



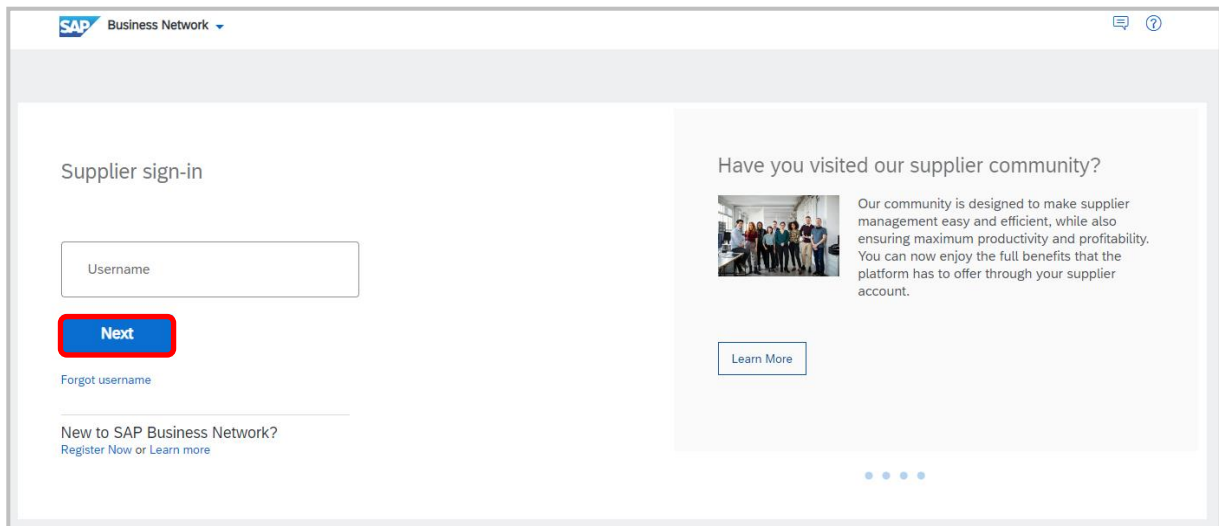
Title: - Deutsche Bank Group – How to Submit a PO Invoice

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).

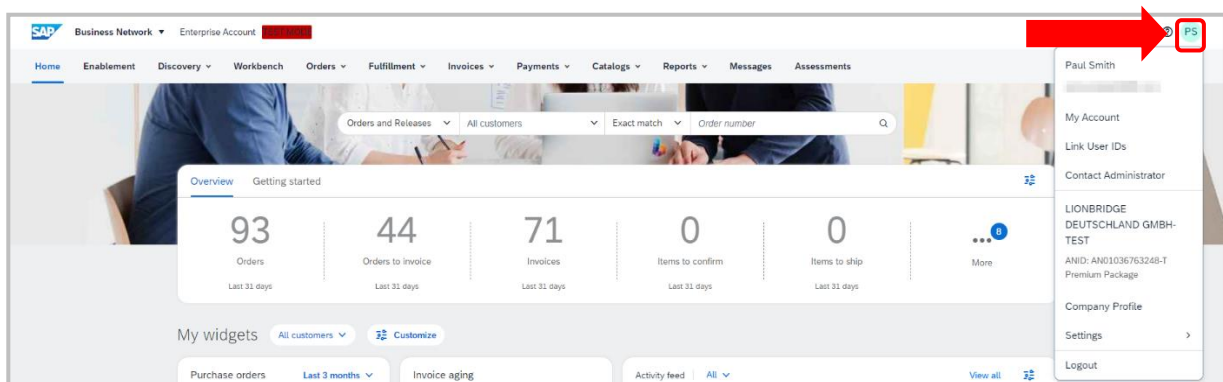
UPDATING TAX ID / VAT ID ON COMPANY PROFILE

Log in to the SAP Business Network supplier portal using the following link – 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 password here and click **Login**. In the next page, enter your **password** and click **Sign In**.

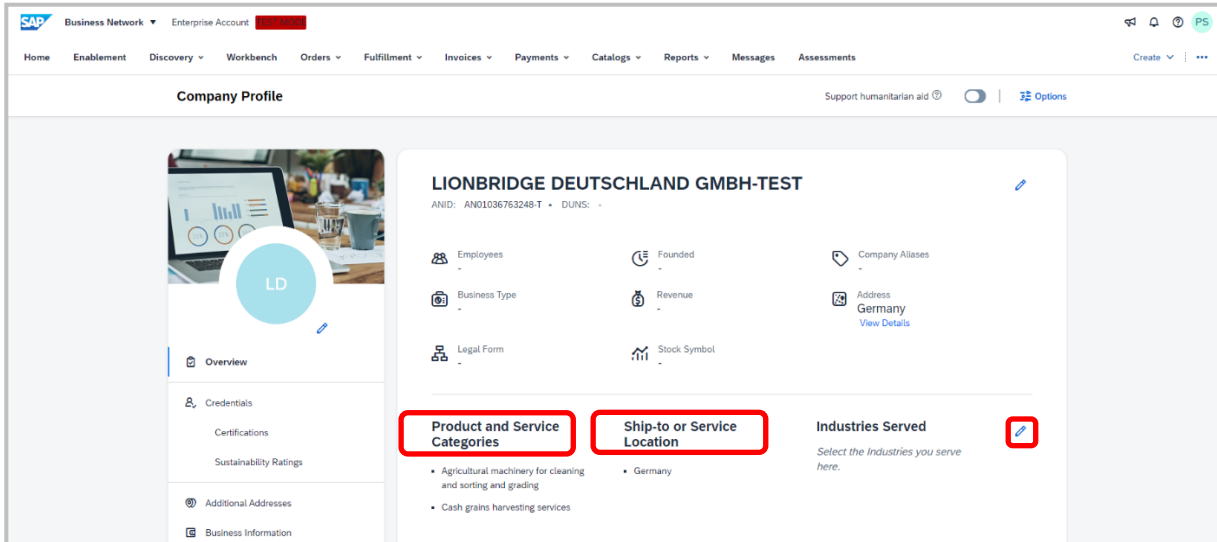


- From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**.

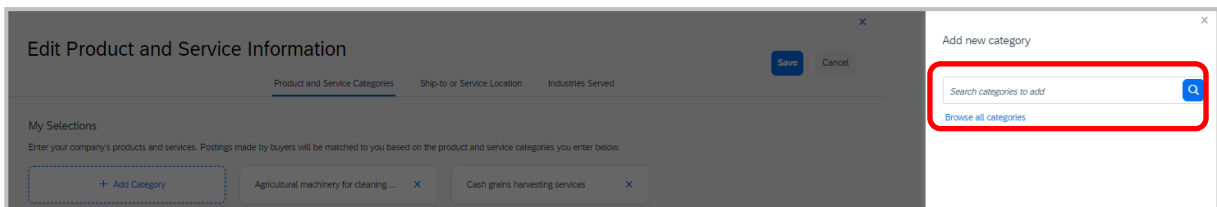
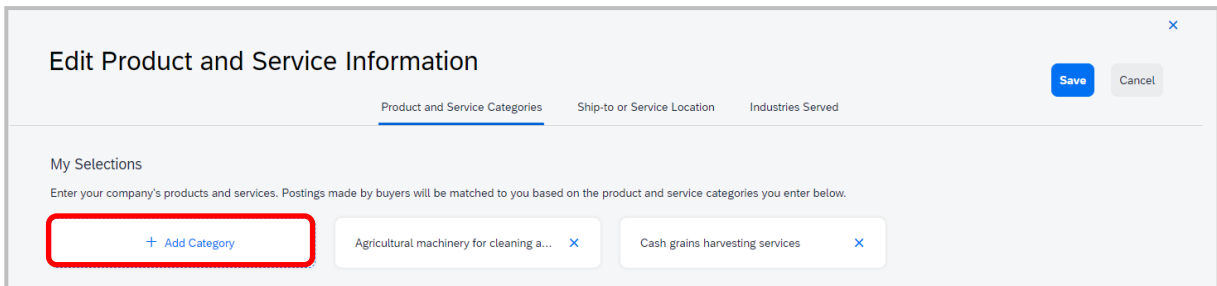




- On **Company Profile**, update type of **Product & Service Categories** and **Ship-to and Service Location** by clicking on the **“Pen”** icon.

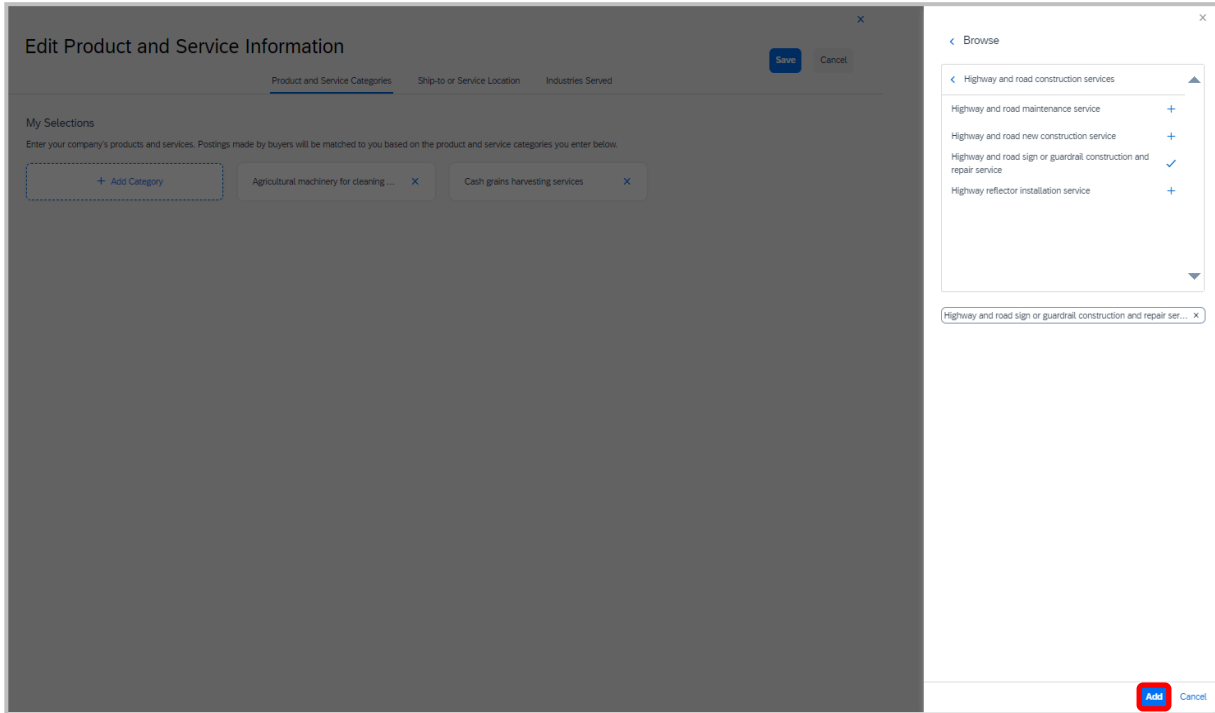


- Click **+ Add Category** to enter your company’s products and services.

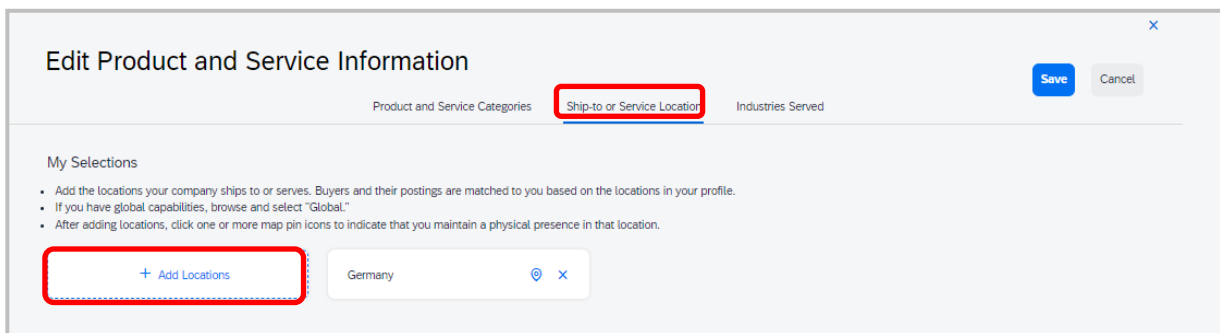




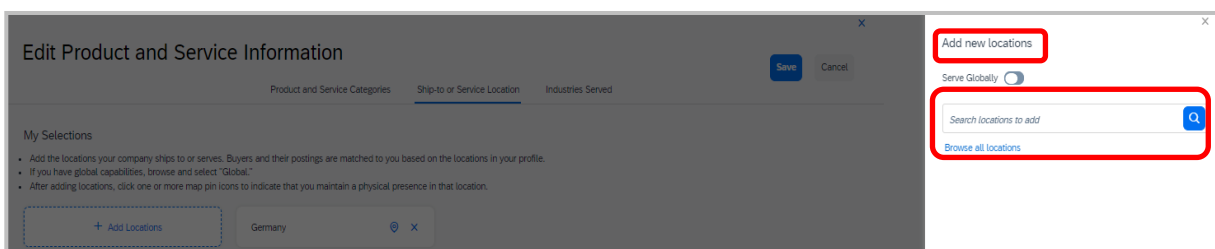
- Add the new category by using the search function or by clicking on **Browse all categories**.



- Select the correct Product & Service Categories and click **Add**.



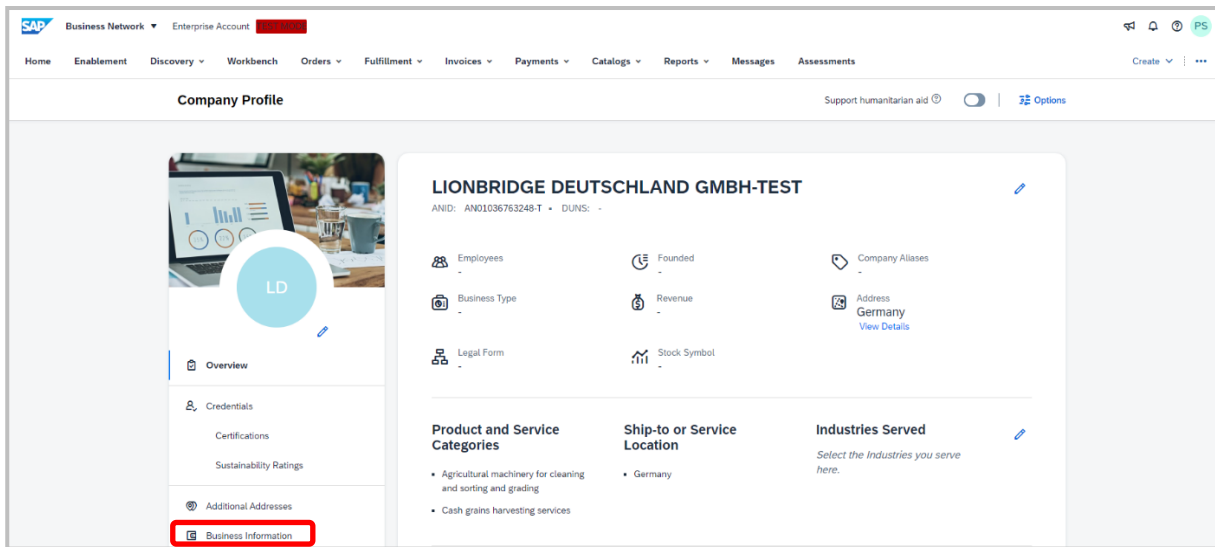
- Click **Ship-to or Service Location** to add the location where your company ships to.
- Then click **+ Add Locations**.



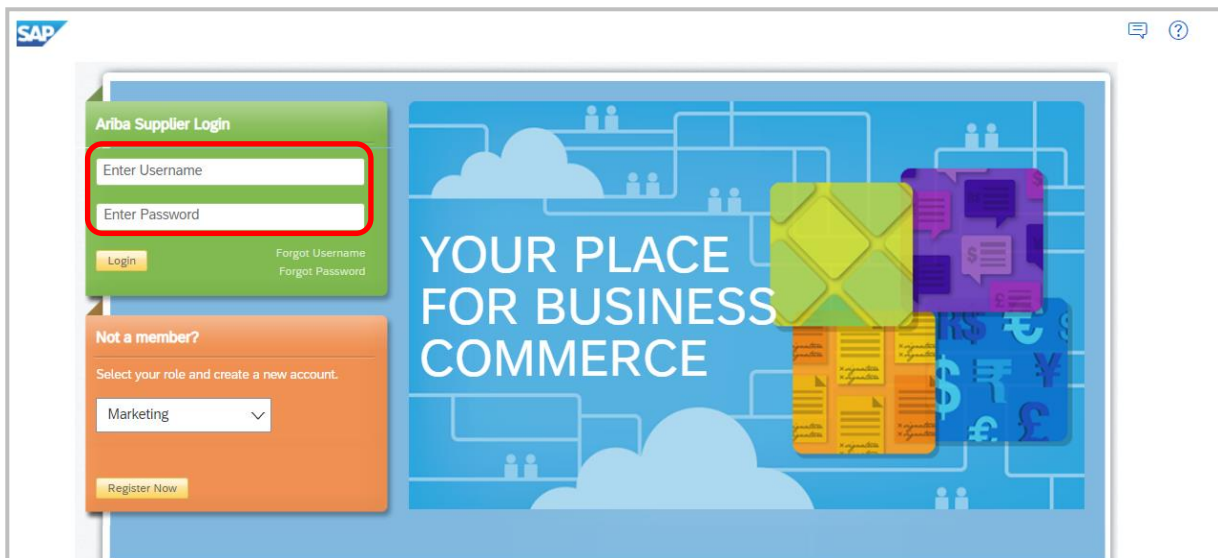


- Add the new location by using the search function or by clicking on **Browse all locations**.
- Select the correct location and click **Add**.

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.



Additional Information [Save](#) [Close](#)

Additional Addresses **Business** Customer Requested Additional Documents

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: ⓘ

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

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: ⓘ

- 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.



Deutsche Bank Group - TEST sent a new Purchase Order PT70380281 - Message (HTML)

File Message Help Tell me what you want to do

Sensitivity Share to Teams All Apps Mark Unread Find Zoom Report Phish

Deutsche Bank Group - TEST sent a new Purchase Order PT70380281

To: "Deutsche Bank Group - TEST" <ordersender-prod@ansmp.ariba.com>

Expires 19/11/2027 Tue 19/11/2024 14:19

Retention Policy Email Retention Policy (3 years)

This sender ordersender-prod@ansmp.ariba.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

PT70380281.htm 34 KB

SAP Ariba

Deutsche Bank Group - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Deutsche Bank Group - TEST

For our valued supplier,

You are receiving this enhanced interactive email notification because DB has introduced some technical updates. You will notice that your notifications now display a "Process order" button. However as an Ariba Network-enabled supplier your process will remain the same. By clicking on the "Process order" button you will simply be routed to the login page and will be asked to login using your existing Ariba Network account.

For any inquiries, please contact [dbBuyer Helpdesk](#) team.

Process order

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

<p>From: Deutsche Bank S.p.A. Piazza del Calendario 3 20126 Milano Milano Italy</p>	<p>To: PME FAMILIENSERVICE GMBH-TEST BLUMENSTR 60 10787 ESSEN Germany Phone: +49 Fax: +49 Email:</p>	<p>Purchase Order (New) PT70380281 Amount: 100,00 EUR Version: 1</p>
--	---	---

Payment Terms
NET 30

Comments
Comment Type: Terms and Conditions

Other Information
Preparer email: T
Preparer Name: T
Company Code: 0896
Purchasing Unit Name: Italy

<p>Ship All Items To</p> <p>Deutsche Bank S.p.A. Piazza del Calendario 3 20126 Milano Milano Italy Ship To Code: 0896 Email:</p>	<p>Bill To</p> <p>Deutsche Bank S.p.A. Piazza del Calendario 3 20126 Milano Milano Italy</p>	<p>Deliver To</p> <p>Test25 Deutsche Bank S.p.A.</p>
---	---	--

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Unit Price	Subtotal
1		Not Available Enter a description for this item.	Material		1 (EA)	100,00 EUR	100,00 EUR

Accounting	
Percentage	Percentage 100
GL Account	ID 0772200018
Cost Center	ID 0896000001

Other Information
Req. Line No.: 1
Requirer: T
PR No.: PR571651
Deliver To: Test25
Vendor-Supplier Name: PME FAMILIENSERVICE GMBH
Commodity Code Parent: L3 Stationery
Supplier ID: 1002302850
Classification Domain: custom
Classification Code: 25300511

Order submitted on: Tuesday 19 Nov 2024 2:16 pm GMT+01:00
Received by SAP Business Network on: Tuesday 19 Nov 2024 2:19 pm GMT+01:00
This Purchase Order was sent by Deutsche Bank Group - TEST AN01013090688-T and delivered by SAP Business Network.

Sub-total: 100,00 EUR

Questions or comments for your customer?

Post message

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.

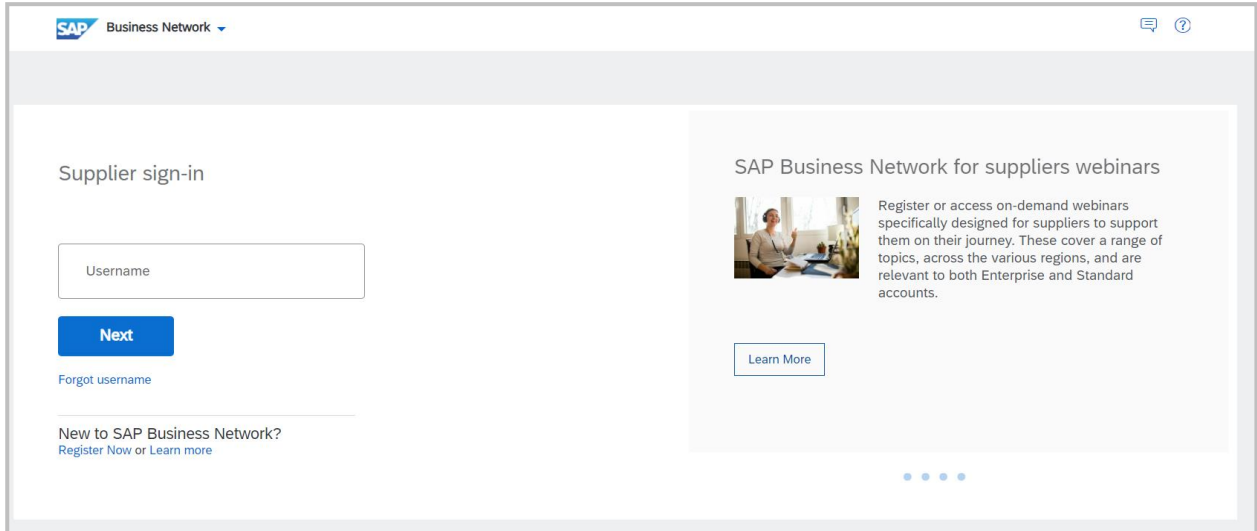
Go Mobile

Ariba, Inc.,
SAP Business Network Privacy Statement | Ariba Data Policy | Help Center

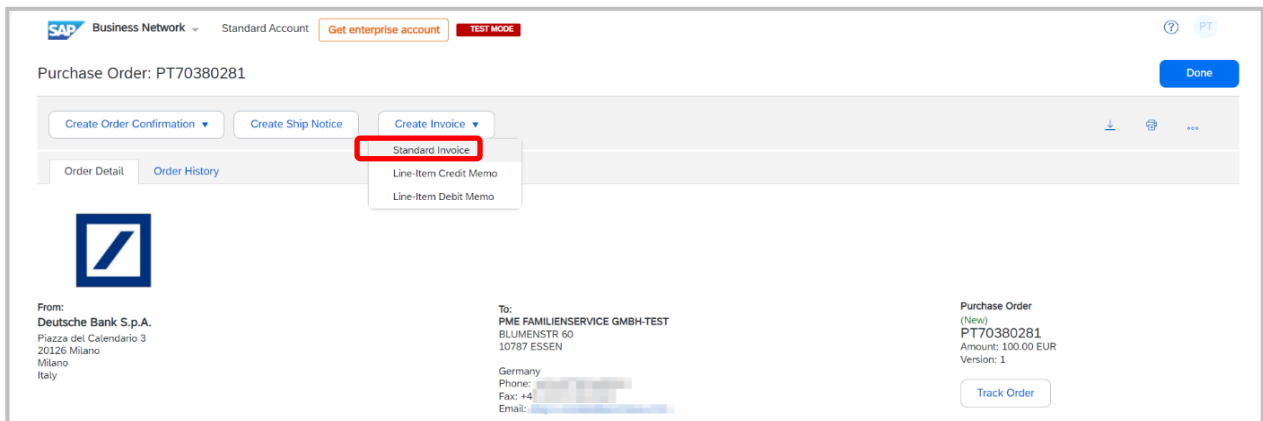
Page 6



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



- 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.

- 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 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.

The screenshot shows the 'Create Invoice' interface in SAP Business Network. Key elements include:

- Invoice Header:** Contains a summary with fields for Purchase Order (PT70380281), Invoice # (TEST9876-C/2024), Invoice Date (21 Nov 2024), Subtotal (100.00 EUR), Total Tax (0.00 EUR), and Amount Due (100.00 EUR). The 'Invoice #' and 'Invoice Date' fields are highlighted with a red box.
- Shipping:** Includes 'Header level shipping' (selected) and 'Line level shipping' options. It also shows 'Ship From' and 'Ship To' information for 'PME FAMILIENSERVICE GMBH-TEST' and 'Deutsche Bank S.p.A.' respectively.
- Payment Term:** Shows 'Net Term(days): 30'.
- Additional Fields:** Contains fields for 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', 'Service Start Date', 'Service End Date', 'Choose Address', and 'Customer'. The 'Choose Address' dropdown is set to 'Deutsche Bank S.p.A.' and is highlighted with a red box. Below it, the 'Customer' field is also highlighted with a red box.



- 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.

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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		MATERIAL		Enter a description for this item.		1	EA	100.00 EUR	100.00 EUR



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

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

Insert Line Item Options

Tax Category: 19% VAT / Standard Rate of Input 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.					75,000.00 EUR

Tax

clientNumber:

Additional Fields

serialNumber:

accountingCode:



- 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.

The screenshot shows the SAP 'Line Items' form. At the top right, there is a button labeled 'Add to Included Lines'. Below the table, the 'Tax' section is expanded, showing a red box around the tax details: Taxable Amount (100.00 EUR), Rate (%), Tax Amount (0.00 EUR), Exempt Detail, Reason for Tax Exemption, and Date of Supply. At the bottom of the form, there are buttons for 'Update', 'Save', 'Exit', and 'Next', with 'Update' and 'Next' highlighted in red.

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.

The screenshot shows the 'Create Invoice' page in SAP Business Network. The 'Save' button is highlighted in red. Below the form, there is a summary of the invoice details:

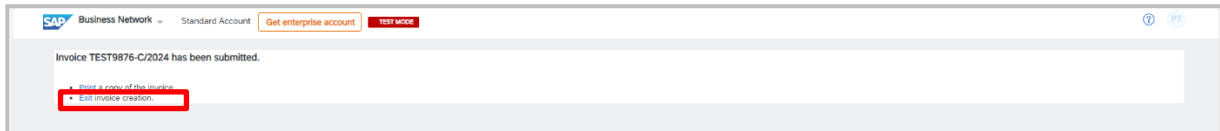
Invoice Number:	TEST9876-C/2024	Subtotal:	100.00 EUR
Invoice Date:	Thursday 21 Nov 2024 2:48 PM GMT+01:00	Total Tax:	0.00 EUR
Original Purchase Order:	PT70380281	Amount Due:	100.00 EUR

The screenshot shows the 'Create Invoice' page after clicking 'Submit'. The 'Submit' button is highlighted in red. A red box highlights a confirmation message: 'Invoice "TEST9876-C/2024" is saved. The saved invoice will be kept until 10 Jan 2025.' Below this, the same invoice summary table is shown:

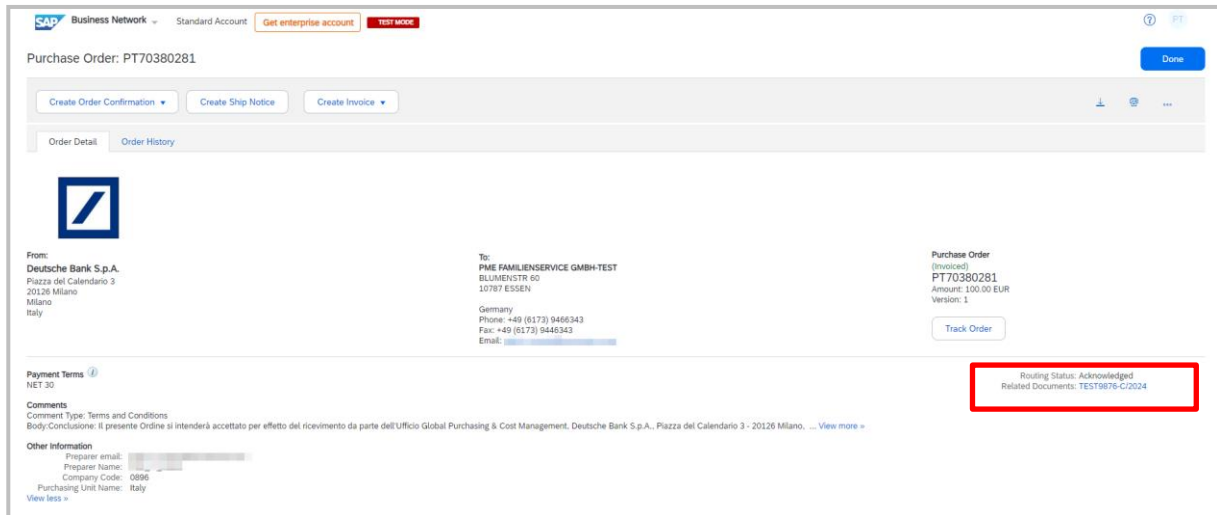
Invoice Number:	TEST9876-C/2024	Subtotal:	100.00 EUR
Invoice Date:	Thursday 21 Nov 2024 2:48 PM GMT+01:00	Total Tax:	0.00 EUR
Original Purchase Order:	PT70380281	Amount Due:	100.00 EUR



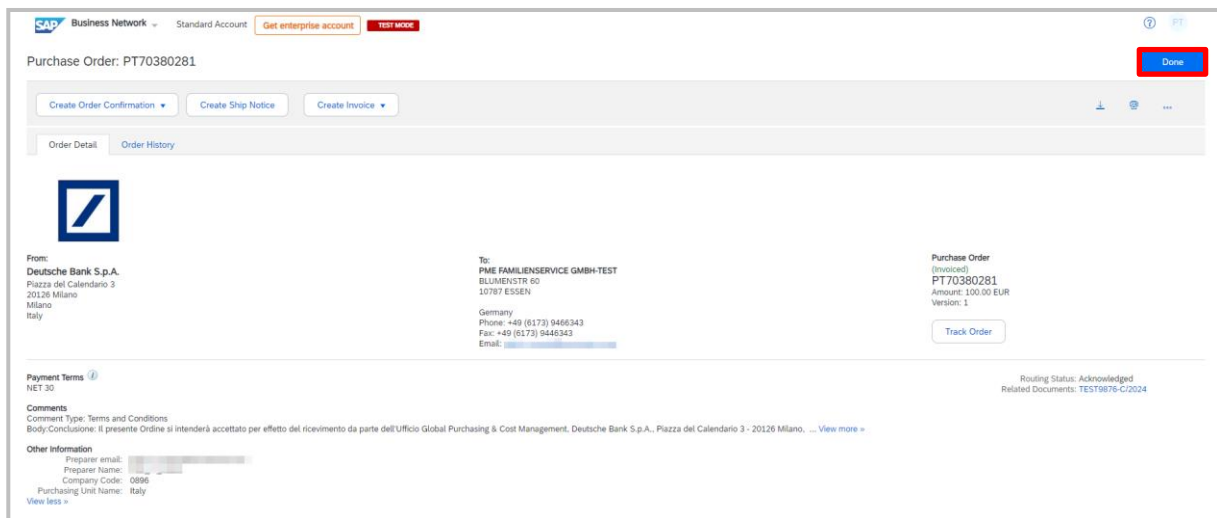
- If no corrections are needed, please click on **Submit** to send the invoice to Deutsche Bank Group.
- Once the invoice is submitted, you will be routed to a confirmation page, confirming that the invoice has been submitted. Click on **Exit** to move to the Purchase Order.



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



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





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

SAP Ariba

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.

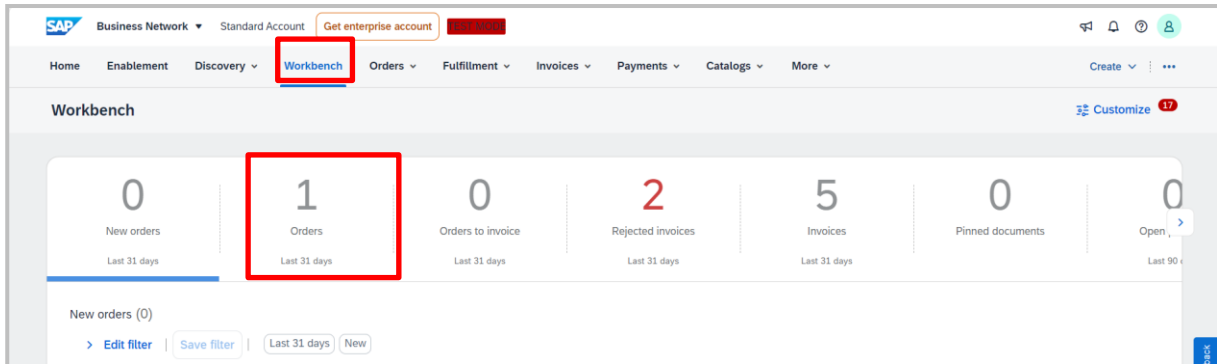
- If you are unable to resolve your query with the steps above, please contact the Deutsche Bank P2P Vendor Helpdesk.

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

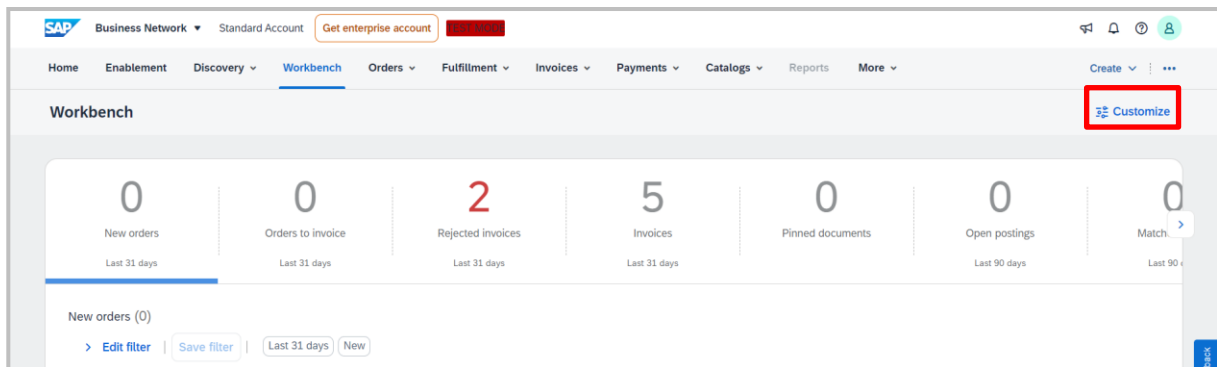


STEPS TO LOCATE PURCHASE ORDERS

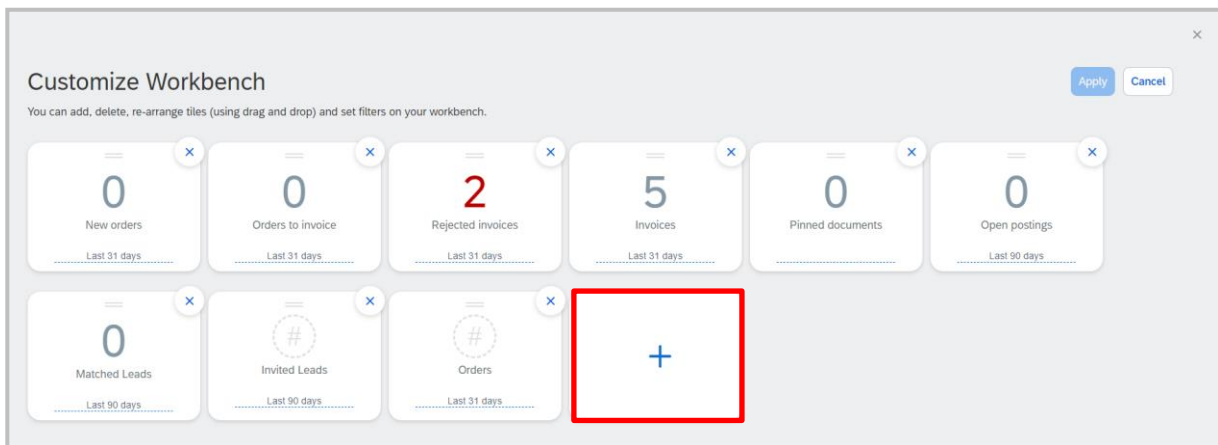
- From the home screen, click on **Workbench** and select the **Orders** tile.



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

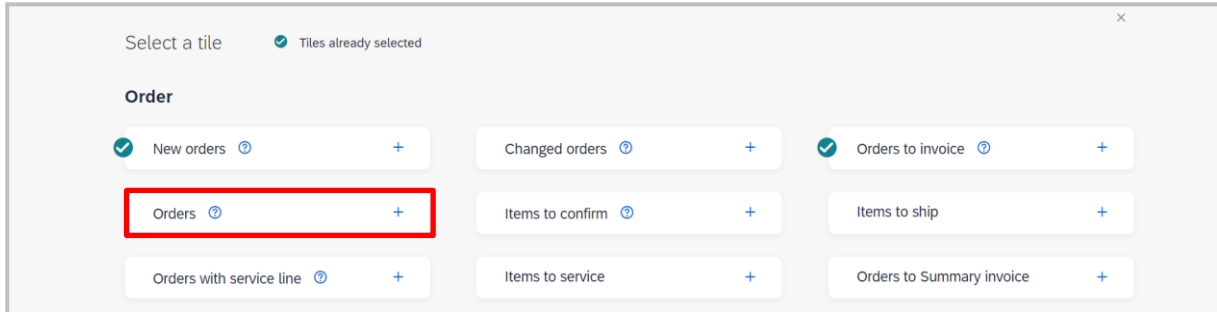


- Click on the **+** symbol to add the Orders tile.

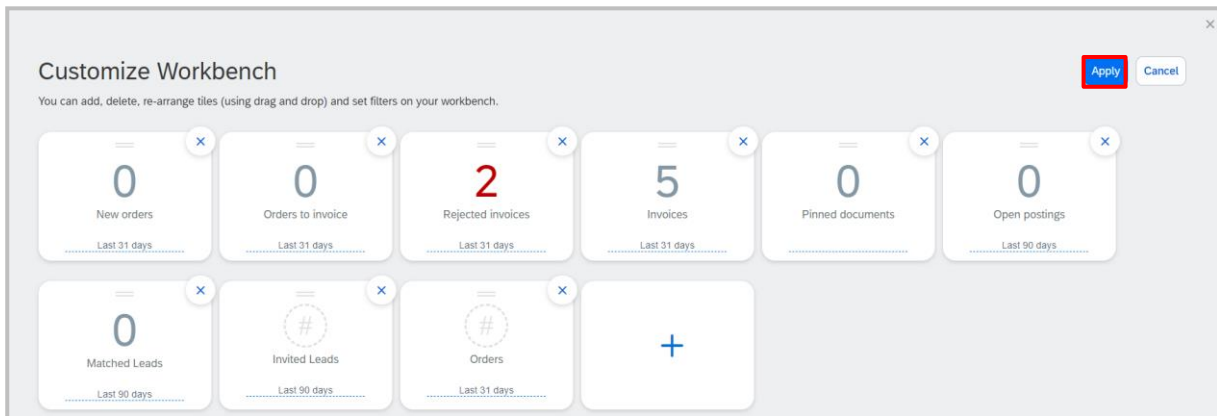




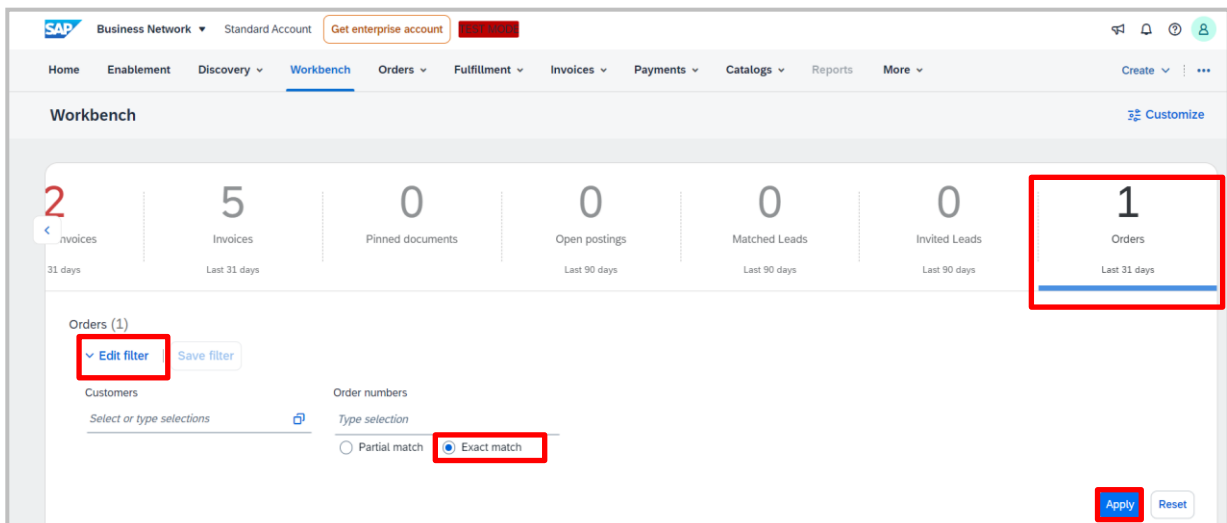
- Select **Orders**. This will add a tile and take you to the next page.



- 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.





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

The screenshot shows a web interface for managing orders. At the top, there are filter options for 'Orders (1)', 'Customers', and 'Order numbers'. The 'Order numbers' filter is set to 'PT70380281' with 'Exact match' selected. Below the filters is a table with the following data:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PT70380281	Deutsche Bank Group - TEST	€100 EUR	Nov 19, 2024	Invoiced	€100 EUR	...

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

