



SAP Ariba – Service Entry Sheet Guide

Tabreed & Group Entities

June 2022

Service Entry Sheet

This process only applies on to **services** (*not for goods*)

Purchase Order: 4300000600 Done

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice ▾ ↓ 🖨️ ⋮

Order Detail **Order History**

From: Customer To: Purchase Order
National Central Cooling Company PJSC (Confirmed)
Accelerator Building, Masdar City.-TABREED 4300000600
000000 Abu Dhabi Amount: 750.00 AED
United Arab Emirates Version: 1
Phone:
Fax:

- 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

Summary

Purchase Order: 4300000600	Subtotal: 750.00 AED
Service Sheet #: * <input type="text" value="DN/2022/05/0018"/>	Service Start Date: <input type="text" value=""/>
Service Sheet Date: * <input type="text" value="28 May 2022"/>	Service End Date: <input type="text" value=""/>
Service Description: <input type="text" value=""/>	

Additional Fields

Supplier Reference:

From:

To: National Central Cooling Company
PJSC
Accelerator Building, Masdar City,-
TABREED
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

- Fill in the required fields
- Click **next** and **submit** the service entry sheet