Enterprise Management System (EMS)

SAP Business Network (Ariba)

Manual 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
- Services - planned / unplanned
- 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

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Auto vs Manual Service Sheet Process

Manually created service sheets

1. Create a service sheet
2. SAP Business Network sends the service sheet to Harbour Energy for approval
3. Service sheet status changes to Approved or Rejected
4. Create an invoice once the service sheet is approved

Auto-generated service sheets

1. Create an invoice
2. SAP Business Network parks the invoice
3. SAP Business Network automatically generates a service sheet in the background based on the invoice data
4. SAP Business Network sends the service sheet to Harbour Energy for approval
5. SAP Business Network automatically sends the invoice to Harbour Energy once the service sheet is approved

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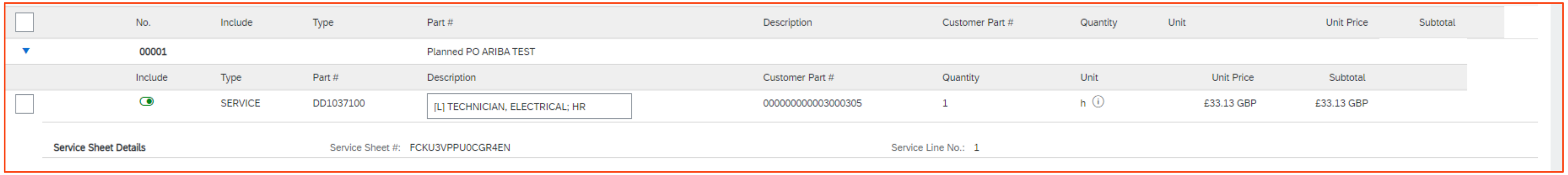
How to identify Planned & Unplanned Services

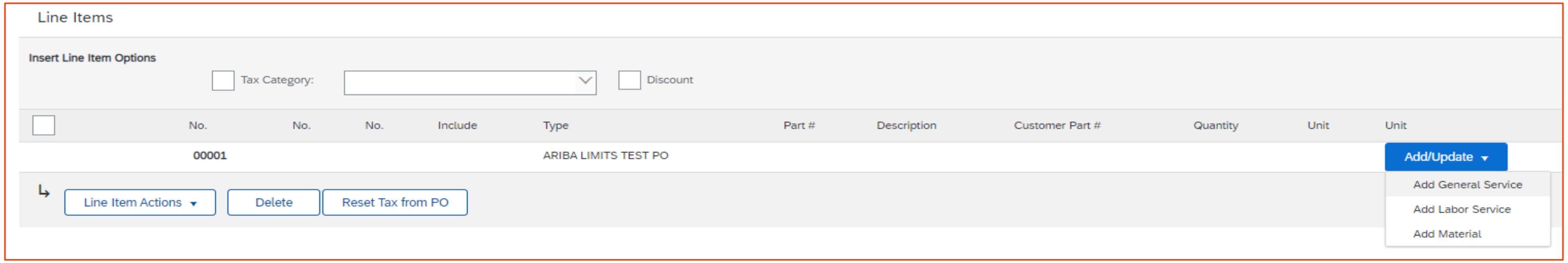
Planned Services:

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.



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.



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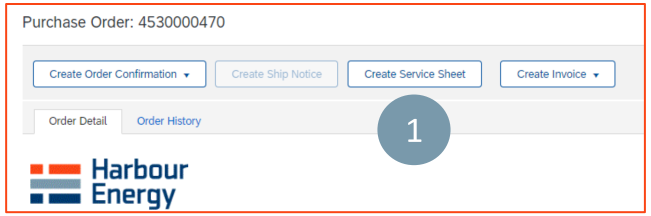
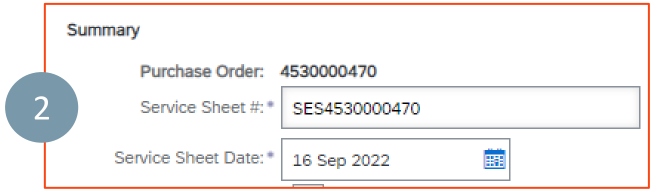
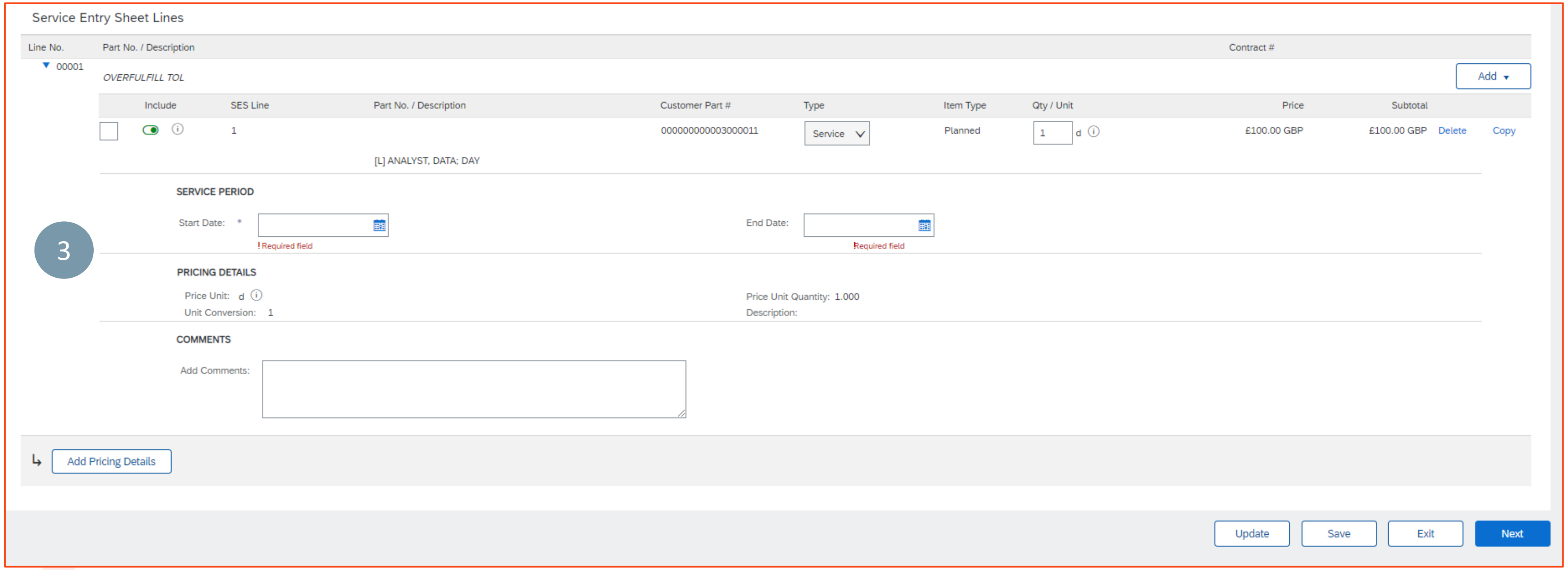
Manual Service Entry Sheet Creation – Planned Service PO

1. **Create Service Sheet**
2. Add **Service Sheet number**
3. Scroll down to service sheet lines copied from the purchase order and update all mandatory fields (start and end date)
4. Click **Next** and **Submit** in the next step







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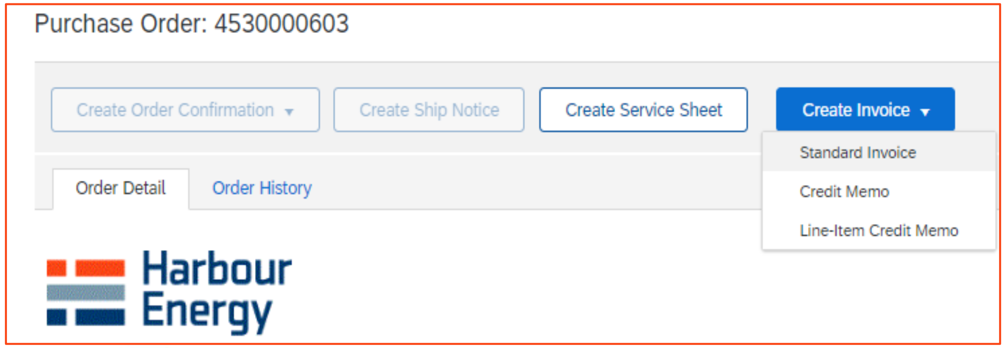
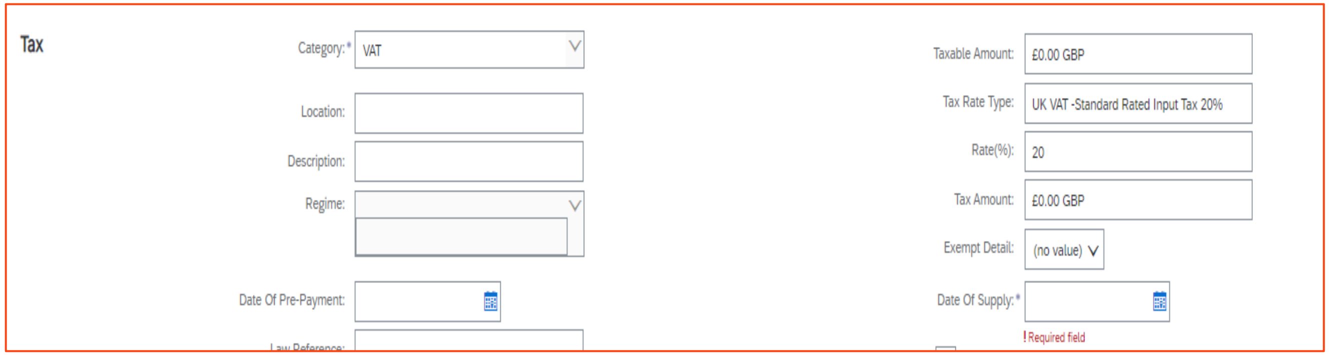
Invoice

- Once the SES has been approved you will be able to create your invoice.
- Some PO's may contain multiple lines with different VAT rates (please see Slide 3)
- When you create the invoice, you will be able to see the approved SES
- You need to select the appropriate SES lines to the invoice
- If there are multiple SES an invoice needs to be created for each sheet

- Invoice Number contain can contain capital letters and numbers. Only certain special characters are allowed _./\-
- Maximum number of allowed characters is 16
- 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
- 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)





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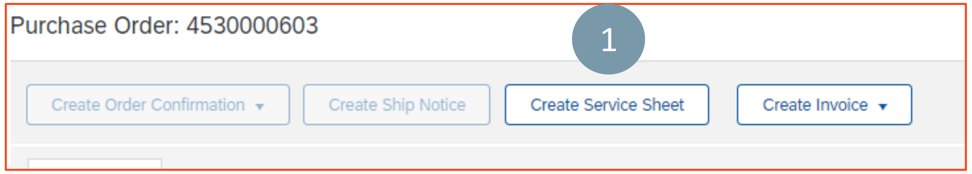
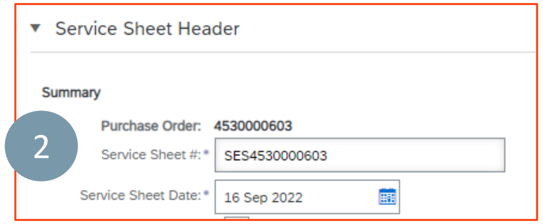
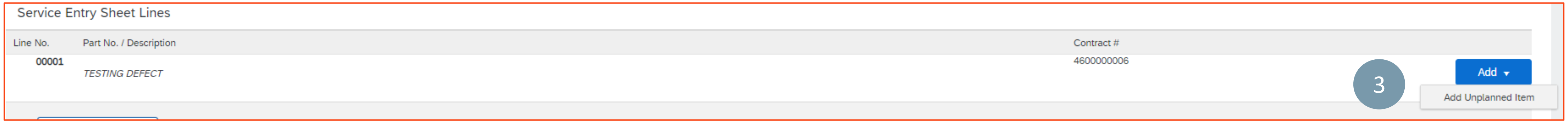
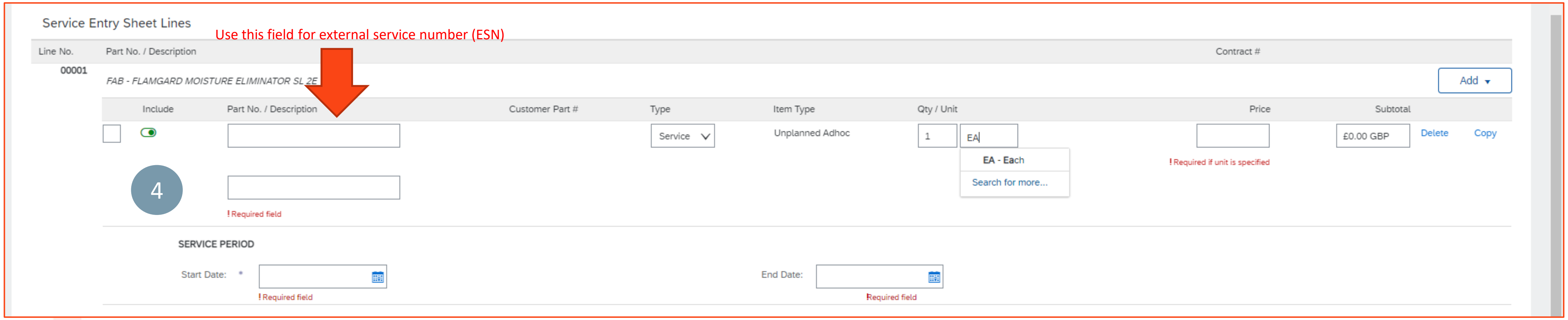
Manual Service Entry Sheet Creation – Unplanned Service PO

1. **Create Service Sheet**
2. Add Service Sheet number
3. Scroll down to service sheet lines and click **Add – Add Unplanned Item**
4. Update all mandatory fields (item description, unit of measure, unit price, start and end date)
   - **Please ensure you select from the drop-down or enter manually**
5. Click **Next** and **Submit** in the next step









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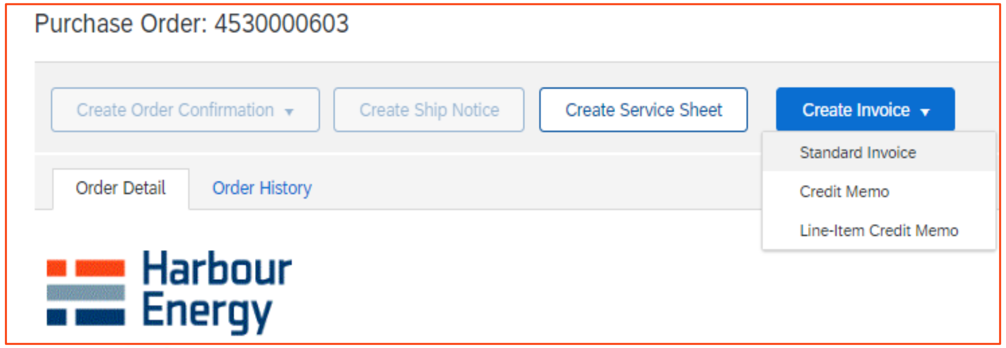
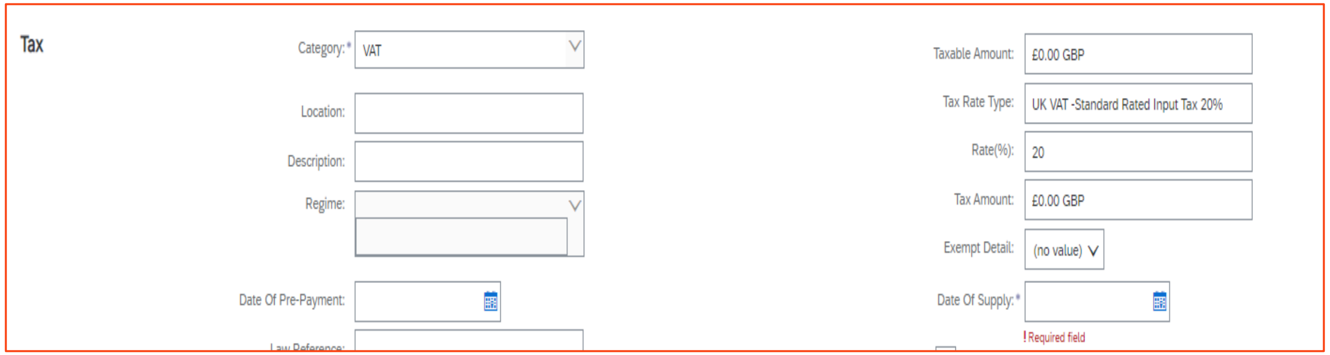
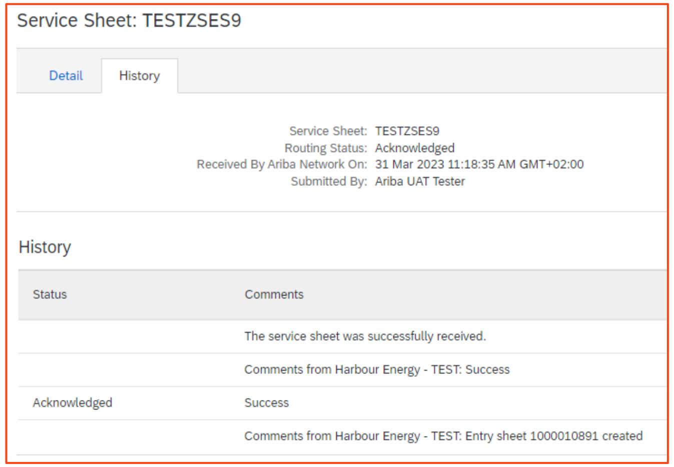
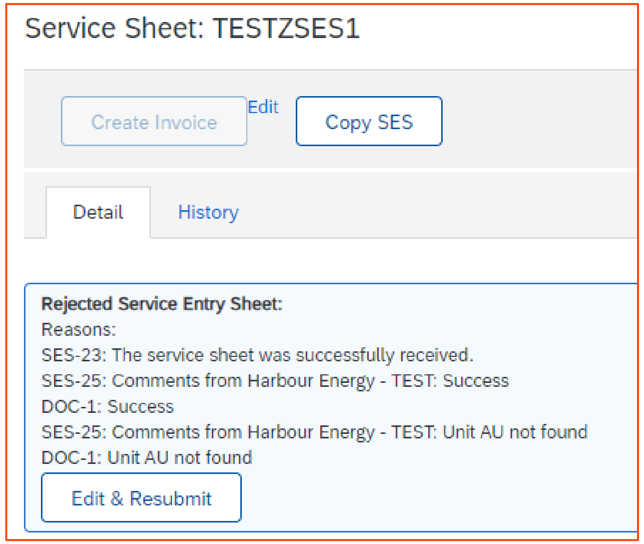




Service Sheet Status

- 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





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Invoice Process & Flow

SAP Business Network validates invoice content against purchase order based on predefined transaction rules

→ Successful invoices are automatically sent to Harbour Energy´s invoice reconciliation tool - Basware

→ AP approves or rejects invoices in Basware

→ Invoice Status update is sent to SAP Business Network

→ Rejected invoices must be re-submitted by suppliers

→ Approved invoices are exported to S4 for payment processing according to payment terms

→ Remittance advice is sent to SAP Business Network when payment processed

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.