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# Integrated Trading Partner Transaction Guideline

## February 2026

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# Version History

**Table 1 – Version History**

This log is updated each time an update is made to this guide. The log identifies the version number, the date the version was completed, and a brief description of the changes.

| Version | Date | Description |
|---|---|---|
| 1 | April 2016 | Initial Version of Document |
| 1.1 | May 2016 | Samples added; Extrinsic fields updated; Document signed-off by DB |
| 1.2 | August 2016 | Removed:<br>• Requirement for tax description<br>• Requirement for strict address validation<br>• Short description extrinsic field<br>Added:<br>• BillTo addressID and SoldTo addressID<br>Updated:<br>Buyer VAT ID – NOT Mandatory |
| 1.3 | August 2016 | cXML Samples updated |
| 1.4 | November 2016 | AddressIDs requirement updated – addressIDs from PO are not required on the Invoice<br>Invoice with multiple lines, where multiple lines are referenced to one PO line – NOT Supported<br>Requirement update – item quantities can't be increased. |
| 1.5 | February 2017 | BillTo address information in POs updated<br>PO with attachment added to the scope<br>Line Item level credit information and sample added |
| 1.6 | March 2017 | Specific extrinsic fields marked as "Deprecated" |
| 1.7 | October 2019 | ShipTo information updated<br>EDIFACT D96A samples added |
| 1.8 | June 2020 | Service Entry Sheet (SES) sample added |
| 2.0 | March 2022 | Draft input for X-Rechnung requirements added |
| 2.1 | April 2022 | X-Rechnung requirements reviewed, adjusted and confirmed |
| 2.2 | July 2022 | X-Rechnung sample mapping added |
| 2.3 | June 2023 | List with extrinsic fields updated in the cXML Samples |
| 2.4 | December 2023 | Updated with relevant comments from Deutsche Bahn |
| 2.5 | September 2024 | Samples updated with Carrier and Transport information |
| 3 | February 2026 | Cosmetic changes & branding update performed. |

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| | |
|---|---|
| | cXML&D96A Deltas enriched with samples<br>• Invoice Header “From”– ID required<br>• OC samples added (with status split at line item level and without line item details)<br>• PBQ portion added in the Invoice sample |

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# Document Purpose and Uses

This document defines the scope of the project and documents various business and technical aspects that relate to trading partner integration.

The aim is to identify all possible integration requirements from both parties to facilitate a smooth and swift implementation.

Any exceptions and areas of concern are analyzed and documented prior to the beginning of the design phase.

Assumptions:

There will be a single primary point of contact with each Trading Partner for Project Management Activities.

It is assumed that assigned resources have the required skillset, appropriate system accesses, and availability to fulfill all responsibilities:

- Knowledge of business operations with customer
- Experienced developers

The success rate of the project highly depends on proper and timely identification of all business/transaction scenarios to be covered during testing. It is imperative for trading partners to work with their Buyer and SAP Business Network Integration resources to proactively identify any such cases and make sure they are documented and validated through testing.

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# Detailed Specifications and Requirements

## Project Scope

The following information outlines the requirements unique to this buyer's procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

**DEUTSCHE BAHN Prod ANID:** AN01035637075

**DEUTSCHE BAHN Test ANID:** AN01035637075-T

### Required Transactions

- Purchase Order
- Order Confirmation
- Invoice

### Optional Transactions

- Ship Notice

Transaction Sample Documents/Delta files (cXML and D96A) are to be shared with this document as separate files. You can locate them in:

Supplier Information Portal

Deutsche Bahn AG Supplier Information Portal

Deutsche Bahn Lieferantenportal:

Digitale Services der Deutschen Bahn

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## Purchase Order Details

The following information outlines the Purchase Order requirements unique to this buyer's procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

| Purchase Order Types Supported | Purchase Order Types Not Supported |
|---|---|
| New POs | Blanket POs (BPO's) |
| Change/cancel POs | Legacy POs |
| Non-catalog POs | |
| POs with attachments | |
| Service POs without parent-child lines hierarchy | |
| Contract POs | |

- Purchase Orders will contain following addresses:
  - Bill To address
  - Ship To Address with respective Deliver To information
- The addresses on the Purchase Orders will contain specific address IDs:
  - Company Code will be transmitted in the Bill To address ID field
  - Bill To Address name field contains the company name aligned with Sold To name field and purchasing unit name
  - Company code is going to be sent as BillTo ID / The company code will not contain letters BUK
- Payment terms will be sent on the Purchase Orders and will contain the respective conditions as per the contract
- Standard UNUOM are being used (Please check also the catalog creation guideline for valid UNUOM)
- Maximum number of characters of PO Number is 10.
- Purchase orders might contain PriceBasisQuantity element
- The date when the requisition is created will be submitted as extrinsic, e.g.:

<Extrinsic name = "Requisition Create Date">2016-10-27</Extrinsic>

**Ship To Address**

- PO will send Ship To address at header level
- PO will contain Ship To address IDs. Details available in the Excel Transactions Samples Requirements

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**Supplier mapping should reflect the order of address data provided:**

| Street Element | Description |
|---|---|
| <Street>Stuttgarter Straße 35</Street> | Physical Street |
| <Street>Systemverbund Bahn</Street> | Company name 2 |
| <Street>Beschaffung</Street> | Company name 3 |

Full List with shipping addresses cannot be provided by Deutsche Bahn, as there will be many Ad-Hoc addresses.

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## Order Confirmation Details

The following information outlines the Order Confirmation requirements unique to this buyer's procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

- Order confirmations are mandatory, before submitting an invoice to SBN.
- Supported methods of providing order confirmations are:
  - cXML
  - EDI
  - Online

- Order confirmations are allowed for all types of orders in scope – material orders and service orders
  - Line-item Order Confirmations are allowed
  - Order can be confirmed or rejected multiple times
- Delivery dates are required for Order Confirmation
- Shipping date (estimated shipping date) is not required on Order Confirmation
- It is not required to fully confirm line items before fulfilment of the order
- Comments in the Order Confirmations:
  - No comment is required at the order confirmation line-item level when there are any changes
  - Comments can be added on order confirmations at the line-item level for confirmed or backordered items
- At line-item level it is not allowed to change the price, quantity or line part number
- Advanced pricing details is not allowed to be changed on order confirmations at the line-item level

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## Ship Notice Details

The following information outlines the Ship Notice requirements unique to this buyer's procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

- Ship Notices are optional.
- Supported methods of providing order confirmations are:
  - cXML
  - EDI
  - Online

- It is not required to create a ship notice before creation/submission of an invoice to SAP Business Network
- Delivery dates are required, but an estimated shipping date is not required on the Ship Notice
- It is allowed to add delivery and transport information to ship notices
- Non-PO ship notices are **not** allowed
- Zero-quantity line items are allowed on ship notices
- Packing ID should be unique on the ship notices
- A unique asset serial number for each purchase order line item is not required on a ship notice
- Packing Slip ID is not required to be unique on ship notices
- It is allowed to create invoice numbers automatically from Packing Slip ID when creating a ship notice
- Item quantities cannot be increased on the ship notices
- Delivery and transport information can be added on the ship notice.

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## Invoice Details

The following information outlines the Invoice requirements unique to this buyer's procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

| Invoice Types Supported | Invoice Types Not Supported |
|---|---|
| Individual Detail Invoice: applies against a single PO referencing line item; line items may be material items or service items | Non-PO invoice: invoice against PO not transacted via the Network |
| Partial invoice: Invoice against a portion of the items on a PO | Non-PO invoice against contract or master agreement |
| Invoice against material PO | Invoice against Blanket PO |
| Invoice against service PO | Invoice against PCard |
| Contract invoices / Invoices against contract or master agreement | Header invoice: single invoice applying to single PO without item details |
| Non-catalog ПО Invoice | Cancel Invoice |
| lineLevelCreditMemo (cXML 1.2.018 and higher): invoice purpose set to "lineLevelCreditMemo" | Header Credit Memo |
| Duplicate invoice: invoice numbers may be reused in case of Failed or Rejected invoice status | Debit Memo |
| | Information Only Invoice |
| | Summary/Consolidated invoice – invoice referencing more than one Purchase Order |
| | Invoice with multiple lines, where multiple invoice lines are referencing the same line from the Purchase Order |

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**General Requirements**

- Invoices for Deutsche Bahn need to match exactly the information on the POs!
- Payment net and discount terms on the invoice need to match with the information on the purchase orders
- Payment terms should not be changed or omitted
- Invoices of the suppliers cannot be backdated.
- Invoice date in the respective field in the invoice cannot contain date older than 30 days from the day of the submission of the invoice
- Invoice numbers from past calendar year can be reused
- Line-item Quantity and Unit Price on the invoice must be always greater than zero
- If there are some special cases, when invoice lines with 0 Unit Price needs to be created, this can be discussed separately with Deutsche Bahn
- Allowances and charges cannot be added to the invoices either at header or at line-item level (if they are not part of the PO)
- Invoice numbers can be reused for Failed and/or Rejected invoices. Suppliers are not allowed to cancel invoices on SAP Business Network
- Delivery note is not required for the respective items on the invoice

- Following information from the Purchase Orders cannot be changed from the suppliers on the invoices:
- Currency for unit price
- Unit of measure
- Item quantities should not be increased
- Line-item description is not required to be provided on the invoices
- Exact line matching must be provided. The invoice needs to contain reference PO line number from the PO.
- Part numbers and Auxiliary PartID can be changed

**Tax Requirements**

- Tax is required to be sent at line-item level or header level
  - If there are different tax rates at line-item level – tax must be specified also at line-item level and also at header level
  - If there is the same tax rate for all the invoice lines – the single tax rate can be added only in the invoice summary
- It is not allowed to create a tax rate for invoices; Only specific tax rate can be used on the invoices. VAT rates are specified by the SAP Business Network.
- Tax amounts is not required in local currency, based on the generic rules, but it is possible to add information for alternate currency on the invoices.
  - In case second / alternate currency needs to be added on the invoices – tax exchange rate at header level should be also specified:

  .....

  <Extrinsic name = "invoiceSubmissionMethod">cXML</Extrinsic>

  <Extrinsic name = "taxExchangeRate">0.1158</Extrinsic>



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</InvoiceDetailRequestHeader>

.....

- Taxpoint date / the date on which the VAT is due/ might be required in some countries (depending on the country-based rules), when the tax category is VAT
- Detailed Tax Information in the invoice summary is not required, but is recommended to be added
  - In case there are different tax rates at the different invoice lines, it is mandatory to have the different tax rates expressed also in the tax details in the summary of the invoice
- No discounts or shipping tax should be sent on the invoice

**VAT Requirements**

- Supplier's VAT ID is required on the invoices.
- Buyer VAT ID of Deutsche Bahn is optional to be added on the invoices.
- Buyer VAT ID is mandatory, however when the VAT is 0%.

**Explanation of different amounts for SAP Business Network**

- <SubtotalAmount> = Total of all line items (unit price * quantity for each line item). No other additional charges are factored into the subtotal. Basically, the Subtotal amount is the value without any VAT
- <GrossAmount> = SubtotalAmount plus any tax, shipping or special handling charges but does NOT include discount; This is the Subtotal amount plus taxes (VAT)
- <NetAmount> = GrossAmount minus any discounts; (Basically this is the NetAmount+VatAmount); In case there is no Discounts or Adjustments then NetAmount=GrossAmount
- <DueAmount> = NetAmount minus any deposit passe

**Address Requirements**

- Strict address validation is not enforced
- Required addresses:
  - BillTo address
  - From address
  - ShipFrom address
  - ShipTo address

- Not required addresses:
  - RemitTo address
  - SoldTo address

**Shipping and Special Handling Fees**

- If shipping and special handling charges are not included within the amount of the respective item should be sent as additional line within the PO and invoiced as separate line on the invoice
- Shipping charges are not supported at header level



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- Shipping and special handling charges are not allowed to be added as separate line in the invoice, if this is not part of the PO

### Line Level Validation

- The following line level data cannot be changed from Purchase Order to Invoice
  - PO line number reference of the received/invoiced PO
  - Currency for Unit Price
  - Unit Price
  - Unit of Measure
  - Item Quantity Overage

### Credit Notes requirements:

- Only supported credit types are Line-item Credit Memos. In cXML file the element purpose should be ="lineLevelCreditMemo" and the used DTD schema should be minimum 1.2.018!
- Header Credit Memos and Debit Memos are NOT allowed!
- Line-item Credit notes are supported by negative quantity at item level and positive unit price.
- It is not required but preferred for line-item credit memo to reference another invoice, however the reference to the respective Purchase Order should be present.
- Reason for each credit need to be provided in the Comments Field at header level.

### Extrinsic fields/Free text fields

Complete list with the extrinsic/free text fields used on Purchase Orders and Invoices is available in the respective cXML and D96A sample files



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# Additional Requirements from X-Rechnung

**BuyerLeitwegID is required**

/InvoiceDetailRequest/InvoiceDetailRequestHeader/Extrinsic[@name=" buyerLeitwegID"]

Extrinsic name="buyerLeitwegID">992-90009-96</Extrinsic

**At least one Header-level comment is required:**

/InvoiceDetailRequest/InvoiceDetailRequestHeader/Comments

Content: A invoice text note that contains unstructured information that may be relevant for the overall invoice. Required field in X-Rechnung.

**Header level delivery date is required**

/InvoiceDetailRequest/InvoiceDetailRequestHeader/Extrinsic[@name="deliveryDate"]

Field is required if not an Invoice Period Start and Invoice Period End date is given.

**Payment Method is required:**

/InvoiceDetailRequest/InvoiceDetailRequestHeader/Extrinsic[@name="paymentMethod"]

Sample:

Extrinsic name="paymentMethod">wire</Extrinsic>

**Supplier Bank Account Details are mandatory**

Sample:

<InvoicePartner>

<Contact role="wireReceivingBank">

<Name xml:lang="en">Hessische Banken</Name>

</Contact>

<IdReference domain="accountName" identifier=" ´Supplier Bank Account"/>

<IdReference domain="accountID" identifier="123456789"/>

<IdReference domain="bankRoutingID" identifier="2323"/>

**OR**

<IdReference domain="ibanID" identifier="1234567891234923422"/>

<IdReference domain="swiftID" identifier="ABC42FHEF"/>

</InvoicePartner>



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**Payment Terms are mandatory**

Sample:

```
<PaymentTerm payInNumberOfDays = "30"/>
<PaymentTerm payInNumberOfDays = "21">
  <Discount>
    <DiscountPercent percent = "3"/>
  </Discount>
</PaymentTerm>
```

There can only appear one paymentTerm with discount and one Net payment Term.

**TotalAmountWithoutTax is required on line level if tax is on line level as well:**

/InvoiceDetailRequest/InvoiceDetailSummary/TotalAmountWithoutTax/Money

**DueAmount and currency is required:**

/InvoiceDetailRequest/InvoiceDetailSummary/DueAmount/Money

/InvoiceDetailRequest/InvoiceDetailSummary/DueAmount/Money/@currency

**Subtotal Amounts on line level are required:**

/InvoiceDetailRequest/InvoiceDetailOrder/InvoiceDetailItem/SubtotalAmount/Money
or
/InvoiceDetailRequest/InvoiceDetailOrder/InvoiceDetailServiceItem/SubtotalAmount/Money

**When relevant Tax Exemption Codes** must be provided according to X-Rechnung specifications:

/InvoiceDetailRequest/InvoiceDetailSummary/Tax/TaxDetail/TaxExemption/@exemptCode:

**E** [(VATEX-EU-O) Not subject to VAT]

**AE** [(VATEX-EU-AE) Reverse charge]

**K** [(VATEX-EU-IC) Intra-Community supply]

**G** [(VATEX-EU-G) Export outside the EU]



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**Tax exempt on HEADER-level**

/InvoiceDetailRequest/InvoiceDetailSummary/Tax/TaxDetail/TaxExemption/@exemptCode

**Tax exempt on LINE-level**

/InvoiceDetailRequest/InvoiceDetailOrder/InvoiceDetailItem/Tax/TaxDetail/TaxExemption/@exemptCode
or
/InvoiceDetailRequest/InvoiceDetailOrder/InvoiceDetailServiceItem/Tax/TaxDetail/TaxExemption/@exemptCode

For exempt VAT ID a reason is necessary to be provided.



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# Supplemental Documentation

This document contains DB specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the SAP Business Network.

Below are several sections for supplemental documentation to be used with this document for cXML, EDI D96A/X12, or PIDX transaction formats. Only refer to the section that pertains to the format your organization will be sending or receiving.

## SAP Help Portal

SAP maintains a complete and rich documentation library with Administration and How To Guides. At the SAP Help Portal, you can find the information you need to administer and provision our products. All guides within our Help Library are available for downloading and accessible by entering the document you are looking for in the search bar.

Below are some helpful shortcuts to guidelines you might find beneficial:

cXML Solutions Guide

cXML User's Guide

SAP Business Network Guide to Invoicing

## cXML Supplemental Documentation

Trading Partners who wish to use cXML for transacting with the SAP Business Network must

1. Support a **DTD (document type definition) validation tool** internally and download the DTDs for all supported transactions at http://cxml.org
2. Support **HTTPS** protocol, not HTTP
3. Review the **cXML Solutions Guide** and **cXML User's Guide**

## EDI D96A/X12 Supplemental Documentation

Trading Partners who wish to use EDI for transacting with the SAP Business Network can download the guides from:

All EDIFACT D96A Implementation Guides

All ANSI X12 Implementation Guides

## PIDX Supplemental Documentation

Trading Partners who wish to use PIDX for transacting with the SAP Business Network can download the supplemental information from All PIDX Implementation Guides



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## Guided Integration for Trading Partners

Trading Partners who wish to learn more about Guided Integration, should check the links below:

1. Introductory Video: https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_o1eepg2y
2. Compatibility Dashboard: https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_8b9jbdg4
3. Reconcile Template: https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_hgwdkk00
4. SAP Help: Seller Account Settings and Profile Configuration - Guided Integration for Trading Partners at: https://help.sap.com/docs/business-network-for-trading-partners/seller-account-settings-and-profile-configuration/guided-integration-for-trading-partners?locale=en-US



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# SAP Business Network Customer Support for Trading Partners

## Post Go Live Support

**Supplier Integrators** provide two weeks support of Post Go Live starting with the first transaction in **Production**. After the two-week period, a **Service Request** should be created for any assistance.

## SAP Help Center

At **SAP**, our goal is to empower Suppliers with the information and tools they need to seamlessly navigate through **SAP Business Network Solutions**. You can find the answers you need about SAP Business Network products in the **SAP Help Center**. You can also contact **SAP Support** directly through the **Help Center**, when necessary.

### Accessing the SAP Help Center

Sign into your account and look to the right-hand side of your screen to view the **Help Center panel**. If the panel collapses and you cannot see any articles, click icon to expand.

### Using the SAP Help Center

The Help Center is the first place to start if you have questions about any **SAP Business Network Solution.**

Watch this short Tutorial on how to navigate **SAP Help Center to:**

- Find informational documents and FAQs created and curated by support or product documentation from SAP Help Portal
- Find information on new releases, upcoming webcasts, and events, as well as easy access to Supplier Release Readiness Portal.
- Contact us to submit a case for support.

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