



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



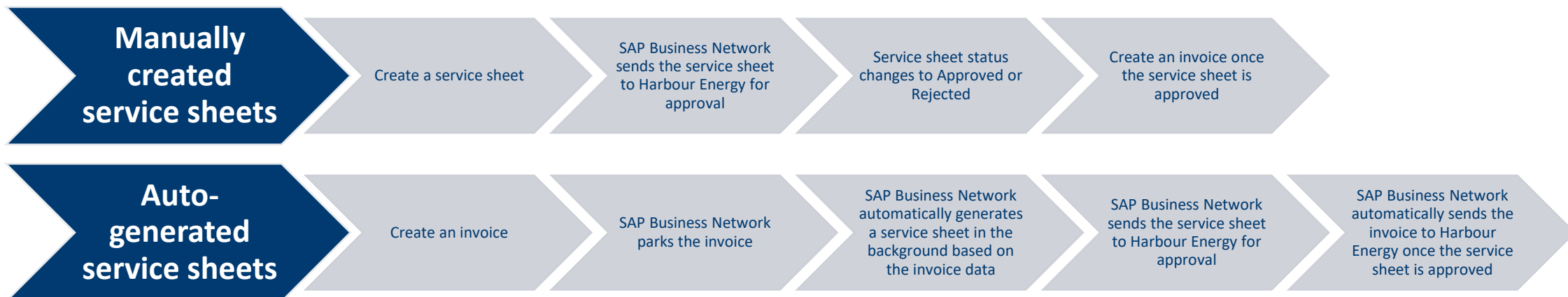
SES & Invoices

- **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





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	0000000000003000305	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





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

Purchase Order: 4530000470

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

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

Summary

Purchase Order: 4530000470

Service Sheet #:

Service Sheet Date:

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00001	OVERFULFILL TOL	

☐

☒

☐

☐

Include	SES Line	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☐	☒	☐	0000000000003000011	Service	Planned	1 d	£100.00 GBP	£100.00 GBP	Delete Copy

[L] ANALYST, DATA; DAY

SERVICE PERIOD

Start Date: End Date:

PRICING DETAILS

Price Unit: d Price Unit Quantity: 1.000

Unit Conversion: 1 Description:

COMMENTS

Add Comments:

[Add Pricing Details](#)

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



- 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

Purchase Order: 4530000603

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet **Create Invoice ▾**

Order Detail Order History

Standard Invoice
Credit Memo
Line-Item Credit Memo

 Harbour Energy

Invoice

- 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)

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



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

Purchase Order: 4530000603

1

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

▼ Service Sheet Header

Summary

2

Purchase Order: 4530000603

Service Sheet #: * SES4530000603

Service Sheet Date: * 16 Sep 2022

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00001	TESTING DEFECT	4600000006

3

Add ▼
Add Unplanned Item

Service Entry Sheet Lines

Use this field for external service number (ESN)

Line No.	Part No. / Description	Contract #
00001	FAB - FLAMGARD MOISTURE ELIMINATOR SL 2E	

4

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☐			Service	Unplanned Adhoc	1 EA		£0.00 GBP	Delete Copy

EA - Each

Search for more...

! Required field

! Required if unit is specified

SERVICE PERIOD

Start Date: *

End Date:

! Required field



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Rate(%): 20

Tax Amount: £0.00 GBP

Exempt Detail: (no value) ▾

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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

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

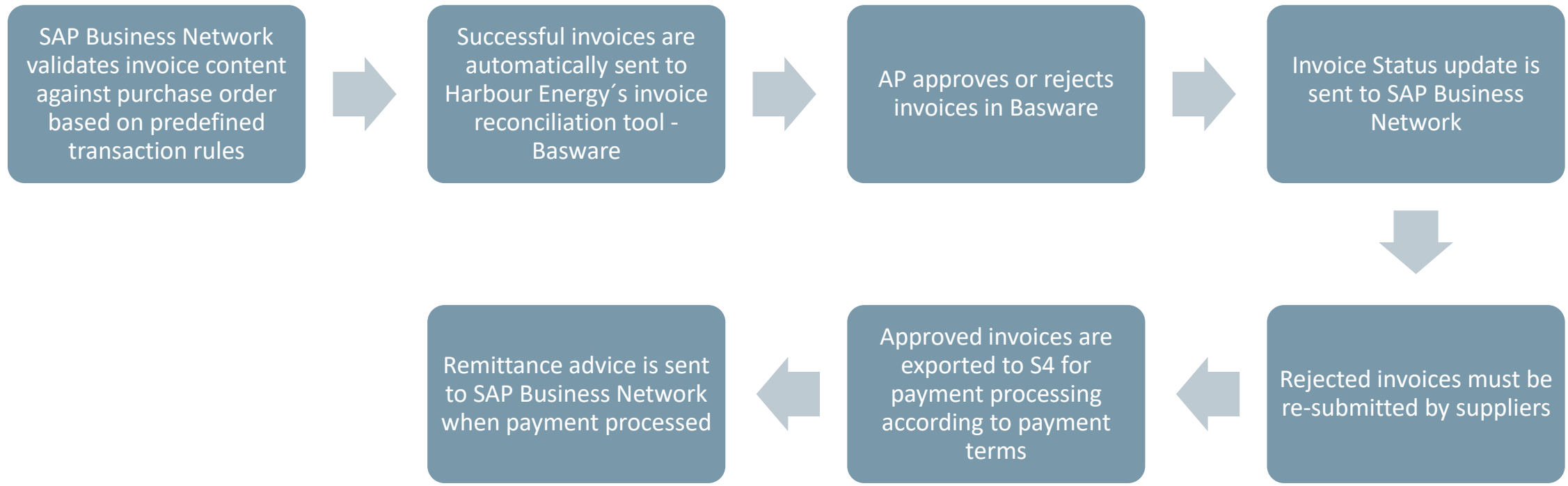
Rejected Service Entry Sheet:
Reasons:
SES-23: The service sheet was successfully received.
SES-25: Comments from Harbour Energy - TEST: Success
DOC-1: Success
SES-25: Comments from Harbour Energy - TEST: Unit AU not found
DOC-1: Unit AU not found

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.

