



Enterprise Management System (EMS)

SAP Business Network (Ariba)

Auto SES/Invoicing Process

EMS Enterprise
Management
System

 **Harbour
Energy**



PO Types

Below are the most common types of PO's issued to suppliers via Ariba

- Materials
- Materials & Services
- Services - unplanned / planned
- Repair PO – Ariba does not yet have the capability to support repair POs therefore could you please submit your invoices manually

Whether you need to raise a Service Entry Sheet (SES) and how you invoice in Ariba will depend on the above.





PO with multiple VAT rates

This creates two “parent” service lines on Ariba Network and supplier has two options:

Manual service sheets:

- Create a manual service sheet for PO line 1
- Create a manual service sheet for PO line 2
- Once both service sheets are approved, one invoice can be created (referencing both manual service sheets)
- This option is possible only if the supplier hasn't created any invoice with auto-generated service sheet in history of the PO

Auto-generated service sheets:

- Create invoice with auto-generated service sheet for PO line 1
- Create invoice with auto-generated service sheet for PO line 2
- In this scenario it's always invoice/service sheet per PO line



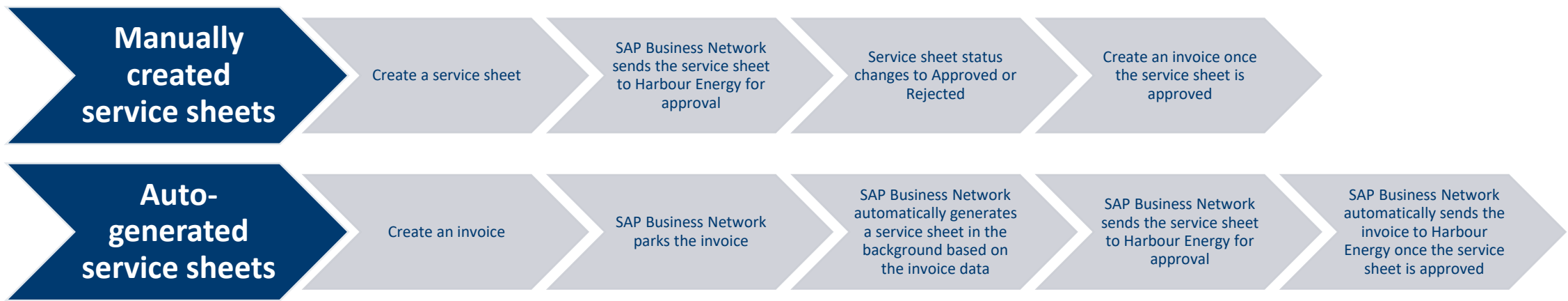
SES & Invoices

- **Material PO's**
 - Do not require a SES, invoices can be created directly (flipped) from PO information after the goods have been delivered. Please see separate slides for Materials Invoicing Process.
- **Service PO's**
 - Require an approved service sheet before an invoice can be raised.
 - Service sheets can be created manually or using automated process
 - There are 2 types of services – planned & unplanned - slide 6 will detail how to identify these





Auto vs Manual Service Sheet Process





How to identify Planned & Unplanned Services

Planned Services:

You will be able to identify if the PO has planned services as you will see the service type, part number, price etc. See below.

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	00001				Planned PO ARIBA TEST					
☐		Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐		☒	SERVICE	DD1037100	[L] TECHNICIAN, ELECTRICAL; HR	000000000003000305	1	h ⓘ	£33.13 GBP	£33.13 GBP
Service Sheet Details Service Sheet #: FCKU3VPPU0CGR4EN Service Line No.: 1										

Unplanned Services:

Sample below of an unplanned services line on a PO this will detail the line number and type but not the same detail as per the above planned services.

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Discount

☐	No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit
	00001						ARIBA LIMITS TEST PO				

↳

Line Item Actions

Delete

Reset Tax from PO

Add/Update

Add General Service

Add Labor Service

Add Material





Auto-Generated SES/Invoice Creation – Planned Service PO

- 1. Create Invoice – Standard Invoice
- 2. Add invoice number
- 3. Scroll down to invoice lines copied from the purchase order and update all mandatory fields (start and end date)
- 4. Click **Next** and **Submit** in the next step

Purchase Order: 4530000613

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Standard Invoice

Credit Memo

Line-Item Credit Memo

Order Detail

Order History

Invoice Header

Summary

Purchase Order: 4530000613

Invoice #: INV45300006132

Invoice Date: 16 Sep 2022

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001				Planned PO ARIBA TEST					
	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	☒	SERVICE	DD1037100	[L] TECHNICIAN, ELECTRICAL; HR	000000000003000305	1	h	£33.13 GBP	£33.13 GBP

Service Sheet Details

Service Sheet #: FCKU3VPPU0CGR4EN

Service Line No.: 1

Service Period

Service Start Date:

Service End Date:

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £33.13 GBP

Tax Rate Type: UK VAT -Outside Scope - Input VAT

Rate(%): 0

Tax Amount: £0.00 GBP

Exempt Detail: (no value)

Date Of Supply:

☐ Triangular Transaction

Line Item Actions

Delete

Reset Tax from PO

Update

Save

Exit

Next



Auto-Generated SES/Invoice Process

- 1. Service sheet is automatically generated and sent to Harbour Energy for approval
- 2. Invoice status changes to "Pending Approval"
- 3. SAP Business Network automatically releases invoice to Harbour Energy once the service sheet is approved

Home Enablement Workbench Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾ Messages									
Service Sheets									
▶ Search Filters									
Service Sheets (35)									
☐	Service Sheet #	Customer	Related PO	Date	Amount		Routing Status		Status
☐	4642FGJ3G0HJCCH	Harbour Energy - TEST	4530000615	15 Sep 2022	£898.30 GBP		Acknowledged		Sent
☐	B-~BD27AE.YG8L7	Harbour Energy - TEST	4530000614	15 Sep 2022	£1,000.00 GBP		Acknowledged		Sent

1

Invoices									
39	17	0	0	10	12	0			
Invoices	Rejected invoices	Overdue invoices - Not approved	Overdue invoices - Approved	Invoices pending approval	Approved invoices pending payment	Paid invoices			Draft
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days			Last 31 days
Invoices (39)									
> Edit filter Last 31 days									
Invoice Number	Customer	Reference	Submission Method	Invoiced Date ↓	Amount	Routing Status		Invoice Status	
AUTOSES123	Harbour Energy - TEST	4530000615	Online	Sep 15, 2022	£1,077.96 GBP	On Hold		Pending Approval	
INV4530000614	Harbour Energy - TEST	4530000614	Online	Sep 15, 2022	£1,200.00 GBP	On Hold		Pending Approval	

2





Invoices

- Invoice Number contain can contain capital letters and numbers. Only certain special characters are allowed _./\-
- Maximum number of allowed characters is 16
- Invoice number can be reused only for invoices with Rejected or Failed status
- No unplanned costs - everything should be included in the PO
- Tax is copied from purchase orders and not editable – please contact Harbour Energy to create new purchase order version if tax is wrong
- Bank details mandatory (IBAN optional)
- Material lines are copied to the top during invoice creation, service lines show up at the bottom regardless of purchase order line numbers
- Please attach Proof of Delivery to your invoices (PDF attachments only supported at this time)

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £0.00 GBP

Tax Rate Type: UK VAT -Standard Rated Input Tax 20%

Rate(%): 20

Tax Amount: £0.00 GBP

Exempt Detail: (no value)

Date Of Supply: *

! Required field



Auto-Generated SES/Invoice – Unplanned Service PO

1. Create Invoice – **Select Standard Invoice**
2. **Add Invoice number**
3. Scroll down to service sheet lines and click on **"Add/Update – Add General Service"**
4. Update all **Mandatory Fields (red text)**
 - Item Description - no more than 80 characters
 - Unit Of Measure – select from drop down or enter manually – Slide 25 applies
 - Unit Price – please ensure there are available funds for selected line (check PO amount for invoice and Service Entry)
 - Start and End Date
 - Date Of Supply
5. Enter **External Service Number (ESN)***
Use "Part #" Field – please refer to your price file
**It is important you complete this field to avoid failure/ rejection of your Service Entry Sheet*
6. Click **Next** and **Submit** in the next step



Auto-Generated SES/Invoice Process

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- 2. Invoice status changes to "Pending Approval"
- 3. SAP Business Network automatically releases invoice to Harbour Energy once the service sheet is approved

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2





Invoices

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- Please attach Proof of Delivery to your invoices (PDF attachments only supported at this time)

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £0.00 GBP

Tax Rate Type: UK VAT -Standard Rated Input Tax 20%

Rate(%): 20

Tax Amount: £0.00 GBP

Exempt Detail: (no value)

Date Of Supply: *

! Required field



Service Sheet Status

- Service sheet is successfully created when you see S4 service sheet reference in the format 10000... in service sheet history tab
- Service sheet statuses:
 - Sent – service sheet was sent to Harbour Energy and waiting for approval
 - Approved – service sheet is approved, invoice can be submitted
 - Failed – service sheet validation failed on Ariba Network level, check history for details and create your service sheet again with corrections
 - Rejected – service sheet was rejected by Harbour Energy, check history for details and create your service sheet again with corrections
- You can use Edit & Resubmit button to correct the service sheet, alternatively create new service sheet and resubmit
- Only Manual service sheets can be resubmitted if failed
- Invoice has to be resubmitted if failed or rejected when using auto-generated service sheet process

Service Sheet: TESTZSES9

Detail

History

Service Sheet: TESTZSES9
Routing Status: Acknowledged
Received By Ariba Network On: 31 Mar 2023 11:18:35 AM GMT+02:00
Submitted By: Ariba UAT Tester

History

Status	Comments
	The service sheet was successfully received.
	Comments from Harbour Energy - TEST: Success
Acknowledged	Success
	Comments from Harbour Energy - TEST: Entry sheet 1000010891 created

Service Sheet: TESTZSES1

Create Invoice

Edit

Copy SES

Detail

History

Rejected Service Entry Sheet:

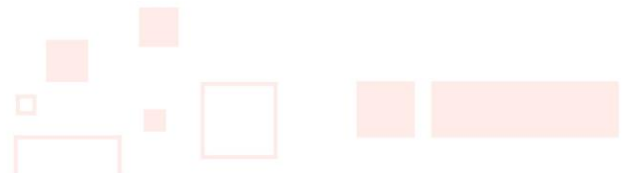
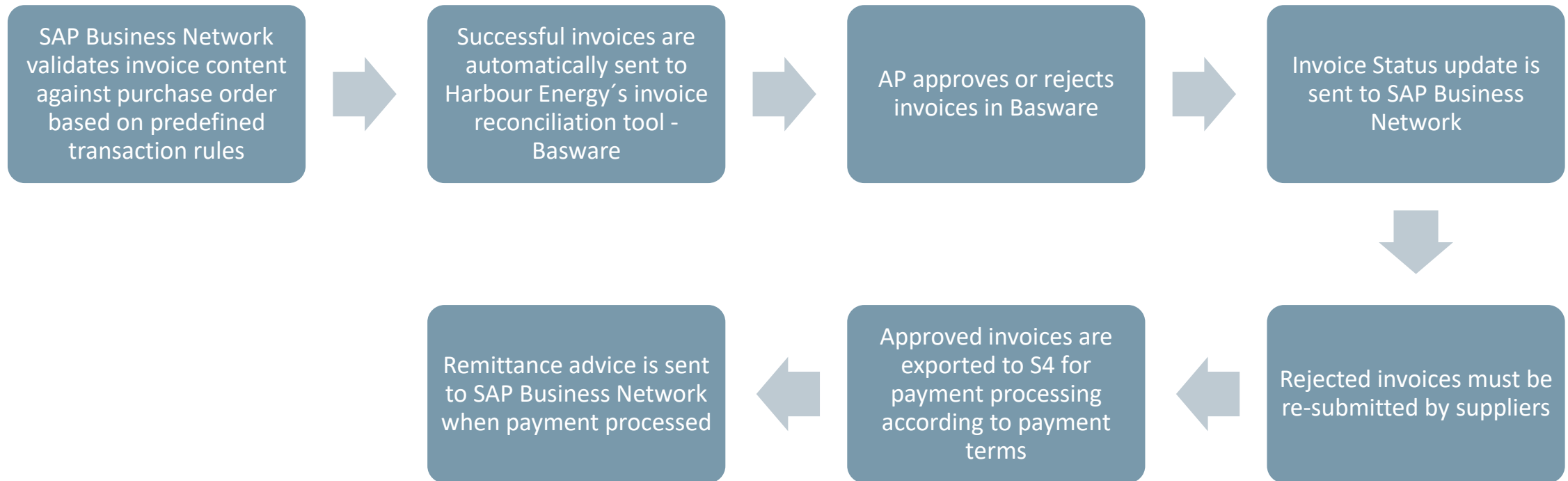
Reasons:
SES-23: The service sheet was successfully received.
SES-25: Comments from Harbour Energy - TEST: Success
DOC-1: Success
SES-25: Comments from Harbour Energy - TEST: Unit AU not found
DOC-1: Unit AU not found

Edit & Resubmit



Invoice Process & Flow

SUPPLY CHAIN





Invoice Status Messages

- Types of Invoice status:
 - Sent – invoice was sent to Harbour Energy and is waiting for approval
 - Approved – invoice was approved and will be sent for payment processing
 - Rejected – invoice was rejected by Harbour Energy, check history for details and create your invoice again with corrections
- You can use Edit & Resubmit button to correct the invoice
- Invoice has to be resubmitted in case of failure/rejection of an auto-generated service sheet
 - Check service entry sheet history for error details
- Please see slide deck Ariba FAQ's and Troubleshoot for information on invoice rejections and common issues and how to resolve.

