SES-Service Entry Sheet Creation

SAP Business Support Support Material

January 2023

Nemak
Innovative Lightweighting

SES - Service Entry Sheet
Search and Identify the SES

For services, it is **required** to generate the SES when the service is executed.

There are 2 possible ways to start creating a service sheet.

From the **Workbench**:

1. Click on **Orders with Service line** tile.

2. Identify the right items using **filters**.

3. Search results will appear. Click **configure** button to customize the view.

4. Select and click **Create service sheet**.

OR

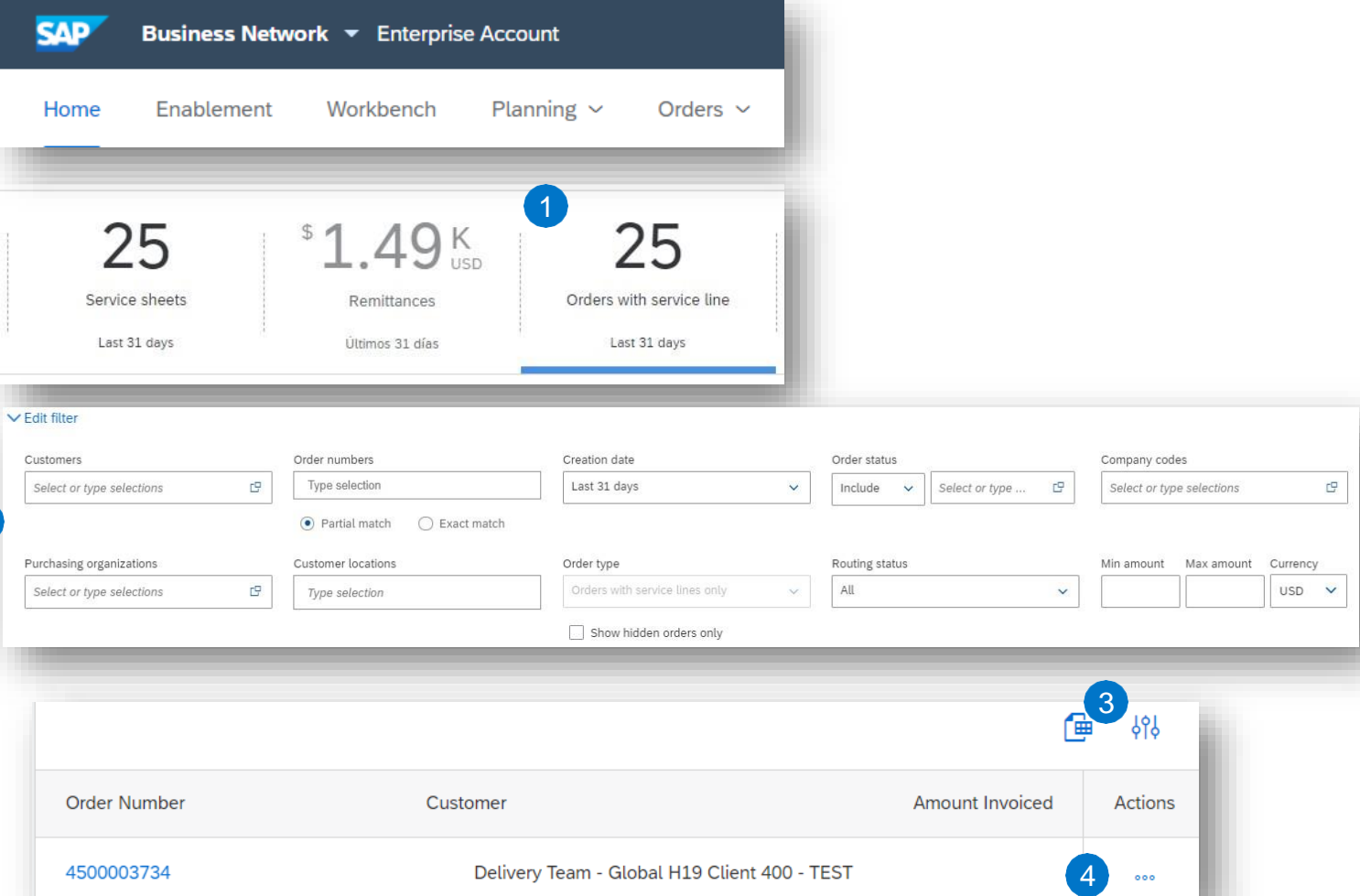5. You can also create SES from the PO screen. Click **Create Service Sheet.**

Purchase Order: 4501337028

Create Order Confirmation ▼ | Create Ship Notice | Create Service Sheet | Create Invoice ▼

SAP Business Network ▼ Enterprise Account

Home | Enablement | Workbench | Planning ▼ | Orders ▼

25 Service sheets — Last 31 days
$ 1.49 K USD Remittances — Últimos 31 días
25 Orders with service line — Last 31 days

Edit filter

Customers	Order numbers	Creation date	Order status	Company codes
Select or type selections	Type selection	Last 31 days	Include / Select or type ...	Select or type selections
	○ Partial match ○ Exact match			

Purchasing organizations	Customer locations	Order type	Routing status	Min amount	Max amount	Currency
Select or type selections	Type selection	Orders with service lines only	All			USD
		Show hidden orders only				

Order Number	Customer	Amount Invoiced	Actions
4500003734	Delivery Team - Global H19 Client 400 - TEST		ooo

Nemak

2

Service Entry Sheet
Create SES – Header Level

Before creating the SES, ensure that the order has been **confirmed.**

Fill out the requested information on the SES form.

1. The service sheet ID is a mandatory field (Supplier internal number), **and text reference indicated by** Nemak's approver/requestor.

2. Provide start / end dates of the service.

3. Complete additional fields if needed.

4. Please fill in the name and email of Nemak's approver/requestor **(if this information is not completed, the SES will not be approved).**

5. Mandatory to attach documents needed.

Identify the approver/requestor in the order in Ariba – Deliver To section.

Service Entry Sheet
Create SES – Line Level

Information from the purchase order is copied to the service sheet.

Scroll down to view line item information and update the information for each line item.

1. Populate all required fields for your service at line level.

2. Click **Include** button to include/exclude the whole line from this SES.

3. Click next and review the information before submitting.

Service Entry Sheet
Review SES approval

Nemak

From the **Workbench:**

1. Click on the **Fulfillment tab** and select **"Service Sheets"** option.

2. Identify the Service sheet to review and check the status of the document.