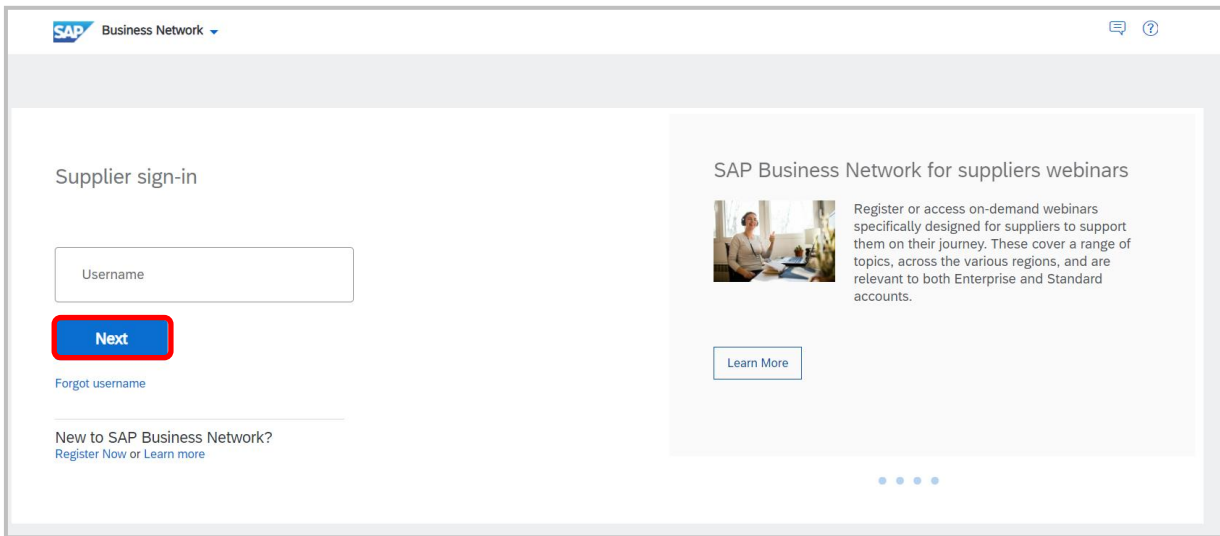


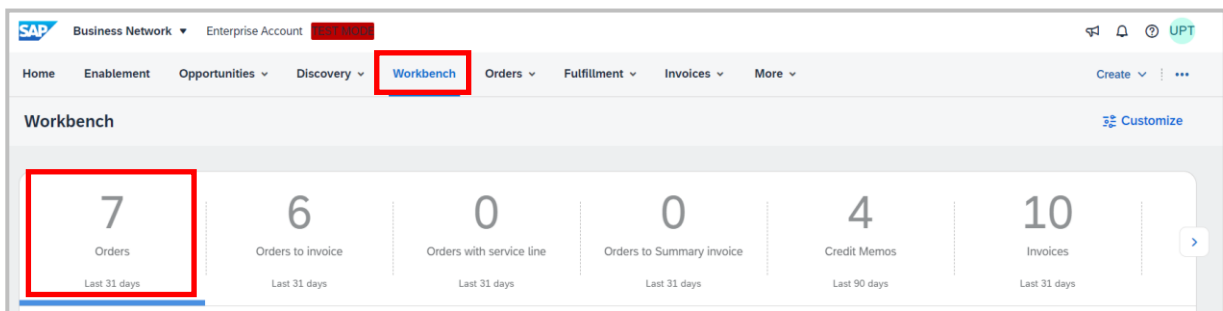


Title: - Deutsche Bank Group – Steps to locate a (PO)

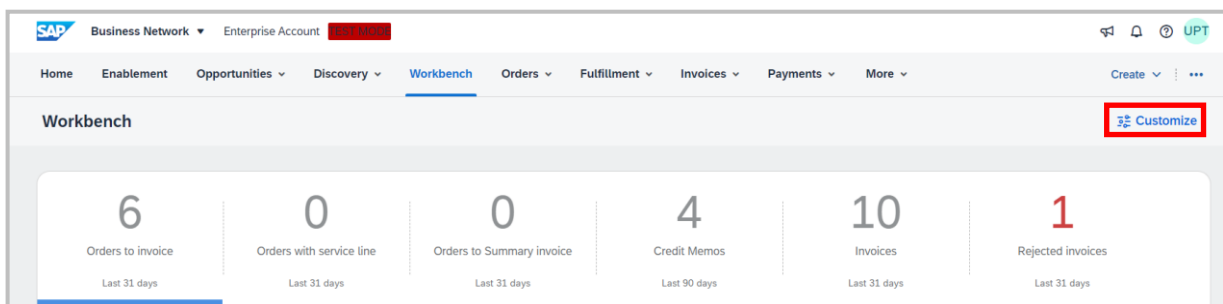
- Log in to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.
- Enter your username and click **Next**.
In the next page, enter your **password** and click **Sign In**.



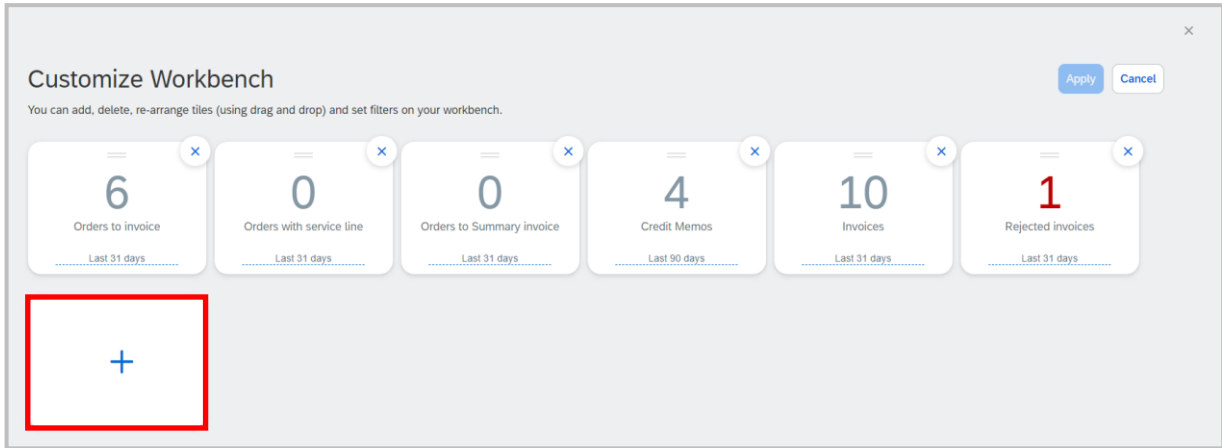
- From the home screen, click on **Workbench** and select the **Orders** tile.



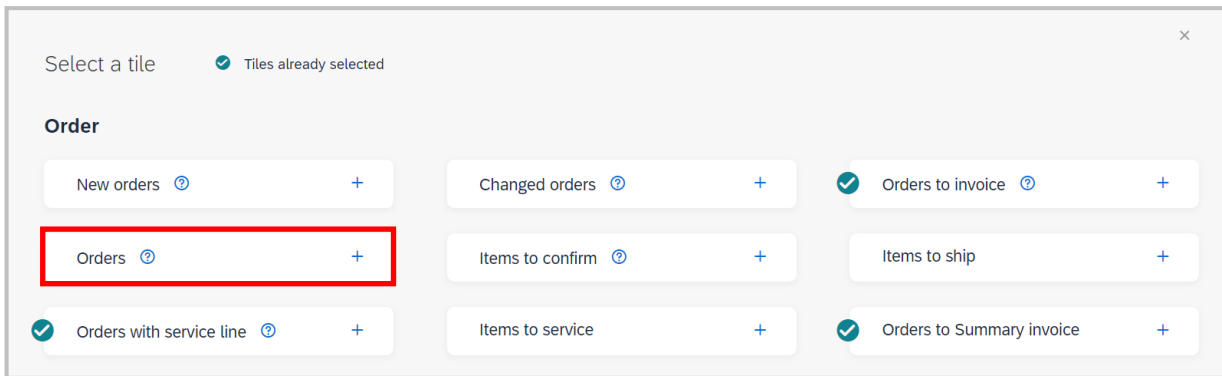
- If you do not find the **Orders** tile, click on the **Customize** option and add orders.



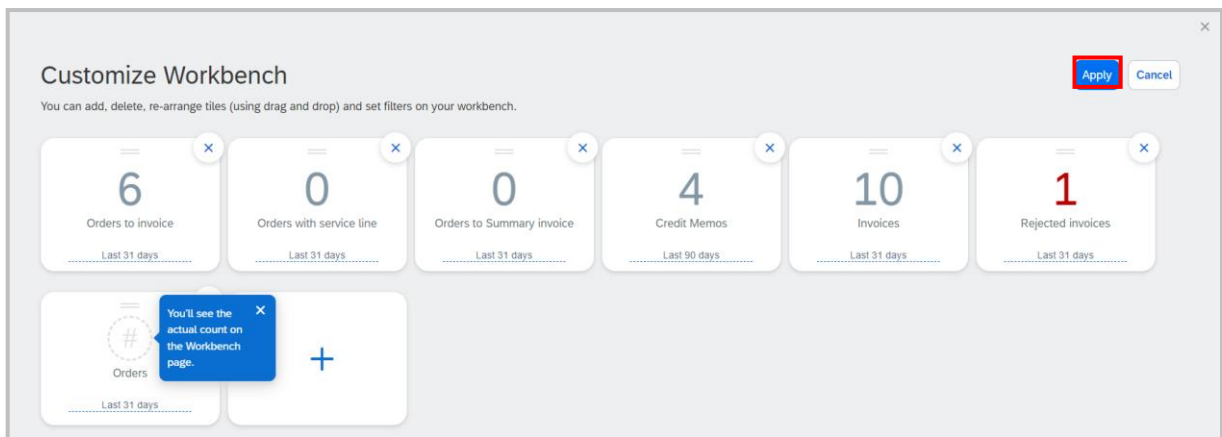
- Click on the + symbol to add the Orders tile.



- 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.



Deutsche Bank Group – Steps to locate a (PO)

- 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.

The screenshot shows a 'Workbench' dashboard with several metrics: Orders with service line (0), Orders to Summary invoice (0), Credit Memos (4), Invoices (10), Rejected invoices (1), and Orders (7). The 'Orders (7)' card is highlighted with a red box. Below the metrics, there are filter options for 'Customers' and 'Order numbers'. The 'Order numbers' section has radio buttons for 'Partial match' and 'Exact match', with 'Exact match' selected and highlighted by a red box. There are also 'Apply' and 'Reset' buttons at the bottom right.

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

The screenshot shows the details of a single PO. The filter 'PT70379870' is applied. The 'Order numbers' section shows 'PT70379870' selected. Below the filter options, there are 'Apply' and 'Reset' buttons. A table displays the PO details:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PT70379870	Deutsche Bank Group - TEST	£400 GBP	Oct 21, 2024	New	£0 GBP	...

Deutsche Bank Group – Steps to locate a (PO)

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