

Title: - Deutsche Bank Group – How to Submit a PO Invoice

Before submitting your first invoice via SAP Business Network, please update your tax/VAT ID in your profile following the instruction 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 a PO invoice).

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 password here and click **Login**. In the next page, enter your **password** and click **Sign In**.

Business Network -	■ ⑦
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
Register Now or Learn more	

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

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

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

Edit Product and Service I	nformation			X Save Cancel
	Product and Service Categories Ship-to	or Service Location Industries Served		
My Selections Enter your company's products and services. Postings mad	by buyers will be matched to you based on the pro	oduct and service categories you enter below.		
+ Add Category	Agricultural machinery for cleaning a X	Cash grains harvesting services	×	

Edit Product and Service Information	X Save Cancel	Add new category
Product and Service Categories Ship-to or Service Location Industries Served		Search categories to add
My Selections Enter 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		



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

Edit Product and Service Information Product and Service Categories Ship-to or Service Location Industries Served My Selections	K Browse K Highway and read construction services Highway and read maintenance service
Enter 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.	Highway and road new construction service +
+ Add Category Agricultural machinery for cleaning X Cash grains harvesting services X	repair service
	Highway reflector installation service + Kighway and road sign or guardral construction and repair ser ×)
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Select the correct Product & Service Categories and click Add. _

Product and Service Categories Ship-to or Service Location Industries Served My Selections Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile. I hy ou have global capabilities, browse and select "Global." Add the locations, click one or more map pin icons to indicate that you maintain a physical presence in that location. Add Locations Germany	Edit Product and Service	Information			Savo	X
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- Click **Ship-to or Service Location** to add the location where your company ships to. Then click **+ Add Locations.**

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+ Add Locations Germany © X		



- 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.

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- 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
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Tax Information	
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	Tax Clearance
Tax Clearance Number:	
Tax Clearance Document:	<no document=""> Upload</no>
Tax Clearance Expiry Date:	

- 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 invoice.

HOW TO SUBMIT PO INVOICES

- 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.



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- Login to your SAP Business Network account using login credentials (Username and Password)

SAP Business Network -	
Supplier sign-in	SAP Business Network for suppliers webinars Register or access on-demand webinars specifically designed for support
Username	them on their journey. I hese cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.
Next Forgot username	Learn More
New to SAP Business Network? Register Now or Learn more	

- Click on **Create Invoice**.

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

Business Network Standard Account Get enter	erprise account TEST MODE		(? PT
Purchase Order: PT70380281			Done
Create Order Confirmation Create Ship Notice	Create Invoice •	<u>+</u>	æ
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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.

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 one calendar day.
- Customer name on the *choose address* drop down is copied from the PO automatically and this should not be amended. If the customer's name is not copied automatically, please select the correct customer's name from *choose address* drop down. This name must match that on the PO otherwise the invoice will be rejected.
- Invoice reconciler/approver is auto populated, if this not copied from PO automatically, please use DB requester name from Purchase Order. This name must match that on the PO otherwise the invoice will be rejected.

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- 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).
- 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 👻			
Attachments The total size of all atta	achments cannot exceed 30MB		Remove
Choose File No file	Add Attachmen	k l	

Invoice line items

All available line items on the PO are mapped to a corresponding invoice Line Items. 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 above image) on the Line Items level will be greyed out).

- If you have a Line Item that you do not want to include in the invoice, click on the blue button mark to grey out to the Line Items.

Do not set the Line Items quantity to 0 as this will result in a non-compliant invoice.

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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	ine Items							1 Line I	tems, 1 Include	d, 0 Previously Fully Inv	voiced
Insert L	ine Item Op	otions	ax Category:	19% VAT / Standard Rat	e of Input Tax / N 💛 🗌 Shipping Documen	ts Special Handling	Discount			Add to Included Line	95
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	1		MATERIAL		Enter a description for this item.					75,000.00 EUF	i
	Тах										
			cli	ientNumber:							
	Additiona	I Fields	se	erialNumber:							
			acco	untingCode:							
Ļ	Line Ite	m Actions 🔻	Delete								



- 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.

	include Type	Part #		Description	Customer Part #		Quantity	Unit	Unit Price	Subtotal
1	MATERI	4L		Enter a description for this item.			1	EA	100.00 EUR	100.00 EUR
Tax		Category: * 0% VAT	Purchase not liable to VAT / Me	~	Taxable Amount:	100.00 EUR			1	Rem
		Location:			Rate(%): Tax Amount:	0 0.00 EUR				
		Description: Purchase	not liable to VAT / Mehrwertsteu	er Deutschland - Steuerbefreit	Exempt Detail:	(no value) 🗸				
		Regime:		T [×]	Reason for Tax Exemption:	(no value)	~			
						Zero Rated				
	Date	Of Pre-Payment:			Date Of Supply:*	Exempt				
		Law Reference:			mangular n	anaacuun				
		clientNumber:								
	al Fields	serialNumber:								
Additiona										
	al Fields	clientNumber:								

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. The **Save** option can be used to save the invoice. After having saved the invoice, a notification will show you the date the invoice will be backed up. The saved invoice will be available in the Invoices tile.

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Taske. The di I'you want you'r invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive	ocument's originating country is old invoices once you subscrib	:Germany. The document's destinat	ion country is:Italy.	
Top dovd for long				
standard invoice				
Invoice Number: TEST9876-C/2024	Subtotal:	100.00 EUR		
Invoice Date: Thursday 21 Nov 2024 2:48 PM GMT+01:00	Total Tax:	0.00 EUR		
Original Purchase Order: PT70380281	Amount Due:	100.00 EUR		

	Business Network - Standard Account Get enterprise account			(PT)					
(Create Invoice		Previous Save	Submit Exit					
	Invoice "TEST9876-C2024" is saved. The saved invoice will be kept until 10 Jan 2025. Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is: Germany. The document's destination country is:taly.								
	If you want your invoices to be stored in the SAP Business Network 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: TEST9876-C/2024	Subtotal:	100.00 EUR						
	Invoice Date: Thursday 21 Nov 2024 2:48 PM GMT+01:00 Original Purchase Order: PT70380281	Total Tax: Amount Due:	0.00 EUR 100.00 EUR						



- If no corrections are needed, please click on **Submit** to send the invoice to Deutsche Bank Group.
- 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.

Business Network - Standard Account Get enterprise account TEST INCE	(PT)
Invoice TEST9876-C/2024 has been submitted.	
Bits a root of the involve Exit involve creation.	

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

Business Network - Standard Account Get enterprise account		⑦ PT
Purchase Order: PT70380281		Done
Create Order Confirmation • Create Ship Notice Create Invoice •		±
Order Detail Order History		
Port: Potest-beans S.p.A. Potest of Calendario 3 2028 Manao taly	Te: PME FAMILIENSEEV/CE GMBH-TEST BLUMENSTR R0 10707 ESSIN Gentamy Phone: 44 (6173) 9449343 Fmae: 46173 (9449343	Purchase Order (Involved) PT70380281 Amount: 100.00 EUR Version: 1 Track Order
Payment Terms () NET 30 Comment Spat. Terms and Conditions		Routing Status: Acknowledged Related Documents: TEST0876-C/2024
teory conclusione: it presente runne si intenoera accettato per effetto del newmento da parte dell'Uffico Giobal P Otter Information Program ennal: Program Rome Company Code: 0866 Purchang Unit Name: Italy Veen less a	urchsang is -Cost Management, Devisione Islank S.p.A., Prazza del Calendario 3 - 20128 Milano, View more -	

- Click on **Done** to move to SAP Business Network Home page.

Business Network + Standard Account Get enterprise account TEST MODE		① PT
Purchase Order: PT70380281		Done
Create Order Confirmation		± @
Order Detail Order History		
Form: Poutche Bank Sp. A. Piszar del Colinedario 3 2022 Milano Maro traly	To: Pet FAMILENSERVICE GMBH TEST BLUMENTE 60 10787 ESSEN German, Phone +40 (0373) 0440343 Phone +40 (0373) 0440343 Phone +40 (0373) 0440343 Phone +40 (0373) 0440343	Purchaie Order (Involved) PT70380281 Amount: 100.00 EUR Version: 1 Track Order
Payment Terms 🕖 NET 30		Routing Status: Acknowledged Related Documents: TEST9976-C/2024
Comments Comment Type: Terms and Conditions Body:Conclusione: It presente Ordine si intenderà accettato per effetto del ricevimento da parte dell'Ufficio Gio	bal Purchasing & Cost Management. Deutsche Bank S.p.A., Piazza del Calendario 3 - 20126 Milano, View more »	
Other Information Preparer small: Company Code: 0866 Purchasing UUN Name: Italy View Less »		



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

- 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



STEPS TO LOCATE PURCHASE ORDERS

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

Busines	s Network 🔻 Stan	dard Account Get enter	prise account				\$ Q @ <u>8</u>
Home Enabl	ement Discover	/ ~ Workbench	Orders v Fulfillment v	Invoices v Payments v	Catalogs ~ More ~		Create 🗸 🛛 🚥
Workbench							💱 Customize 1
			-				
C)	1	0	2	5	0	0
New o	rders	Orders	Orders to invoice	Rejected invoice	s Invoices	Pinned documents	Open ,
Last 31	days	Last 31 days	Last 31 days	Last 31 days	: Last 31 days		: Last 90 «

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

SAP	Business Network	 Standard Ad 	count Get en	terprise account	TEST MODE						¶ D @	8
Home	Enablement	Discovery ~	Workbench	Orders ~	Fulfillment v	Invoices 🗸	Payments v	Catalogs 🗸	Reports More ~		Create 🗸	
Work	kbench										ై≋ Custo	mize
	0		0		2		5		0	0		Q
	New orders Last 31 days	0	Last 31 days		Rejected invoices		Invoices Last 31 days		Pinned documents	Open postings Last 90 days	M	Last 90 «
Ne	w orders (0)	ave filter L	ast 31 days	200								tback

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

ustomize Workb	ench				Apply Cancel
Can add, delete, re-arrange tiles (t	using drag and drop) and set filters of Orders to invoice Last 31 days	n your workbench.	5 Invoices Last 31 days	0 Pinned documents	Open postings Last 90 days
O Matched Leads Last 90 days	H K K K K K K K K K K K K K K K K K K K	Transformers	+		



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

Select a tile 🛛 🖉 Tiles alre	ady selected					×
Order						
New orders ③	+	Changed orders ③	+	Ord	lers to invoice 💿	+
Orders 💿	+	Items to confirm 💿	+	Iten	ns to ship	+
Orders with service line (?)	+	Items to service	+	Ord	lers to Summary invoice	+

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



- 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 on click on **Apply**. This will display the PO.

Home Enablement Discovery Workbench Orders < Futfillment < Invoices < Payments < Catalogs < Reports	Business Ne	etwork 🔻 Standard Acc	Get enterprise accor	Int It's teache			\$ D \$
Workbench 2 2 1 days Last 31 days Last 31 days Last 31 days Last 30 days Last 90 days Last	Home Enableme	ent Discovery ~	Workbench Orders ~	Fulfillment - Invoices	Payments ~ Catalogs ~	Reports More ~	Create 🗸 🕴 🚥
2 Noices 5 Invoices 1 1 days Last 31 days 0 Criters (1) Customers Select or type selections 0 Matched Leads Last 90 days Last 31 days Last 31 days Last 31 days Last 31 days 0 Printed Leads Last 90 days Last 31 days Last 31 days 1 Printed Leads Last 90 days 10 days 1	Workbench						ెంజి Customize
Invoices Invoices Pinned documents Open postings Matched Leads Invited Leads Orders 1 days Last 31 days Last 90 days Last 90 days Last 90 days Last 90 days Last 30 days Last 31 days Orders (1) Edit filter Save filter Order numbers Type selection Type selection Partial match Exact match	2	5	0	0	0	0	1
Indices indices Printed documents Open postings matched cends infrited Leads Octers 1 days Last 30 days Last 90 days Last 90 days Last 90 days Last 31 days Orders (1) V Edit filter Customers Order numbers Select or type selections 1 Type selection O Partial match 0 Eads	nunicos	Javoisas	Dispect design		U Matched Log	de Invited Leade	
Orders (1) ✓ Edit filter Save filter Customers Order numbers Select or type selections Select or type selections Order numbers	1 days	Last 31 days	Finited docu	Last 90 d	ays Last 90 days	Last 90 days	Last 31 days
Vedir filter Save filter Customers Order numbers Select or type selections I Type selection Order numbers							
Customers Order numbers Select or type selections Partial match Exact match	Orders (1) ✓ Edit filter	Save filter					
Select or type selections D Type selection O Partial match Exact match	Customers		Order numbers				
O Partial match	Select or type	selections	D Type selection				
			O Partial match	Exact match			
							Apply Reset



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

Oldels (±)							
✓ Edit filter Save filter	PT7038028	1					
Customers		Order numbers					
Select or type selections	đ	PT70380281 ×	Type selection				
		 Partial match 	 Exact match 				
						Apply	Res
						Resend Failed Orders	
Order Number	Customer		Amount	Date ↓	Order Status	Amount Invoiced	Act

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

