

SES-Service Entry Sheet Creation

SAP Business Support Support Material

January 2023

Nemak
Innovative Lightweighting

SES - Service Entry Sheet

Search and Identify the SES

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**.

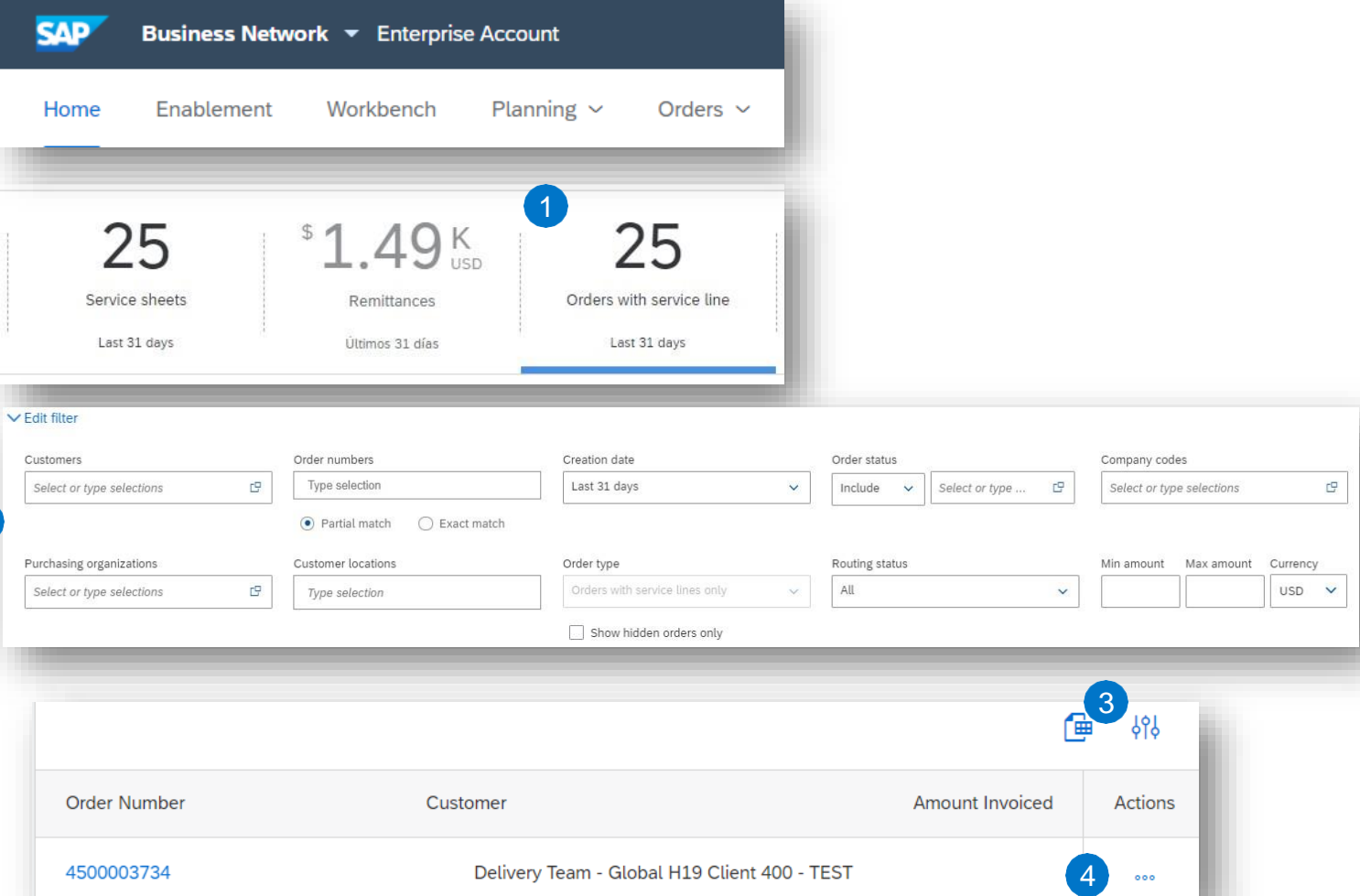
Purchase Order: 4501337028

5

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



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



SAP Business Network Enterprise Account

Home Enablement Workbench Planning ▼ Orders ▼

25 Service sheets Last 31 days

\$ 1.49^K USD Remittances Últimos 31 días

1 25 Orders with service line Last 31 days

2 Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: Orders with service lines only

Routing status: All

Min amount: Max amount: Currency: USD

Show hidden orders only


3

Order Number	Customer	Amount Invoiced	Actions
4500003734	Delivery Team - Global H19 Client 400 - TEST		4 ...

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.

The screenshot shows the 'Service Sheet Header' form with the following fields and callouts:

- 1** Service Sheet #: * (Mandatory field)
- 2** Service Start Date: * and Service End Date: * (Date pickers)
- 3** Supplier Reference: (Text field)
- 4** Approver: Name: * and Email: * (Mandatory fields)
- 5** Attachments: (File upload area)

Additional fields include: Purchase Order: 4501337028, Subtotal: \$0.00 USD, Service Sheet Date: 30 Jun 2021, Service Description, From: Nemak Testing Supplier 2 CA - TEST, Test Address: Alabama, AL 35005, United States, Field Contractor (Name, Email, Phone), Field Engineer (Name, Email, Phone), and To: Nemak Mexico S.A. (Libramiento arco vial Km 3.8, 66017 García, NL, Mexico).

Deliver To
JSPURNY

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 Lines

Line No.	Part No. / Description	Contract #
00010	Servicio de investigación	

1

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	0 SER	\$529.00 USD	\$0.00 USD	Delete	Copy

Servicio de investigación

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: SER Price Unit Quantity: 1.000

Unit Conversion: 1 Description:

COMMENTS

Add Comments:

2

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>		Service	Planned	0 SER	\$500.00 USD	\$0.00 USD	Delete	Copy

Servicio de investigación

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: SER Price Unit Quantity: 1.000

Unit Conversion: 1 Description:

COMMENTS

Add Comments:

3

Previous Update Save Exit Next

Service Entry Sheet

Review SES approval



When the SES is approved, the SES # changes to the 100...



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.

The screenshot shows the SAP Ariba Network interface. At the top, there is a dark blue header with the SAP logo and 'Ariba Network' text. Below this is a navigation bar with several tabs: Home, Supply Chain Monitor, Planning, Order (with a blue circle containing the number '1'), Fulfillment, Quality, Invoices, Payments, Catalogs, and More. A dropdown menu is open under the 'Order' tab, showing 'Order Confirmations' and 'Service Sheets', with 'Service Sheets' highlighted by a blue box. Below the navigation bar, there is a section titled 'Service Sheets (500+)'. At the bottom of the screenshot, a table header is visible with columns: Service Sheet # (highlighted with a blue box), Supplier, Related PO, Date, Amount, Routing Status, and Status (highlighted with a blue box). The page number '1' is visible in the bottom right corner.