



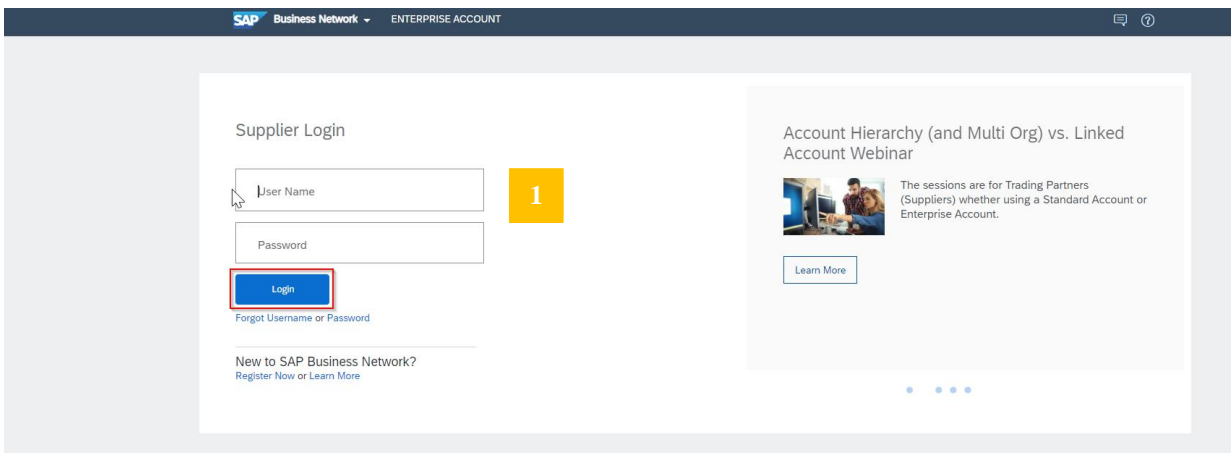
DEUTSCHE BANK GROUP- HOW TO SUBMIT PO INVOICES

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** (Steps to submit PO invoice)

UPDATING TAX ID / VAT ID ON COMPANY PROFILE

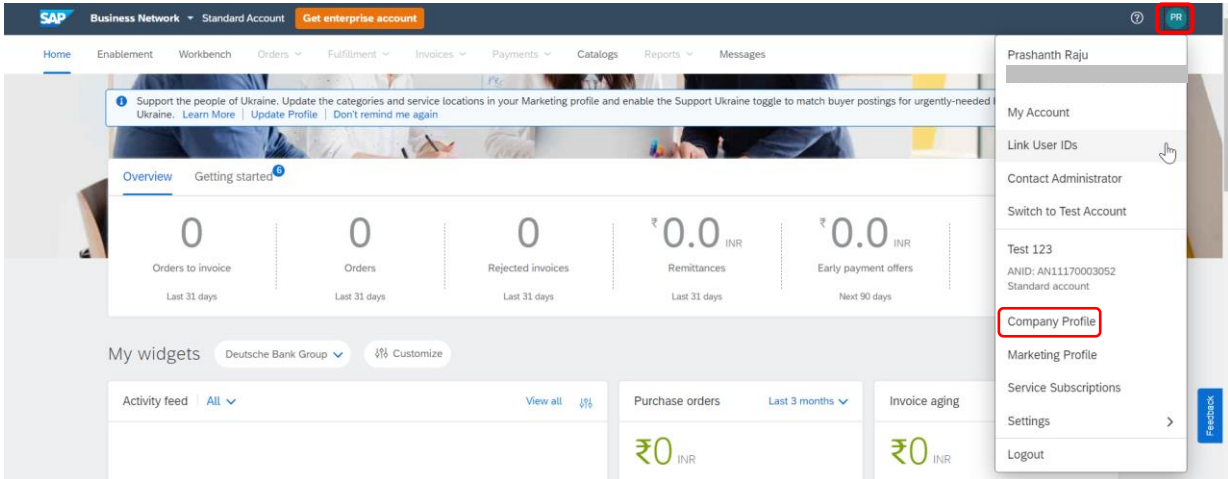
Log in to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.

- 1 Enter your username and password here and click **Login**

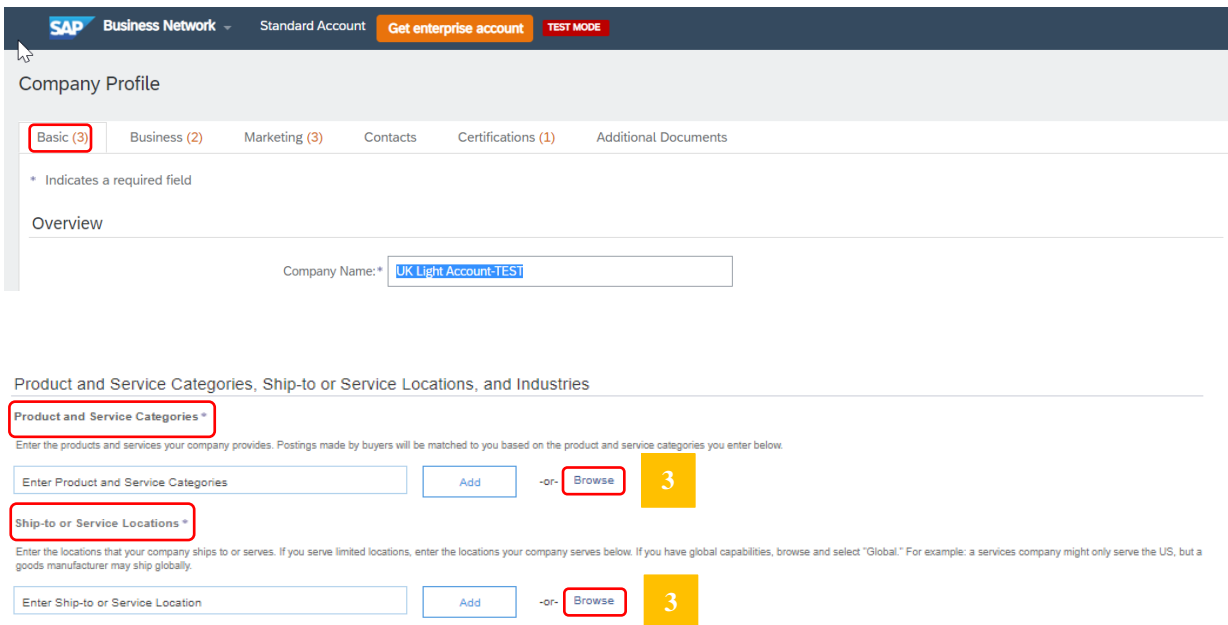


- 2 From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**





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



- 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.

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 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

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

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 invoice

HOW TO SUBMIT PO INVOICES

- 5 Select the purchase order that needs to be invoiced, from your mailbox and click on either one of the **Process order** buttons that is available to you on the Interactive PO e-mail.

Alternatively refer to **Page 15** to locate PO directly on the SAP Business Network account.

Deutsche Bank Group - TEST sent a new Purchase Order PT70195662 - Message (HTML)

Wed 03/28/2018 3:19 PM
"Deutsche Bank Group - TEST" <ordersender-prod@ansmtp.ariba.com>
Deutsche Bank Group - TEST sent a new Purchase Order PT70195662

To: Rv, Sravan Kumar

PT70195662.htm
23 KB

SAP Ariba

Deutsche Bank Group - TEST sent a new order

Message from your customer

For our valued supplier,

You are receiving this enhanced interactive email notification because DB is now capable for Light Enablement. By clicking the **Process Order** button, you will be asked to login using your existing Ariba Network account.

For any inquiries, please contact [DB Buyer Help Desk](#) team.

Please note that it will take approximately 48 hours for your Light Account to be activated after creation. You will receive an e-mail confirming the activation and are then able to submit your first invoice.

e-invoicing is currently not available in the following countries; Brazil, Philippines and India.

Process order 5

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Deutsche Bank AG, New York Branch 100 PLAZA ONE JERSEY CITY, NJ 07311-3999 United States	To: US Light Account-TEST 114 Test St US Test City, AL 35006 United States Phone: Fax: Email:	Purchase Order (New) PT70195662 Amount: \$10,000.00 USD Version: 1
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Payment Terms
NET 30

Comments

Comment Type: Terms and Conditions
Body: The General Terms and Conditions for Purchases and Orders of Deutsche Bank Group apply. If there is an overriding framework agreement, those conditions supersede the Purchasing Guidelines. You will find the current version under [http:// vendor-portal.db.com](http://vendor-portal.db.com).

Other Information
 Requester Email: [Redacted]
 Preparer email:
 Preparer Name: Irish Oliver
 Company Code: 0839
 Purchasing Unit Name: United States

Ship All Items To
Deutsche Bank AG, New York Branch
 100 PLAZA ONE
 JERSEY CITY, NJ 07311-3999
 United States
 Ship To Code: 0839
 Email: [Redacted]

Bill To
Deutsche Bank AG, New York Branch
 100 PLAZA ONE
 JERSEY CITY, NJ 07311-3999
 United States

Deliver To
 Inflight Test
 Deutsche Bank AG, New York Branch

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal
1	Not Available	Material Amount-Based Line	10	\$1,000.00 USD	\$10,000.00 USD
Enter a description for this item.					
Accounting					
Percentage	Percentage		100		
GL Account	ID		0750160000		
Cost Center	ID		0839000099		
Other Information					
Amount Based Receiving: Yes					
Req. Line No.: 1					
Requester: Test_US_User2					
PR No.: PR298502					
Delivery Start Date: Tue, 27 Mar, 2018					
Delivery End Date: Sat, 31 Mar, 2018					
Supplier ID: 8888800045					

Received by Ariba Network on: Wednesday 28 Mar 2018 5:49 PM GMT+08:00
 This Purchase Order was sent by Deutsche Bank Group - TEST AN01013090688-T and delivered by Ariba Network.

Sub-total: \$ 10,000.00 USD

5 [Process order](#)

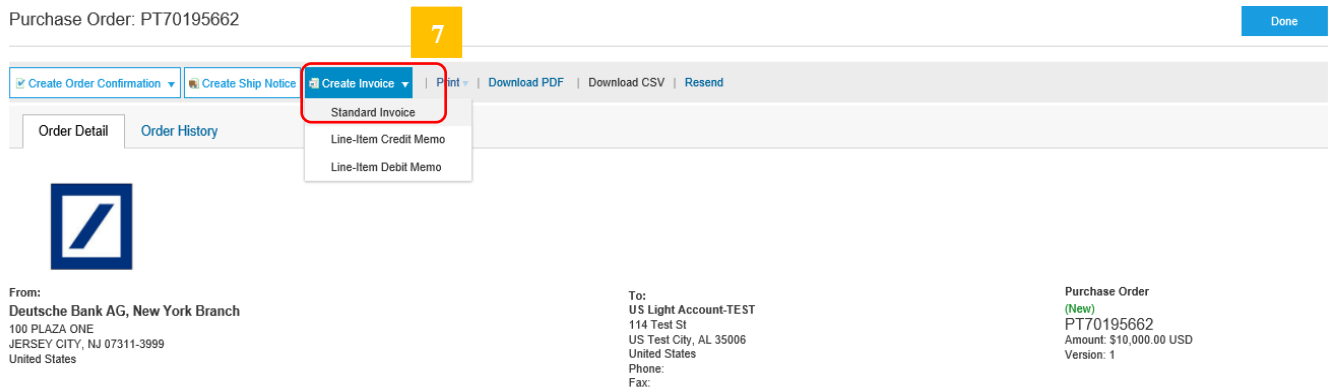
About this email

If you have any questions, contact **Deutsche Bank Group - TEST**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.
 Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

6 **Login to your SAP Business Network account using login credentials (User Name and Password)**

7 **Click on Create Invoice**

Note: Do not click on **Create** Line-item Debit/Credit memo options during invoice creation, as this would not create an invoice in DB system



Invoice completion

Clicking on the **Create Invoice** option (PO flip) will copy the information from the Deutsche Bank Group PO to the invoice created. Fields marked with an asterisk * are required fields and need to be completed correctly to proceed further and click on submit button

8 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

9 Invoice date defaults to current date and can be backdated by two calendar days.

10 Customer name on the **choose address** drop down is copied from the PO automatically and this should not be amended. If the customer name is not copied automatically, please select the correct customer name from **choose address** drop down. This name must match that on the PO otherwise the invoice will be rejected.

11 Use the 'View/Edit address' button to view both the Supplier address and 'Bill from' address.

Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: PT70195662
 Invoice #: TEST1234-A/2018
 Invoice Date: 17 Apr 2018
 Supplier Tax ID:

Subtotal: \$10,000.00 USD
 Total Tax: \$0.00 USD
 Amount Due: \$10,000.00 USD

View/Edit Addresses

Remit To: US Light Account-TEST
 US Test City, AL
 United States
 Bill To: Deutsche Bank AG, New York Branch
 JERSEY CITY, NJ
 United States

Shipping

Header level shipping Line level shipping

Ship From: US Light Account-TEST
 US Test City, AL
 United States

Ship To: Deutsche Bank AG, New York Branch
 JERSEY CITY, NJ
 United States
 Deliver To: Deutsche Bank AG, New York Branch

View/Edit Addresses

Additional Fields

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

Service Start Date:
 Service End Date:

Supplier: US Light Account-TEST
 US Test City, AL
 United States

Choose Address: Deutsche Bank AG, New York Branch
 Customer: Deutsche Bank AG, New York Branch
 JERSEY CITY, NJ
 United States

View/Edit Addresses

Bill From: US Light Account-TEST
 US Test City, AL
 United States

View/Edit Addresses

12

Click on **Add to Header** dropdown and please select add Attachment. This adds a section under additional fields section (scroll up to find this section).

13

Use the **Browse 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.

originalInvoiceNo:

Delivery Date:

shipmentDestinationCode:

Add to Header ▾

12

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

13

Allowance Description:

Invoice line items

All available line items on the PO are mapped to a corresponding invoice line item. Any PO line items that have already been fully invoiced will automatically be excluded from the invoice (the green button in the include column (highlighted in the below image) on the line item level will be greyed out).

14

If you have a line item that you do not want to include in the invoice, click on the green button mark to grey out the line item.

Do not set the line item quantity to 0 as this will result in a non-compliant invoice

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**

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

Additional Fields

clientNumber:

serialNumber:

accountingCode:

Line Item Actions ▾ **Delete**

Update **Save** **Exit** **Next**

Tax needs to be applied at line item level.

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

16 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

15 Tax Category: **16** 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

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

18 Adjust the Tax rate/amount, if required. Also fill in the Tax exempt field as per requirement.

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

Tax Category: 0% VAT / UK Tax Charges - Purchase No Shipping Documents Special Handling Discount

17 Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		test		1	EA	\$100.00 USD	\$100.00 USD

Tax
 Category: 0% VAT / UK Tax Charges - Purchase No
 Location:
 Description: UK Tax Charges - Purchase Not Liable to VAT
 Regime:
 Date Of Pre-Payment:
 Law Reference:
 Taxable Amount: \$100.00 USD
 Rate(%): 0
 Tax Amount: \$0.00 USD
 Exempt Detail: (no value)
 Date Of Supply: Exempt
 Triangular Transaction

18

Additional Fields
 clientNumber:
 serialNumber:
 accountingCode:

19

Next

Review and Submit

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

20a 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

20b 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.

Create Invoice 20b 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

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

REMIT TO: BILL TO: SUPPLIER:

21 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.

Invoice TEST-123 has been submitted.

-
- Exit invoice creation

21

22 Invoices submitted against the PO will be displayed under the **Related documents** area on the particular PO

Purchase Order: PT70195662 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

From:
Deutsche Bank AG, New York Branch
100 PLAZA ONE
JERSEY CITY, NJ 07311-3999
United States

To:
US Light Account-TEST
114 Test St
US Test City, AL 35006
United States
Phone:
Fax:
Email: sravan.kumar.rv@accenture.com

Purchase Order
(Partially Invoiced)
PT70195662
Amount: \$10,000.00 USD
Version: 1

Payment Terms ⓘ
NET 30

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for Purchases and Orders of Deutsche Bank Group apply. If there is an overriding framework agreement, those conditions supersede the Purchasing Guidelines. You will find the ... [View more >](#)

Other Information
Requester Email: Test_US_User2@db.com
Preparer email: irish.j.c.oliver@accenture.com
Preparer Name: Irish Oliver
Company Code: 0839
Purchasing Unit Name: United States
[View less >](#)

22

Routing Status: Acknowledged
Related Documents: [TEST1234-A/2018](#)

23 Click on **Done** to move to SAP Business Network Home page

Purchase Order: PT70195662 23 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

From:
Deutsche Bank AG, New York Branch
100 PLAZA ONE
JERSEY CITY, NJ 07311-3999
United States

To:
US Light Account-TEST
114 Test St
US Test City, AL 35006
United States
Phone:
Fax:
Email: sravan.kumar.rv@accenture.com

Purchase Order
(Partially Invoiced)
PT70195662
Amount: \$10,000.00 USD
Version: 1

Payment Terms ⓘ
NET 30

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for Purchases and Orders of Deutsche Bank Group apply. If there is an overriding framework agreement, those conditions supersede the Purchasing Guidelines. You will find the ... [View more >](#)

Other Information
Requester Email: Test_US_User2@db.com
Preparer email: irish.j.c.oliver@accenture.com
Preparer Name: Irish Oliver
Company Code: 0839
Purchasing Unit Name: United States
[View less >](#)

23

Routing Status: Acknowledged
Related Documents: [TEST1234-A/2018](#)

Once Invoice is submitted, you will receive an e-mail notification from SAP Business Network, with the invoice status as shown below

Your customer Deutsche Bank Group - TEST updated your invoice on SAP Business Network.

You can view the invoice in your online Outbox (ANID: AN11022698815-T).

Country	ES
Customer	Deutsche Bank Group - TEST
Invoice number	INVSVT17
Invoice Status	Sent
Description:	This document has been digitally verified.

If you have any questions, contact your customer.

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

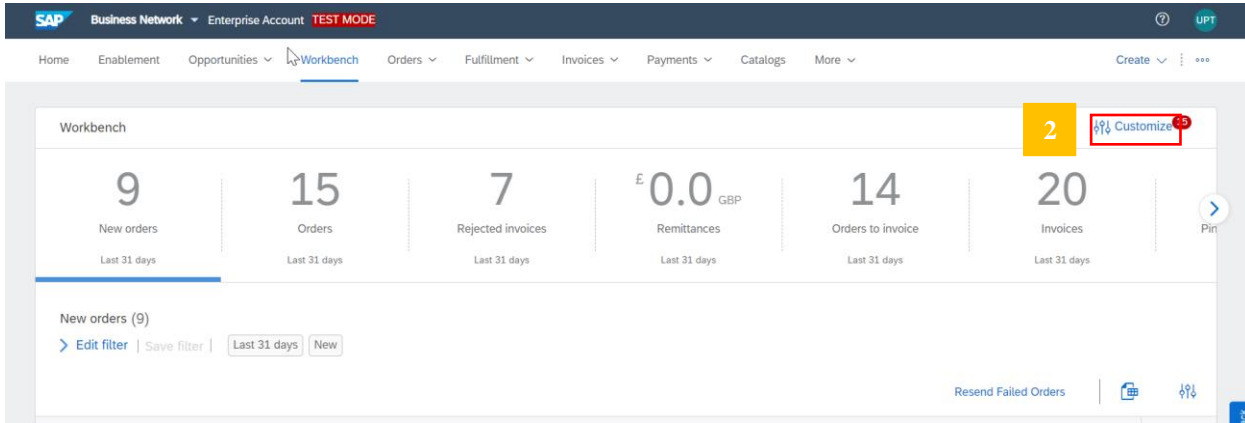
Region	New e-mail address
Australia	au.p2phelp@s2p.db.com
Brazil	br.p2phelp@s2p.db.com
France	fr.p2phelp@s2p.db.com
Germany	de.p2phelp@s2p.db.com
Hong Kong	hk.p2phelp@s2p.db.com
India	ind.p2phelp@s2p.db.com
Ireland	ie.p2phelp@s2p.db.com
Italy	italy.p2phelp@s2p.db.com
Japan	jp.p2phelp@s2p.db.com
Netherlands	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

STEPS TO LOCATE PURCHASE ORDERS

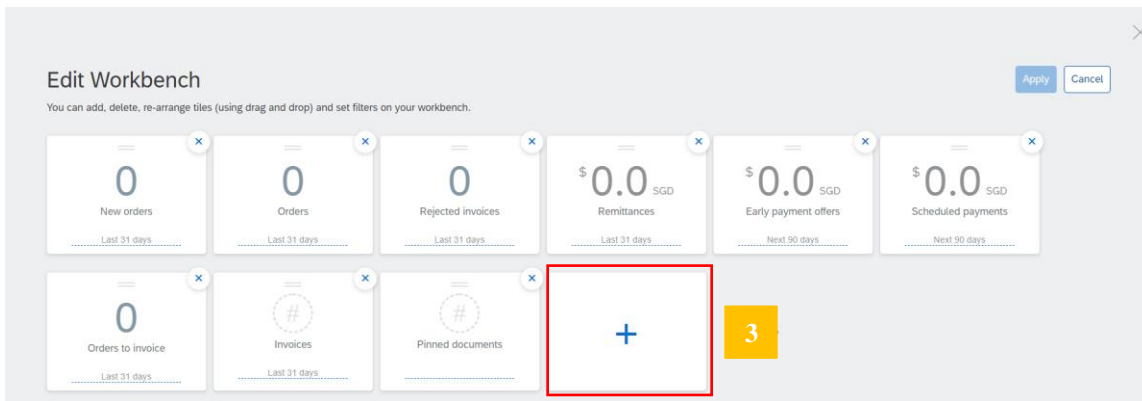
- 1 From the home screen, click on **Workbench** and select the **Orders** tile.

The screenshot displays the SAP Business Network Workbench dashboard. The top navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Workbench' section features a grid of tiles: 'New orders' (9), 'Orders' (15), 'Rejected invoices' (7), 'Remittances' (£ 0.0 GBP), 'Orders to invoice' (14), and 'Invoices' (20). The 'Orders' tile is highlighted with a red box. Below the grid, there is a section for 'New orders (9)' with options to 'Edit filter', 'Save filter', 'Last 31 days', and 'New'. A 'Resend Failed Orders' button is visible at the bottom right.

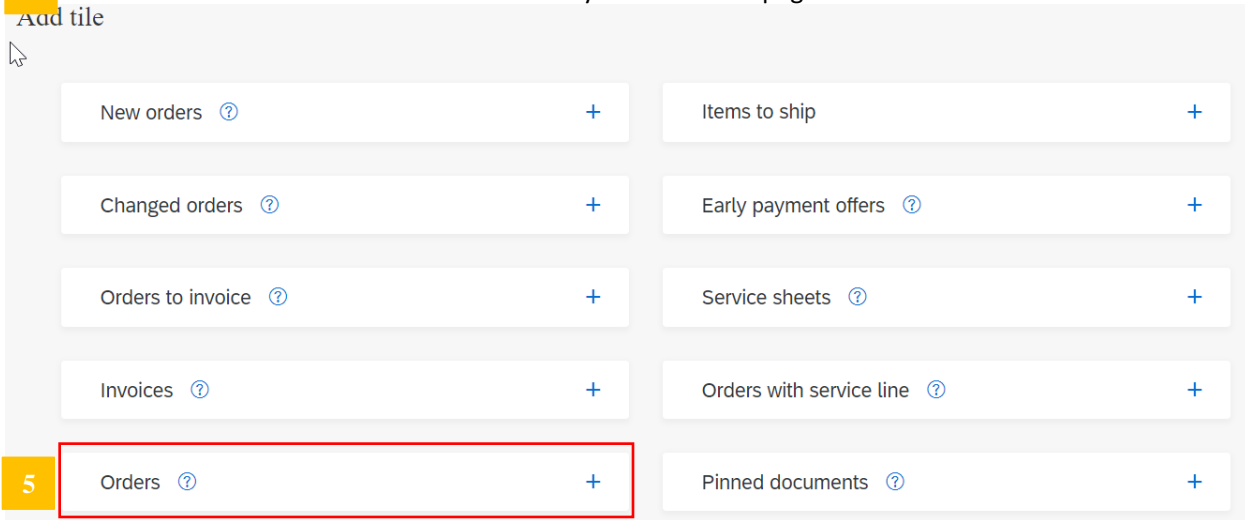
- 2 If you do not find the **Orders** tile, click on the **Customize** option and add orders



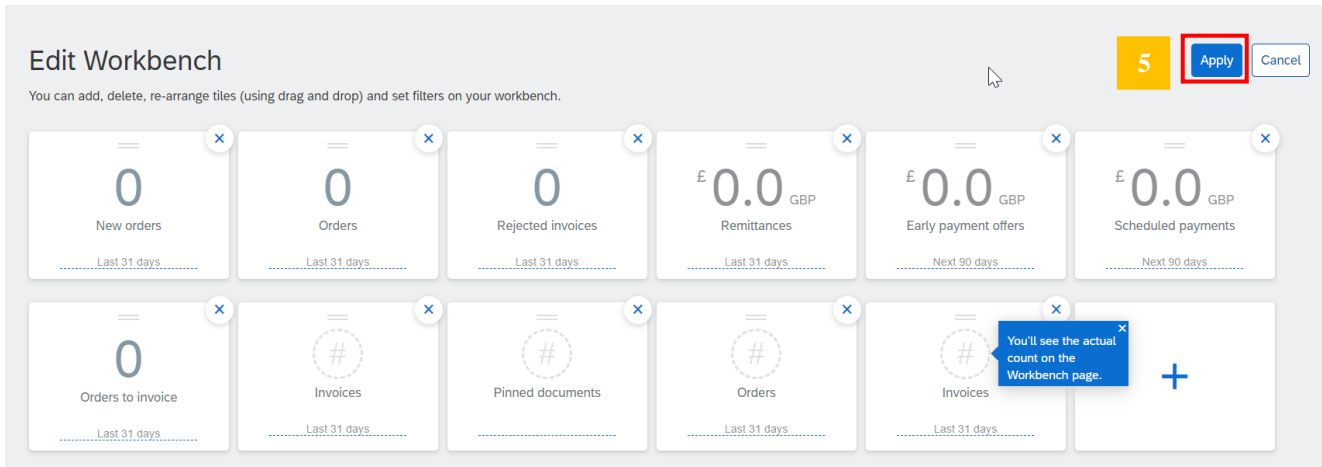
3 Click on the + symbol to add the Orders tile.



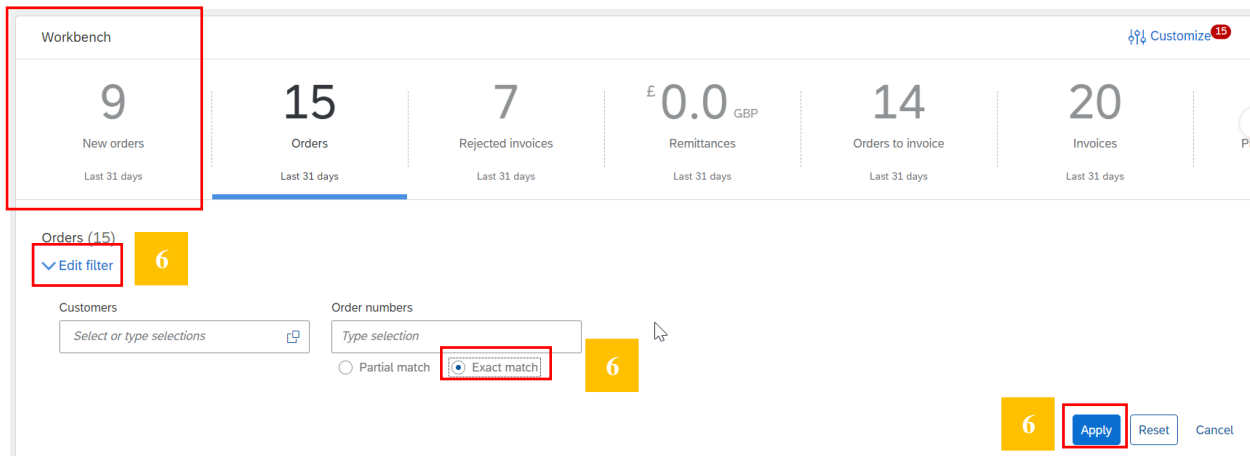
4 Select **Orders**. This will add a tile and take you to the next page.



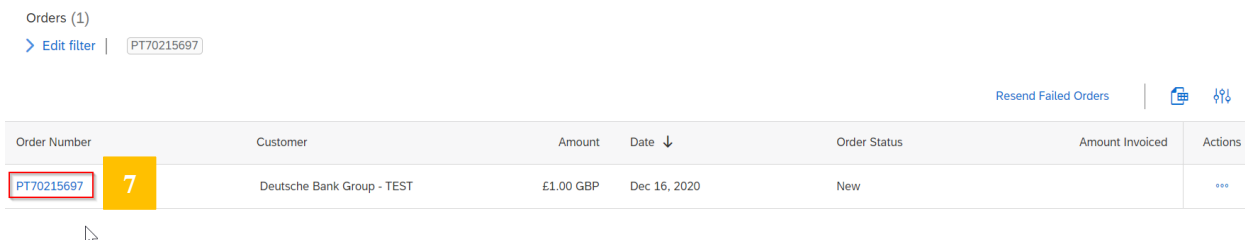
5 On the next page, click on **Apply**. This will add a tile and take you to the home page



6 Click on Orders and Click on **Edit filter** and select the **Exact match** radio button under **Order numbers**. Enter the PO number you want to submit your invoice against and click on **Apply**. This will display the PO



7 Click on the PO number. This will take you inside the PO, displaying all the details of the PO



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
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
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