



SAP Ariba – Service Entry Sheet Guide

Tabreed & Group Entities

January 2023

Service Entry Sheet

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

The screenshot displays a web interface for a Purchase Order. At the top left, the text reads "Purchase Order: 4300000600". In the top right corner, there is a blue button labeled "Done". Below this, a horizontal bar contains four buttons: "Create Order Confirmation", "Create Ship Notice", "Create Service Sheet", and "Create Invoice". To the right of these buttons are icons for download, print, and a menu. Below the buttons, there are two tabs: "Order Detail" and "Order History". The main content area is divided into two columns. The left column is labeled "From:" and contains the following text: "Customer", "National Central Cooling Company PJSC", "Accelerator Building, Masdar City, -TABREED", "000000 Abu Dhabi", "United Arab Emirates", "Phone:", and "Fax:". The right column is labeled "To:" and contains the following text: "Purchase Order", "(Confirmed)", "4300000600", "Amount: 750.00 AED", and "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

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

Summary

Purchase Order: 430000600

Service Sheet #: * DN/2022/05/0018

Service Sheet Date: * 28 May 2022

Service Description:

Subtotal: 750.00 AED

Service Start Date:

Service End Date:

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

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 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"/>									
SERVICE PERIOD									
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.
- Click **submit** the service entry sheet

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

