

Title: - Deutsche Bank Group - How to submit Non-PO (NPO) based E-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.

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 click Next.
 On the next page, enter your password and click Sign In.

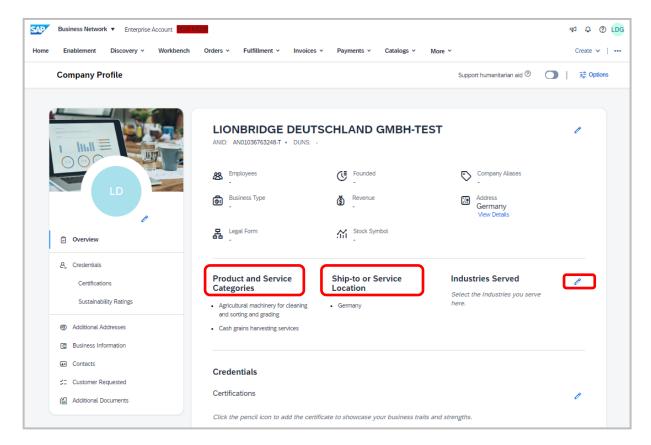
SAP Business Network -	₹ 0
Supplier sign-in	Have you visited our supplier community?
	Our community is designed to make supplier management easy and efficient, while also
Username	ensuring maximum productivity and profitability. You can now enjoy the full benefits that the platform has to offer through your supplier
	account.
Next	Learn More
Forgot username	
New to SAP Business Network? Register Now or Learn more	

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

Overview Getting star	Orders and Releases	Fulfillment Invoices	Payments > Catalogs >	More ~	LIONBRIDGE ' DEUTSCHLAND GMBHTEST domestic-de@accenture.com My Account Link User IDs
67 New orders Lass 31 days	O Items to confirm Last 31 days	95 Orders to invoice Last 31 days	O Pinned documents	76 Invoices Last 31 days	Contact Administrator LIONBRIDGE DEUTSCHLAND GMBH- TEST ANID: AN01036763248-T Premium Package
My widgets All cus	tomers 🗸 😨 Customize				Company Profile Settings



- 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.

Edit Product and Servic	e Information	X Save Cancel
	Product and Service Categories Ship-to or Service Location Industries Served	
Ma Calendara		
My Selections		
Enter your company's products and services. Posting	made by buyers will be matched to you based on the product and service categories you enter below.	
+ Add Category	Agricultural machinery for cleaning a 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	X Save Cancel	X Add new category
Product and Service Categories Ship-to or Service Location Industries Served		Search categories to add Q Browse all categories
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		



- Edit Product and Service Information < Browse Save Cancel Highway and road construction service Product and Service Categories Ship-to or Service Location Indust Highway and road maintenance service My Selections Highway and road new construction service Highway and road sign or guardrail construction and repair service ~ Agricultural machinery for cleaning ... X Cash grains harvesting services X + Add Category Highway reflector installation service + - $\left(\mbox{Highway} \mbox{ and road sign or guardrail construction and repair ser...} \ x \right)$ Add Cance
- 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.

Edit Product and Service Information Product and Service Categories Strip-to or Service Location Industries Served	X Save Cancel	X Add new locations
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 coabilities, trowne and select "Global." After adding locations, click one or more map pin icons to indicate that you maintain a physical presence in that location. Add Locations Germany Germany		Search locations to add

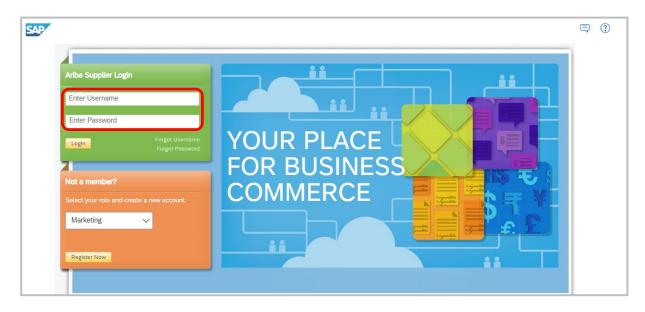


- Add the new location by using the search function or by clicking on Browse all locations.
- Select the correct location and click Add.

If you are shipping globally, turn on the Serve Globally button.

AP	Business Networ	'k 🔻 Enterprise	e Account	DDE							đ	1 Q ()
lome	Enablement	Discovery ¥	Workbench	Orders ¥	Fulfillment ¥	Invoices ¥	Payments ¥	Catalogs 🛩	More ¥			Create 🗸
	Company P	rofile								Support humanitarian aid 🔊		∋e Options
					BRIDGE 101036763248-T			GMBH-T	EST			0
			N. C. W. N.	怒 Emp	oloyees		Founded			Company Aliases		
ſ		LD		la Busi	iness Type		S Revenue			Address Germany View Details		
	Overview			옵 Leg	al Form		Stock Syn	nbol				
	名, Credentials											
	Certificatio	ons		Produc Catego	ct and Servio ries	ce	Ship-to or S Location	ervice		dustries Served		Ô
	Sustainab	ility Ratings			ural machinery for ing and grading	cleaning	 Germany 			ere.		
	Additional A	ddresses		Cash gr	ains harvesting se	vices						
	Business Infection	ormation										
	Contacts			Creder	ntials							
		equested										
	📔 Additional D	locuments		Certifica	luons							Ø
				Click the	pencil icon to a	dd the certifica	te to showcase ye	our business tra	its and strer	ngths.		

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





Additional Information			Save Clos	se
Additional Addresses Business Customer Requested Additional Documents				
Tax Information				
Tax Classification:	(no value)	~		
Taxation Type:	(no value) 🗸 🗸			
Tax ID:		(i)		
State Tax ID:		Do not enter dashes		
Regional Tax ID:		Do not enter dashes		
VAT ID:		(i)		
	VAT Registered <no document=""> Upload Tax Clearance</no>			
Tax Clearance Number:				
Tax Clearance Document:	<no document=""> Upload</no>			
Tax Clearance Expiry Date:	E			

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.

 Proceed to Business Tab and scroll down Tax information section, to update Tax ID / VAT ID and click on Save.

<u>Note</u>: 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 Non-PO invoice



HOW TO SUBMIT NON-PO INVOICES

- On the SAP Business Network home page, go to the **Create** menu displayed on the right-hand side at the top of the window and click **Non-PO Invoice**.

me Enablement	Discovery ¥	Workbench Orde	rs - Fulfillment -	Invoices 🖌 Payme	ents 👻 Catalogs 🗸	Reports ¥ Messages	Assessments	Create 🗸
	101			El Aus	DE MAN			PO Invoice
		Cor	ders and Releases 🗸	All customers	✓ Exact match ✓	Order number	Q	Non-PO Invoice

- Select **Deutsche Bank Group** in the **Customer** field. Select **Standard Invoice** in the **Type of Invoice** field and click on **Next**.

Business Network - TEST MODE	?	LG
Create Non-PO Invoice Next	Exit	
For a trading relationship already on SAP Business Network		
Customer: Deutsche Bank Group - TEST V Type of Invoice: Standard Invoice Credit Memo For a new trading relationship		
You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on SAP Business Network. To create a non- Invoice New Customer (Requires Customer Code)	PO invoice, M	1ore
Next	Exit	

Invoice Completion

Items marked with an asterisk (*) are required fields.

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 2 calendar days.



Business Network ~			(?)
Create Invoice	Update	Save	Exit Next
▼ Invoice Header		* Indicates required field	Add to Header 🔻
Summary Invoice #:* Invoice Date:* 28 Aug 2024	Subtotal: 0.00 EUR Total Tax: 0.00 EUR Amount Due: 0.00 EUR		View/Edit Addresses
Service Description:			

- Use the **Choose Address** drop down box to select the DB legal entity that you have supplied the goods/services to. If you are unsure of the DB legal entity, please reach out to your DB representative.

Invoice Date:*	28 Aug 2024		Amount Due:	0.00 EUR	
invoice Date.	28 Aug 2024		~		
Service Description:					
Remit To	KONSUMSTR 45	\sim			
	WUPPERTAL				
	Germany				
Choose Address	0100_DE 🗸				
Bill To:	0100_DE	ngesellschaft			
	0391_DE				
	0501_NZ				
	0504_NL				
Order Information	0534_HK				
Customer Order #:	0550_US		Contract Number:]
Gustomer order #.	0598_NZ				
Sales Order #:	0599_US		Sales Order Date:		
	0743_ES				
Shipping	0754_UK				
	0755_UK		_		
Header leve	0759_UK) Line level shipping (i)		
Ship From:	0780_SG	CHLAND GMBH-TEST	Ship To:	Deutsche Bank Group - TEST FRANKFURT AM MAIN	View/Edit Addresses
	0781_SG				
	0786_HK		Deliver To:	Germany	
	0815 US				



- The invoice is always defaulted to **Header level shipping**. Please change it to **Header level shipping** in case it is not.

Order Information								
Customer Order #:		Contract Number:						
Sales Order #:		Sales Order Date:						
Shipping Header level shipping ① Line level shipping ①								
Ship From: LIONBRIDGE DEUTSCHLAND GMBH-TEST Ship To: Deutsche Bank Group - TEST View/Edit A FRANKFURT AM MAIN								
	WUPPERTAL Germany	Deliver To:	Germany					

- Ship From address is pulled from your SAP Business Network profile.
- **Ship To** address is pulled from your default settings in DB and should be changed to the location where the goods/services were delivered if the default address is incorrect.
- Please click on View/Edit addresses to edit the Ship To/Ship From fields on the invoice.

Shipping		
Header level shipping Line level shipping		
Ship From: LIONBRIDGE DEUTSCHLAND GMBH-TEST	Ship To: Deutsche Bank Group - TEST FRANKFURT AM MAIN	View/Edit Addresses
WUPPERTAL	Germany	
Germany	Deliver To:	



- Clicking on the **View/Edit addresses** option will pop-up a new window. Please enter the correct **Ship To/Ship From** address and click **OK**.

	Remit To K	ONSUMSTR 45 🗸				
	WU	PPERTAL				
¢	VIEW/EDIT ADD	RESSES		* Indicate	es required field	
	Ship From		Ship To			
Order Info	Name:	LIONBRIDGE DEUTSCHLAND GMBH-TE	ST Name:*	Deutsche Bank Group - TEST		
с	Department Name:		Department Name:			
	Address 1:	VIYLUYRZC 64	Address 1:*	Taunusanlage 12]	
	Address 2:		Address 2:]	
Shipping	Postal Code:	* 93353	Postal Code:*	60325		
Shipping	City:	* WUPPERTAL	City:*	FRANKFURT AM MAIN]	
	State:	Select	∽ State:	Select	~	
	Country/Region:	* Germany [DEU]	✓ Country/Region:*	Germany [DEU]	\sim	Addresses
		This selection will refresh the page conten	t Deliver To:	This selection will refresh the page content		
Additiona Suppl				ок	Cancel	
Custo	mer Reference:		Service End Date:			

- Use the **Choose Address Customer** drop down box to select the DB legal entity that you have supplied the goods/services to. If you are unsure of the DB legal entity, please reach out to your DB representative.

Additional Fields			
Supplier Account ID #:		Service Start Date:	
Customer Reference:		Service End Date:	
Supplier Reference:			
Payment Note:			
Supplier:	LIONBRIDGE DEUTSCHLAND GMBH-TEST	Choose Address	No value View/Edit Addresses
	WUPPERTAL	Customer:	Betriebs-Center für Banken AG
	Germany	Email: *	BHW Bausparkasse AG
			BHW - Gesellschaft für Wohnungswirtschaft mbH
Bill From:	LIONBRIDGE DEUTSCHLAND GMBH-TEST		BHW Holding GmbH //Edit Addresses
	WUPPERTAL		DB Direkt GmbH
	Germany		DB HR Solutions GmbH
Tax paid through a Ta	v Bankagantativa		DB Investment Services GmbH
	x representative		DB Print GmbH
Supplier VAT		Customer VAT	Deutsche Bank Aktiengesellschaft
Supplier VAT/Tax ID:	*	Customer VAT/Tax ID:	Deutsche Bank Immobilien GmbH
Supplier Commercial Identifier:			Q Search more



- Enter the email address of the DB requisitioner of the goods/services. If you are unsure of the email address, please contact your DB representative.

Additional Fields				
Supplier Account ID #:		Service Start Date:		
Customer Reference:		Service End Date:		
Supplier Reference:]		
Payment Note:				
Supplier:	LIONBRIDGE DEUTSCHLAND GMBH-TEST	Choose Address	DB Print GmbH V	View/Edit Addresses
	WUPPERTAL		DB Print GmbH	
	Germany		Frankfurt/Main	
			Germany	
		Email:*		
Bill From:	LIONBRIDGE DEUTSCHLAND GMBH-TEST			View/Edit Addresses
	WUPPERTAL			
	Germany			

- Enter a valid VAT/Tax ID. In case you do not charge taxes, please enter **NA** in the field below.

In case you are billing to Australia and do not have an ABN ID, please enter 11 zeros in the tax ID field.

Supplier VAT		Customer VAT	
Supplier VAT/Tax ID:*		Customer VAT/Tax ID:	
Supplier Commercial Identifier: Supplier Commercial Credentials:	1		

- Click on Add to Header dropdown and please select Attachment. This adds a section under your supplier VAT ID field.

	Add to Header 🔻	
	Shipping Cost	
	Shipping Tax	0 Line Items, 0 Included, 0 Previously Fully Invoiced
	Shipping Documents	
Ins	Special Handling	
	Special Handling Tax	andard Rate of Input Tax / 1 V Discount Add to Included Lines
	Payment Term	
	Additional Reference Documents and Dates	e Part # Description Customer Part # Quantity Unit Unit Unit Price Subtotal
	Comment	No item selected
ť	Attachment	Add V

Use the Choose File 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.



Supplier VAT	Customer VAT
Supplier VAT/Tax ID:*	Customer VAT/Tax ID:
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	~
Attachments The total size of all attachmen Choose file No file chosen	
Allowance Description:	
Miscellaneous Amount:	

Invoice line-items

After entering the required information into the invoice header, the invoice Line Items need to be completed.

Scroll down to the bottom off the page to the Line Items section.

- Click the **Add** button to insert a line item. Select from Material, General Service or Labor Service.

Line Items			0 L	ine Items,	0 Include	ed, 0 Previou	Isly Fully Invoice
sert Line Item Options Tax Category: 19% VAT / Sta	ndard Rate of Input Tax / 🐧 🗸	Discount				Add to I	ncluded Lines
No. No. No. Include Type	e Part # Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
	No ite	m selected					
Line Item Actions Delete	Add						
	Add Labor Service						
	Add Material		Update	Sa	ve	Exit	Next

- Complete the line number, the first line number should be 1, second line number 2 etc.
- The Part # field is required by SAP Business Network. Please fill in the Part number or if unknown put NA in this field. No validation is performed against this entry.



- The Description field is required by SAP Business Network. Fill in a description, which captures the details of the goods invoiced accurately.

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 V Shipping Documents	Special Handling Discount		
19% VAL7 Standard Rate of input				Add to Included Lines
No. Include Type Part #	Description	Customer Part #	Quantity Unit	Unit Price Subtotal
1 MATERIA 1234	test		1 EA 10	0,000.00 EL 100,000.00 EUR
Tax		-		
clientNumber:				
Line Item Actions V Delete Add V				
			Update Save	Exit Next

- Enter the value you want to invoice in the **Quantity** field.
- Enter a **Unit** of measure for Non-PO line items. The unit of measure is required to be written in upper case. If you are unsure of the unit, use EA (EA represents each).
- Enter the price value into the **Unit Price** field. The currency is a default setting from the SAP Business Network supplier set up, but it can be overwritten in the Unit Price field.

Line Items	1 Line Items, 1 Included, 0 Previously Fully Invoiced
Insert Line Item Options Tax Category: 19% VAT / Standard Rate of Input Tax / h >> Shipping Documents Special Handling	Discount Add to Included Lines
No. Include Type Part # Description Customer Part # 1 Image: Comparison of the state of the	Quantity Unit Unit Price Subtotal 1 EA 100,000.00 EL 100,000.00 EUR
clientNumber: Additional Fields serialNumber: accountingCode:	
Line Item Actions Delete Add	
	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.

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	Items									1 Line It	ems, 1 Included, 0	Previously Fully Invoic
nsert Li	ine Item Optio	ons	Category:	19% VAT / St	andard Rate of Input	Tax / N 🗸 🗌 Shi	pping Documents	Special Handling Dis	count			Add to Included Lines
	No.	Include	Туре	Part #		Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1		MATERIAL	1234		test			1	EA	100,000.00 El	100,000.00 EUR
	Тах											
			clie	ntNumber:								
	Additional F	Fields	ser	ialNumber:			1					
			accou	ntingCode:]					
4	Line Item	Actions 🔻	Delete		Add 🔻							



- 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									1 Li	ne Items, 1 Included,	0 Previously Fully Invoiced
Insert I	ine Item Options	Tax Category	/: 19% VAT / S	tandard Rate of Input Tax / N 🗸 🗸	Shipping Documents	Special Handling	Discount					Add to Included Lines
											L	Add to included Lines
	No.	Include Typ	e Part #		Description		Customer Part #		Quantity	Unit	Unit Price	Subtotal
	1	🥌 ма	TERIAL 1234		test				1	EA	100,000.00 EU	100,000.00 EUR
	Tax		Category:	* 19% VAT / Standard Rate of Ir	put Tax / N 🗸		Taxable Amount: Rate(%):	100,000.00 EUR				Remove
			Location:					19.000.00 EUR				
			Description: Regime:	Standard Rate of Input Tax / Me	hrwertsteuer Deutschland		Exempt Detail:	(no value) 🗸				
			Kegine.		Ĩ							
		D	ate Of Pre-Payment:				Date Of Supply:*	28 Aug 2024				
			Law Reference:				Triangular Tr	ransaction				
			clientNumber:									
	Additional Field	5	serialNumber:									
			accountingCode:									
Ļ	Line Item Acti	ons 🔻 De	lete A	dd 🔻								
										Update	Save	Exit Next

Insert Li	ine Item Options												
		Tax Ca	itegory: 19%	VAT / Standard Rate of Input Ta	Shipping Documents	s Special Handling	Discount					Add to Included	Lines
	No.	Include	Туре	Part #	Description		Customer Part #		Quantity	Unit	Unit Price	Subto	ıtal
	1		MATERIAL	1234	test				1	EA	100,000.00 EU	100,000.00 E	UR
	Tax		Lo	cation: Standard Rate of Inpu	Rate of Input Tax / h		Taxable Amount: Rate(%): Tax Amount: Exempt Detail: Date Of Supply: Triangular	100,000.00 EUR 19 (no value) V (no value) Zero Rated Exempt	2]		Remove
	Additional Fields	5	clientNu serialNu accounting	umber:									
L (Line Item Actio	ons 🔻	Delete	Add 🔻									
										Update	Save	Exit	Next

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



- The **Save** option can be used to save the invoice. The saved invoices will be available in Drafts for seven days, which can be edited and submitted within seven days, from the date it is saved.

Business Network 🗸 TEST MODE			0 LG
Create Invoice		Previous Save	Submit Exit
Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This is:Germany. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to a Standard Invoice			
Invoice Number: 12346564/A2 Invoice Date: Wednesday 28 Aug 2024 12:14 pm GMT+02:00	Subtotal: Total Tax: Amount Due:	100,000.00 EUR 19,000.00 EUR 119,000.00 EUR	

By clicking Save the system will indicate you how long the saved invoice will be kept in system.

SAP Business Network - TEST MODE			O LG
Create Invoice		Previous Save	Submit Exit
Invoice "12346564/A2" is saved. The saved invoice will be kept until 17 Oct 2024. Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice			
is:Germany. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscri	be to an archiving service. Note that you will also	be able to archive old invoices once y	ou subscribe to the archiving service.
Standard Invoice			
Invoice Number: 12346564/A2	Subtotal:	100.000.00 EUR	
Invoice Namber: 120-000-04/2 Invoice Date: Wednesday 28 Aug 2024 12:14 pm GMT+02:00	Total Tax:	19,000.00 EUR	
	Amount Due:	119,000.00 EUR	

- 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 -	0
Invoice 12346564/A2 has been submitted.	
Print a conv of the invoice. Exit invoice creation	



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				