

2. Processing Purchase Orders

2.1 Create a Service Sheet

Process Purchase Order (PO) on SAP Business Network

In SAP Business Network you can create different types of documents:

- Order Confirmation.
- Service Sheet.
- Ship Notice.
- Invoice.

In this guide, we will be focusing on 'Service Sheet'.

The screenshot shows the SAP Business Network interface. At the top left, there is a logo for SAP Business Network, followed by 'Enterprise Account' and a red 'TEST MODE' button. On the right, there are help and translation icons. Below this, the text 'Purchase Order: 3200029160' is displayed, with a blue 'Done' button to its right. A horizontal bar contains four buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Service Sheet' button is highlighted with a blue border. To the right of these buttons are icons for download, print, and a menu. Below the bar, there are two tabs: 'Order Detail' and 'Order History'.

dsm-firmenich ●●●

From:
DSM Food Specialities France SAS
15 Rue des Comtesses de Flandres
59113 Seclin

France
Email: france@dsm.com

To:
DSM Test Supplier 3
3403 Adelaide St
sing 999999
Singapore
Phone: +91 9923043358
Fax:

Purchase Order
(New)
3200029160
Amount: 500.00 EUR
Version: 1

Create a Service Sheet in Ariba

1. Open the PO.

- For Standard account.

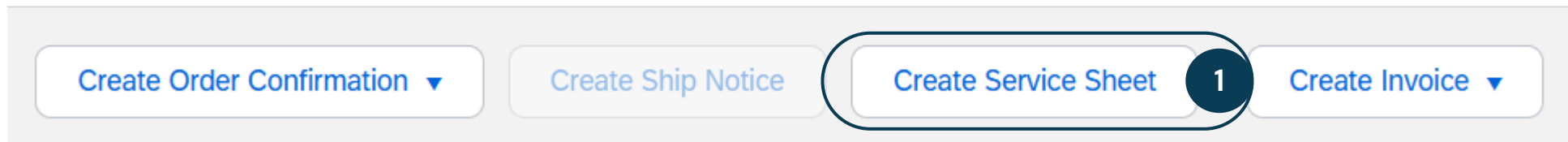
Open the PO via e-mail. Click on the **'Process Order'** button in the email. You also have the option to **'Create Service Sheet'**.

- For Enterprise account.

Open the PO from the SAP Business Network home page.

Click on **'Create a Service Sheet'**.

Purchase Order: 3200001869



Create a Service Sheet in Ariba

2. Add a Service Sheet #. Please note that this field has a character limit of **16 characters**.
3. Provide information in **Service Description** on the scope of the entire Service Sheet.
4. Add the **Start Date** and **End Date** of the Service for which this Service Sheet is applicable, e.g., the month of August.

If you tick the box, the Service Start Date and End Date will be copied to the Service Sheet line items.

▼ Service Sheet Header

* Indicates required field

Summary

Purchase Order: 3200001869

Service Sheet #: * V04FSJAWHHN3IFOR

2

Service Sheet Date: * 23 Dec 2024

Service Description: Window washing

3

Subtotal:

0.00 EUR

Service Start Date: 6 Jan 2025

Service End Date: 10 Jan 2025

Copy the service start and end dates to the service line items

4

Create a Service Sheet in Ariba

5. Here you can put your internal Reference number.

6. In case you need to add Attachments, e.g., time sheets or Comments, you can click on 'Add Comments' or 'Add Attachments'.

Additional Fields

Supplier Reference: **5**

From: DSM Test Supplier 3

3403 Adelaide St
sing 999999
Singapore

Field Contractor:

Name:

Email:

Phone: GBR 44

To: DSM Food Specialities France SAS

15 Rue des Comtesses de Flandres
59113 Seclin
France

Field Engineer:

Name:

Email:

Phone: GBR 44

Approver:

Name:

Email:

Phone: GBR 44

6

[Add Comments](#) [Add Attachments](#)

Create a Service Sheet in Ariba

7. If you have clicked on **'Add Comments'** in step 6, the field becomes available.
8. If you have clicked on **'Add Attachments'** in step 6, the field becomes available, and you can browse for attachments to add.

Make sure to add the necessary details, e.g., daily hours overview, for dsm-firmenich.

The screenshot displays two sections of a form. The top section, labeled 'Comment', features a text input field with the placeholder 'Comments:' and a blue circular callout containing the number '7'. To the right of the field is a blue 'Remove' link. The bottom section, labeled 'Attachments', includes a warning message: 'The total size of all attachments cannot exceed 100MB'. Below this message is a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Add Attachment' button. A blue circular callout with the number '8' is positioned to the right of the 'Add Attachment' button. A blue 'Remove' link is also present to the right of the attachment section.

Create a Service Sheet in Ariba

9. Initially, the Service Entry Sheet Lines will be empty. You need to add a line by clicking on 'Add'.

10. Click on 'Add Unplanned Item'.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
1	Not Available <i>Window washing for office location X</i>	

9 Add ▾

10 Add Unplanned Item

Create a Service Sheet in Ariba

11. To complete your line item, you need to fill in a **Description**. This is different from the description you filled in step 3, as this description is for a specific line item.

In case you need multiple line items due to different tax percentages, you can create multiple Service Entry Sheet Lines and distinguish via the description.

12. To add the Unit of Measure (EA is mostly used), type the Unit Code and select.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
1	Not Available Window washing for office location X	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>	<input type="text"/>		Service	Unplanned Adhoc	1 EA	\$500.00 CAD	\$500.00 CAD	Delete Copy
	Description Line item 80 characters							

11

12

EA - Each

Search for more...

SERVICE PERIOD

Start Date: 6 Jan 2025

End Date: 10 Jan 2025

COMMENTS

Add Comments: Comment on the line item level

Update Save Exit Next

Create a Service Sheet in Ariba

- Fill in the net amount of the Service Sheet in the **'Price'** field.
- Click on **'Update'**. Now the Currency will be added in the **'Price'** field, and the **'Subtotal'** field will be filled as well.
- In case you want to add multiple line items to your service sheet, you can copy the line item here.
- Enter Comments on the line item level if needed.
- Click on **'Next'** after you have completed your Service Sheet.

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
1	Not Available Window washing for office location X		Service	Unplanned Adhoc	1 EA	\$500.00 CAD	\$500.00

Include: Part No. / Description: Customer Part #: Type: Service Item Type: Unplanned Adhoc Qty / Unit: 1 EA Price: \$500.00 CAD Subtotal: \$500.00

EA - Each
Search for more...

SERVICE PERIOD
Start Date: 6 Jan 2025 End Date: 10 Jan 2025

COMMENTS
Add Comments: Comment on the line item level

14 Update Save 17 Next

Create a Service Sheet in Ariba

- 18. Perform a final check on the information in your Service Sheet before you submit the document.
- 19. If you want to make changes to your Service Sheet, you can click on 'Previous' to go back to the previous page.
- 20. If you click on 'Save', you can continue to work on the Service Sheet later.
- 21. By clicking on 'Submit', the Service Sheet will be sent to your customer dsm-firmenich for review and approval.

Create Service Sheet

Previous
Save
Submit
Exit

Confirm and submit this document.

Service Sheet
 40YYB4E9L732VDJ1
 Date: 23 Dec 2024
 Final Service Sheet: No
 Purchase Order: 3200001869
 Service Description: Window washing
 Subtotal: 500.00 EUR
 Service Start Date: 6 Jan 2025
 Service End Date: 10 Jan 2025

From
DSM Test Supplier 3
 DSM Test Supplier 3
 3403 Adelaide St
 sing 999999
 Singapore

Subtotal: 500.00 EUR

To
DSM Food Specialities France SAS
 DSM - TEST
 15 Rue des Comtesses de Flandres
 59113 Seclin

France
 Address ID: 7553

Service Entry Sheet Lines [Show Item Details](#)

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Service	Description Line item 80 characters	Unplanned Adhoc		1 (EA) ⓘ	500.00 EUR	500.00 EUR	Details

Service Entry Summary
 Subtotal: 500.00 EUR

Create a Service Sheet in Ariba

22. After the Service Sheet is submitted, you can either print it or click on **'Exit'** and return to the Purchase Order.

23. After the Service Sheet is submitted, and approved, the status of the Purchase Order changes into (Partially) Serviced.

24. The document will be added to the **Related Documents** overview so that you can always find it on your Purchase Order.

Service Sheet 40YYB4E9L732VDJ1 has been submitted.

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

22

Purchase Order

(Serviced)

3200001869

Amount: 500.00 EUR

Version: 1

23

Routing Status: Acknowledged

24

Related Documents: 40YYB4E9L732VDJ1

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