachmen Choose file No file chosen | Add Attachment |
| 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.

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

| Line Items | | | 0 L | ine Items, 0 Inclu | ided, 0 Previo | usly Fully Invoiced |
|---|--------------------------------------|-----------------|----------|--------------------|----------------|---------------------|
| Insert Line Item Options Tax Category: 19% V | T / Standard Rate of Input Tax / N 💛 | Discount | | | Add to | Included Lines |
| No. No. No. Include | Type Part # Description | Customer Part # | Quantity | Unit Unit | Unit Price | Subtotal |
| | No ite | m selected | | | | |
| Line Item Actions Delete | Add 🔻 |] | | | | |
| | Add Labor Service | | | | | |
| | Add Material | | Update | Save | Exit | Next |

- 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.

| Line Items | | | | 1 Line Items, | 1 Included, 0 | Previously Fully Invoiced |
|----------------------------------|------------------------------|---------------------------|----------|---------------|---------------|---------------------------|
| Insert Line Item Options | Shinning Documents | Spacial Handling Discount | | | | |
| 19% VAL / Standard Rate of Input | Tax / N V Shipping Documents | Discount | | | | Add to Included Lines |
| No. Include Type Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
| 1 MATERIAL 1234 | test | | 1 | EA | 100,000.00 El | 100,000.00 EUR |
| Tax | | | | | | |
| clientNumber | | | | | | |
| Additional Fields serialNumber: | | | | | | |
| accountingCode: | | | | | | |
| Line Item Actions Delete Add | | | | | | |
| | | | | | | |
| | | | Undate | | | Evit Next |
| | | | Opdate | | ave | Exit |

- 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.

| Line Items | 1 Line Items, 1 Included, 0 Previously Fully Invoiced |
|---|---|
| Insert Line Item Options Tax Category: 19% VAT / Standard Rate of Input Tax / h >> Shipping Documents Special Handling | Discount Add to Included Lines |
| No. Include Type Part # Description Customer Part # 1 Image: Comparison of the state of the | Quantity Unit Unit Price Subtotal 1 EA 100,000.00 EL 100,000.00 EUR |
| clientNumber: Additional Fields serialNumber: accountingCode: | |
| Line Item Actions Delete Add | |
| | |
| | Update Save Exit Next |



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.

| 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 |

Standard tax category and tax rates as per region

| Line | Items | | | | | | | | | 1 Line Ite | ms, 1 Included, (|) Previously Fully Invoid |
|----------|----------------|-----------|-----------|--------------|----------------------|------------------|----------------|------------------|----------|------------|-------------------|---------------------------|
| nsert Li | ine Item Optic | ons | Category: | 19% VAT / St | andard Rate of Input | Tax / N 💛 📃 Ship | ping Documents | Special Handling | Discount | | | Add to Included Lines |
| | No. | Include | Туре | Part # | | Description | | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
| | 1 | | MATERIAL | 1234 | | test | | | 1 | EA | 100,000.00 El | 100,000.00 EUR |
| | Тах | | | | | | | | | | | |
| | | | cli | entNumber: | | | | | | | | |
| | Additional F | ields | se | rialNumber: | | | | | | | | |
| | | | ассоц | untingCode: | | | | | | | | |
| 4 | Line Item | Actions 🔻 | Delete | | Add 🔻 | | | | | | | |



- 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.

| Line | e Items | | | | | | | | | 1 Li | ne Items, 1 Included | , 0 Previously | Fully Invoiced |
|----------|-------------------|---------|-------------------|--|--|------------------------|--|---|----------|--------|----------------------|----------------|----------------|
| Insert I | Line Item Options | Tax Cat | tegory: | 19% VAT / Stand | ard Rate of Input Tax / 1. 🗸 | g Documents Special Ha | Indling Discount | | | | | Add to Inclu | ided Lines |
| | No. | Include | Туре | Part # | Description | | Customer Part # | | Quantity | Unit | Unit Price | s | ubtotal |
| | 1 | | MATERIAL | 1234 | test | | | | 1 | EA | 100,000.00 EU | 100,000.0 | DO EUR |
| | Tax | | | Category: * 1 Location: Description: St Regime: | 996 VAT / Standard Rate of Input Tax / h V | ischland | Taxable Amount Rate(%) Tax Amount Exempt Detail | t: 100,000.00 EUR): 19 19,000.00 EUR 1: (no value) \checkmark | | | | | Remove |
| | | | Date Of Pr | re-Payment: | <u></u> | | Date Of Supply Triangula | r Transaction | | | | | |
| | Additional Fields | i | cli se acco | entNumber: | | | | | | | | | |
| Ļ | Line Item Actio | ons 🔻 | Delete | Add | • | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | Update | Save | Exit | Next |

| Insert Line Item Options | |
|--|-----------------------|
| Tax Category: 1946 VAT / Standard Rate of Input Tax / N 🗸 Shipping Documents Special Handling Discount | Add to Included Lines |
| No. Include Type Part# Description Customer Part# Quantity Unit Unit Price | Subtotal |
| 1 MATERIAL 1234 test 1 EA 100,000.00 EU | 100,000.00 EUR |
| Tax Category.* 19% VAT / Standard Rate of Input Tax / h. V Taxable Amount 100.000.00 EUR Coation: Rate(%): 19 Tax Amount Incomparing and take of Input Tax / Mehrwertsteuer Deutschland Rate(%): 19 Description: Standard Rate of Input Tax / Mehrwertsteuer Deutschland Exempt Detail (no value) Input Tax / Mehrwertsteuer Deutschland Regime: | Remove |
| Law Reference: Triangular | |
| Additional Fields serialNumber: accountingCode: | |
| Line Item Actions • Delete Add • | |
| | |
| Update Save E | Exit |

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.

| Business Network - TEST MODE | | | | (?) | LG |
|--|---|---|---|-------------------------------|---------|
| Create Invoice | | Previous | Save | | Exit |
| Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This tra is:Germany. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an Standard Invoice | nsaction qualifies as Domestic Trade. The do archiving service. Note that you will also be a | cument's originating country is ble to archive old invoices on | s:Germany. The document's nce you subscribe to the arc | destination of hiving service | country |
| Invoice Number: 12346564/A2 Invoice Date: Wedneaday 28 Aug 2024 12:14 pm GMT+02:00 | Subtotal: Total Tax: Amount Due: | 100,000.00 EUR 19,000.00 EUR 119,000.00 EUR | | | |

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

| SAP Business Network - TEST MODE | | | | | | | |
|---|------------|----------------|-------------|--|--|--|--|
| Create Invoice | | Previous Save | Submit Exit | | | | |
| Invoice "12346564/A2" is saved. The saved invoice will be kept until 17 Oct 2024. Confirm and submit this document. 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 to the counter is to extend to the SAP Revisers. Network the transaction qualifies as Domestic. Trade. The document's originating country is:Germany. The document's destination of invoice. Note that you will also be able to artifice did powers once you sub-scribe to the archive of an extended service. | | | | | | | |
| Standard Invoice | | | | | | | |
| Invoice Number: 12346564/A2 | Subtotal: | 100,000.00 EUR | | | | | |
| Invoice Date: Wednesday 28 Aug 2024 12:14 pm GMT+02:00 | Total Tax: | 19,000.00 EUR | | | | | |

- 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 - | 0 |
|--|---|
| Invoice 12346564/A2 has been submitted. | |
| Print a copy of the involce. Exit invoice creation | |



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 |
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