

# Ariba Network Invoice Guide Deutsche Bank



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# Introduction

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## Procure-to-Pay Process

- This document contains the requirements and training for your organization to create and submit invoices online to Deutsche Bank via the Ariba Network.
- Deutsche Bank requires suppliers enabled on Ariba Network to submit electronic invoices through Ariba Network.
- **Note:** Suppliers uploading CSV Invoices or utilizing cXML or EDI technologies should refer to the specification documents available on the Deutsche Bank Supplier Information Portal.





# Deutsche Bank specifics

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**Deutsche Bank currently supports E-invoicing in the following DB countries:**

- **Italy**
- **Netherlands**
- **Ireland**
- **Japan**

**Note:** Japanese suppliers are **NOT** required to enter Customer and Supplier Tax ID

**Note to Global Suppliers:** select VAT tax rates accordingly to DB entity being invoiced. When supplier is from a different country than DB entity, the VAT Tax rate should be 0%.

Complete list of VAT rates per country is available on slide 20.

# Invoice Practices

## Supported

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### Deutsche Bank project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Shipping data** is accepted at the line item level.

### Supported

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Advance Shipment Notices**  
Apply against PO when items are shipped
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Credit Invoices**  
Item level credits; price/quantity adjustments
- **CSV Invoices**

# Invoice Practices

## Not Supported

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### Not Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by Deutsche Bank (DB).
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by Deutsche Bank
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; Deutsche Bank will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on the Ariba Network
- **Paper Invoices**  
Deutsche Bank requires invoices to be submitted electronically through the Ariba Network; Deutsche Bank will no longer accept paper invoices
- **Header Level Credit Memos**  
The Header Level Credit Memo feature is not supported by Deutsche Bank
- **Non-PO Invoices**  
DB does not accept invoices created against a PO not received through Ariba Network
- **Service Invoices**  
DB does not accept invoices with service line item details
- **Contract Invoices**  
DB does not accept invoices against contracts

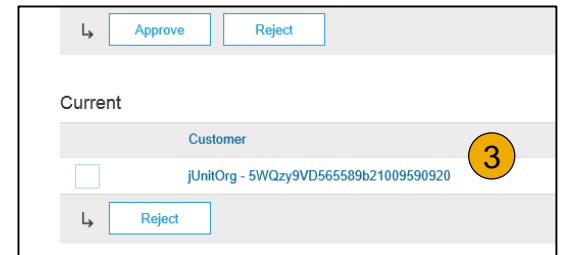
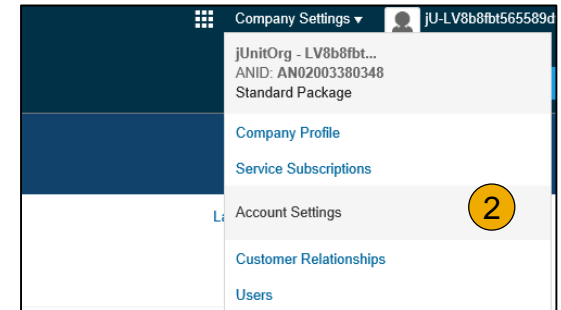




# Customer Invoice Rules

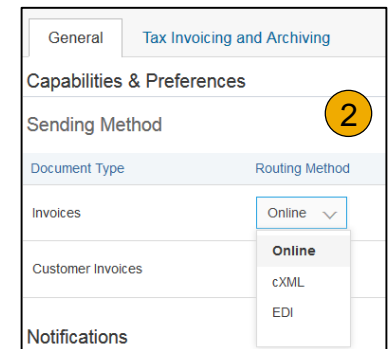
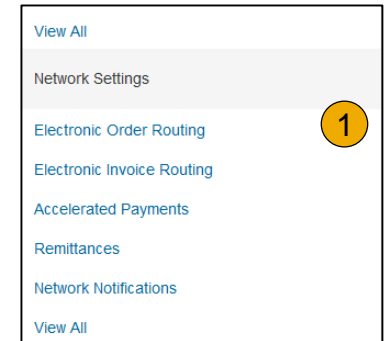
These rules determine what you can enter when you create invoices.

1. **Login** to your Ariba Network account.
2. **Click** on the Administration Navigator on the top right hand corner and then on Customer Relationships under Account Settings.
3. **A list** of your Customers is displayed. Click the name of your customer (**Deutsche Bank**) to view their invoice rules.
4. **Scroll** down to the Invoice setup section and view the invoice rules.
5. **If Deutsche Bank** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu
6. **Click Done** when finished.



# Electronic Invoice Routing and notifications

1. **Click** on Electronic Invoice Routing at Administration Navigator.
2. **Choose** one of the following Invoice routing methods: **Online, cXML, EDI**
3. **Configure** Notifications to emails (the same way as in Order Routing).



Notifications

Type

Send notifications when...

To email addresses (one required)

Invoice Failure

☒

Send a notification when invoices are undeliverable or rejected.

\*

user@supplier.com

Invoice Status Change

☒

Send a notification when invoice statuses change.

\*

user@supplier.com

3

# Invoice Archival

1. **Click** on Configure Invoice Archival link to export invoices to your system for legal compliance:
  - Select frequency (Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click Start.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
2. **Subscribe** to Long-Term Document Archiving for an integrated archiving solution. Please read the applicable terms and policies and supported list of countries. After you enable the service you have access to Document Archive tab where you can search and view Archived Documents and request to download multiple documents.

## Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

General   Tax Invoicing and Archiving

Home   Inbox   Outbox   Catalogs   Reports   Document Archive

### Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the D invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately

☐ Twice Daily  
☐ Daily  
☒ Weekly  
☐ Biweekly  
☐ Monthly

Archiving Start Time: 11 : 0 AM ☒ PM Etc/GMT0 ⓘ

☒ Archive Immediately

☒ Send archived invoice files to the pending queue for download.  
☐ Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

### Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by can v and download the archived invoices from the Document Archive > Archived Documents page f

☒ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving

# Account Configuration

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## Deutsche Bank project specific tasks:

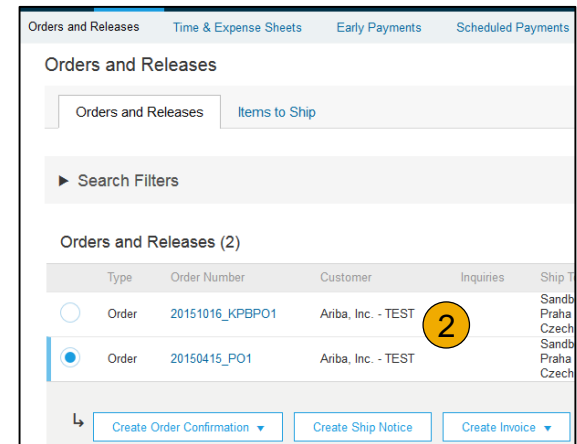
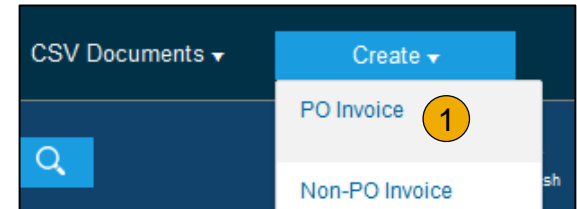
- **VAT ID / TAX ID** – select your company name in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.





# PO Flip Invoice

1. To **create** a PO-Flip invoice, select the PO Invoice link under the Create section in the top-right corner.
2. For **PO Invoice** select a PO number.
3. **Click** on the Create Invoice button and then choose Standard Invoice.
4. **Invoice** is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Deutsche Bank.



Create Invoice

Please correct the following errors and resubmit

Invoice Header

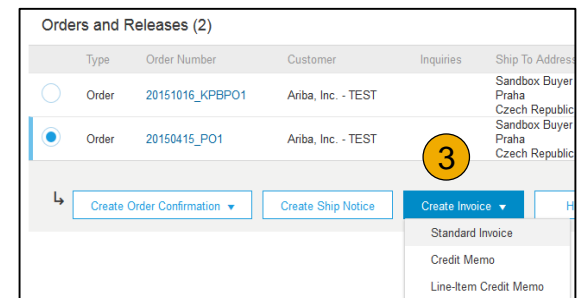
Summary

Purchase Order: 20150415\_PO1

Invoice #: \* (empty) 4

Invoice Date: \* 17 Apr 2016

Remit To: Ariba\_TestSupplier - TEST



# PO Flip Invoice-Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter** an Invoice # which is your unique number for invoice identification. The Invoice Date\* will auto-populate.
2. **Select** Remit-To address from the drop down box if you have entered more than one.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment\*\*, Shipping Documents
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Support of additional Reference Documents & Dates is applicable for CSC customers only; Attachment file size should not exceed 40MB.

▼ Invoice Header

**Summary**

Purchase Order: 1084497223

Invoice #: \* INV\_1084497223 1

Invoice Date: \* 15 Apr 2016

Remit To: DEFAULT VALUE 2

**Tax** 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

**Shipping** 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

\* Indicates required field Add to Header ▼

**Tax**

Shipping Cost 4

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

# PO Flip Invoice - Header (Withholding Tax)

Deutsche Bank requires that suppliers subject to **withholding tax** enter the following information when submitting electronic invoices via the Ariba Network

**Withholding Tax Description:** please provide the description of the type of withholding tax you are subject to (this is a free-text entry)

**Withholding Tax Base Amount:** please enter withholding tax base amount – this amount must NOT exceed the total invoice amount

**Withholding Tax Amount:** please enter the withholding tax amount – this amount must be less than the Withholding Tax Base Amount

**Note:** All fields can be blank. However if WHT base amount populated, WHT amount must also be populated. None of the fields can be lower than zero.

Suppliers from locations with **multiple withholding taxes** to be applied to particular invoices can use sets 1 to 4, starting from 1<sup>st</sup> set:

- suppliers from Philippines can use set 1 and 2 only
- suppliers from Mexico can use set 1 and 2 only
- suppliers from Brazil can use set 1, 2, 3 and 4

SUPPLIER VAT	CUSTOMER VAT
* Supplier VAT/Tax ID: <input type="text"/>	* Customer VAT/Tax ID: <input type="text"/>
Supplier Commercial Identifier: <input type="text"/>	
Supplier Commercial Credentials: <input type="text"/>	
<div><div>Withholding Tax Description: <input type="text"/></div><div>Withholding Tax Base Amount: <input type="text"/></div><div>Withholding Tax Amount: <input type="text"/></div><div>Withholding Tax Description 2: <input type="text"/></div><div>Withholding Tax Base Amount 2: <input type="text"/></div><div>Withholding Tax Amount 2: <input type="text"/></div><div>Withholding Tax Description 3: <input type="text"/></div><div>Withholding Tax Base Amount 3: <input type="text"/></div><div>Withholding Tax Amount 3: <input type="text"/></div><div>Withholding Tax Description 4: <input type="text"/></div><div>Withholding Tax Base Amount 4: <input type="text"/></div><div>Withholding Tax Amount 4: <input type="text"/></div><div>ISR Reference Number: <input type="text"/></div></div>	
<div>Add to Header ▼</div>	

# PO Flip Invoice - Header (Withholding Tax)

**Withholding Tax Description 2:** This field can only be used by vendors from locations with multiple withholding taxes, which includes Philippines, Mexico and Brazil. It must not be used by vendors from any other locations.

Please provide the description of the type of withholding tax you are subject to (this is a free-text entry)

**Withholding Tax Base Amount 2:** This field can only be used by vendors from locations with multiple withholding taxes, which includes Philippines, Mexico and Brazil. It must not be used by vendors from any other locations.

Please enter withholding tax base amount – this amount must NOT exceed the total invoice amount

**Withholding Tax Amount 2:**

This field can only be used by vendors from locations with multiple withholding taxes, which includes Philippines, Mexico and Brazil. It must not be used by vendors from any other locations.

Please enter the withholding tax amount – this amount must be less than the Withholding Tax Base Amount

**Note:** All fields can be blank. However if WHT base amount 2 is populated, WHT amount 2 must also be populated.

None of the fields can be lower than zero.

**Withholding Tax Description 3:** This field can only be used by vendors domiciled in Brazil, where more than 2 withholding taxes can be applicable for a particular invoice. It must not be used by vendors from any other locations.

Please provide the description of the type of withholding tax you are subject to (this is a free-text entry)

**Withholding Tax Base Amount 3:** This field can only be used by vendors domiciled in Brazil, where more than 2 withholding taxes can be applicable for a particular invoice. It must not be used by vendors from any other locations.

Please enter withholding tax base amount – this amount must NOT exceed the total invoice amount

**Withholding Tax Amount 3:**

This field can only be used by vendors domiciled in Brazil, where more than 2 withholding taxes can be applicable for a particular invoice. It must not be used by vendors from any other locations.

Please enter the withholding tax amount – this amount must be less than the Withholding Tax Base Amount

**Note:** All fields can be blank. However if WHT base amount 3 is populated, WHT amount 3 must also be populated.

None of the fields can be lower than zero.

# PO Flip Invoice - Header (Withholding Tax)

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**Withholding Tax Description 4:** This field can only be used by vendors domiciled in Brazil, where more than 3 withholding taxes can be applicable for a particular invoice. It must not be used by vendors from any other locations.

Please provide the description of the type of withholding tax you are subject to (this is a free-text entry)

**Withholding Tax Base Amount 4:** This field can only be used by vendors domiciled in Brazil, where more than 3 withholding taxes can be applicable for a particular invoice. It must not be used by vendors from any other locations.

Please enter withholding tax base amount – this amount must NOT exceed the total invoice amount

**Withholding Tax Amount 4:**

This field can only be used by vendors domiciled in Brazil, where more than 3 withholding taxes can be applicable for a particular invoice. It must not be used by vendors from any other locations.

Please enter the withholding tax amount – this amount must be less than the Withholding Tax Base Amount

**Note:** All fields can be blank. However if WHT base amount 4 is populated, WHT amount 4 must also be populated.

None of the fields can be lower than zero.



# PO Flip Invoice - Header (ISR Reference)

**ISR Reference** : ISR stands for inpayment slip with reference number, a special payment procedure of the Swiss Postal Service.

The field is therefore only relevant in Switzerland. It is exclusively for selected Swiss vendors and must NOT be used by vendors in other locations.

Every vendor who participates in this procedure receives a subscriber number and must populate this field when submitting invoices to DB.

SUPPLIER VAT		CUSTOMER VAT	
* Supplier VAT/Tax ID:	<input type="text"/>	* Customer VAT/Tax ID:	<input type="text"/>
Supplier Commercial Identifier:	<input type="text"/>		
Supplier Commercial Credentials:	<input type="text"/>		
Withholding Tax Description:	<input type="text"/>		
Withholding Tax Base Amount:	<input type="text"/>		
Withholding Tax Amount:	<input type="text"/>		
Withholding Tax Description 2:	<input type="text"/>		
Withholding Tax Base Amount 2:	<input type="text"/>		
Withholding Tax Amount 2:	<input type="text"/>		
Withholding Tax Description 3:	<input type="text"/>		
Withholding Tax Base Amount 3:	<input type="text"/>		
Withholding Tax Amount 3:	<input type="text"/>		
Withholding Tax Description 4:	<input type="text"/>		
Withholding Tax Base Amount 4:	<input type="text"/>		
Withholding Tax Amount 4:	<input type="text"/>		
ISR Reference Number:	<input type="text"/>		
<input type="button" value="Add to Header"/>			

# PO Flip Invoice- Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review** or update Quantity for each line item you are invoicing.
2. **Click** on the line item's Green check mark to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. **To configure** additional Tax Options within the Tax Category tool, use the Configure Tax Menu option.
5. **Check** Tax Category and use the drop down to select from the displayed options. **Available VAT rates were configured for you by DB.** Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #	
<input type="checkbox"/>	2		MATERIAL	GOODS_02

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions ▼ Delete

No.	Include	Type	Part #	
<input checked="" type="checkbox"/>	2		MATERIAL	GOODS_02

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Line Item Actions ▼ Delete Add

Add to Included Lines

# PO Flip Invoice – Available VAT rates

VAT tax rates configured for you by Deutsche Bank needs to be assigned according to DB country, e.g. if you invoice a PO sent by DB Ireland, select from list of VAT tax rates related to Ireland.

## ITALY

VAT	0.0%	Italy-Not liable for VAT (both for Italian and non Italian suppliers)
VAT	4.0%	Italy-VAT at 4%
VAT	10.0%	Italy-VAT at 10%
VAT	22.0%	Italy-VAT at 22%

## NETHERLANDS

VAT	0.0%	Netherlands-Not liable for VAT (both for Netherlands and non-Netherlands suppliers)
VAT	6.0%	Netherlands-VAT at 6%
VAT	21.0%	Netherlands-VAT at 21%

## IRELAND

VAT	0.0%	Ireland – VAT domestic and foreign at 0%
VAT	9.0%	Ireland – VAT at 9%
VAT	13.5%	Ireland – VAT at 13.5%
VAT	23.0%	Ireland – VAT at 23%

## JAPAN

VAT	0.0%	Japan Consumption Tax at 0% or non-taxable transactions
VAT	5.0%	Japan Consumption Tax at 5%
VAT	8.0%	Japan Consumption Tax at 8%
VAT	10.0%	Japan Consumption Tax at 10%

LINE ITEMS 1 Line Items 0 Included

Insert Line Item Options

☐ Tax Category: VAT

☐ No. Include Part #

☐ 1 MATERIAL FT-25300501

Excluded line items cannot be modified.

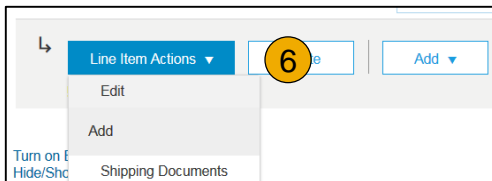
Taxes

- 0% VAT / Ireland - VAT d...
- 23% VAT / Ireland - VAT a...
- 13.5% VAT / Ireland - VAT a...
- 9% VAT / Ireland - VAT a...

Other Tax

# PO Flip Invoice- Detail Line Items

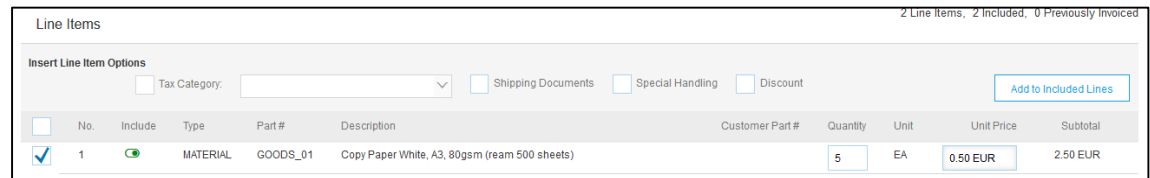
**Additional** information can be viewed at the Line Item Level by editing a Line Item.



Line Item Actions

- Edit
- Add
- Shipping Documents

Turn on / Hide/Show



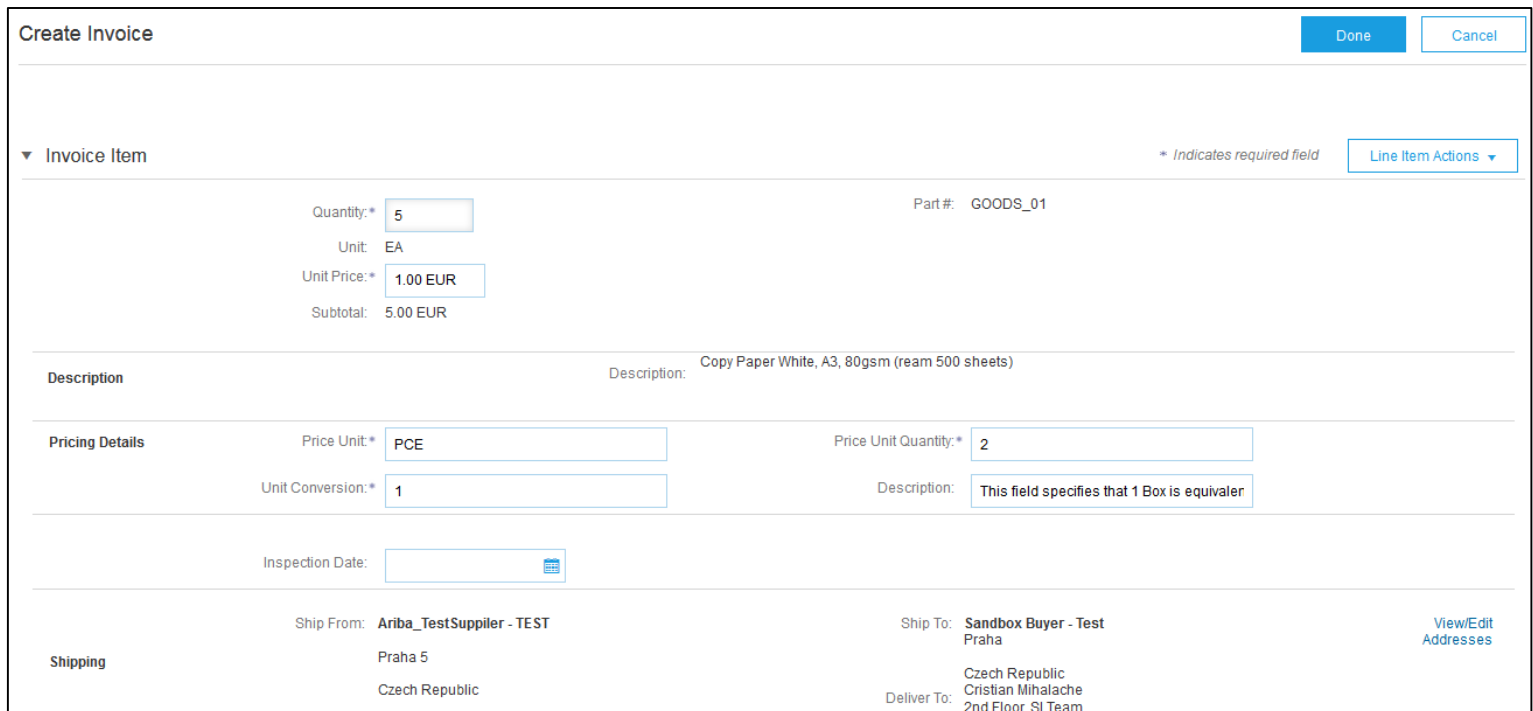
Line Items

2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR



Create Invoice

Done Cancel

▼ Invoice Item \* Indicates required field [Line Item Actions](#)

Quantity: \* 5 Part #: GOODS\_01

Unit: EA

Unit Price: \* 1.00 EUR

Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit: \* PCE Price Unit Quantity: \* 2

Unit Conversion: \* 1 Description: This field specifies that 1 Box is equivalent to 2 reams

Inspection Date:

Shipping

Ship From: Ariba\_TestSupplier - TEST

Ship To: Sandbox Buyer - Test Praha

Deliver To: Czech Republic Cristian Mihalache 2nd Floor, SI Team

[View/Edit Addresses](#)

# PO Flip Invoice – Line Item Shipping

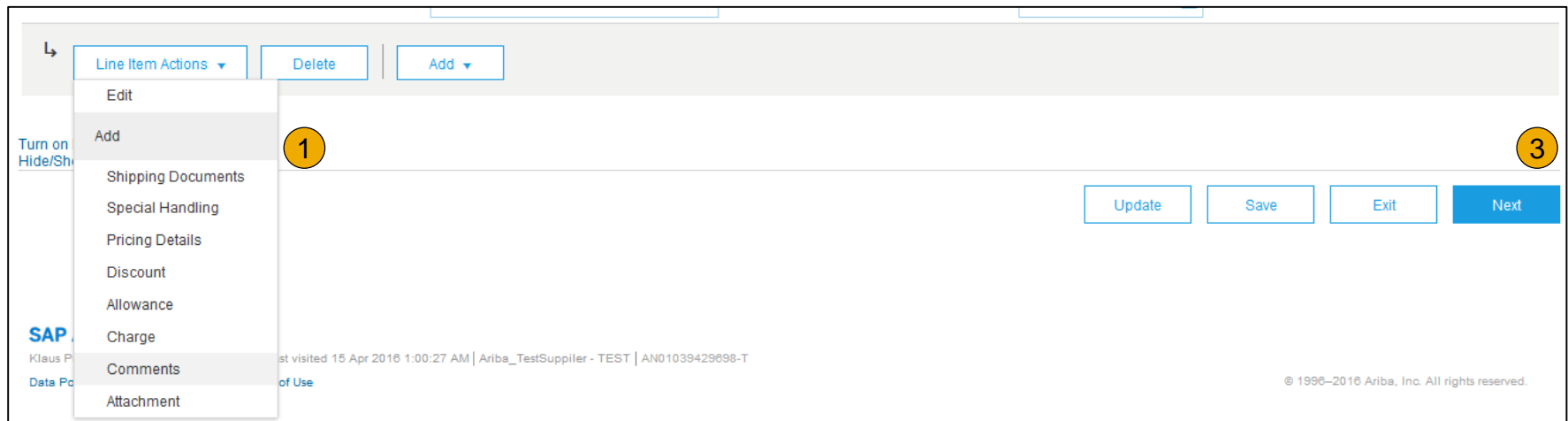
**Enter** Retail Details, Shipping Document Information and Informational Pricing related to the line item, if line level shipping has been selected and CSC enabled.

Shipping	Ship From: jUnitOrg - OynCyo1H56558c491009590540	Ship To: Acme Sunnyvale, CA United States	<a href="#">View/Edit Addresses</a>
	Arkansas City, AR United States	Deliver To: Joe Smith Mailstop M-543	
Shipping Cost	Shipping Amount: * \$0.00 USD	Shipping Date: <input type="text"/>	
Shipping Documents	Packing Slip ID: <input type="text"/>	Delivery Note ID: <input type="text"/>	<a href="#">Remove</a>
	Packing Slip Date: <input type="text"/>	Delivery Note Line #: <input type="text"/>	
		Delivery Note Date: <input type="text"/>	
	Comments: <input type="text"/>		<a href="#">Remove</a>
Accounting Reference	Reference ID: <input type="text"/>	Description: <input type="text"/>	
			<input type="button" value="Done"/> <input type="button" value="Cancel"/>



# PO Flip Invoice – Line Item Comments

1. **To add** comments at the line items select Line Items, then click at Line Item Actions >Add > Comments.
2. **Upon refresh or Update**, the Comments field will display. Enter applicable Comments in this field.
3. **Click Next**.



This screenshot shows the 'Line Item Actions' dropdown menu in the SAP PO Flip Invoice interface. The menu is open, displaying options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments', and 'Attachment'. The 'Add' option is highlighted with a yellow circle labeled '1'. The 'Comments' option is also highlighted with a yellow circle labeled '3'. The background shows the 'Line Item Actions' button, 'Delete' button, and 'Add' button. The 'Update' button is visible on the right side of the interface.

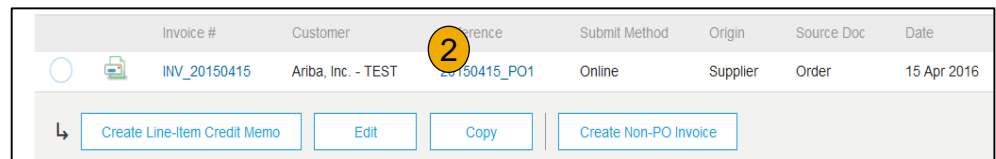
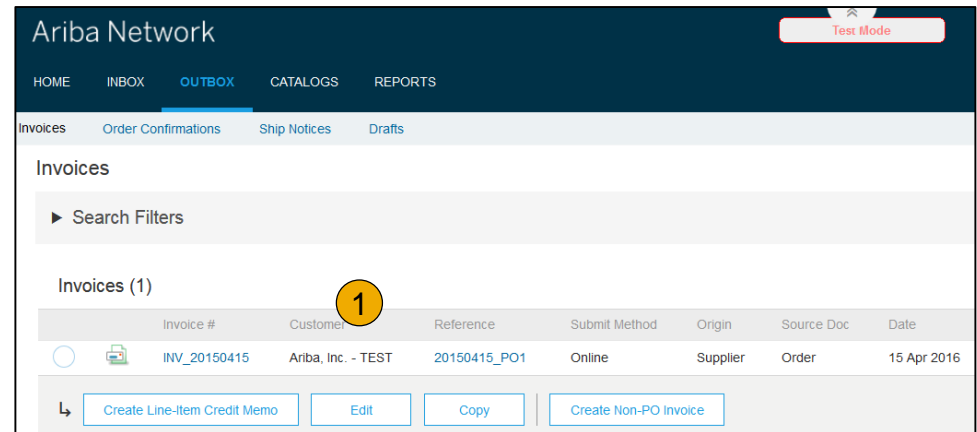


This screenshot shows the 'Comments' field in the SAP PO Flip Invoice interface. The field is a text input area with a yellow circle labeled '2' next to it. The 'Remove' button is visible on the right side of the field.

# Credit Memo / Negative Invoice

To create a credit memo against an Invoice,

1. **Select** your previously created invoice in your Outbox.
2. **Click** the button on the Invoice screen for Create Line-Item Credit Memo.
3. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisk are filled in.
4. **If *Withholding tax* has been applied on invoice**, WHT needs to be reflected also on credit memo.  
For more details see following slide.
5. **Click** Next once done.
6. **Review** Credit Memo.
7. **Click** Submit.



# Credit Memo / Negative Invoice – Withholding Tax

If you applied one or more Withholding Taxes (applicable only to suppliers based in Italy, Philippines, Mexico and Brazil – details on slides 15-17) on the invoice you need to credit, follow the instructions bellow.

- WHT base amount must be equal or higher than total invoice amount (amount due in the form)
- WHT amount must be higher than WHT base amount
- If one is empty then the other must be empty and vice versa
- None can be higher than zero.

SUPPLIER VAT		CUSTOMER VAT	
*Supplier VAT/Tax ID:	<input type="text"/>	* Customer VAT/Tax ID:	<input type="text"/>
Supplier Commercial Identifier:	<input type="text"/>		
Supplier Commercial Credentials:	<input type="text"/>		
<b>Withholding Tax Details</b>			
Withholding Tax Description:	<input type="text"/>	Withholding Tax Base Amount:	<input type="text"/>
Withholding Tax Amount:	<input type="text"/>	Withholding Tax Description 2:	<input type="text"/>
Withholding Tax Description 2:	<input type="text"/>	Withholding Tax Base Amount 2:	<input type="text"/>
Withholding Tax Amount 2:	<input type="text"/>	Withholding Tax Description 3:	<input type="text"/>
Withholding Tax Description 3:	<input type="text"/>	Withholding Tax Base Amount 3:	<input type="text"/>
Withholding Tax Amount 3:	<input type="text"/>	Withholding Tax Description 4:	<input type="text"/>
Withholding Tax Description 4:	<input type="text"/>	Withholding Tax Base Amount 4:	<input type="text"/>
Withholding Tax Amount 4:	<input type="text"/>	Withholding Tax Reference Number:	<input type="text"/>

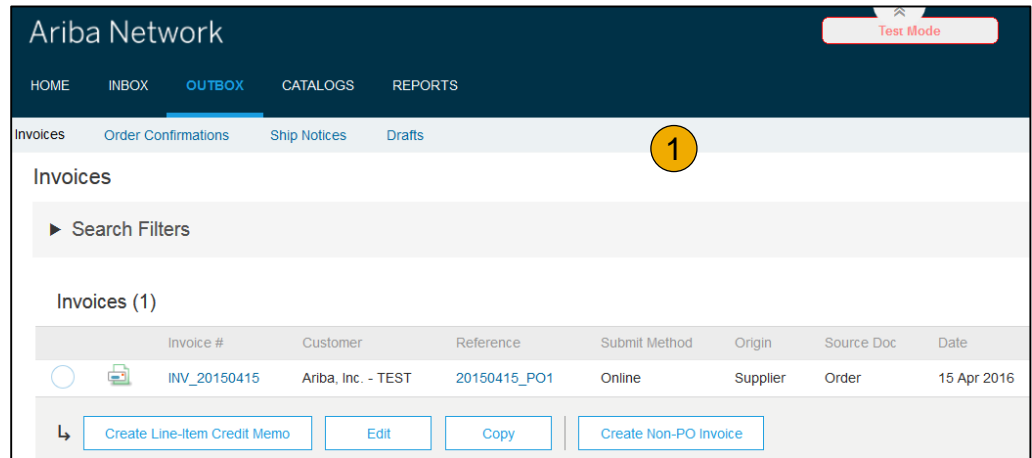
Add to Header ▾

# Non PO Invoice

To create an invoice without a PO:

1. **Select** Non-PO Invoice under Create on the navigation menu.
2. **Select** Deutsche Bank from the Customer dropdown list
3. **Select** Standard Invoice.  
If you need to invoice a new customer click Invoice New Customer.
4. **Click** Next.

**Note:** Your customer must generate a code for you to create non-PO invoices.



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST

Type of Invoice: ☒ Standard Invoice ☐ Credit Memo

# CSV Invoices Upload

1. **To access** a customer's CSV file template, go to Administration > Customer Relationships > Click the customer name > Download CSV Invoice Template.
2. **Populate** the template and upload it from Create> CSV Invoice > Browse > Import.
3. **The CSV file** is processed by Ariba Network and forwarded to the customer in the form of cXML message.
4. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.

### Import CSV Invoice

Done

\*Customer: 

▼

\*CSV invoice file path: 

Browse...

Import CSV Invoice

Done

2

1 Pending Tasks

Action Required to Complete Enablement Tasks »

Profile Completeness

35%

Enter a short description to reach 45% >

Quick Links

View: 

Last 31 days

 ▼

**Purchase Orders**

New (0)

Changed (0)

Failed (0)

Partially Confirmed (0)

Partially Shipped (0)

Partially Invoiced (0)

**Invoices**

Failed (0)

Rejected (0)

**Manage**

Time & Expense Sheets

**Create**

PO Invoice

Non-PO Invoice

CSV Invoice

Contract Invoice

1





# “Copy This Invoice”

---

## **Copy Invoice Feature:**

Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to reenter a lot of information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

## **Common uses for this feature include:**

- Submitting invoices for a balance due
- Submitting corrected invoices in cases where the first attempt was rejected

## **Enabling This Feature**

This is an out-of-the-box feature available to all customers. It requires no action to configure it.

## **Limitations**

You cannot copy the following:

- Summary invoices (invoices that refer to multiple purchase orders)
- Credit memos and line-level credit memos
- Self-signed invoices (invoices that are digitally signed by the supplier)
- Invoices with 1000 or more invoice lines

# How to Copy this Invoice

To copy an existing invoice in order to create a new invoice:

1. **Go** to the Outbox On Ariba Network.
2. **Either** Select the radio button for the invoice you want to copy, and click Copy. **OR** Open the invoice you want to copy, and on the Detail tab, click Copy This Invoice.
3. **Enter** an invoice number.
4. **For VAT lines**, make sure the date of supply at the line level is correct.
5. **Edit** the other fields as necessary.
6. **Click Next**, review the invoice, and save or submit it.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations **1** Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

	Invoice # <b>2</b>	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

↳ Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML



# PO Flip Invoice – Review, Save, Submit

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. **In case of any errors**, you will get a notification in red where information should be corrected.
3. **If no changes** are needed, click Submit to send the invoice to Deutsche Bank. **If changes** are needed, click Previous to return to previous screens and make corrections before submitting. **Alternatively**, Save your invoice at anytime during invoice creation to work on it later.
4. **You may resume** working on the invoice by selecting it from Outbox> Drafts on your Home page.

**Note:** You can keep draft invoices for up to 7 days.

Update Save Exit Next

## Create Invoice

! Please correct the following errors and resubmit

### ▼ Invoice Header

#### Summary

Invoice #: \*

! Required field

Invoice Date: \* 17 Apr 2016

Remit To: Ariba\_TestSupplier - TEST

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

### Drafts

This page displays documents you saved in draft state. You can edit them

# Cancel, Edit and Resubmit Invoices

1. Click the Outbox tab.
2. In the Invoice # column, click a link to view details of the invoice.
3. Click Cancel. The status of the invoice changes to "Canceled."
4. Click the Invoice # for the failed, canceled, or rejected invoice that you want to resubmit and click Edit.
5. Click Submit on the Review page to send the invoice.

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

CSV Documents

Create

Invoices

Order Confirmations

Ship Notices

Drafts


Invoices

1

► Search Filters

Invoices (1)

2

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
 INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

↳

Create Line-Item Credit Memo

Edit

Copy

Create Non-PO Invoice

Invoice: INV\_20150415

Create Line-Item Credit Memo

Copy This Invoice

3

Cancel

Print

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
<div><div></div><div></div></div>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent
	<div><div><div></div></div><div>Create Line-Item Credit Memo</div><div>Edit</div><div>Copy</div><div>Create Non-PO Invoice</div></div> <div>Fix a failed invoice.</div>									





# 7. Document Status, Searches, and Reports

# Check Invoice Status

---

## Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox**.

## Routing Status

Reflects the status of the transmission of the invoice to Deutsche Bank (DB) via the Ariba Network.

- **Obsoleted** – You canceled the invoice – not supported by DB
- **Failed** – Invoice failed Deutsche Bank invoicing rules. Deutsche Bank will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Deutsche Bank invoicing application has acknowledged the receipt of the invoice



# Check Invoice Status

---

## Invoice Status

Reflects the status of Deutsche Bank's action on the Invoice.

- **Sent** – The invoice is sent to the Deutsche Bank but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Deutsche Bank approved the invoice cancellation
- **Paid** – Deutsche Bank paid the invoice / in the process of issuing payment. Only if Deutsche Bank uses invoices to trigger payment.
- **Approved** – Deutsche Bank has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Deutsche Bank has rejected the invoice or the invoice failed validation by Ariba Network. If Deutsche Bank accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

# Check Invoice History

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice 1

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

2

# Search for invoice - Quick Search and Refined Search

Quick Search:

1. **From the Home Tab,** Select Invoices in the Document type to search,
2. **Select** Deutsche Bank from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search** Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click Search.**

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices All Customers Invoice Number

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices

Search Filters

Customer: All Customers

Invoice Number:

Order Number:

Date Range: Last 24 hours

Supplier Reference:

Min. Amount:

Max. Amount:

External Invoice Number:

Status: All

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100

Search Reset

# Search for invoice - Reports

Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.

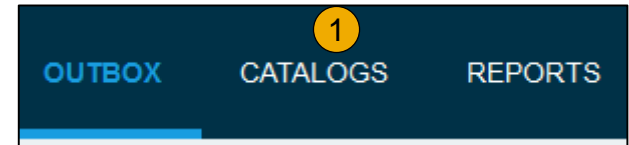
Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

Note: Reports can be created by Administrator or User with appropriate permissions.

1. **Click** the Reports tab from the menu at the top of the page.
2. **Click** Create. Fill in required Information. Select an Invoice report type — Failed Invoice or Invoice.
3. **Click** Next.

Note: Select (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected. After specifying Customer and Created Date in Criteria click Submit. You can view and download the report in CSV format when its status is Processed.

For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.

A screenshot of a web form titled 'Create Report'. At the top, there is a header bar with a yellow circle containing the number '2'. Below the header, there is a sub-header that says 'Check the Time Zone and Language settings. You can set the Time Zone and Language'. The form contains several input fields: 'Title: \*' with a text box, 'Description:' with a large text area, 'Time zone:' with a dropdown menu showing 'Poland', 'Language:' with a dropdown menu showing 'English', and 'Report Type: \*' with a dropdown menu. The 'Report Type' dropdown is open, showing a list of options: 'Select', 'Failed Invoice', 'Failed Order', 'Invoice', and 'Order Summary'. The 'Invoice' option is highlighted.



## 8. Ariba Network Support

# Training and Resources

## Deutsche Bank Supplier Information Portal

1. **Select** the name of your company in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices
3. **Select** Supplier Information Portal to view the following presentations to learn more about transacting with Deutsche Bank:
  - Account Configuration Guide
  - Deutsche Bank Purchase Order Confirmation and Ship Notice Guide
  - Deutsche Bank Invoice Guide
  - Supplier Membership Program / Supplier Registration Guide

**Account Settings**

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

Pending

Customer
<a href="#">Approve</a> <a href="#">Reject</a>

Current

Customer
<input type="checkbox"/> Ariba Inc. <a href="#">Supplier Information Portal</a>
<input type="checkbox"/> Pouliot Industries
<a href="#">Reject</a>

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#) 1

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

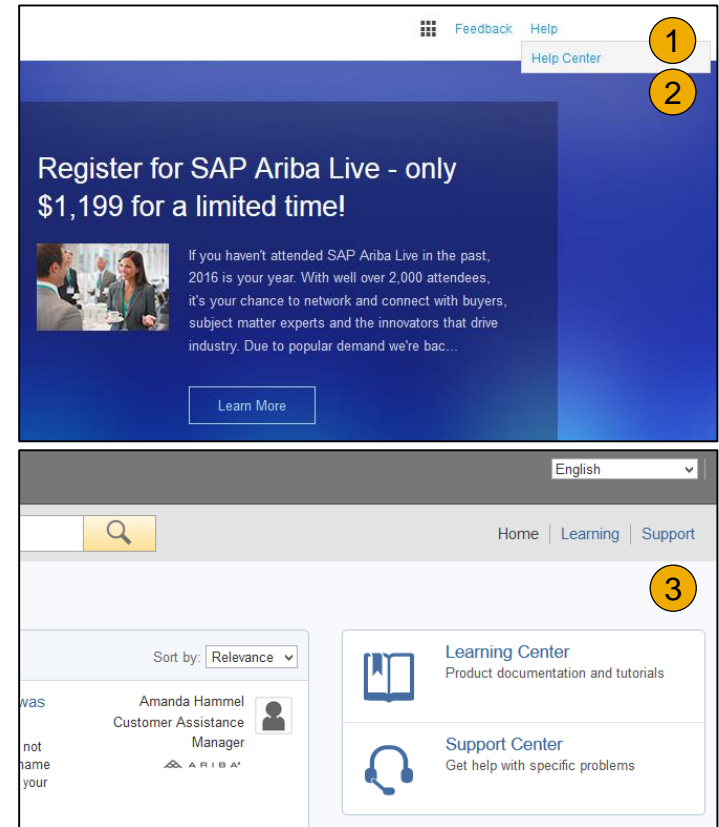
[Network Notifications](#)

# Training and Resources

## Ariba Network Standard Documentation

1. **Go** to: <http://supplier.ariba.com> and click the Help link.
1. **Click** Help Center.
2. **Click** on Learning Center to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

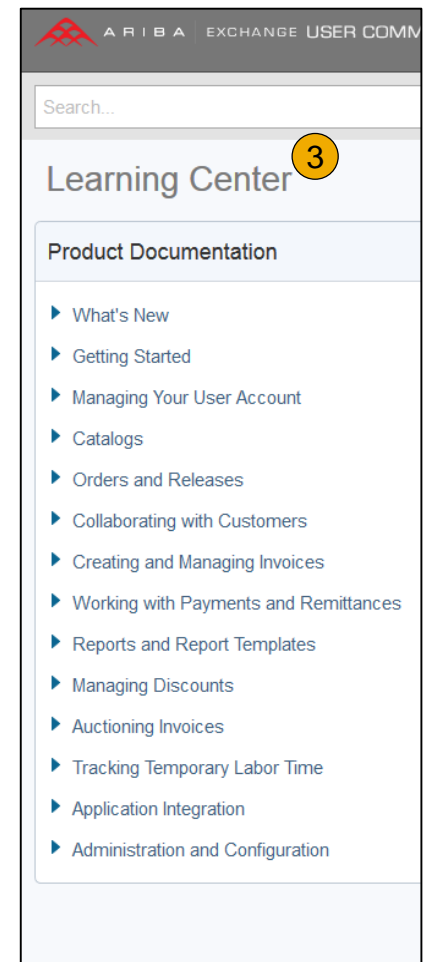
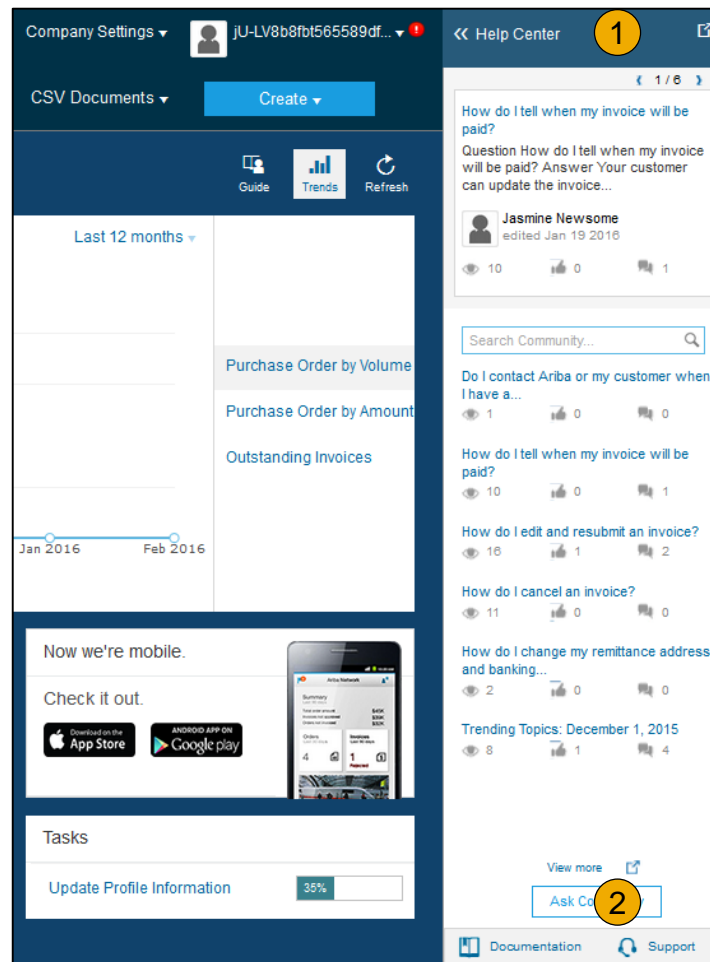
**Note:** Only a subset of the documentation is available in a pre-login state.



# Training and Resources

## Ariba Network Standard Documentation

1. **Click** on Help Center to access Standard Documentation material.
2. **Click** Documentation (bottom)
3. **View** Ariba Network Administrator's documentation.

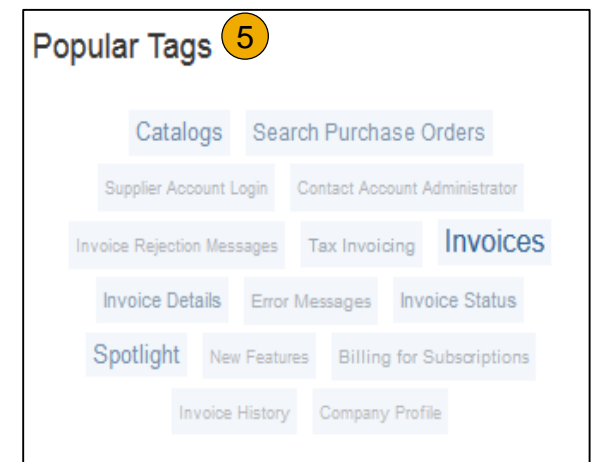
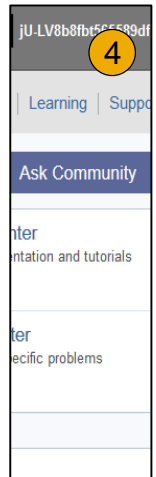
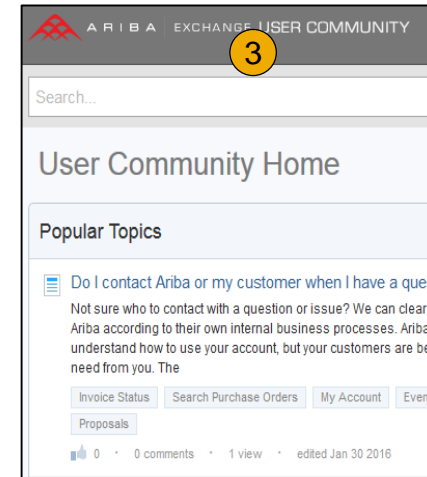
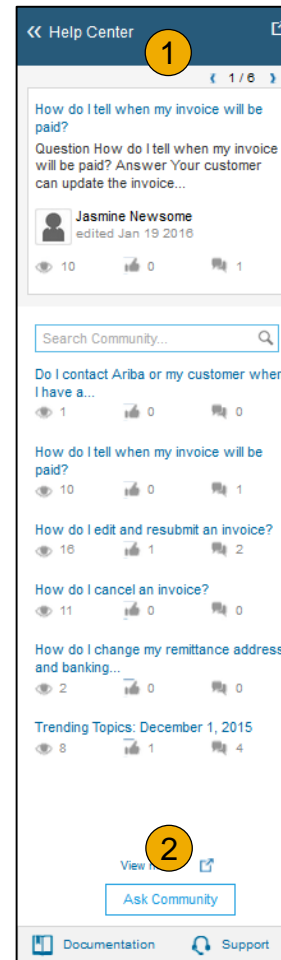




# Help Center

## Helpful things to know

- 1. Popular Topics:** Title links are selected for you based on the solution that you were using, privileges & default language when you clicked on Help.
- 2. Click** on the link to view the content item. You will be able engage with the content: author, view how many community users have viewed the content and have flagged the content as being helpful to you, and report problems with the content.
- 3. Perform** a search to find content not found under Popular Topics. Results can be sorted or filtered.
- 4. Under Learning** you can find the Product Documentation available for Users or Administrators.
- 5. Popular Tags:** These are the tags associated with our most popular content items per solution. It is a quick way to find documents related to the topic.



# Training and resources

## Ariba Network standard documentation and useful links

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### • Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliemembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
  - Information about downtime, new releases and new features

# Who should you contact?

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## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact [DBSupplierEnablement@ariba.com](mailto:DBSupplierEnablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **Deutsche Bank Business Process Support**

- Suppliers may contact their usual Deutsche Bank contact person.
- Suppliers of DB Italy may contact DB Enablement team at [Dbbuyer.italy@db.com](mailto:Dbbuyer.italy@db.com) for business-related questions.
- Suppliers of DB Netherlands may contact DB Enablement team at [adam.ap@db.com](mailto:adam.ap@db.com) for business-related questions.

## Supplier Support Post Go-Live

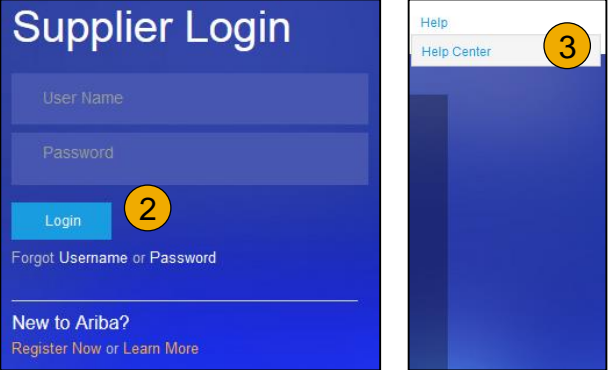
- **Ariba Network Support for Actively Transacting Suppliers**

Region	Contact Number
North/South America	1 412 222 6153
USA Toll Free	1 866 218 2155
<b>Europe, Middle East and Africa</b>	<b>+44 20 7187 4144</b>
UK Toll free	0800 358 3556
Germany Toll free	0800 101 1989
France Toll free	0800 945 115
The Netherlands Toll free	0800 0200 582
Asia Pacific	+65 6311 4745

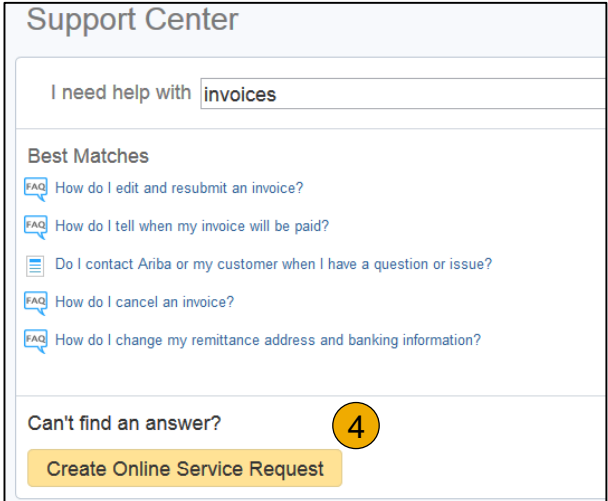
# Supplier support post Go-Live

## Help Center

1. **Go** to <http://supplier.ariba.com>
2. **In the case** click on the link Forgot Username or Forgot Password.
3. **Click** the Help link in the top right corner and click Help Center and go to Support section at the bottom.
4. **Search** for any topic you would like to know more about. If none of the articles answers your question, click on the Create Online Service Request button to contact our Customer Support.
5. **Fill** out our web form. Select Problem Type. Note Deutsche Bank in the Issue Description.



The image shows the 'Supplier Login' page. It has a blue header with the title 'Supplier Login'. Below the title are two input fields: 'User Name' and 'Password'. A blue 'Login' button is below the password field, with a yellow circle containing the number '2' next to it. Below the login button is a link 'Forgot Username or Password'. At the bottom, there is a section 'New to Ariba?' with links 'Register Now' and 'Learn More'. On the right side, there is a vertical sidebar with a 'Help' link and a 'Help Center' link, with a yellow circle containing the number '3' next to the 'Help Center' link.



The image shows the 'Support Center' page. It has a light blue header with the title 'Support Center'. Below the title is a search bar with the text 'I need help with' and the word 'invoices' entered. Below the search bar is a section 'Best Matches' with five FAQ items: 'How do I edit and resubmit an invoice?', 'How do I tell when my invoice will be paid?', 'Do I contact Ariba or my customer when I have a question or issue?', 'How do I cancel an invoice?', and 'How do I change my remittance address and banking information?'. At the bottom, there is a section 'Can't find an answer?' with a yellow button 'Create Online Service Request', with a yellow circle containing the number '4' next to the button.

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