



**AES**

United States

# SAP Ariba Network

Service Entry Sheet Creation for  
Standard 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.

**SAP Ariba Network** Enterprise Account **TEST MODE** ? MJ

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](#)

**From:**  
**Indianapolis Power & Light Company**  
1 Monument Circle  
Indianapolis , IN 46204  
United States  
Phone:  
Fax:

**To:**  
**TEST – BND Rentals Inc - TEST**  
901 International Parkway  
Lake Mary , FL 32746  
United States  
Phone:  
Fax:  
Email: [testbndrentalsinc@outlook.com](mailto:testbndrentalsinc@outlook.com)

**Purchase Order**  
**(Confirmed)**  
**4500495791**  
Amount: \$95,000.00 USD

**Payment Terms** ⓘ  
0.000% 30  
Net due within 30 days-DD

Routing Status: Acknowledged  
External Document Type: PO Ariba Buying (YNAB)  
Related Documents: [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.*

Create Service Sheet Update Save Exit Next

▼ Service Sheet Header \* Indicates required field Add to Header ▼

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**Summary**

Purchase Order: 4500495791 2 Subtotal: \$95,000.00 USD

Service Sheet #:\*  Service Start Date:

Service Sheet Date:\* 20 Aug 2020  3 Service End Date:

Service Description:

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**Additional Fields**

Supplier Reference:

From: TEST – BND Rentals Inc - TEST

901 International Parkway  
Lake Mary , FL 32746  
United States

To: Indianapolis Power & Light Company

1 Monument Circle  
Indianapolis , IN 46204  
United States

Field Contractor: Name:   
Email:   
Phone: USA 1 ▼

Field Engineer: Name:   
Email:   
Phone: USA 1 ▼

Approver: Name:   
Email:   
Phone: USA 1 ▼

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Add Comments Add Attachments 4

# Service Entry Sheet

## Create Service Entry Sheet

5. On the Service Entry Sheet Lines section, include or exclude service lines that were performed.

6. As a default, remaining quantities are shown. Update the quantity as needed.

7. Provide the start and end dates for each service line corresponding to the entered quantity.

8. Comments are optional but may be added. Repeat for all service lines and then click Next.

*Note: AES allows suppliers to enter quantities greater than those on the PO as long as the PO amount is not breached.*

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
00010	Equipment Rental						
<input type="checkbox"/>	RENT_EXCAVATOR		Service	Planned	100 DAY	\$350.00 USD	\$35,000.00 USD
	2.5 3 Ton Mini Excavator Rental						

**SERVICE PERIOD**

Start Date: \*  End Date: \*

**PRICING DETAILS**

Price Unit: DAY Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

**COMMENTS**

Add Comments:

[Add Pricing Details](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

# 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** **TEST – BND Rentals Inc - TEST** **To** **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**  
[BPO Release Contract.png \(image/png\)](#)

**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 <i>2.5 3 Ton Mini Excavator Rental</i>	Planned		30 (DAY)	\$350.00 USD	\$10,500.00 USD	<a href="#">Details</a>
2	Service	RENT_BACKHOE <i>Backhoe Loader, Dig Depth 14 ft., 4WD, E</i>	Planned		45 (DAY)	\$600.00 USD	\$27,000.00 USD	<a href="#">Details</a>

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

**9**

[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

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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

Subtotal: \$37,500.00 USD

**Service Sheet**  
**(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.

Service Sheet: BND\_SERV\_231 Done Previous

Create Invoice Edit Copy This SES ↓ 📄

Detail History

**Rejected Service Entry Sheet:**  
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  
SES-22: The Service Sheet status has been successfully updated to Rejected by AES-TEST. Description:

Edit & Resubmit **2**

**Service Sheet** **1** Subtotal: \$10.00 USD  
**(Rejected)**  
BND\_SERV\_231  
Date: 20 Aug 2020  
Final Service Sheet: No  
Purchase Order: 4500496577  
ERP SES ID: 1000842963  
Subtotal: \$10.00 USD

**Edit Service Sheet** Update Exit Next

▼ Service Sheet Header \* Indicates required field

**Summary**

Purchase Order: 4500496577	Subtotal: \$10.00 USD
Service Sheet #:* <input type="text" value="BND_SERV_231"/> <b>3</b>	Service Start Date: <input type="text"/>
<span>! Service Sheet # already exists.</span>	Service End Date: <input type="text"/>
Service Sheet Date:* <input type="text" value="20 Aug 2020"/>	