Tata Chemicals Supply Chain Collaboration

Service Entry Sheet & Invoice Receipt Process

Supplier Training Guide

SAP Business Network

(Formerly as, Ariba Network)

Agenda

Order Collaboration

- Introduction
- Order Collaboration Documents
- Different Modes of Integration/ Automation

Order Collaboration Portal User Interaction

- Service Purchase Order
- Order confirmation

PO Collaboration Documents

Document	Description
Purchase Order (PO)	Header Item and Delivery dates. A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price. Structure A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.
Order Confirmation (OC)	Item level confirmation. A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm or reject the (lines of the) purchase order.
Service Entry Sheet (SES)	Header section and Item details. A Service entry sheet is a document from a supplier to a buyer intimating the details of services performed by a vendor. Structure A Service entry sheet contains header section with validity range and basic information. At Item level, all line-item details are included along with parent & child line.
Goods Receipt (GR)	Header and Item. A Goods Receipt is auto posted in the Buyer System when SES is approved by customer. It marks the completion of the services. Structure A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to a Purchase Order.
Invoice Receipt (IR)	Invoice document is a posting in Buyer system for the goods which were accepted by customer. It marks completion of Invoicing process, which further leads to payment clearing stage. Payment advice is a posting in Buyer system for the invoices pending for payment. It marks an intimation that customer has paid an invoice.

In this Chapter You Will Learn About ...

… how to create service entry sheet

… how to check the SES status

…how to copy SES and save draft SES

Service Purchase Order

Create SES– Service entry sheet

1. Select Create Service sheet option.
2. Select Parent line item for which SES need to be created.

Note: Multiple partial SES can be submitted for long term planned service PO against single line-item.

Service Purchase Order
Create SES– Service entry sheet

1. Put Supplier Invoice Number.
2. Put Supplier Invoice date
3. Put Service Start date & End date.
4. Add attachment, mandatory to attach Invoice soft copy.
5. Final Service sheet indicator signifies that the current SES item is the last one that will be created for the associated purchase order item, meaning no further service entries can be made for that specific PO item once this final entry is posted.
6. **Note:** Always align with customer before executing step 6.

Service Purchase Order

Create SES– Service entry sheet

6. This is parent line of Service entry sheet.

7. This is child line-item of associated parent line-item.

8. If any child line-item need to be removed from SES then delete option can be use for same.

Service Purchase Order
Submit SES– Service entry sheet

9. Click Submit option , SES will be submitted.
10. Review the submitted SES on PO Screen under Related Documents section.

Service Purchase Order

SES Status– Service entry sheet- Approve

1. View Submitted SES - Once the SES is submitted , the SES status will be 'Sent'.
2. When buyer approves SES, the status update to 'Approved'.

Service Sheet: SUPPINVSERV003

Create Invoice   Copy SES

Detail   History

1 Service Sheet
(Sent)
SUPPINVSERV003
Date: 17 Feb 2025
Final Service Sheet: No
Purchase Order: 0004600226
Subtotal: 15,050.00 INR
Service Start Date: 18 Feb 2025
Service End Date: 26 Feb 2025

Subtotal: 15,050.00 INR

Service Sheet: SUPPINVSERV003

Create Invoice   Copy SES

Detail   History

2 Service Sheet
(Approved)
SUPPINVSERV003
Date: 17 Feb 2025
Final Service Sheet: No
Purchase Order: 0004600226
ERP SES ID: 1000000622
Subtotal: 15,050.00 INR
Service Start Date: 18 Feb 2025
Service End Date: 26 Feb 2025

Subtotal: 15,050.00 INR

Service Purchase Order

SES Statuses– Service entry sheet- Approve

3. User History tab to see logs associated with submitted SES.
4. SES number generated at customer system is visible.

Service Sheet: SUPPINVSERV003

Detail | History ③

Service Sheet:	SUPPINVSERV003
Routing Status:	Acknowledged
Received By SAP Business Network On:	17 Feb 2025 12:21:36 PM GMT+05:30
Submitted By:	AribaTEST Supplier

To: Tata Chemicals Limited - T

History

Status	Comments	Changed By
	The service sheet was successfully received.	Ariba Test supplier-TEST
	Comments from Tata Chemicals Limited - TEST: Success	PropogationProcessor-109550048
Acknowledged	Success	PropogationDispatcher-109539039
	Comments from Tata Chemicals Limited - TEST: Entry sheet 1000000622 created ④	PropogationProcessor-109563039

Service Purchase Order

SES Status– Service entry sheet- Reject

1. View Submitted SES - Once the SES is submitted , the SES status will be 'Sent'.
2. When buyer rejects the SES, the status update to 'Rejected'.
3. The supplier can Edit rejected SES, perform corrections and re-submit SES.
4. Once the supplier resubmit the SES , this screen will appear, the SES can be printed using "Print" option

Service Purchase Order
Copy SES– Service entry sheet

5. The supplier can also use the 'Copy SES' option to create any new SES associated with same PO line, make the necessary change and submit the SES.

Service Sheet: SUPPINVSERV004

⑤

Create Invoice   Copy SES

Detail   History

Service Sheet
(Sent)
SUPPINVSERV004
Date: 17 Feb 2025
Final Service Sheet: No
Purchase Order: 0004600226
Subtotal: 15,050.00 INR
Service Start Date: 18 Feb 2025
Service End Date: 26 Feb 2025

Subtotal: 15,050.00 INR

Service Purchase Order
Draft SES– Service entry sheet

1. While creating SES ,Using Save option , SES is saved as draft. A notification will appear stating end date of SES draft.
2. In the next screen , select 'Save' option".
3. The draft SES can be viewed from PO Screen under Related Documents.

Service Purchase Order

View Invoice 1

From the **Workbench**

OR

From **Orders>Orders and Releases:**

1. Select any of the **Orders** tile.

2. Use **filters** to identify the right document.

3. Using filter in Order Status, select Invoiced, Partially invoiced.

4. Open PO by clicking its **number**.

Note :

- If the order can not be found in search, please check PO instructions or contact [Customer].

Service Purchase Order
View Invoice 2

5. From Related documents -> More .

6. View the documents with the "Invoice" type to see the goods receipt associated with the PO.

Purchase Order
(Invoiced)
0004000712
Amount: 75.00 INR
Version: 1

[Track Order]

Routing Status: Acknowledged
External Document Type: Revenue PO (ZRVP)
Related Documents: INV0173
5000000804
ASN0173
5 More(1) »

Related Documents

Document Number	Date	Type
6 INV0173	11 Jan 2025 7:43 PM IST	Invoice
5000000804	11 Jan 2025 2:06 PM IST	Receipt
ASN0173	11 Jan 2025 7:33 PM IST	Ship Notice
pnf-1t	10 Jan 2025 12:13 PM IST	Order Confirmation

Service Purchase Order
View Invoice 3

Details displayed

1. Value of the invoice

2. Bill to , Ship to address

3. Payment terms

4. In Additional information, original invoice no represents the invoice reference of supplier.

5. In Additional information, buyer invoice id represents the invoice number created in customer system.

6. Line item details

Service Purchase Order
View Invoice 4

7. Go to History tab.

8. Due date of PO is displayed here.

9. In detail tab , the Invoice status – "Paid" indicates that the payment is processed by the customer end.

10. The Invoice status – "Approved" indicates that the payment is not processed.

Service Purchase Order
View Invoice 5

In history tab , details displayed :

1. Clearing Document number
2. Clearing Date
3. UTR Number

Detail | Scheduled Payments | **History**

Invoice: NPO-INV-TQ6
Invoice Status: Paid
Received By SAP Business Network On: 27 Dec 2024 8:51:25 PM GMT+05:30

To: Tata Chemicals Limited - TEST
Routing Status: Acknowledged
Submitted from the Supplier Organization's System On: 1 Dec 2024 8:51:21 PM GMT+05:30

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	TXNDocSupplierApp-109530064	27 Dec 2024 8:51:25 PM
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109575064	27 Dec 2024 8:51:25 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109575064	27 Dec 2024 8:51:25 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109575064	27 Dec 2024 8:51:25 PM
	The invoice status has been successfully updated to Approved by Tata Chemicals Limited - TEST. Description:Due Date : 2024-12-01	TXNDocSupplierApp-109579078	27 Dec 2024 9:05:34 PM
Acknowledged		TXNDocSupplierApp-109530064	27 Dec 2024 9:05:35 PM
	The invoice status has been successfully updated to Paid by Tata Chemicals Limited - TEST.	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM
	① Comments from Tata Chemicals Limited - TEST: Clearing Document : 2533000040	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM
	② Comments from Tata Chemicals Limited - TEST: Clearing Date : 2024-12-27	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM
	③ Comments from Tata Chemicals Limited - TEST: UTR Number : PO.0004000658	TXNDocSupplierApp-109560079	27 Dec 2024 9:21:56 PM

Thank you!!

TATA
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