



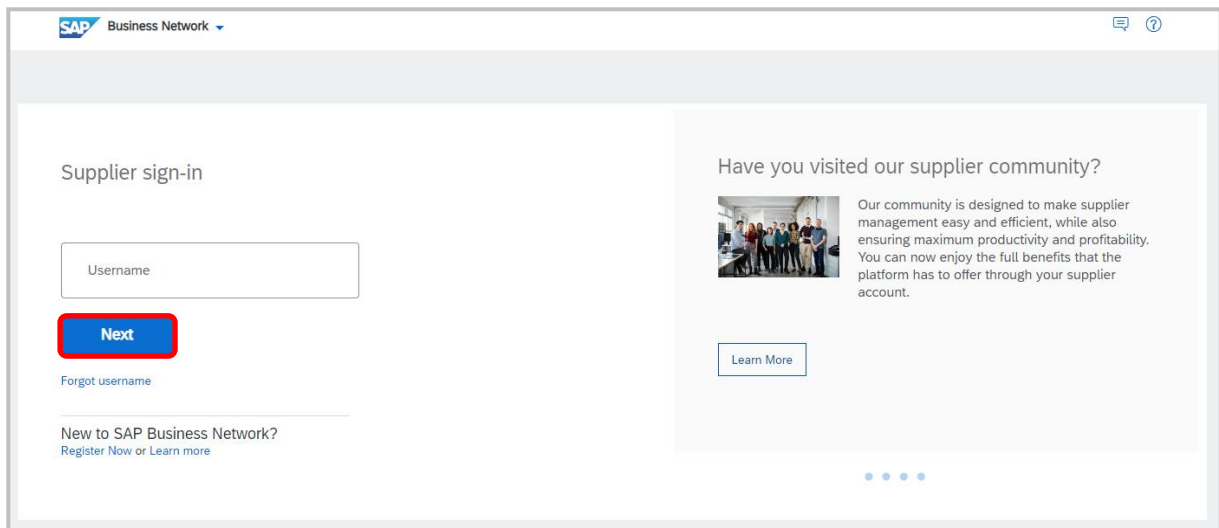
Title: - Deutsche Bank Group – How to submit Non-PO (NPO) based E-invoices

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.

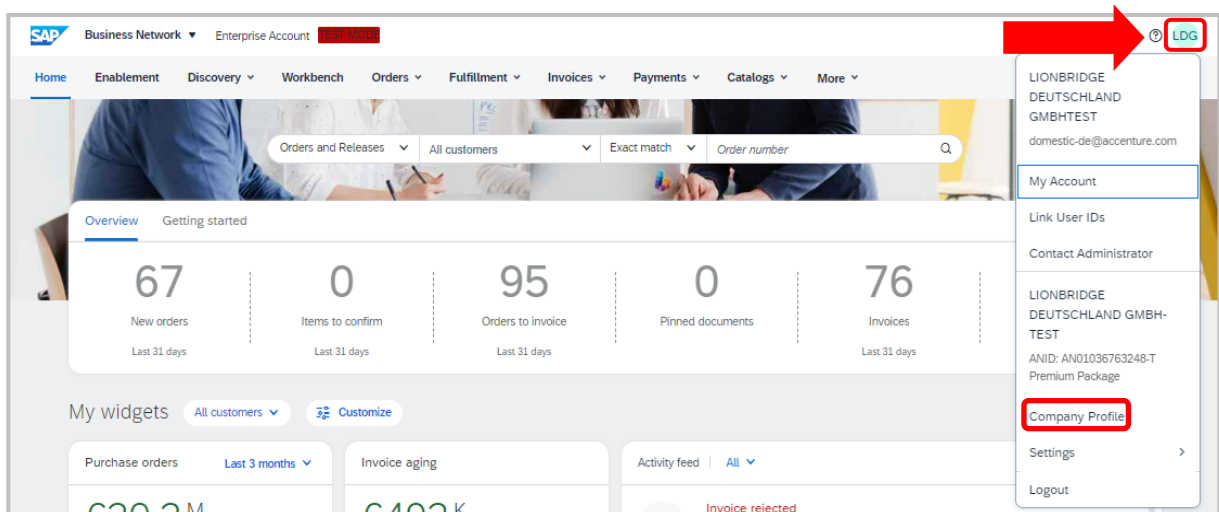
UPDATING TAX ID / VAT ID ON COMPANY PROFILE

Log in to the SAP Business Network supplier portal using the following link – 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**.
On 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.

Company Profile Support humanitarian aid | Options

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 **Ship-to or Service Location** **Industries Served**

- Agricultural machinery for cleaning and sorting and grading
- Cash grains harvesting services
- Germany

Credentials
Certifications

Click the pencil icon to add the certificate to showcase your business traits and strengths.

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

Edit Product and Service Information

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.

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

- 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
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 ... Cash grains harvesting services

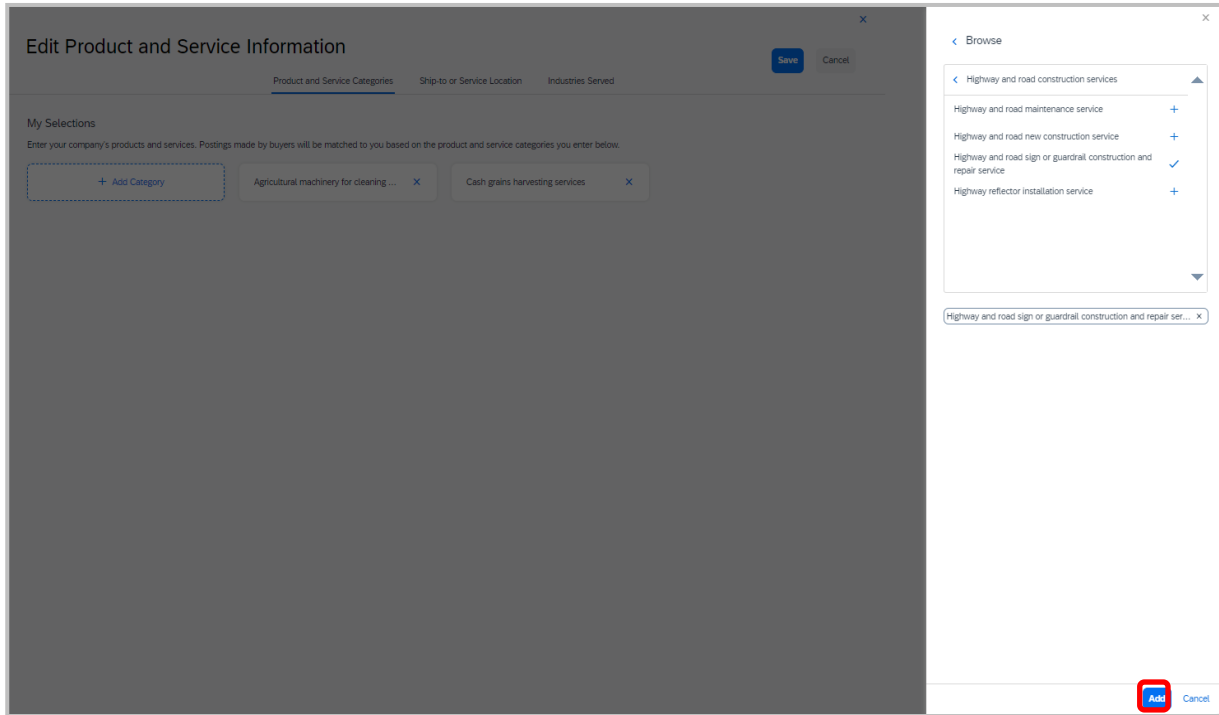
Add new category

Search categories to add

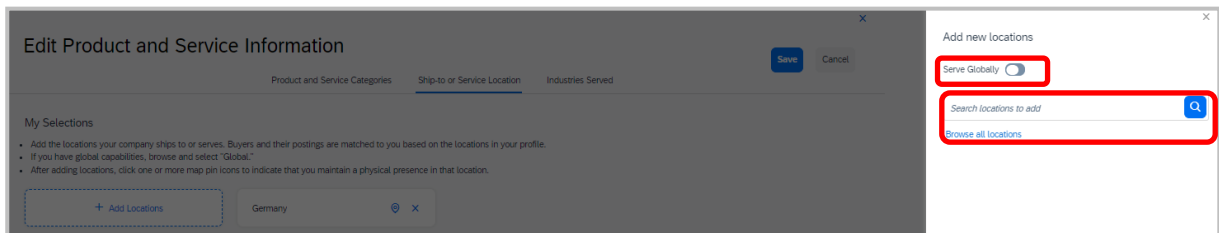
[Browse all categories](#)



- 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.

The screenshot shows the SAP Business Network interface for a company profile. The company name is **LIONBRIDGE DEUTSCHLAND GMBH-TEST**. The left sidebar contains a navigation menu with 'Business Information' highlighted in red. The main content area displays various company metrics and details:

- 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.
- Credentials:** Certifications

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

The screenshot shows the Ariba Supplier Login page. The login form is highlighted with a red box, containing the following fields:

- Enter Username**
- Enter Password**
- Login** button
- Forgot Username** and **Forgot Password** links

Below the login form, there is a **Not a member?** section with the text "Select your role and create a new account." and a dropdown menu currently set to "Marketing". A **Register Now** button is located at the bottom of this 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:

Taxation Type:

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: ⓘ

- Proceed to **Business** Tab and 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.

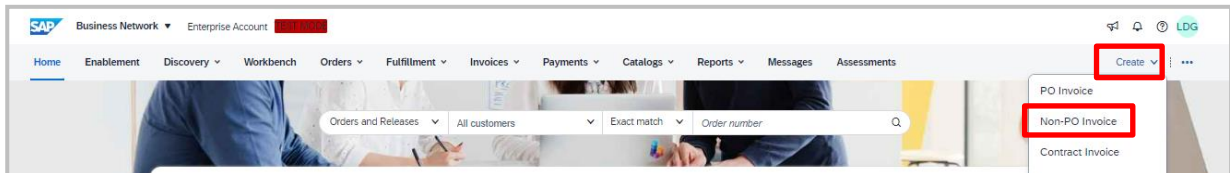
This will update the VAT/Tax ID on your profile so that you do not have to update it on each invoice.

- Follow the below steps to submit your Non-PO invoice

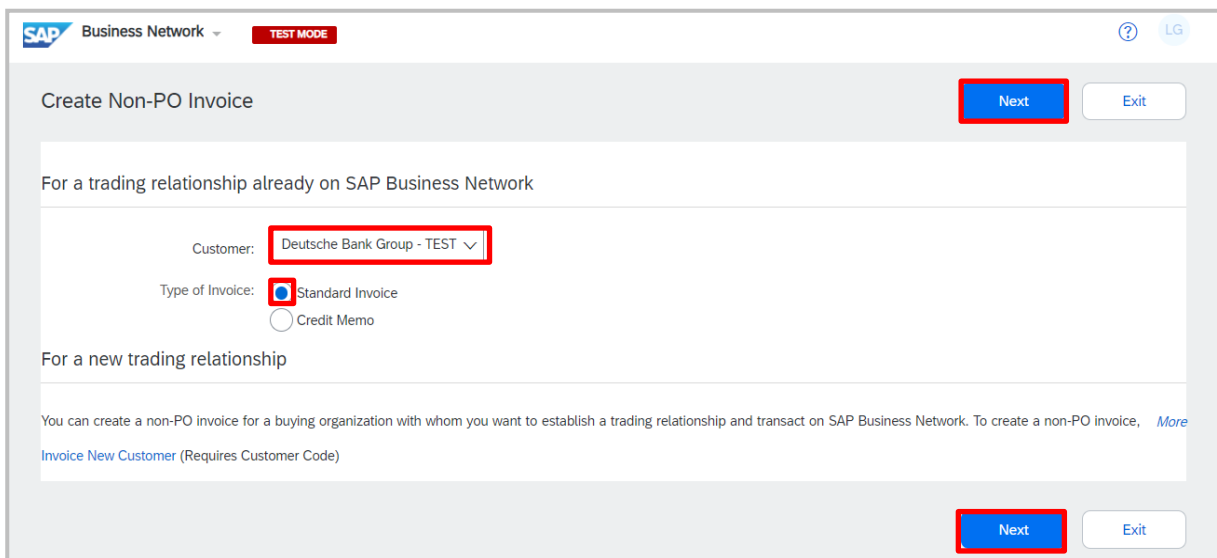


HOW TO SUBMIT NON-PO INVOICES

- 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**.



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



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.

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 2 calendar days.



SAP 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

Service Description:

View/Edit Addresses

- 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

Service Description:

Remit To: KONSUMSTR 45

WUPPERTAL
Germany

Choose Address: 0100_DE

Bill To: 0100_DE **gesellschaft**

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

Shipping

Header level Line level shipping

Ship From: 0780_SG **CHLAND GMBH-TEST**

Ship To: Deutsche Bank Group - TEST
FRANKFURT AM MAIN

Deliver To: Germany

View/Edit Addresses



- 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 ⓘ
 Line level shipping ⓘ

Ship From: LIONBRIDGE DEUTSCHLAND GMBH-TEST
 WUPPERTAL
 Germany

Ship To: Deutsche Bank Group - TEST
 FRANKFURT AM MAIN
 Germany

Deliver To:

[View/Edit Addresses](#)

- **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
 WUPPERTAL
 Germany

Ship To: Deutsche Bank Group - TEST
 FRANKFURT AM MAIN
 Germany

Deliver To:

[View/Edit Addresses](#)



- 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**.

- 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.



- 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
WUPPERTAL
Germany

Choose Address: DB Print GmbH
Customer: DB Print GmbH
Frankfurt/Main
Germany

Bill From: LIONBRIDGE DEUTSCHLAND
GMBH-TEST
WUPPERTAL
Germany

Email:*

- 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:

- 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
- Shipping Documents
- Special Handling
- Special Handling Tax
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment**

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Standard Rate of Input Tax / In Discount

Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected							

▾

- 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 attachments cannot exceed 30MB

Choose file No file chosen Add Attachment

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 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 19% VAT / Standard Rate of Input Tax / N Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions Delete Add

- Add General Service
- Add Labor Service
- Add Material

Update Save 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 / I 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	1234	test		1	EA	100,000.00 EL	100,000.00 EUR

Tax

clientNumber:

Additional Fields

serialNumber:

accountingCode:

Line Item Actions

- 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 / I 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	1234	test		1	EA	100,000.00 EL	100,000.00 EUR

Tax

clientNumber:

Additional Fields

serialNumber:

accountingCode:

Line Item Actions



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 / 1 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	1234	test		1	EA	100,000.00 EUR	100,000.00 EUR

Tax

clientNumber:

Additional Fields

serialNumber:

accountingCode:

[Line Item Actions](#)



- 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 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 19% VAT / Standard Rate of Input Tax / A 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	1234	test		1	EA	100,000.00 EU	100,000.00 EUR

Tax

Category: 19% VAT / Standard Rate of Input Tax / A

Location:

Description: Standard Rate of Input Tax / Mehrwertsteuer Deutschland

Regime:

Date Of Pre-Payment:

Law Reference:

clientNumber:

serialNumber:

accountingCode:

Additional Fields

Taxable Amount: 100,000.00 EUR Remove

Rate(%): 19

Tax Amount: 19,000.00 EUR

Exempt Detail: (no value)

Date Of Supply: 28 Aug 2024

Triangular Transaction

Line Item Actions

Insert Line Item Options Tax Category: 19% VAT / Standard Rate of Input Tax / A 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	1234	test		1	EA	100,000.00 EU	100,000.00 EUR

Tax

Category: 19% VAT / Standard Rate of Input Tax / A

Location:

Description: Standard Rate of Input Tax / Mehrwertsteuer Deutschland

Regime:

Date Of Pre-Payment:

Law Reference:

clientNumber:

serialNumber:

accountingCode:

Additional Fields

Taxable Amount: 100,000.00 EUR Remove

Rate(%): 19

Tax Amount: 19,000.00 EUR

Exempt Detail: (no value)

(no value)

Zero Rated

Exempt

Date Of Supply:

Triangular

Line Item Actions

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.

SAP Business Network TEST MODE

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 transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany. 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: 12346564/A2	Subtotal:	100,000.00 EUR
Invoice Date: Wednesday 28 Aug 2024 12:14 pm GMT+02:00	Total Tax:	19,000.00 EUR
	Amount Due:	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

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. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany. 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: 12346564/A2	Subtotal:	100,000.00 EUR
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

Invoice 12346564/A2 has been submitted.

- Print a copy 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