



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)	<p>Header Item and Delivery dates.</p> <p>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.</p> <p>Structure</p> <p>A purchase order (PO) consists of a document header and a number of items.</p> <p>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.</p>
Order Confirmation (OC)	<p>Item level confirmation.</p> <p>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.</p>
Service Entry Sheet (SES)	<p>Header section and Item details.</p> <p>A Service entry sheet is a document from a supplier to a buyer intimating the details of services performed by a vendor.</p> <p>Structure</p> <p>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.</p>
Goods Receipt (GR)	<p>Header and Item.</p> <p>A Goods Receipt is auto posted in the Buyer System when SES is approved by customer. It marks the completion of the services.</p> <p>Structure</p> <p>A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to a Purchase Order.</p>
Invoice Receipt (IR)	<p>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.</p> <p>Payment advice is a posting in Buyer system for the invoices pending for payment. It marks an intimation that customer has paid an invoice.</p>

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.

Purchase Order: 0004600208

1

Create Order Confirmation ▼Create Ship NoticeCreate Service SheetCreate Invoice

Order DetailOrder History



From:
Customer
Tata Chemicals Limited
Bombay House, 24 Homy Mody Street
Mumbai
Maharashtra 400001
India
Phone: +91 () 9233672081 91

To:
Ariba Test supplier-TEST
Street no 7A
South Delhi
Delhi 110025
India
Phone: +91 1234567777
Fax: +91 1234567777
Email: arbttest.2024@gmail.com

Purchase Order
(Confirmed)
0004600208
Amount: 3,326.40 INR
Version: 1

Comments

Header Text:Header Text

Terms of Delivery:Terms of Delivery

Routing Status: Acknowledged

External Document Type: Service Rev (ZS

Effective Date: 28 Jan 2025

Expiration Date: 28 Jan 2026



Related Documents: [cnf-1](#)


Select Item to Create Service Sheet

Exit

Next

Line Items

Line #	Part ID / Description
<input checked="" type="radio"/> 00010	 Service PO
<input type="radio"/> 00020	 Service PO

 Service Sheet Required.

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.

Create Service Sheet

PreviousUpdateSaveExitNext

▼ Service Sheet Header

Summary

Purchase Order: 0004600226

1 Service Sheet/Invoice #: *

2 Service Sheet/Invoice Date: 16 Feb 2025

5 Final Service Sheet: ☐

Service Description:

Subtotal: 36,245,755.00 INR

3 Service Start Date: *

Service End Date: *

Choose File No file chosen

4 Add Attachment

Add Comments

* Indicates required field

Add to Header ▼

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.

Choose File No file chosen

Add Attachment

Add Comments

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Service PO	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<div><div><div></div></div><div>Admin Service US</div></div>	ADMINE	Service	Planned	4,990 AU	1,008.00 INR	5,029,920.00 INR	Delete Copy

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: AU 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"/>	<div><div><div></div></div><div>EARTHWORK</div></div>	000000000001000001	Service	Planned	995 m3	1,001.00 INR	995,995.00 INR	Delete Copy

SERVICE PERIOD

Start Date:

End Date:

PRICING DETAILS

Price Unit: m3 Unit Conversion: 1

Price Unit Quantity: 1,000 Description:

COMMENTS

Add Comments:

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.

9

PreviousSaveSubmitExit

Confirm and submit this document.

Service Sheet
SUPPINVSERV0002
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

From
Ariba Test supplier-TEST
Ariba Test supplier-TEST
Street no 7A
South Delhi
Delhi 110025
India

To
TCD - Kattupalli
Tata Chemicals Limited - TEST
Address ID: IMPC

Comments

Attachments
@ Ariba-Test-Upload.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Service Entry Sheet Lines

Show Item Details

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
	00010		Service PO						
	1	Service	ADMINE Admin Service US	Planned		5 (AU) ⓘ	1,008.00 INR	5,040.00 INR	Details

Purchase Order
(Partially Serviced)
0004600226
Amount: 72,562,000.00 INR
Version: 1

10

Routing Status: Acknowledged
External Document Type: Service Rev (ZSRP)
Effective Date: 28 Jan 2025
Expiration Date: 28 Jan 2026
Related Documents: SUPPINVSERV005
SUPPINVSERV004
SUPPINVSERV003
More(3) »

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

3

History

Service Sheet: SUPPINVSERV003

To: Tata Chemicals Limited - T

Routing Status: Acknowledged

Received By SAP Business Network On: 17 Feb 2025 12:21:36 PM GMT+05:30

Submitted By: AribaTEST Supplier

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	PropogationProcessor-109563039

4

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 Sheet SUPPINVSERV004 has been submitted. 4

- [Print](#) a copy of the service sheet.
- [Exit](#) service sheet creation.

Service Sheet: SUPPINVSERV004

[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 Sheet: SUPPINVSERV004

[Create Invoice](#)

[Edit](#)

[Copy SES](#)

[Detail](#)

[History](#)

Rejected Service Entry Sheet:

Reasons:

SES-23: The service sheet was successfully received.

SES-25: Comments from Tata Chemicals Limited - TEST: Success

DOC-1: Success

SES-25: Comments from Tata Chemicals Limited - TEST: Entry sheet 1000000623 created

SES-21: The Service Sheet status has been successfully updated to Rejected by Tata Chemicals Limited - TEST.

[Edit & Resubmit](#)

3

Service Sheet

(Rejected)

SUPPINVSERV004

Date: 17 Feb 2025

Final Service Sheet: No

Purchase Order: [0004600226](#)

ERP SES ID: 1000000623

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

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.

The screenshot displays the SAP Business Network 'Create Service Sheet' interface. At the top, the header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' badge. A navigation bar contains buttons for 'Previous', 'Update', 'Save' (highlighted with a yellow box and a red circle with the number 1), 'Exit', and 'Next'. A red notification box with a yellow border and a red circle with the number 1 states: 'Service Sheet "SUPPINV002" is saved. The saved service sheet will be kept until 8 Apr 2025.'

The main section is titled 'Create Service Sheet' and contains a 'Service Sheet Header' section. Below this is a 'Summary' section with the following fields:

Summary	
Purchase Order:	0004600226
Service Sheet/Invoice #:	* SUPPINV002
Service Sheet/Invoice Date:	* 17 Feb 2025
Final Service Sheet:	<input type="checkbox"/>
Service Description:	

On the right side of the summary, the 'Subtotal' is 36,245,755.00 INR. Below this, the 'Service Start Date' is 18 Feb 2025 and the 'Service End Date' is 26 Feb 2025. A red asterisk indicates required fields.

Below the summary is an 'Additional Fields' section. At the bottom of the screen, there is a 'Purchase Order' summary box showing '0004600226' with a status of '(Partially Serviced)' and an amount of 72,562,000.00 INR. The version is 1.

At the bottom right, the 'Routing Status' is 'Acknowledged', the 'External Document Type' is 'Service Rev (ZSRP)', the 'Effective Date' is 28 Jan 2025, and the 'Expiration Date' is 28 Jan 2026. Related documents are listed: SUPPINVSERV005, SUPPINVSERV004, and SUPPINVSERV003. A red circle with the number 3 highlights a box at the bottom right that says 'Draft Service Sheets: Service Sheet: SUPPINVSERV006'.

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].

SAP Business Network Enterprise Account

Home Enablement Workbench Planning Orders

Orders and Releases

1 New orders Last 31 days

2 Items to confirm Last 31 days

17 Orders Save filter

Orders (17)

2 Edit filter Save filter

Customers Select or type selections

Order numbers Type selection Partial match Exact match

Creation date Last 90 days

Order status Include Select or type

3 Invoiced Partially Invoiced

Order Number	Customer	Amount	Version
4 0004600039	Tata Chemicals Limited - TES T	₹20000 INR	3

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

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

Invoice: INV0173

DonePrevious

Copy This InvoiceAdd AttachmentPrintDownload PDFExport cXML

DetailScheduled PaymentsHistory

Standard Invoice

Status

Invoice: Approved

Routing: Acknowledged

Invoice Number: INV0173

Invoice Date: Saturday 11 Jan 2025 7:43 PM GMT+05:30

Original Purchase Order: 0004000712

Submission Method: Online

Origin: Supplier

Source Document: Order

1

Subtotal:75.00 INR

Total Tax:3.75 INR

Total Shipping:0.00 INR

Total Gross Amount:78.75 INR

Total Net Amount:75.00 INR

Amount Due:78.75 INR

2

BILL TO:

Tata Chemicals Limited

Postal Address:
Bombay House, 24 Homy Mody Street
Mumbai
13 400001
India
Address ID: INV0

Phone : + () 9233672081 x91

SHIP TO:

TCP - Mithapur

Postal Address:
Mithapur
Mithapur
22 361345
India
Address ID: IMPC

3

PAYMENT TERMS:

Net Term: 6 Days

ADDITIONAL INFORMATION:

originalInvoiceNo: INV0173

buyerInvoiceID: 2522000123

fiscalYear: 2025

Original Purchase Order: 0004000712

6	Line No.	Line Ref No.	Type	Part No.	Qty / Unit	Unit Price	Sub Total
	10	00010	MATERIAL		1.000 / (t) ⓘ	75.00 INR	75.00 INR
	Description: Settlement for purchasing document 0004000712, 00010						

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.

Invoice: INV0173

Done

Previous

Copy This Invoice

Add Attachment

Download PDF

Export cXML

Detail

Scheduled Payments

History

Invoice: INV0173

Invoice Status: Approved

Received By SAP Business Network On: 11 Jan 2025 7:43:57 PM GMT+05:30

To: Tata Chemicals Limited - TEST

Routing Status: Acknowledged

Submitted from the Supplier Organization's System On: 11 Jan 2025 7:43:54 PM GMT+05:30

History

Status	Comments	Changed By	Date and Time
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-109575064	11 Jan 2025 7:43:57 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-109575064	11 Jan 2025 7:43:57 PM
	The invoice was successfully received.	TXNDocSupplierApp-109531080	11 Jan 2025 7:43:57 PM
	The invoice status has been successfully updated to Approved by Tata Chemicals Limited - TEST. Description: Due Date : 2025-01-17	TXNDocSupplierApp-109548071	17 Feb 2025 6:57:20 PM
Acknowledged		TXNDocSupplierApp-109531080	17 Feb 2025 6:57:20 PM

Detail

Scheduled Payments

History

Detail

Scheduled Payments

History

Standard Invoice

Status

Invoice: Paid

Routing: Acknowledged

Standard Invoice

Status

Invoice: Approved

Routing: Acknowledged

Service Purchase Order

View Invoice 5

In history tab , details displayed :

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

<div>DetailScheduled PaymentsHistory</div>			
<div>Invoice: NPO-INV-TQ6 Invoice Status: Paid Received By SAP Business Network On: 27 Dec 2024 8:51:25 PM GMT+05:30</div> <div>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</div>			
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!!