Deutsche Bank

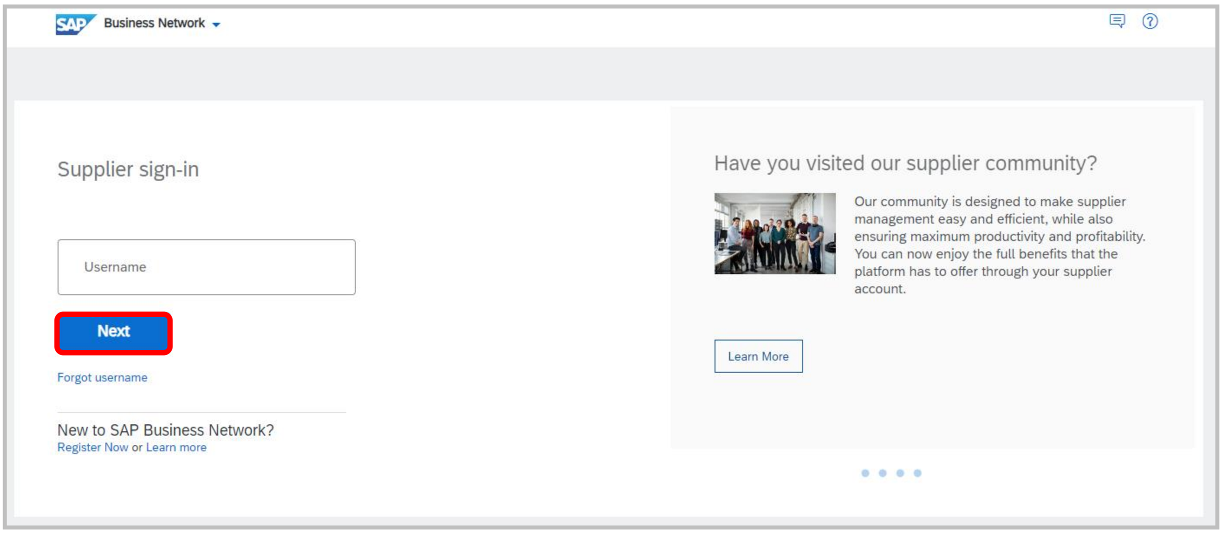
Title: - Deutsche Bank Group – How to Submit a PO Invoice

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

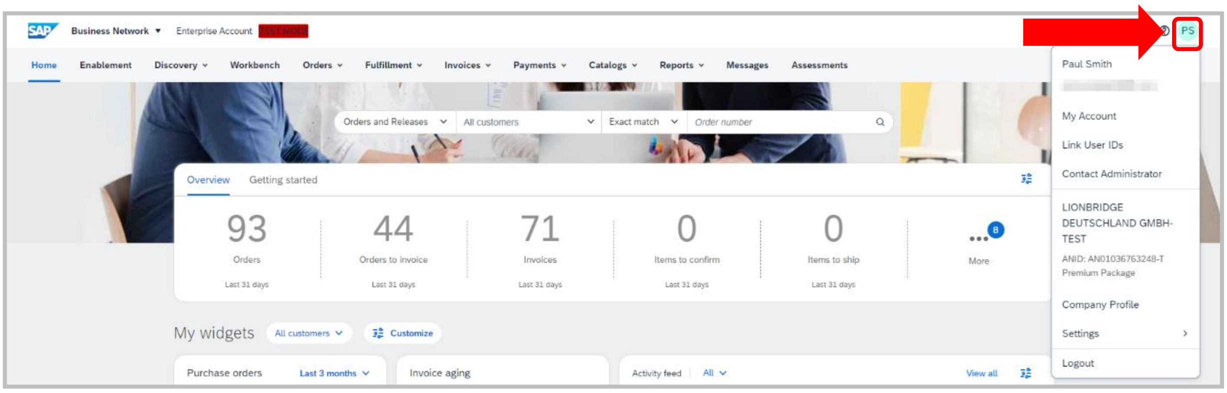
Log in to the SAP Business Network supplier portal using the following link – supplier.ariba.com and enter your username and password here. You can find the username in the e-mail sent to you by SAP Business Network during registration.

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


SAP Business Network
Supplier sign-in
Username
Next
Forgot username
New to SAP Business Network?
Register Now or Learn more
Have you visited our supplier community?
Learn More

Our community is designed to make supplier management easy and efficient, while also ensuring maximum productivity and profitability. You can now enjoy the full benefits that the platform has to offer through your supplier account.

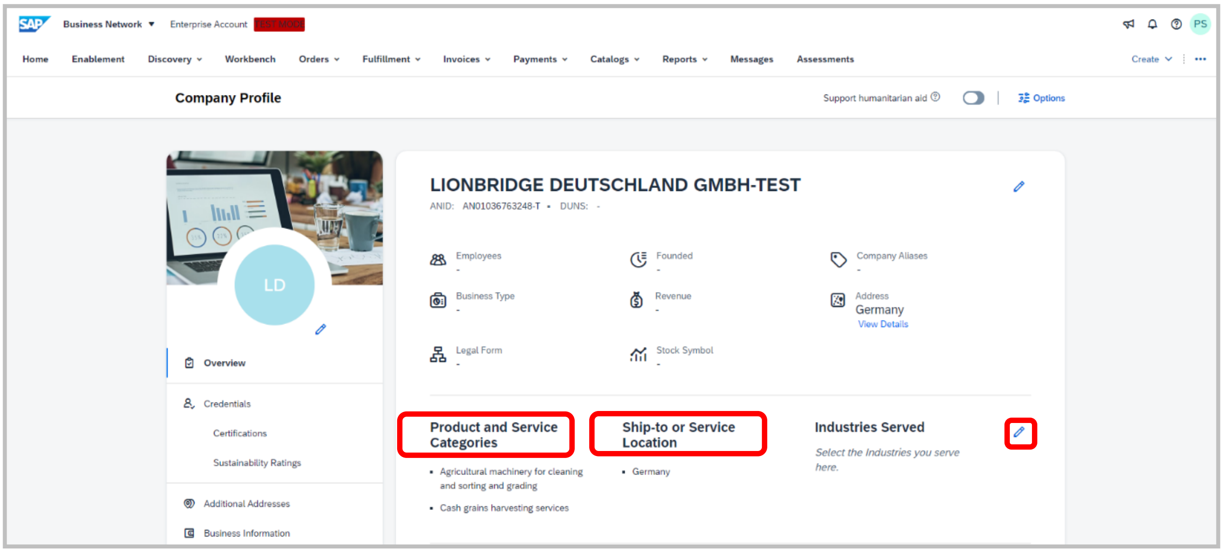
- From the SAP Business Network Home Page, click on your **initials** and select **Company Profile**.


SAP Business Network
Enterprise Account
TEST MODE
PS
Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Messages
Assessments
Orders and Releases
All customers
Exact match
Order number
Overview
Getting started
93
Orders
Last 31 days
44
Orders to invoice
Last 31 days
71
Invoices
Last 31 days
0
Items to confirm
Last 31 days
0
Items to ship
Last 31 days
8
More
My widgets
All customers
Customize
Purchase orders
Last 3 months
Invoice aging
Activity feed
All
View all
Paul Smith
My Account
Link User IDs
Contact Administrator
Company Profile
Settings
Logout

[redacted]

LIONBRIDGE DEUTSCHLAND GMBH-TEST
ANID: AN01036763248-T
Premium Package

- 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 MODE
PS
Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Messages
Assessments
Create
Support humanitarian aid
Options
LD
Overview
Credentials
Certifications
Sustainability Ratings
Additional Addresses
Business Information

Company Profile

LIONBRIDGE DEUTSCHLAND GMBH-TEST

ANID: AN01036763248-T • DUNS: -

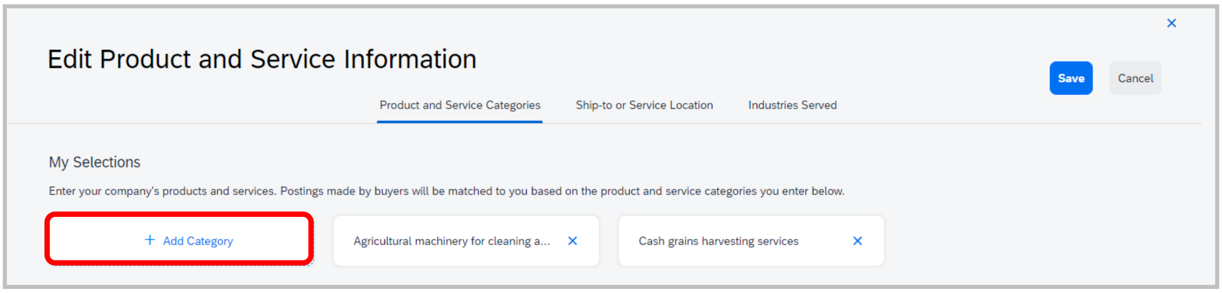
Employees -
Founded -
Company Aliases -
Business Type -
Revenue -
Address Germany View Details
Legal Form -
Stock Symbol -

Product and Service Categories
- Agricultural machinery for cleaning and sorting and grading
- Cash grains harvesting services

Ship-to or Service Location
- Germany

Industries Served
Select the Industries you serve here.

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

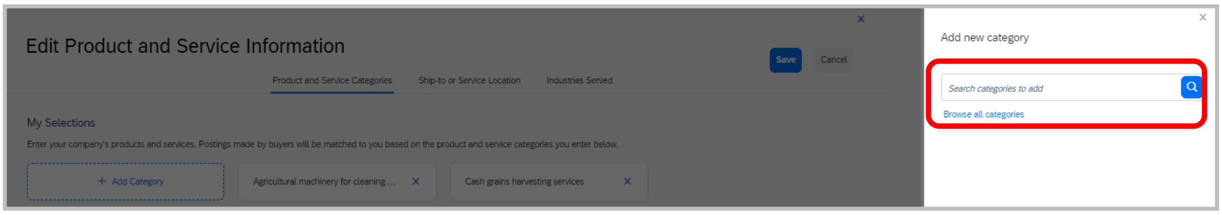

Save
Cancel
Product and Service Categories
Ship-to or Service Location
Industries Served
+ Add Category

Edit Product and Service Information

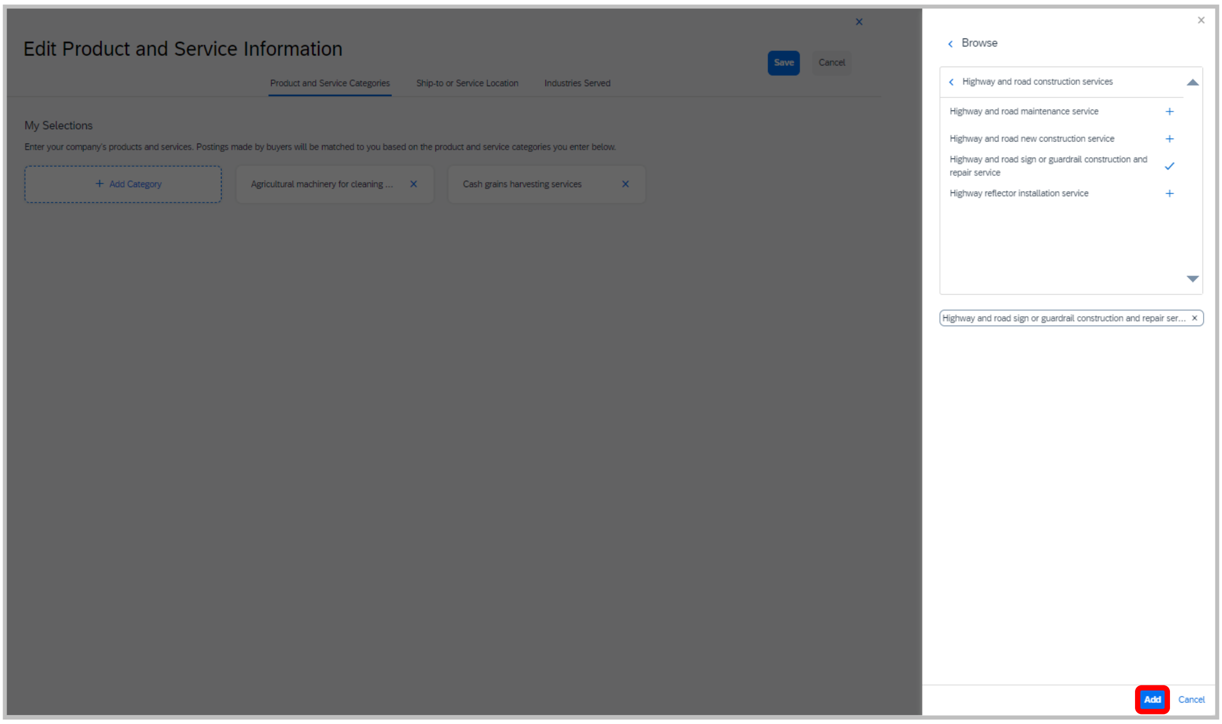
My Selections

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.

Agricultural machinery for cleaning a... ×
Cash grains harvesting services ×


Edit Product and Service Information
Save
Cancel
Product and Service Categories
Ship-to or Service Location
Industries Served
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 ...
Cash grains harvesting services
Add new category
Search categories to add
Browse all categories

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



Edit Product and Service Information

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.

Highway and road construction services

Highway and road maintenance service +

Highway and road new construction service +

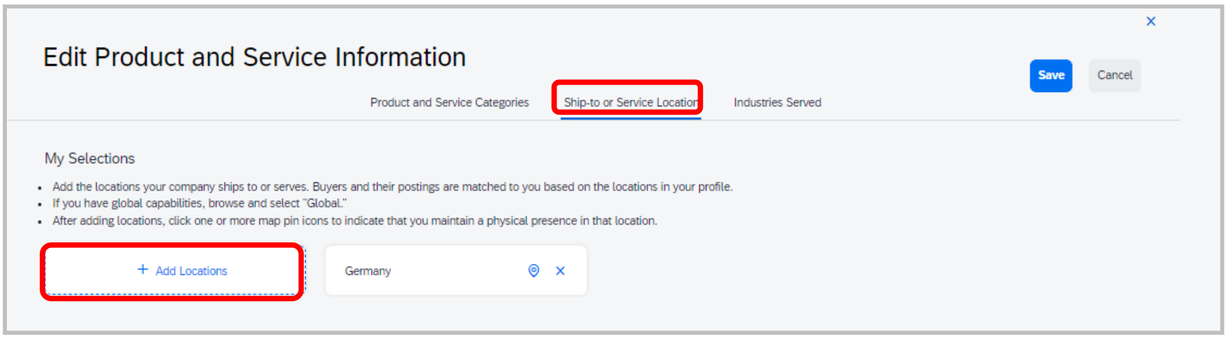
Highway and road sign or guardrail construction and repair service ✓

Highway reflector installation service +

Highway and road sign or guardrail construction and repair ser... ×

Save
Cancel
Product and Service Categories
Ship-to or Service Location
Industries Served
+ Add Category
Agricultural machinery for cleaning ...
Cash grains harvesting services
Browse
Add
Cancel

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



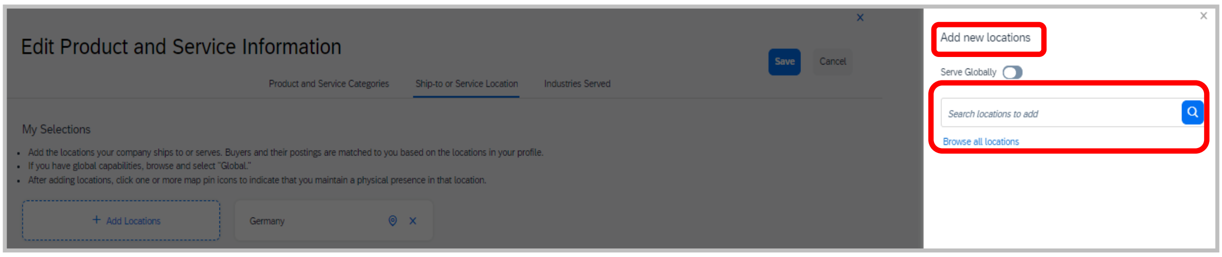
Edit Product and Service Information

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.
- If you have global capabilities, browse and select "Global."
- After adding locations, click one or more map pin icons to indicate that you maintain a physical presence in that location.

Save
Cancel
Product and Service Categories
Ship-to or Service Location
Industries Served
+ Add Locations
Germany

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



Edit Product and Service Information

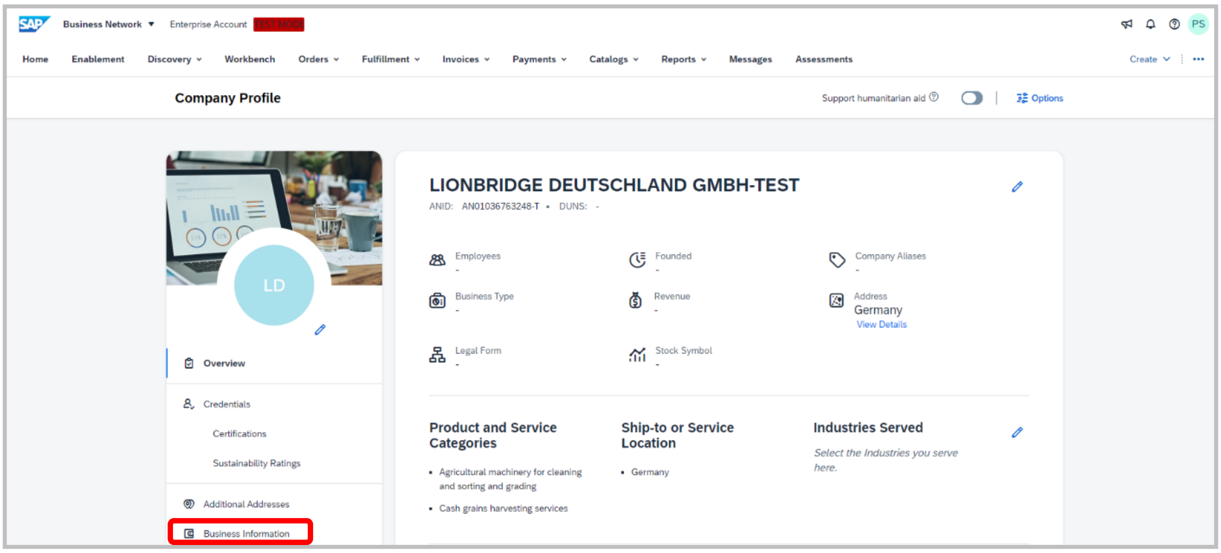
My Selections

- Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
- If you have global capabilities, browse and select "Global."
- After adding locations, click one or more map pin icons to indicate that you maintain a physical presence in that location.

Save
Cancel
Product and Service Categories
Ship-to or Service Location
Industries Served
+ Add Locations
Germany
Add new locations
Serve Globally
Search locations to add
Browse all 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.


SAP
Business Network
Enterprise Account
TEST MODE
PS
Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Messages
Assessments
Create
Company Profile
Support humanitarian aid
Options
LD
Overview
Credentials
Certifications
Sustainability Ratings
Additional Addresses
Business Information

LIONBRIDGE DEUTSCHLAND GMBH-TEST
ANID: AN01036763248-T • DUNS: -

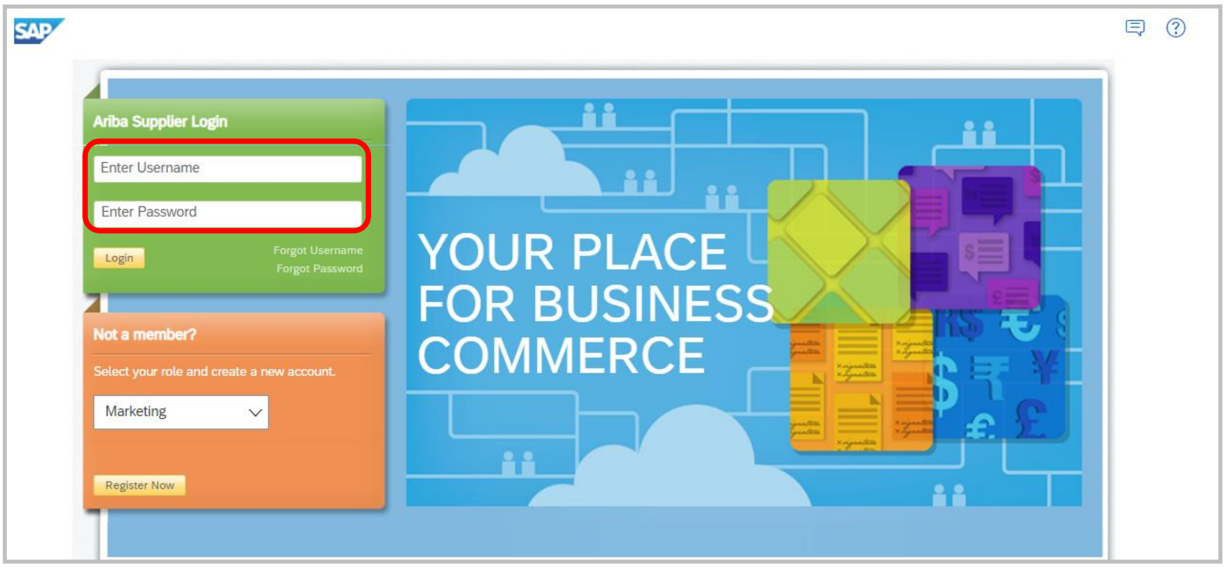
Employees: -
Founded: -
Company Aliases: -
Business Type: -
Revenue: -
Address: Germany
View Details
Legal Form: -
Stock Symbol: -

Product and Service Categories
- Agricultural machinery for cleaning and sorting and grading
- Cash grains harvesting services

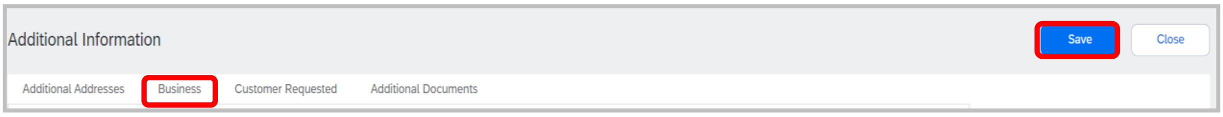
Ship-to or Service Location
- Germany

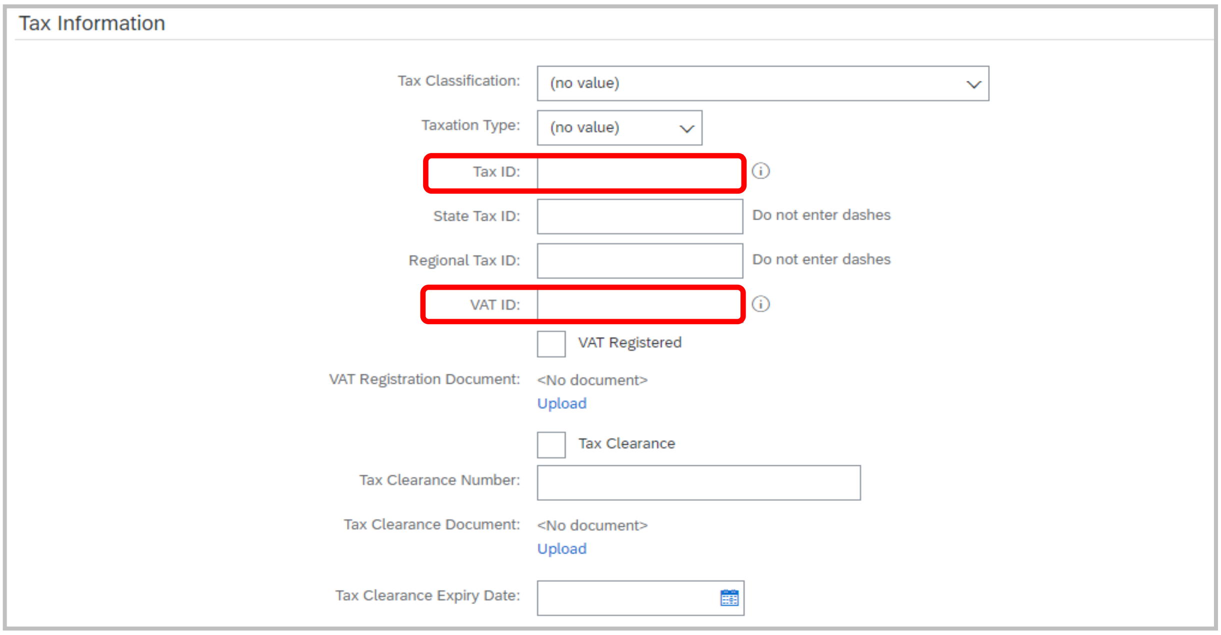
Industries Served
Select the Industries you serve here.

- Proceed to the **Business Information** Tab to update the Tax information section.


SAP
Ariba Supplier Login
Enter Username
Enter Password
Login
Forgot Username
Forgot Password
Not a member?
Select your role and create a new account.
Marketing
Register Now
YOUR PLACE
FOR BUSINESS
COMMERCE

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.




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.

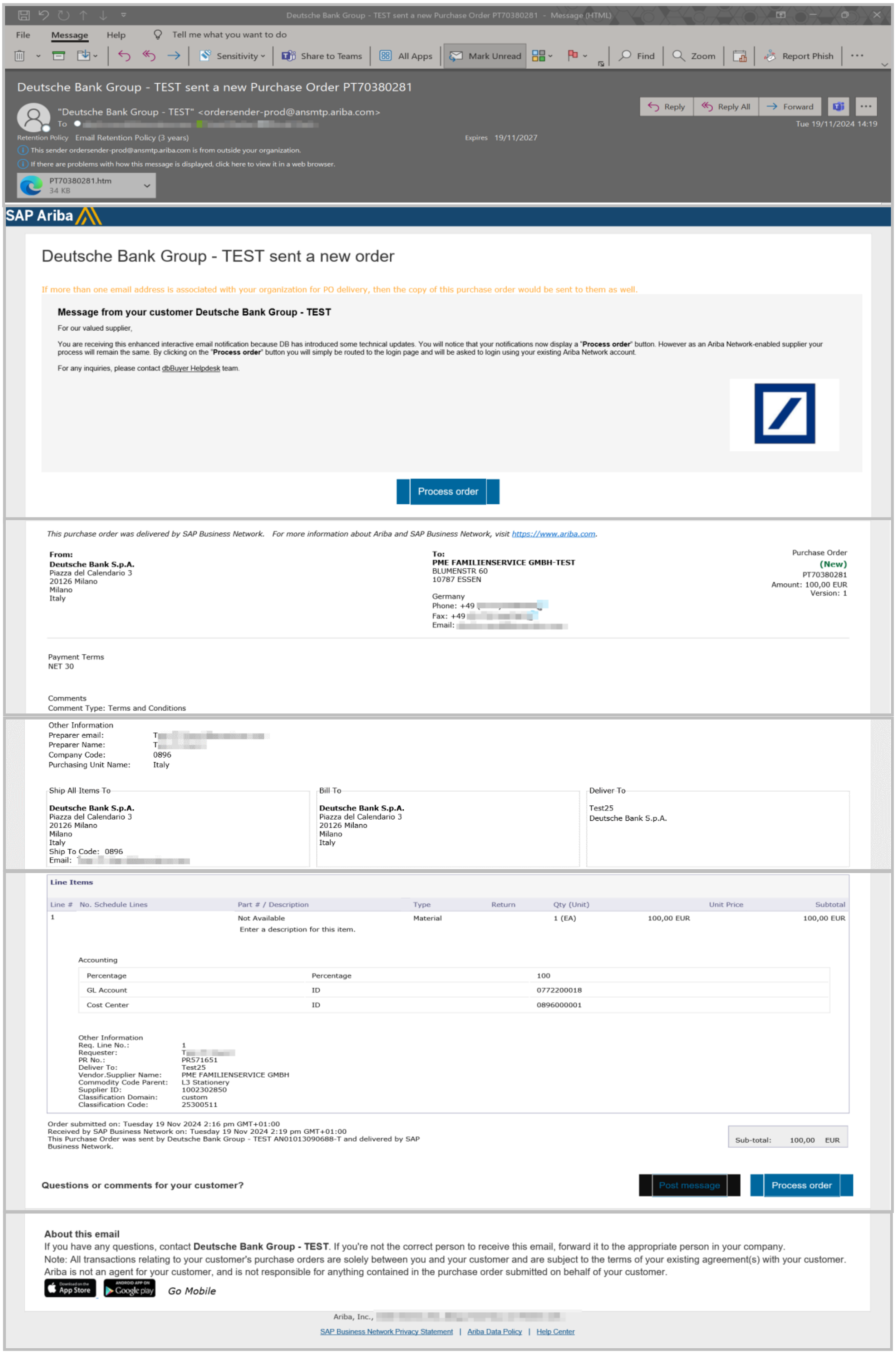
This will update the VAT/Tax ID on your profile so that you do not have to update it on each invoice.

- 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

"Deutsche Bank Group - TEST" <ordersender-prod@ansmtp.ariba.com>
To [redacted]
Tue 19/11/2024 14:19

Retention Policy Email Retention Policy (3 years) Expires 19/11/2027

This sender ordersender-prod@ansmtp.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.

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.

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

From:
Deutsche Bank S.p.A.
Piazza del Calendario 3
20126 Milano
Milano
Italy

To:
PME FAMILIENSERVICE GMBH-TEST
BLUMENSTR 60
10787 ESSEN

Germany
Phone: +49 [redacted]
Fax: +49 [redacted]
Email: [redacted]

Purchase Order
(New)
PT70380281
Amount: 100,00 EUR
Version: 1

Payment Terms
NET 30

Comments
Comment Type: Terms and Conditions

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

Ship All Items To

Deutsche Bank S.p.A.
Piazza del Calendario 3
20126 Milano
Milano
Italy
Ship To Code: 0896
Email: [redacted]

Bill To

Deutsche Bank S.p.A.
Piazza del Calendario 3
20126 Milano
Milano
Italy

Deliver To

Test25
Deutsche Bank S.p.A.

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
Requester: T[redacted]
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

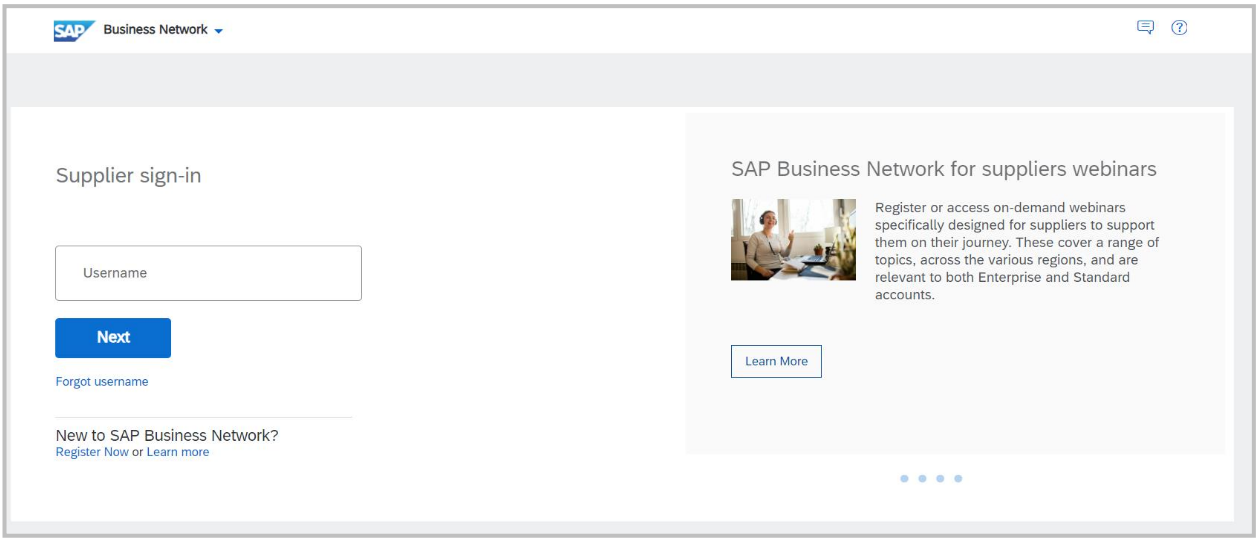
Questions or comments for your customer?

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.

Ariba, Inc., [redacted]

SAP Business Network Privacy Statement | Ariba Data Policy | Help Center

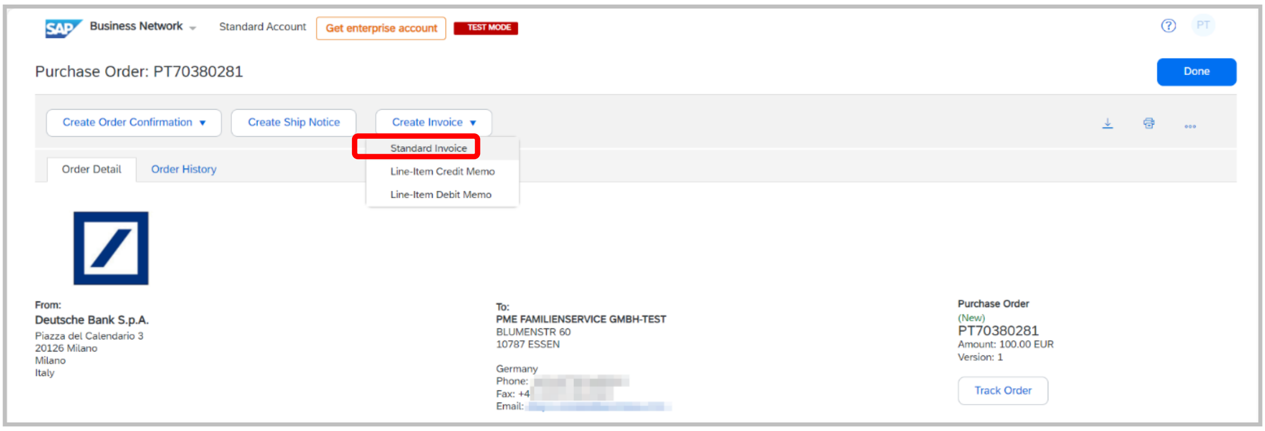
- **Login** to your SAP Business Network account using login credentials (Username and Password)


Business Network
Supplier sign-in
Username
Next
Forgot username
New to SAP Business Network?
Register Now or Learn more
Learn More

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

- 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.


Business Network
Standard Account
Get enterprise account
TEST MODE
PT
Done
Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾
Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo
Order Detail
Order History
Track Order

Purchase Order: PT70380281

From:
Deutsche Bank S.p.A.
Piazza del Calendario 3
20126 Milano
Milano
Italy

To:
PME FAMILIENSERVICE GMBH-TEST
BLUMENSTR 60
10787 ESSEN

Germany
Phone: [redacted]
Fax: +4[redacted]
Email: [redacted]

Purchase Order
(New)
PT70380281
Amount: 100.00 EUR
Version: 1

Invoice completion

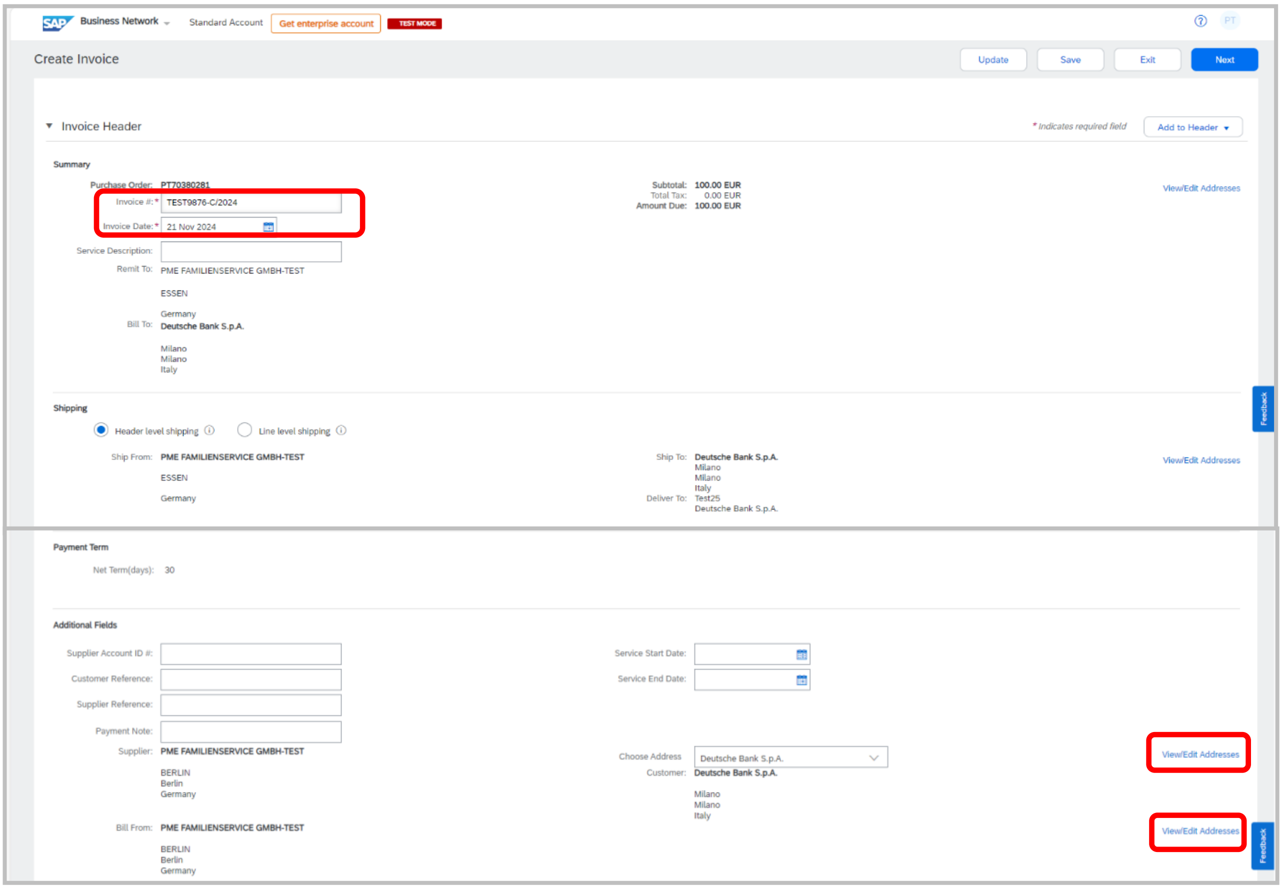
Clicking on the **Create Invoice** option (PO flip) will copy the information from the Deutsche Bank Group PO to the invoice created. Fields marked with an asterisk * are required fields and need to be completed correctly to proceed further and click on submit button.

- 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.


SAP Business Network
Standard Account
Get enterprise account
TEST MODE
PT
Create Invoice
Update
Save
Exit
Next
Invoice Header
* Indicates required field
Add to Header
View/Edit Addresses
View/Edit Addresses
View/Edit Addresses
View/Edit Addresses
Feedback
Feedback

Summary

Purchase Order: PT70380281
Invoice #:* TEST9876-C/2024
Invoice Date:* 21 Nov 2024
Service Description:
Remit To: PME FAMILIENSERVICE GMBH-TEST
ESSEN
Germany
Bill To: Deutsche Bank S.p.A.
Milano
Milano
Italy

Subtotal: 100.00 EUR
Total Tax: 0.00 EUR
Amount Due: 100.00 EUR

Shipping

● Header level shipping ○ Line level shipping

Ship From: PME FAMILIENSERVICE GMBH-TEST
ESSEN
Germany

Ship To: Deutsche Bank S.p.A.
Milano
Milano
Italy
Deliver To: Test25
Deutsche Bank S.p.A.

Payment Term

Net Term(days): 30

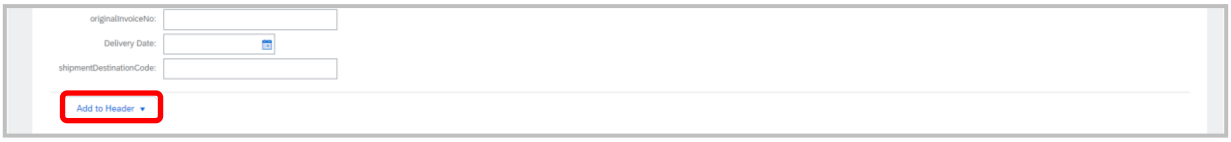
Additional Fields

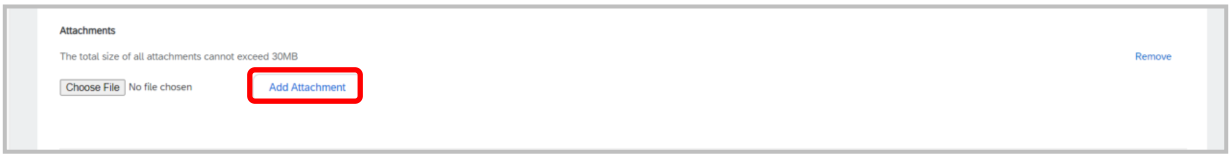
Supplier Account ID #:
Customer Reference:
Supplier Reference:
Payment Note:
Supplier: PME FAMILIENSERVICE GMBH-TEST
BERLIN
Berlin
Germany
Bill From: PME FAMILIENSERVICE GMBH-TEST
BERLIN
Berlin
Germany

Service Start Date:
Service End Date:
Choose Address: Deutsche Bank S.p.A.
Customer: Deutsche Bank S.p.A.
Milano
Milano
Italy

- 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 attachments cannot exceed 30MB

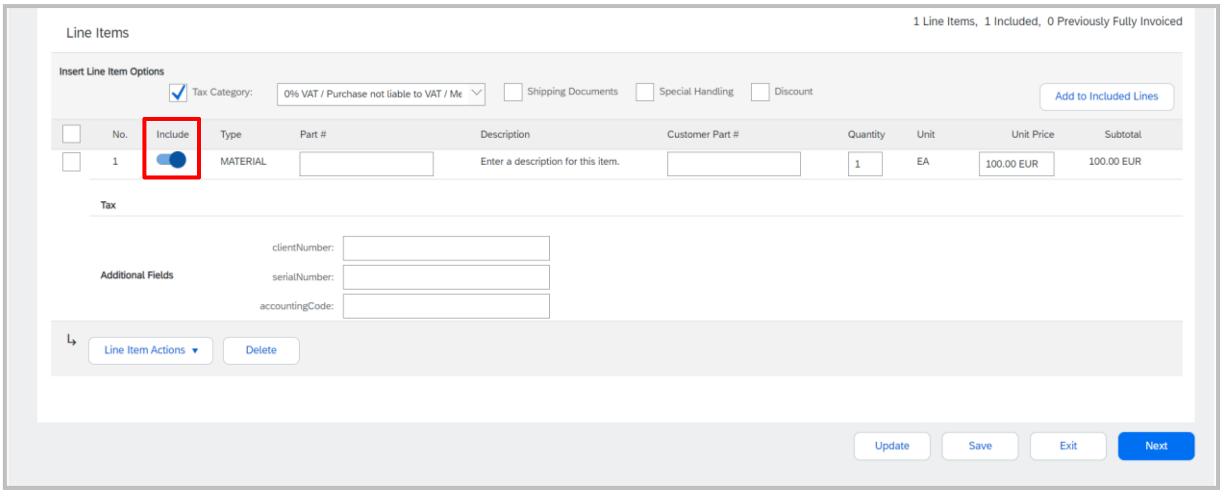
Choose File
No file chosen
Add Attachment
Remove

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.


Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☑ Tax Category: 0% VAT / Purchase not liable to VAT / Me

☐ Shipping Documents ☐ Special Handling ☐ Discount

☐	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

Additional Fields

clientNumber:
serialNumber:
accountingCode:

Add to Included Lines
Line Item Actions ▾
Delete
Update
Save
Exit
Next

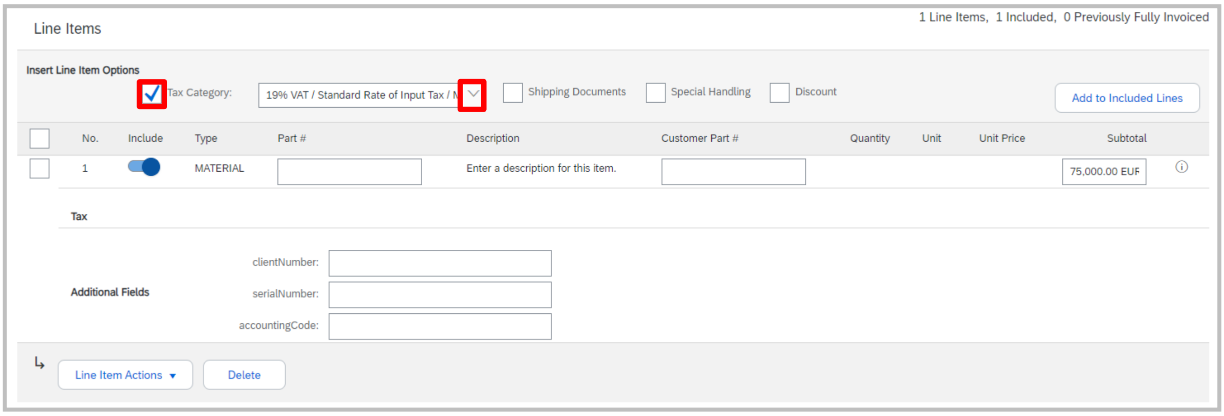
Tax needs to be applied at line-item level

- 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.

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 / N

☐ Shipping Documents ☐ Special Handling ☐ Discount

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	●	MATERIAL		Enter a description for this item.					75,000.00 EUF

Tax

Additional Fields

clientNumber:

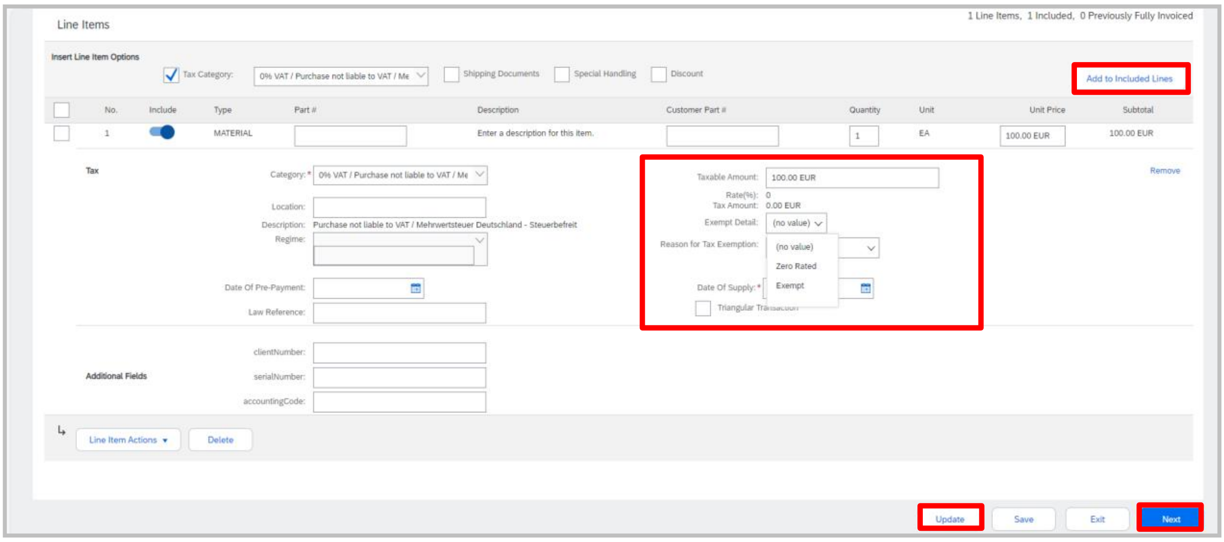
serialNumber:

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.


Line Items
Insert Line Item Options
Shipping Documents
Special Handling
Discount
Add to Included Lines
Remove
Line Item Actions ▾
Delete
Update
Save
Exit
Next

1 Line Items, 1 Included, 0 Previously Fully Invoiced

☑ Tax Category: 0% VAT / Purchase not liable to VAT / Me

☐	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

Category: * 0% VAT / Purchase not liable to VAT / Me
Location:
Description: Purchase not liable to VAT / Mehrwertsteuer Deutschland - Steuerbefreit
Regime:
Date Of Pre-Payment:
Law Reference:

Taxable Amount: 100.00 EUR
Rate(%): 0
Tax Amount: 0.00 EUR
Exempt Detail: (no value)
Reason for Tax Exemption: (no value) / Zero Rated / Exempt
Date Of Supply: *
☐ Triangular Transaction

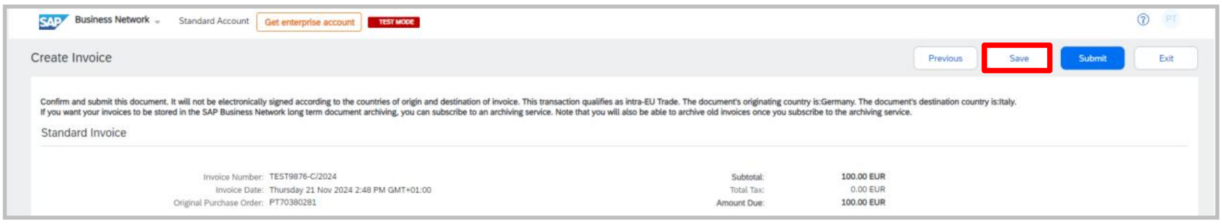
Additional Fields

clientNumber:
serialNumber:
accountingCode:

Review and Submit

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

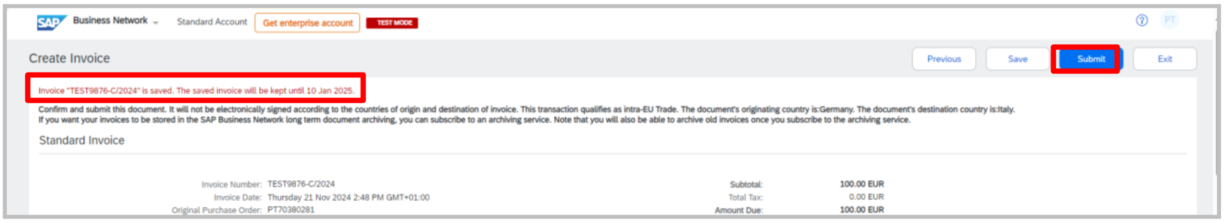
- Kindly review your invoice and make corrections, if necessary, by clicking on previous. The **Save** option can be used to save the invoice. After having saved the invoice, a notification will show you the date the invoice will be backed up. The saved invoice will be available in the Invoices tile.


Business Network
Standard Account
Get enterprise account
TEST MODE
PT
Create Invoice
Previous
Save
Submit
Exit
Standard Invoice

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:Italy.
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.

Invoice Number: TEST9876-C/2024
Invoice Date: Thursday 21 Nov 2024 2:48 PM GMT+01:00
Original Purchase Order: PT70380281

Subtotal: 100.00 EUR
Total Tax: 0.00 EUR
Amount Due: 100.00 EUR


Business Network
Standard Account
Get enterprise account
TEST MODE
PT
Create Invoice
Previous
Save
Submit
Exit
Standard Invoice

Invoice "TEST9876-C/2024" is saved. The saved invoice will be kept until 10 Jan 2025.

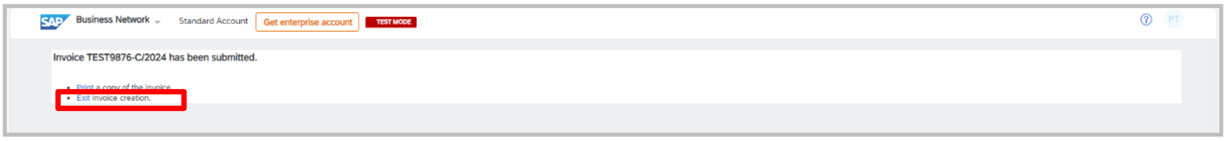
Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Germany. The document's destination country is:Italy.
If you want your invoices to 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.

Invoice Number: TEST9876-C/2024
Invoice Date: Thursday 21 Nov 2024 2:48 PM GMT+01:00
Original Purchase Order: PT70380281

Subtotal: 100.00 EUR
Total Tax: 0.00 EUR
Amount Due: 100.00 EUR

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

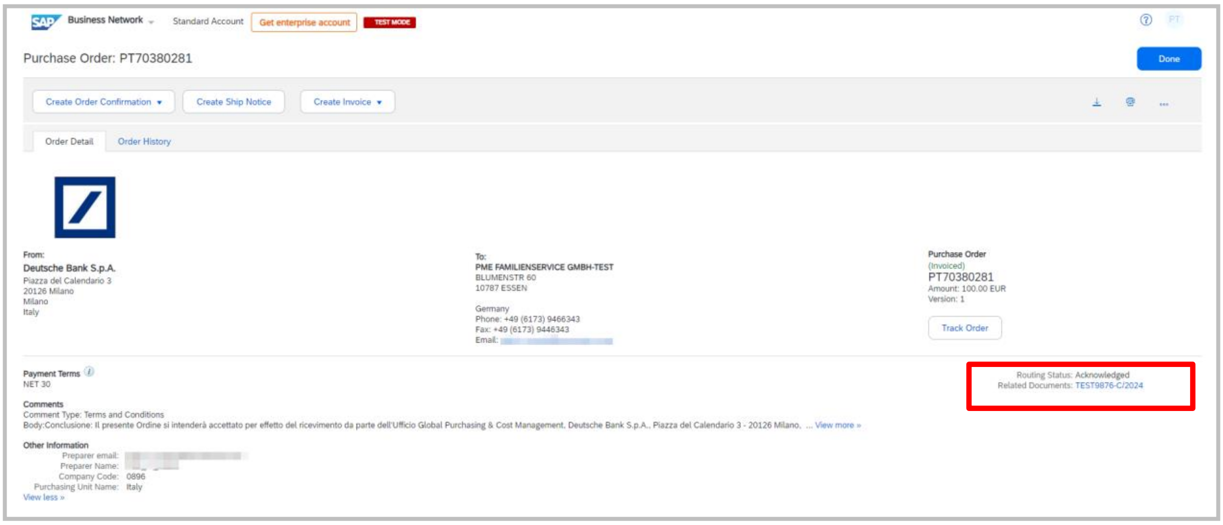
- Once the invoice is submitted, you will be routed to a confirmation page, confirming that the invoice has been submitted. Click on **Exit** to move to the Purchase Order.


SAP Business Network
Standard Account
Get enterprise account
TEST MODE

Invoice TEST9876-C/2024 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

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


SAP Business Network
Standard Account
Get enterprise account
TEST MODE
Done
Create Order Confirmation
Create Ship Notice
Create Invoice
Order Detail
Order History
Track Order

Purchase Order: PT70380281

From:
Deutsche Bank S.p.A.
Piazza del Calendario 3
20126 Milano
Milano
Italy

To:
PME FAMILIENSERVICE GMBH-TEST
BLUMENSTR 60
10787 ESSEN

Germany
Phone: +49 (6173) 9466343
Fax: +49 (6173) 9446343
Email: [redacted]

Purchase Order
(Invoiced)
PT70380281
Amount: 100.00 EUR
Version: 1

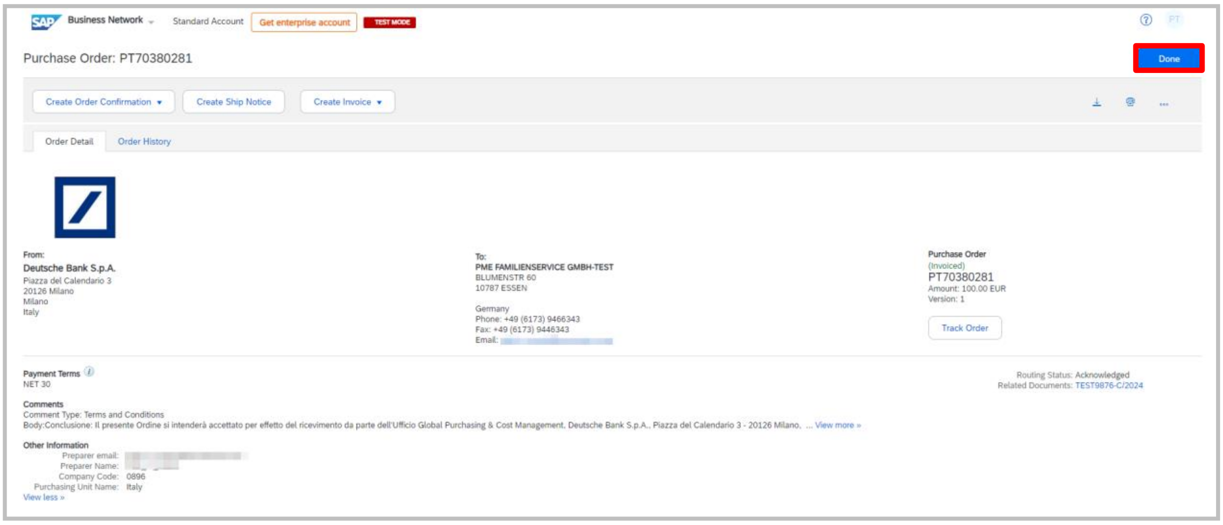
Payment Terms
NET 30

Routing Status: Acknowledged
Related Documents: TEST9876-C/2024

Comments
Comment Type: Terms and Conditions
Body:Conclusione: Il presente Ordine si intenderà accettato per effetto del ricevimento da parte dell'Ufficio Global Purchasing & Cost Management, Deutsche Bank S.p.A., Piazza del Calendario 3 - 20126 Milano, ... View more »

Other Information
Preparer email: [redacted]
Preparer Name: [redacted]
Company Code: 0896
Purchasing Unit Name: Italy
View less »

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


SAP Business Network
Standard Account
Get enterprise account
TEST MODE
Done
Create Order Confirmation
Create Ship Notice
Create Invoice
Order Detail
Order History
Track Order

Purchase Order: PT70380281

From:
Deutsche Bank S.p.A.
Piazza del Calendario 3
20126 Milano
Milano
Italy

To:
PME FAMILIENSERVICE GMBH-TEST
BLUMENSTR 60
10787 ESSEN

Germany
Phone: +49 (6173) 9466343
Fax: +49 (6173) 9446343
Email: [redacted]

Purchase Order
(Invoiced)
PT70380281
Amount: 100.00 EUR
Version: 1

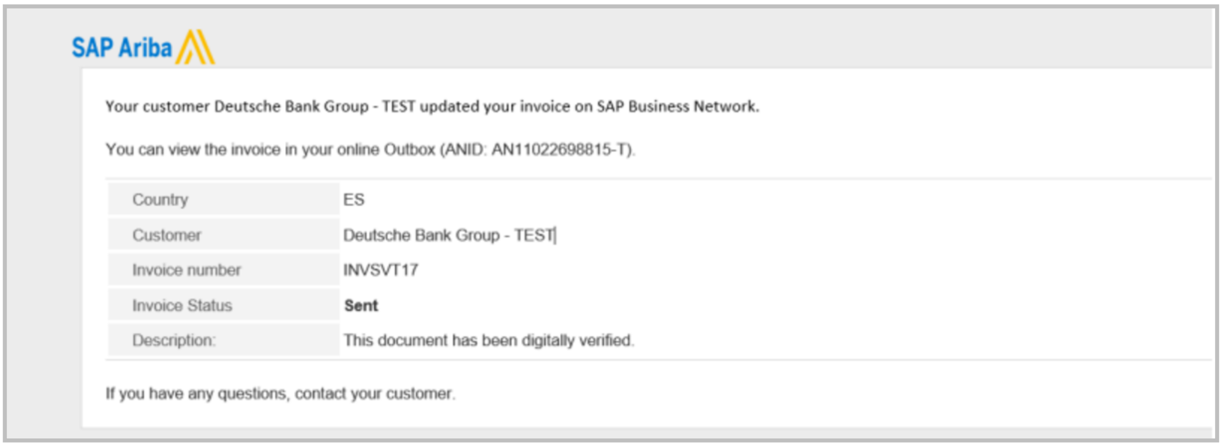
Payment Terms
NET 30

Routing Status: Acknowledged
Related Documents: TEST9876-C/2024

Comments
Comment Type: Terms and Conditions
Body:Conclusione: Il presente Ordine si intenderà accettato per effetto del ricevimento da parte dell'Ufficio Global Purchasing & Cost Management, Deutsche Bank S.p.A., Piazza del Calendario 3 - 20126 Milano, ... View more »

Other Information
Preparer email: [redacted]
Preparer Name: [redacted]
Company Code: 0896
Purchasing Unit 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	Deutsche Bank Group - TEST
Invoice number	INVSVT17
Invoice Status	**Sent**
Description:	This document has been digitally verified.

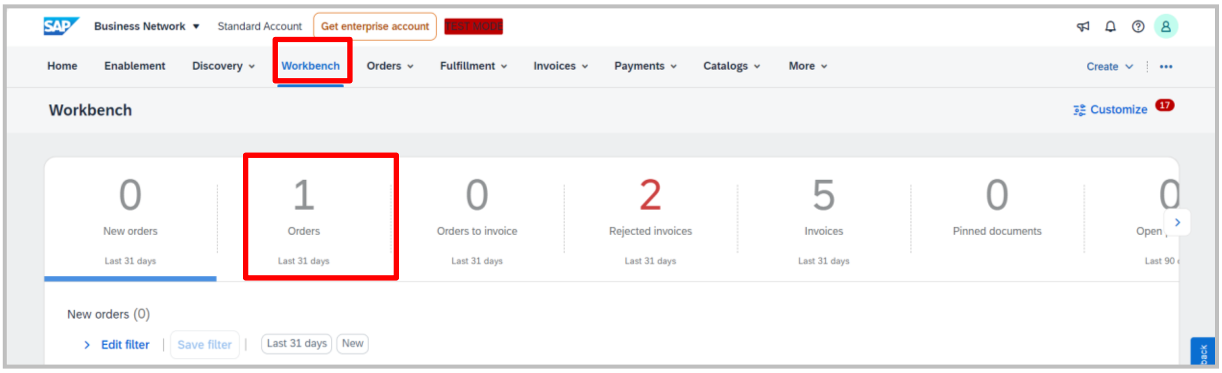
If you have any questions, contact your customer.

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

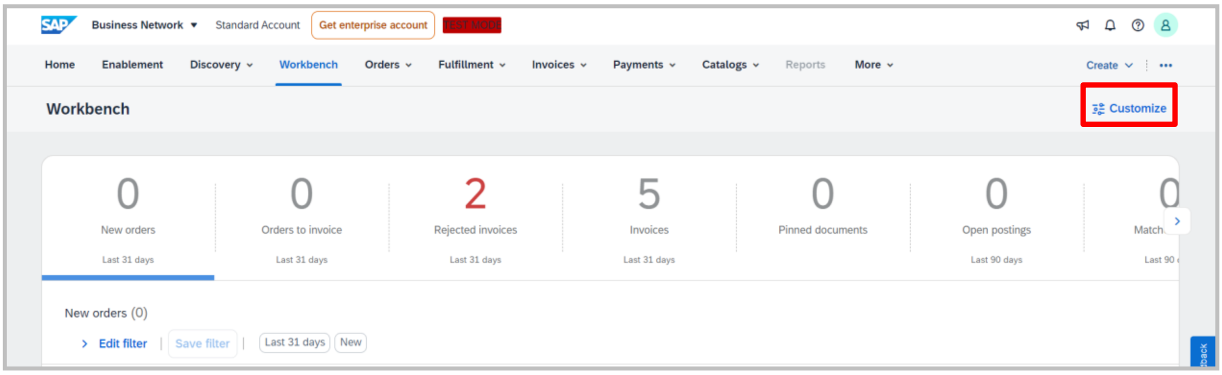
Region	New e-mail address
Australia	au.p2phelp@s2p.db.com
Brazil	br.p2phelp@s2p.db.com
France	fr.p2phelp@s2p.db.com
Germany	de.p2phelp@s2p.db.com
Hong Kong	hk.p2phelp@s2p.db.com
India	ind.p2phelp@s2p.db.com
Ireland	ie.p2phelp@s2p.db.com
Italy	italy.p2phelp@s2p.db.com
Japan	jp.p2phelp@s2p.db.com
Luxembourg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

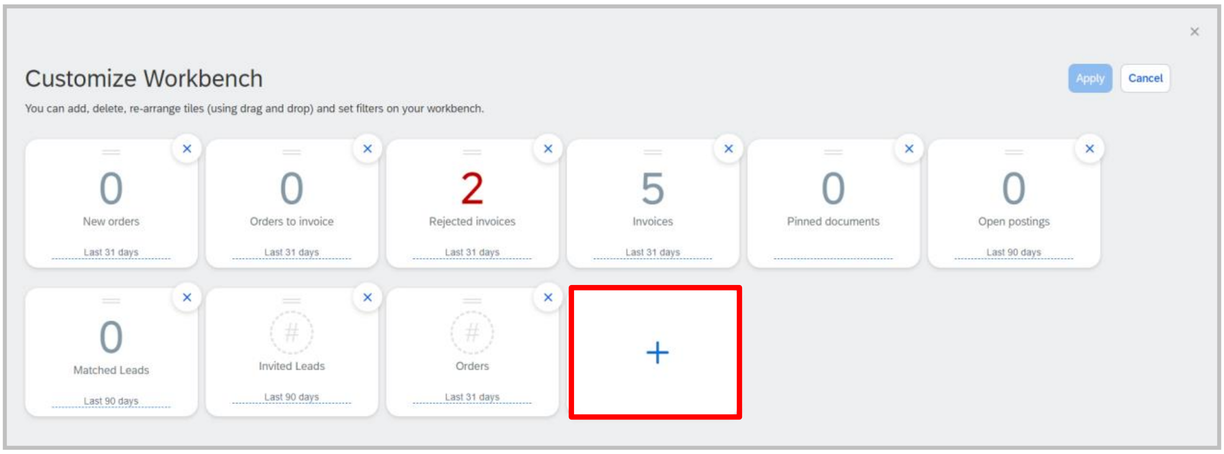
- From the home screen, click on **Workbench** and select the **Orders** tile.


Business Network
Standard Account
Get enterprise account
TEST MODE
Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
More
Create
Workbench
Customize
17
0
New orders
Last 31 days
1
Orders
Last 31 days
0
Orders to invoice
Last 31 days
2
Rejected invoices
Last 31 days
5
Invoices
Last 31 days
0
Pinned documents
0
Open
Last 90
New orders (0)
Edit filter
Save filter
Last 31 days
New

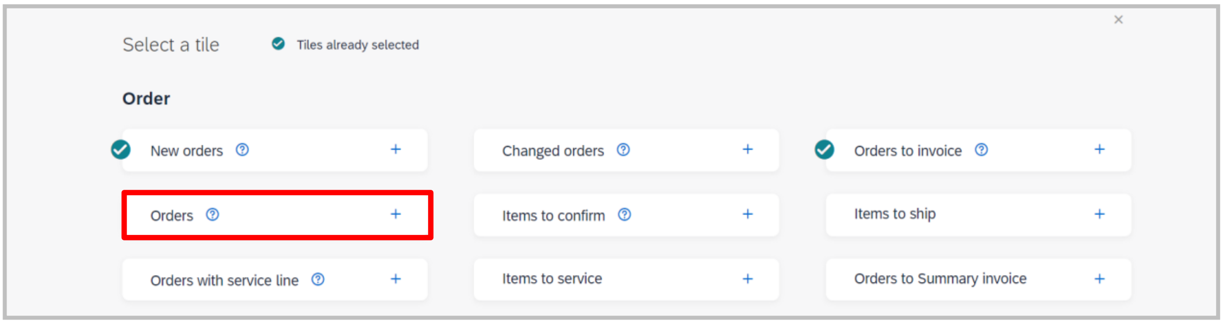
- If you do not find the **Orders** tile, click on the **Customize** option and add orders.


Business Network
Standard Account
Get enterprise account
TEST MODE
Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
More
Create
Workbench
Customize
0
New orders
Last 31 days
0
Orders to invoice
Last 31 days
2
Rejected invoices
Last 31 days
5
Invoices
Last 31 days
0
Pinned documents
0
Open postings
Last 90 days
0
Match
Last 90
New orders (0)
Edit filter
Save filter
Last 31 days
New

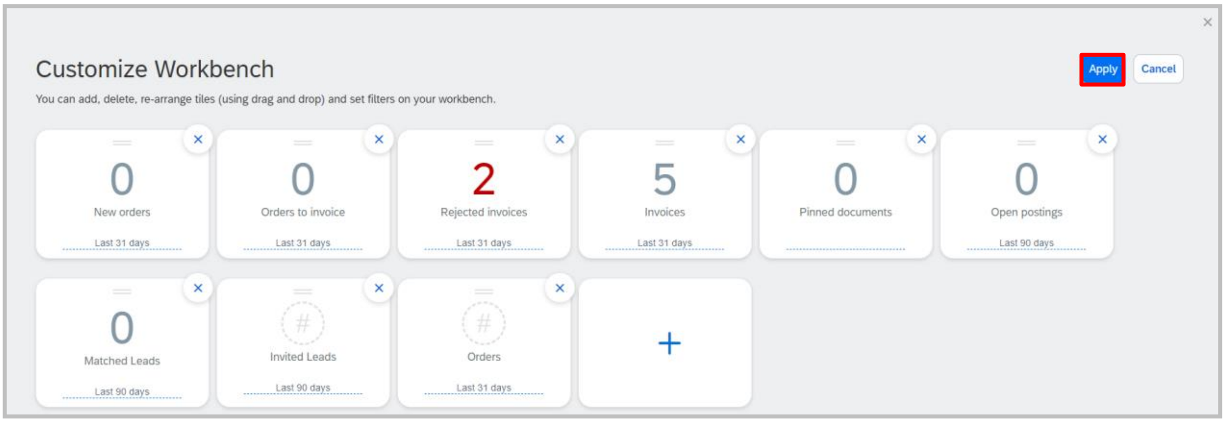
- Click on the **+** symbol to add the Orders tile.


Customize Workbench
Apply
Cancel
You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.
0
New orders
Last 31 days
0
Orders to invoice
Last 31 days
2
Rejected invoices
Last 31 days
5
Invoices
Last 31 days
0
Pinned documents
0
Open postings
Last 90 days
0
Matched Leads
Last 90 days
Invited Leads
Last 90 days
Orders
Last 31 days
+

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


Select a tile
Tiles already selected
Order
New orders
Changed orders
Orders to invoice
Orders
Items to confirm
Items to ship
Orders with service line
Items to service
Orders to Summary invoice

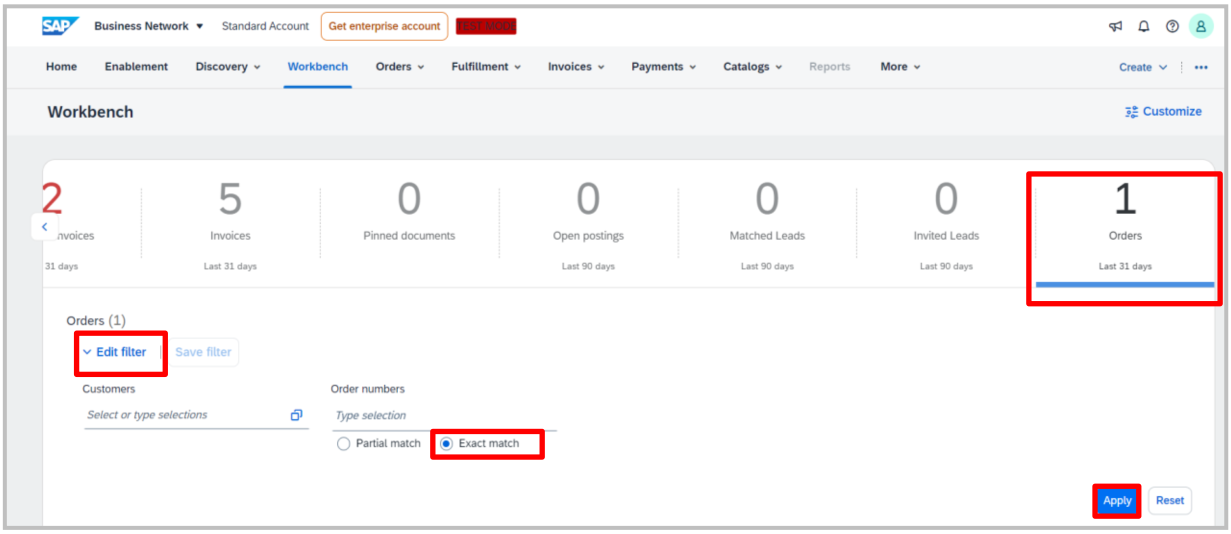
- On the next page, click on **Apply**. This will add a tile and take you to the home page.


Customize Workbench

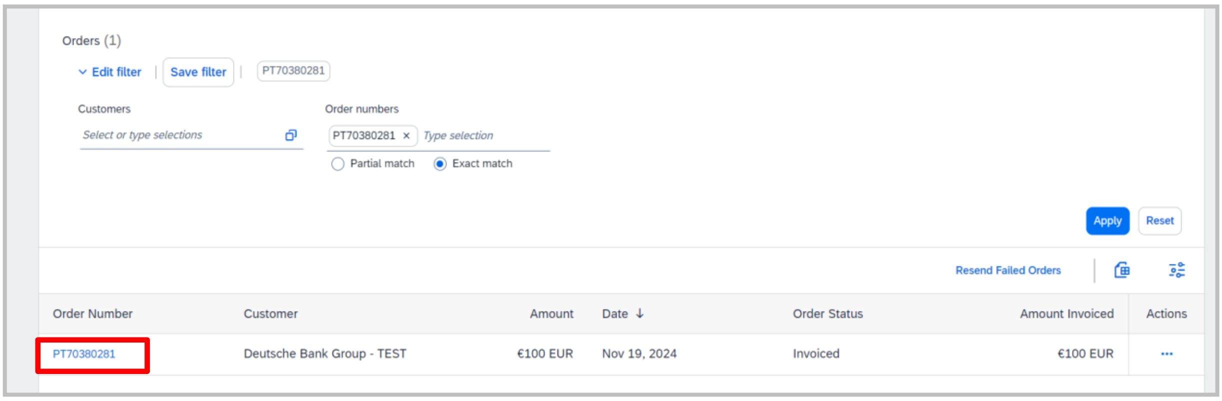
You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

Apply
Cancel
0
New orders
Last 31 days
0
Orders to invoice
Last 31 days
2
Rejected invoices
Last 31 days
5
Invoices
Last 31 days
0
Pinned documents
0
Open postings
Last 90 days
0
Matched Leads
Last 90 days
#
Invited Leads
Last 90 days
#
Orders
Last 31 days
+

- 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.


SAP
Business Network
Standard Account
Get enterprise account
TEST MODE
Home
Enablement
Discovery
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
More
Create
Workbench
Customize
2
nvoices
31 days
5
Invoices
Last 31 days
0
Pinned documents
0
Open postings
Last 90 days
0
Matched Leads
Last 90 days
0
Invited Leads
Last 90 days
1
Orders
Last 31 days
Orders (1)
Edit filter
Save filter
Customers
Select or type selections
Order numbers
Type selection
○ 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.



Orders (1)

Customers: Select or type selections

Order numbers: PT70380281 × Type selection

○ Partial match ● Exact match

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