



# SAP Ariba – Service Entry Sheet Guide

Tabreed & Group Entities

May 2023

# Service Entry Sheet Submission (Entire Order)



The next slides will demonstrate how to generate a Service Entry Sheet for an entire order after it has been confirmed. In case only part of the order needs to be invoiced, further instructions will be provided from slide 09 onwards.

# Service Entry Sheet

Click on **Orders** under the **Workbench** tab & access the Order which requires Service Entry Sheet creation

The screenshot shows the SAP Business Network Workbench interface. The 'Workbench' tab is selected. The 'Orders' card is highlighted with a red box. Below the cards, the 'Orders (6)' section is visible, with an 'Edit filter' link highlighted by a red arrow. The table below shows a list of orders with the first one (4100001617) highlighted by a red box.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4100001617	Tabreed & Group Entities	1,389.00 AED	May 2, 2023	Confirmed		...
4100001616	Tabreed & Group Entities	1,523.00 AED	May 2, 2023	Partially Invoiced	1,084.00 AED	...
4500000838	Tabreed & Group Entities	6,400,000,000.00 AED	Apr 27, 2023	Partially Invoiced	1,200,000,000.00 AED	...
4500000833	Tabreed & Group Entities	80,000.00 AED	Apr 24, 2023	Partially Invoiced	30,000.00 AED	...

If your confirmed PO number is not appearing in your Workbench, please click on **“Edit Filter”** & change Creation date to **Last 365 days**

The image shows a close-up of the 'Creation date' dropdown menu. The current selection is 'Last 31 days'.

# Service Entry Sheet

This process only applies if the 'Create Service Sheet' box is visible to you after the order confirmation.

Purchase Order: 4100001617

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

Order Detail Order History

**From:**  
Customer  
National Central Cooling Company PJSC  
Accelerator Building, Masdar City, -TABREED  
000000 Abu Dhabi  
United Arab Emirates  
Phone:  
Fax:

**To:**  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
99999 PO BOX 2243, Hamdan ST , Abud  
Abu Dhabi  
United Arab Emirates  
Phone:  
Fax:  
Email: [ankush@deloitte.com](mailto:ankush@deloitte.com)

**Purchase Order**  
(Confirmed)  
4100001617  
Amount: 1,389.00 AED  
Version: 1

- Upon confirming your order, click on the **Create Service Sheet** tab
- The system will then take you to the next page (see next slide)

# Service Entry Sheet

Create Service Sheet

Previous Update Save Exit Next

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

Summary

Purchase Order: 4100001616

Subtotal: 305.00 AED

Service Sheet #:\*

Service Start Date:

Service Sheet Date:\* 9 May 2023

Service End Date:

Service Description:

Additional Fields

Supplier Reference:

To: National Central Cooling Company PJSC

From: GRAPHIC INTERNATIONAL CENTER LLC-TEST

Accelerator Building, Masdar City, - TABREED

99999 PO BOX 2243, Hamdan ST , Abud

000000 Abu Dhabi

United Arab Emirates

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name:

Email:

Phone: USA 1

Please ensure the Service Sheet # contains less than 16 characters in order to avoid system integration failure.

For the Approver details, please reach out to the PO creator in Tabreed to advise the name and email ID of the end user.

- Fill in the required fields
- Click "Next"

# Service Entry Sheet

Service Entry Sheet Lines

Line No.	Part No. / Description			Contract #					
▼ 00010	Services			<input type="button" value="Add ▼"/>					
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="button" value="i"/>	<input type="text"/>	000000000010000001	Service ▼	Planned	<input type="text" value="1"/> EA	10,000.00 AED	10,000.00 AED	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>
<input type="text" value="Services"/>									
<b>SERVICE PERIOD</b>									
Start Date:		<input type="text"/>	End Date:		<input type="text"/>				

- Select the line items that have to be added in the 'Service Entry Sheet'
- Please do not click on the 'add' or 'copy' button to manually add line items. This will result in a system integration failure
- Service period dates are optional for you to add, it is not mandatory.

# Service Entry Sheet

- Follow the below steps from left to right in order to attach your Service Entry Sheet File

\*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

Add Comments

Service Entry Sheet Lines

Line No.	Part No. / Description
00010	Engine overhauling - 20k G3 Gas Engine

Include	Part No. / Description	Customer Part #	Type
<input type="checkbox"/>			Service

\*Attachments

The total size of all attachments cannot exceed 100MB

Choose File iACTplan.pdf Add Attachment

Name	Size (bytes)
61850.pdf	68598

Delete

Add Comments

Service Entry Sheet Lines

Line No.	Part No. / Description
00010	Engine overhauling - 20k G3 Gas Engine

Include	Part No. / Description	Customer Part #
<input type="checkbox"/>		

Kindly ensure not to have any special characters in the attachment file name as it may sometimes not reach the SAP Portal

- Click on **Choose File** to upload your Attachment
- Once Attachment is uploaded, click **Add Attachment**
- Review the entire page and click '**Submit**' to proceed

# Service Entry Sheet

- Please refrain from editing any fields in the Purchase Order line items, except for the “*Quantity*” if needed.
- Always use the same details as mentioned in the Purchase Order. *For example: Description, Unit, Currency.*
- If any field has been manually changed by you, the PO will fail from syncing in the backend system and a ticket needs to be raised with SAP to cancel the document (SES or Invoice) which is a lengthy process.



# Service Entry Sheet

- **'Sent' status:** Service sheet has been created by Supplier and sent to the Tabreed for approval.
- **'Approved' status:** Service sheet has been approved by Tabreed, and supplier can now create an Invoice on Ariba. *Please note:* Create Invoice will be enabled only after the 'service entry sheet' has been approved.

Purchase Order  
(Partially Serviced)  
4300000983  
Amount: 15,000.00 AED  
Version: 1

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Routing Status: Acknowledged  
External Document Type: LVPO (ZLP)  
Related Documents: [SES0983](#)

**Service Sheet**  
(Sent)  
48212  
Date: 20 Dec 2022  
Final Service Sheet: No  
Purchase Order: [4300002050](#)  
Service Description: Eddy Current Tube Inspection  
on Condense  
Subtotal: 6,882.75 AED  
Service Start Date: 9 Dec 2022  
Service End Date: 10 Dec 2022

# Service Entry Sheet Submission (Partial Line Items)



In the upcoming slides, the process of generating a service entry sheet for a confirmed partial order will be demonstrated.

# Service Entry Sheet (Partial Line Items)

Click on Orders under the Workbench tab & access the Order which requires Service Entry Sheet creation

The screenshot displays the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. The 'Workbench' tab is active and highlighted with a red box. Below the navigation bar, the Workbench dashboard shows several cards: 'New orders' (1), 'Orders' (6, highlighted with a red box), 'Rejected invoices' (2), 'Remittances' (AED 0.0), 'Early payment offers' (AED 0.0), and 'Scheduled payments' (AED 0.0). Below the dashboard, there is a section for 'Orders (6)' with filter options: 'Edit filter', 'Save filter', and 'Last 31 days'. A table of orders is displayed below, with the first order, 4100001617, highlighted with a red box. The table columns are: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4100001617	Tabreed & Group Entities	1,389.00 AED	May 2, 2023	Confirmed		...
4100001616	Tabreed & Group Entities	1,523.00 AED	May 2, 2023	Partially Invoiced	1,084.00 AED	...
4500000838	Tabreed & Group Entities	6,400,000,000.00 AED	Apr 27, 2023	Partially Invoiced	1,200,000,000.00 AED	...
4500000833	Tabreed & Group Entities	80,000.00 AED	Apr 24, 2023	Partially Invoiced	30,000.00 AED	...

# Service Entry Sheet (Partial Line Items)

This process only applies if the 'Create Service Sheet' box is visible to you after the order confirmation.

Purchase Order: 4100001617

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

Order Detail Order History

<b>From:</b> Customer National Central Cooling Company PJSC Accelerator Building, Masdar City, -TABREED 000000 Abu Dhabi United Arab Emirates Phone: Fax:	<b>To:</b> GRAPHIC INTERNATIONAL CENTER LLC-TEST 99999 PO BOX 2243, Hamdan ST , Abud Abu Dhabi United Arab Emirates Phone: Fax: Email: <a href="mailto:ankush@deloitte.com">ankush@deloitte.com</a>	<b>Purchase Order</b> (Confirmed) <b>4100001617</b> Amount: 1,389.00 AED Version: 1
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- Upon confirming your order, click on the **Create Service Sheet** tab
- The system will then take you to the next page (see next slide)

# Service Entry Sheet (Partial Line Items)

Create Service Sheet

Previous Update Save Exit Next

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

Summary

Purchase Order: 4100001616

Subtotal: 305.00 AED

Service Sheet #: \*

Service Start Date:

Service Sheet Date: \* 9 May 2023

Service End Date:

Service Description:

Additional Fields

Supplier Reference:

To: National Central Cooling Company PJSC

From: GRAPHIC INTERNATIONAL CENTER LLC-TEST

Accelerator Building, Masdar City, - TABREED

99999 PO BOX 2243, Hamdan ST , Abud

000000 Abu Dhabi

United Arab Emirates

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name:

Email:

Phone: USA 1

Please ensure the Service Sheet # contains less than 16 characters in order to avoid system integration failure.

For the **approver** details, please reach out to the PO creator in Tabreed to advise the name and email ID of the end user.

- Fill in the required fields
- Click “Next”

# Service Entry Sheet (Partial Line Items)

As displayed below, there are 2 line items

The line item where the SES is being created should be kept and other line items can be deleted as displayed on the next slide

Line No.	Part No. / Description			Contract #					
00010	Engine overhauling - 20k G3 Gas Engine			<a href="#">Add</a>					
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	1 EA	950.00 AED	950.00 AED	<a href="#">Delete</a>	<a href="#">Copy</a>
<input checked="" type="checkbox"/>	ALTERNATOR BEARING DE AND ND								
<b>SERVICE PERIOD</b>									
Start Date:		<input type="text"/>	End Date:		<input type="text"/>				
<b>PRICING DETAILS</b>									
Price Unit: EA		Price Unit Quantity: 1.000							
Unit Conversion: 1		Description:							
<b>COMMENTS</b>									
Add Comments:		<input type="text"/>							
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	1 EA	305.00 AED	305.00 AED	<a href="#">Delete</a>	<a href="#">Copy</a>
<input checked="" type="checkbox"/>	SPARE PARTS For 20k service								
<b>SERVICE PERIOD</b>									
Start Date:		<input type="text"/>	End Date:		<input type="text"/>				
<b>PRICING DETAILS</b>									

# Service Entry Sheet (Partial Line Items)

Click on the green button just before the Line Item and Click on “Delete” on right side of the line item as shown below

Line No.	Part No. / Description	Contract #							
00010	Engine overhauling - 20k G3 Gas Engine	<a href="#">Add</a>							
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	1 EA	950.00 AED	950.00 AED	Delete	Copy
ALTERNATOR BEARING DE AND ND									
<b>SERVICE PERIOD</b>									
Start Date:		<input type="text"/>	End Date:		<input type="text"/>				
<b>PRICING DETAILS</b>									
Price Unit: EA			Price Unit Quantity: 1.000						
Unit Conversion: 1			Description:						
<b>COMMENTS</b>									
Add Comments: <input type="text"/>									
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	1 EA	305.00 AED	305.00 AED	Delete	Copy
SPARE PARTS For 20k service									
<i>Excluded line items cannot be modified.</i>									
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	1 EA	134.00 AED	134.00 AED	Delete	Copy
FREIGHT CHARGES									

# Service Entry Sheet (Partial Line Items)

Verify the total amount and click on **Update** and **Next**.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Engine overhauling - 20k G3 Gas Engine	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	1 EA	950.00 AED	950.00 AED	Delete	Copy

**SERVICE PERIOD**

Start Date:  End Date:

**PRICING DETAILS**

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

**COMMENTS**

Add Comments:

↳

# Service Entry Sheet (Partial Line Items)

The quantity field can also be adjusted if required. If only half of the service for Line Item # 1 has been completed, then please enter 0.5 in the quantity field against the total of 1 quantity in the PO

Service Entry Sheet Lines

Line No.	Part No. / Description					Contract #	
▼ 00010	Engine overhauling - 20k G3 Gas Engine					Add ▼	
Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input type="text" value="ALTERNATOR BEARING DE AND ND"/>		Service	Planned	0.5 EA	950.00 AED	950.00 AED
<b>SERVICE PERIOD</b>							
Start Date:		<input type="text"/>	End Date:		<input type="text"/>		
<b>PRICING DETAILS</b>							
Price Unit: EA		Unit Conversion: 1		Price Unit Quantity: 1.000		Description:	
<b>COMMENTS</b>							
Add Comments:		<input type="text"/>					

↳ Add Pricing Details

# Service Entry Sheet (Partial Line Items)

Click on **Submit**

SAP Business Network Standard Account **Get enterprise account** TEST MODE

Create Service Sheet Previous Save Submit Exit

Confirm and submit this document.

**Service Sheet** Subtotal: 475.00 AED  
SESNAME1  
Date: 8 May 2023  
Final Service Sheet: No  
Purchase Order: 4100001617  
Subtotal: 475.00 AED

**From**  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
99999 PO BOX 2243, Hamdan ST , Abud  
Abu Dhabi  
United Arab Emirates

**To**  
National Central Cooling Company PJSC  
Tabreed & Group Entities  
Accelerator Building,Masdar City,-TABREED  
000000 Abu Dhabi  
United Arab Emirates  
Address ID: A010

**Attachments**  
RK001Plant\_DAK\_water\_Invoice\_Jan\_2023 (1).pdf (application/pdf)

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

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 00010			Engine overhauling - 20k G3 Gas Engine						
1		Service	ALTERNATOR BEARING DE AND NDE	Planned		0.5 (EA)	950.00 AED	475.00 AED	<a href="#">Details</a>

# Service Entry Sheet

- Please refrain from editing any fields in the Purchase Order line items, except for the “*Quantity*” if needed.
- Always use the same details as mentioned in the Purchase Order. *For example: Description, Unit, Currency.*
- If any field has been manually changed by you, the PO will fail from syncing in the backend system and a ticket needs to be raised with SAP to cancel the document (SES or Invoice) which is a lengthy process.



# Service Entry Sheet

- **'Sent' status:** Service sheet has been created by Supplier and sent to the Tabreed for approval.
- **'Approved' status:** Service sheet has been approved by Tabreed, and supplier can now create an Invoice on Ariba. *Please note:* Create Invoice will be enabled only after the 'service entry sheet' has been approved.

Purchase Order  
(Partially Serviced)  
4300000983  
Amount: 15,000.00 AED  
Version: 1

Routing Status: Acknowledged  
External Document Type: LVPO (ZLP)  
Related Documents: [SES0983](#)

**Service Sheet**  
(Sent)  
48212  
Date: 20 Dec 2022  
Final Service Sheet: No  
Purchase Order: [4300002050](#)  
Service Description: Eddy Current Tube Inspection  
on Condense  
Subtotal: 6,882.75 AED  
Service Start Date: 9 Dec 2022  
Service End Date: 10 Dec 2022

# Resubmission of Rejected Service Entry Sheet



The next slides provide a guide on resubmitting your service entry sheet which has been rejected

# Resubmission of Rejected Service Entry Sheet

Access your Rejected Service Entry Sheet  
Click on Edit & Resubmit as displayed below

You can also check the comments entered in Rejected Service Entry Sheet blue box or in the History tab

SAP Business Network Standard Account Get enterprise account TEST MODE

Service Sheet: SESS4332 Done Previous

Create Invoice Edit Copy SES

Detail History

**Rejected Service Entry Sheet:**  
Reasons:  
SES-23: The service sheet was successfully received.  
SES-25: Comments from Tabreed & Group Entities: Success  
DOC-1: Success  
SES-25: Comments from Tabreed & Group Entities: Entry sheet 1000002371 created  
SES-21: The Service Sheet status has been successfully updated to Rejected by Tabreed & Group Entities.  
SES-21: The Service Sheet status has been successfully updated to Rejected by Tabreed & Group Entities.

Edit & Resubmit

Subtotal: 250.00 AED

**Service Sheet (Rejected)**  
SESS4332  
Date: 26 Sep 2022  
Final Service Sheet: No  
Purchase Order: 4100001380  
ERP SES ID: 1000002371  
Subtotal: 250.00 AED

**From**  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
99999 PO BOX 2243, Hamdan ST , Abud  
Abu Dhabi  
United Arab Emirates

**To**  
National Central Cooling Company PJSC  
Tabreed & Group Entities  
Accelerator Building, Masdar City, -TABREED  
000000 Abu Dhabi  
United Arab Emirates  
Address ID: A010

# Resubmission of Rejected Service Entry Sheet

Enter a new Service Sheet name as the portal does not accept the old name. An error is shown as displayed below

Edit Service Sheet Update Exit Next

▼ Service Sheet Header \* Indicates required field

Summary

Purchase Order: 4100001380 Subtotal: 250.00 AED

Service Sheet #:\* SESS4332 Service Start Date:

! Service Sheet # already exists. Service End Date:

Service Sheet Date:\* 26 Sep 2022

Service Description:

Additional Fields

Supplier Reference:

From: GRAPHIC INTERNATIONAL CENTER LLC-TEST  
99999 PO BOX 2243, Hamdan ST , Abud  
Abu Dhabi  
United Arab Emirates

To: National Central Cooling Company  
PJSC  
Accelerator Building, Masdar City,-  
TABREED  
000000 Abu Dhabi  
United Arab Emirates

Field Contractor: Field Engineer:

Name:  Name:

Email:  Email:

Phone: USA 1    Phone: USA 1

Approver:

Name:

# Resubmission of Rejected Service Entry Sheet

Make changes as suggested in the rejected comments which can be seen on the history of rejected SES and click on **Update & Next**

Edit Service Sheet Update Exit Next

▼ Service Sheet Header \* Indicates required field

**Summary**

Purchase Order: 4100001380	Subtotal: 200.00 AED
Service Sheet #: * SESS4332V1	Service Start Date: <input type="text"/>
Service Sheet Date: * 26 Sep 2022	Service End Date: <input type="text"/>
Service Description: <input type="text"/>	

**Additional Fields**

Supplier Reference: <input type="text"/>	To: National Central Cooling Company PJSC
From: GRAPHIC INTERNATIONAL CENTER LLC-TEST 99999 PO BOX 2243, Hamdan ST , Abud Abu Dhabi United Arab Emirates	Accelerator Building, Masdar City,- TABREED 000000 Abu Dhabi United Arab Emirates
Field Contractor:	Field Engineer:
Name: <input type="text"/>	Name: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>	Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>
Approver: <input type="text"/>	

# Resubmission of Rejected Service Entry Sheet

Click **Submit**

Create Service Sheet

Previous Save **Submit** Exit

Confirm and submit this document.

**Service Sheet** Subtotal: 200.00 AED  
SES1230101  
Date: 8 May 2023  
Final Service Sheet: No  
Purchase Order: 4100001380  
Subtotal: 200.00 AED

**From**  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
GRAPHIC INTERNATIONAL CENTER LLC-TEST  
99999 PO BOX 2243, Hamdan ST , Abud  
Abu Dhabi  
United Arab Emirates

**To**  
National Central Cooling Company PJSC  
Tabreed & Group Entities  
Accelerator Building, Masdar City, -TABREED  
000000 Abu Dhabi  
United Arab Emirates  
Address ID: A010

**Attachments**  
RK001Plant\_DAK\_water\_Invoice\_Jan\_2023 (1).pdf (application/pdf)

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

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Service	Abu Dhabi Regulation - DoE	Unplanned Adhoc		0.2 (C62)	1,000.00 AED	200.00 AED	<a href="#">Details</a>

