

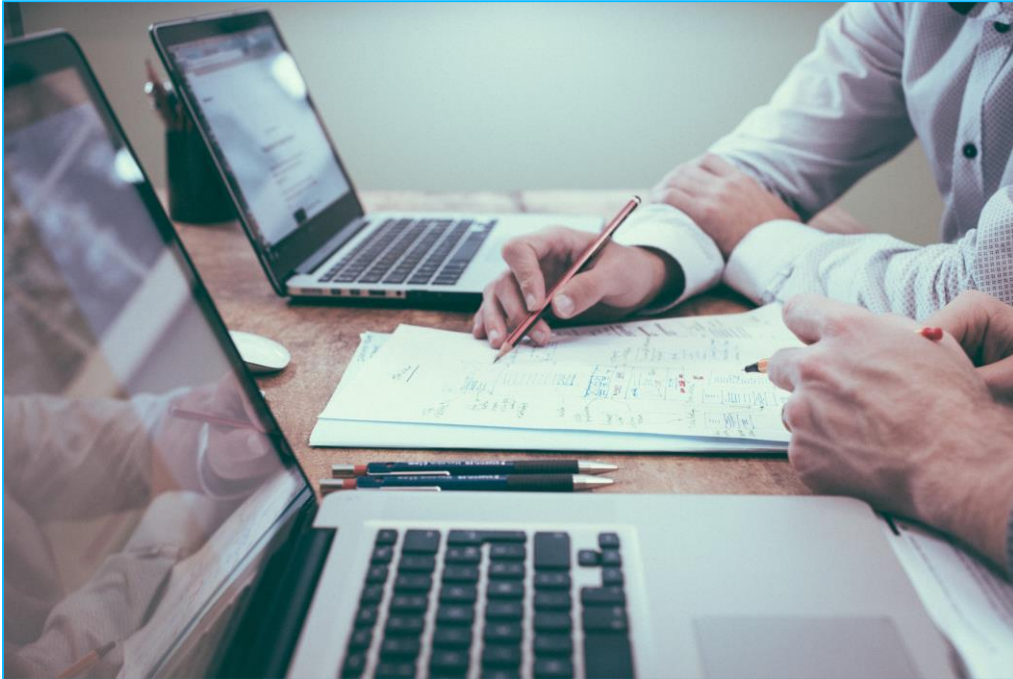


SAP Ariba – Service Entry Sheet Guide

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

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports More

Create

Workbench

1 New orders Last 31 days

6 Orders Last 31 days

2 Rejected invoices Last 31 days

AED 0.0 AED Remittances Last 31 days

AED 0.0 AED Early payment offers Next 90 days

AED 0.0 AED Scheduled payments Next 90 days

Orders (6)

Edit filter

Save filter

Last 31 days

Resend Failed Orders

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**

Creation date

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	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

PreviousUpdateSaveExitNext

▼ Service Sheet Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 4100001616

Service Sheet #: *

Service Sheet Date: * 9 May 2023

Service Description:

Subtotal: 305.00 AED

Service Start Date:

Service End Date:

Additional Fields

Supplier Reference:

From: GRAPHIC INTERNATIONAL CENTER LLC-TEST

99999 PO BOX 2243, Hamdan ST , Abud
Abu Dhabi
United Arab Emirates

Field Contractor: Name:

Email:

Phone: USA 1

To: National Central Cooling Company PJSC

Accelerator Building,Masdar City,-
TABREED
000000 Abu Dhabi
United Arab Emirates

Field Engineer: Name:

Email:

Phone: USA 1

Approver: Name:

Email:


Phone: USA 1

- Fill in the required fields
- Click “Next”

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 advice the name and email ID of the end user.

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 tabreed

Service Entry Sheet

Service Entry Sheet Lines

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

- 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

No file chosen

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"/>	<input type="text"/>	<input type="text"/>	Service ▼

***Attachments**

The total size of all attachments cannot exceed 100MB

iACTplan.pdf

Name	Size (bytes)
<input type="checkbox"/> 61850.pdf	68598

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"/>	<input type="text"/>	<input type="text"/>

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

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

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports More

Create

Workbench

1
New orders
Last 31 days

6
Orders
Last 31 days

2
Rejected invoices
Last 31 days

AED 0.0 AED
Remittances
Last 31 days

AED 0.0 AED
Early payment offers
Next 90 days

AED 0.0 AED
Scheduled payments
Next 90 days

Orders (6)

Edit filter Save filter Last 31 days

Resend Failed Orders

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

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	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 (Partial Line Items)

Create Service Sheet

PreviousUpdateSaveExitNext

▼ Service Sheet Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 4100001616

Service Sheet #: *

Service Sheet Date: * 9 May 2023

Service Description:

Subtotal: 305.00 AED

Service Start Date:

Service End Date:

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:

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”

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.

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 tabreed

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

Add ▼

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								

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.000

Description:

COMMENTS

Add Comments:

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								

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

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

Add ▼

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input checked="" type="checkbox"/> ⓘ	<input type="text"/>	Service ▼	Planned	1 EA	950.00 AED	950.00 AED	Delete	Copy
<input type="text" value="ALTERNATOR BEARING DE AND ND"/>									

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.000

Description:

COMMENTS

Add Comments:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Service ▼	Planned	1 EA	305.00 AED	305.00 AED	Delete	Copy
<input type="text" value="SPARE PARTS For 20k service"/>									

Excluded line items cannot be modified.

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input checked="" type="checkbox"/> ⓘ	<input type="text"/>	Service ▼	Planned	1 EA	134.00 AED	134.00 AED	Delete	Copy
<input type="text" value="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

Add ▼

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								

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.000

Description:

COMMENTS

Add Comments:

↳ Add Pricing Details

Update

Save

Exit

Next

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	<div>Add ▼</div>								
<input type="checkbox"/>	<div><div>Include</div><div><input checked="" type="checkbox"/> </div></div>	<div><div>Part No. / Description</div><div></div></div>	<div><div>Customer Part #</div><div></div></div>	<div><div>Type</div><div>Service ▼</div></div>	<div><div>Item Type</div><div>Planned</div></div>	<div><div>Qty / Unit</div><div><div>0.5</div><div>EA</div></div></div>	<div><div>Price</div><div>950.00 AED</div></div>	<div><div>Subtotal</div><div>950.00 AED</div></div>	<div>Delete</div>	<div>Copy</div>
<div>ALTERNATOR BEARING DE AND ND</div>										
<div>SERVICE PERIOD</div>										
<div>Start Date: <div></div>End Date: <div></div></div>										
<div>PRICING DETAILS</div>										
<div>Price Unit: EAPrice Unit Quantity: 1.000</div>										
<div>Unit Conversion: 1Description:</div>										
<div>COMMENTS</div>										
<div>Add Comments: <div></div></div>										

↳

Add Pricing Details

Service Entry Sheet (Partial Line Items)

Click on **Submit**

SAP Business Network

Standard Account

Get enterprise account

TEST MODE

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AJ

Create Service Sheet

PreviousSaveSubmitExit

Confirm and submit this document.

Service Sheet

SESNAME1

Date: 8 May 2023

Final Service Sheet: No

Purchase Order: 4100001617

Subtotal: 475.00 AED

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	Details

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

?

AJ

Service Sheet: SESS4332

DonePrevious

Create InvoiceEditCopy SES

DetailHistory

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

Service Sheet #:

*

SESS4332

! Service Sheet # already exists.

Service Sheet Date:

*

26 Sep 2022

Service Description:

Subtotal: 250.00 AED

Service Start Date:

Service End Date:

Additional Fields

Supplier Reference:

From: GRAPHIC INTERNATIONAL CENTER LLC-TEST

99999 PO BOX 2243, Hamdan ST , Abud
Abu Dhabi
United Arab Emirates

Field Contractor:

Name:

Email:

Phone: USA 1

To: National Central Cooling Company
PJSC

Accelerator Building,Masdar City,-
TABREED
000000 Abu Dhabi
United Arab Emirates

Field Engineer:

Name:

Email:

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

Summary

Purchase Order: 4100001380

Service Sheet #: * SESS4332V1

Service Sheet Date: * 26 Sep 2022

Service Description:

Subtotal: 200.00 AED

Service Start Date:

Service End Date:

Additional Fields

Supplier Reference:

From: GRAPHIC INTERNATIONAL CENTER LLC-TEST

99999 PO BOX 2243, Hamdan ST , Abud
Abu Dhabi
United Arab Emirates

Field Contractor:

Name:

Email:

Phone: USA 1

To: National Central Cooling Company
PJSC

Accelerator Building,Masdar City,-
TABREED
000000 Abu Dhabi
United Arab Emirates

Field Engineer:


Name:

Email:

Phone: USA 1

Approver:

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Resubmission of Rejected Service Entry Sheet

Click **Submit**

Create Service Sheet

Previous

Save

Submit

Exit

Confirm and submit this document.

Service Sheet

SES1230101

Date: 8 May 2023

Final Service Sheet: No

Purchase Order: 4100001380

Subtotal: 200.00 AED

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	Details

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