



**AES**

United States

# SAP Ariba Network

Service Entry Sheet Creation for  
Enterprise Accounts

September 2020

# Service Entry Sheet

# Service Entry Sheet

## Overview

A Service Entry Sheet is a document that contains details of services that have been performed by the Supplier based on the terms of a Purchase Order.

Service Entry Sheets are submitted to AES for approval. A notification to the Supplier will be sent after AES approves or rejects the Service Entry Sheet so Supplier can create an invoice (if approved) or re-submit a Service Entry Sheet (if rejected).

An approved Service Entry Sheet is a requirement prior to the creation of an invoice.

The screenshot displays the SAP Ariba Network interface for a Purchase Order. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. The main content area shows the Purchase Order number '4500495791' and a 'Done' button. A yellow notification banner states: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. Below this are three buttons: 'Create Order Confirmation', 'Create Service Sheet', and 'Create Invoice'. The 'Order Detail' tab is active, showing contact information for 'Indianapolis Power & Light Company' (From) and 'TEST - BND Rentals Inc - TEST' (To). The 'Purchase Order' summary shows it is confirmed, with number 4500495791 and an amount of \$95,000.00 USD. The 'Payment Terms' section indicates '0.000% 30 Net due within 30 days-DD'. The routing status is 'Acknowledged', and the external document type is 'PO Ariba Buying (YNAB)'. Related documents are listed as 'BND\_TEST'.

# Service Entry Sheet

## Create Service Entry Sheet

1. From the PO header, click 'Create Service Entry Sheet' button.

2. On the Service Sheet Header section, enter Service Entry Sheet Number which is any number you use to identify the service entry sheet.

3. The Service Sheet Date is defaulted with the current date. Leave as is and do not backdate service entry sheets.

4. The rest of the header fields are optional; however, it is recommended to provide relevant information by adding comments and/or attachments to ensure that the AES approver has basis for approval.

*Note: The Service Entry Sheet is routed based on AES internal approval rules. It is not defined by the values entered on the Approver section.*

The screenshot shows the 'Create Service Sheet' form with the following sections and fields:

- Service Sheet Header:** Includes buttons for 'Update', 'Save', 'Exit', and 'Next'. A note indicates '\* Indicates required field' and an 'Add to Header' button.
- Summary:** Contains fields for 'Purchase Order: 4500495791', 'Service Sheet #:\*' (with callout 2), 'Service Sheet Date:\* 20 Aug 2020' (with callout 3), 'Subtotal: \$95,000.00 USD', 'Service Start Date', and 'Service End Date'. A 'Service Description' field is also present.
- Additional Fields:** Includes 'Supplier Reference', 'From: TEST - BND Rentals Inc - TEST' (with address: 901 International Parkway, Lake Mary, FL 32746, United States), and 'To: Indianapolis Power & Light Company' (with address: 1 Monument Circle, Indianapolis, IN 46204, United States).
- Field Contractor:** Fields for 'Name', 'Email', and 'Phone' (with a dropdown for 'USA 1').
- Field Engineer:** Fields for 'Name', 'Email', and 'Phone' (with a dropdown for 'USA 1').
- Approver:** Fields for 'Name', 'Email', and 'Phone' (with a dropdown for 'USA 1').
- Bottom:** Includes buttons for 'Add Comments' and 'Add Attachments' (with callout 4).



# Service Entry Sheet

Create Service Entry Sheet

9. Review details of the Service Entry Sheet and click Submit.

10. Click Exit Service Entry Sheet creation to go back to the PO.

Confirm and submit this document.

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**Service Sheet** Subtotal: \$37,500.00 USD  
BND\_SERV\_321  
Date: 20 Aug 2020  
Final Service Sheet: No  
Purchase Order: 4500495791  
Subtotal: \$37,500.00 USD

**From** **To**  
**TEST – BND Rentals Inc - TEST** **Indianapolis Power & Light Company**  
TEST – BND Rentals Inc - TEST  
901 International Parkway  
Lake Mary , FL 32746  
United States AES-TEST  
1 Monument Circle  
Indianapolis , IN 46204  
United States  
Address ID: US22

**Comments**  
Services performed according to the attached service report.

**Attachments**

**Service Entry Sheet Lines** [Show Item Details](#)

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 00010		<i>Equipment Rental</i>						
1	Service	RENT_EXCAVATOR 2.5  3 Ton Mini Excavator Rental	Planned		30 (DAY)	\$350.00 USD	\$10,500.00 USD	<a href="#">Details</a>
2	Service	RENT_BACKHOE Backhoe Loader, Dig Depth 14 ft., 4WD, E	Planned		45 (DAY)	\$600.00 USD	\$27,000.00 USD	<a href="#">Details</a>

**Service Entry Summary**  
Subtotal: \$37,500.00 USD

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[Previous](#) [Save](#) [Submit](#) [Exit](#)

# Service Entry Sheet

Create Service Entry Sheet

11. Links to all related documents are shown on the PO – order confirmations, service entry sheets, invoices.

12. Once the service entry sheet is submitted, the status will display as Sent. Upon AES approval, this will change to Approved.

*Note: Service Entry Sheets cannot be edited nor cancelled once submitted. It can only be updated when rejected.*

Purchase Order: 4500495791 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Service Sheet](#) [Create Invoice](#) ↓ 📄 ⋮

[Order Detail](#) [Order History](#)

<b>From:</b> <b>Indianapolis Power &amp; Light Company</b> 1 Monument Circle Indianapolis , IN 46204 United States Phone: Fax:	<b>To:</b> <b>TEST – BND Rentals Inc - TEST</b> 901 International Parkway Lake Mary , FL 32746 United States Phone: Fax: Email: <a href="mailto:testbndrentalsinc@outlook.com">testbndrentalsinc@outlook.com</a>	<b>Purchase Order</b> <b>(Confirmed)</b> <b>4500495791</b> Amount: \$95,000.00 USD
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**Payment Terms** ⓘ  
0.000% 30  
Net due within 30 days-DD

**Contact Information**  
**Supplier Address**  
**BND RENTALS INC**

Routing Status: Acknowledged  
External Document Type: PO Ariba Buying (YNAB)  
Related Documents: [BND\\_SERV\\_321](#)  
[BND\\_TEST](#)

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Service Sheet: BND\_SERV\_321 Done Previous

[Create Invoice](#) [Copy This SES](#) ↓ 📄

[Detail](#) [History](#)

**Service Sheet** Subtotal: \$37,500.00 USD  
**(Sent)**  
BND\_SERV\_321  
Date: 20 Aug 2020  
Final Service Sheet: No  
Purchase Order: [4500495791](#)  
Subtotal: \$37,500.00 USD

<b>From</b> <b>TEST – BND Rentals Inc - TEST</b> TEST – BND Rentals Inc - TEST 901 International Parkway Lake Mary , FL 32746 United States	<b>To</b> <b>Indianapolis Power &amp; Light Company</b> AES-TEST 1 Monument Circle Indianapolis , IN 46204 United States Address ID: US22
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# Service Entry Sheet

## Updating Service Entry Sheet

1. A submitted Service Entry Sheet can only be updated if AES rejects it. Service Entry Sheet status will show as Rejected.
2. Click on Edit & Resubmit button to update the Service Entry Sheet.
3. Update the Service Sheet Number to keep track of changes. A good practice may be to retain the original number and add a version at the end (e.g. BND\_SERV\_231\_v2).
4. Update the Service Entry Sheet Lines section as necessary and follow the same steps as the creation of the service entry sheet.

The screenshot displays the SAP Ariba Network interface for an Enterprise Account in TEST MODE. The main header shows 'Service Sheet: BND\_SERV\_231' with 'Done' and 'Previous' buttons. Below this are 'Create Invoice', 'Edit', and 'Copy This SES' buttons. The 'Detail' tab is active, showing a 'Rejected Service Entry Sheet' section with reasons: 'SES-23: The service sheet was successfully received.', 'SES-25: Comments from AES-TEST: Success', 'DOC-1: Success', 'SES-25: Comments from AES-TEST: Entry sheet 1000842963 created', and 'SES-22: The Service Sheet status has been successfully updated to Rejected by AES-TEST. Description:'. An 'Edit & Resubmit' button is highlighted with a red circle '2'. Below this, a 'Service Sheet (Rejected)' summary is shown with a red circle '1' next to the ID 'BND\_SERV\_231'. The summary includes: Date: 20 Aug 2020, Final Service Sheet: No, Purchase Order: 4500496577, ERP SES ID: 1000842963, and Subtotal: \$10.00 USD. The bottom section is the 'Edit Service Sheet' form, which has 'Update', 'Exit', and 'Next' buttons. The 'Service Sheet Header' section is expanded to show a 'Summary' form. The 'Purchase Order' is 4500496577 and the 'Subtotal' is \$10.00 USD. The 'Service Sheet #' field contains 'BND\_SERV\_231' and is highlighted with a red circle '3', with a red error message below it: '! Service Sheet # already exists.'. The 'Service Sheet Date' is '20 Aug 2020'. The 'Service Start Date' and 'Service End Date' fields are empty. The 'Service Description' field is also empty. A note '\* Indicates required field' is visible in the top right of the form area.