

# 3. E-invoicing

## 3.1 Create an invoice from a Service Entry Sheet (SES) flip

# Create an invoice

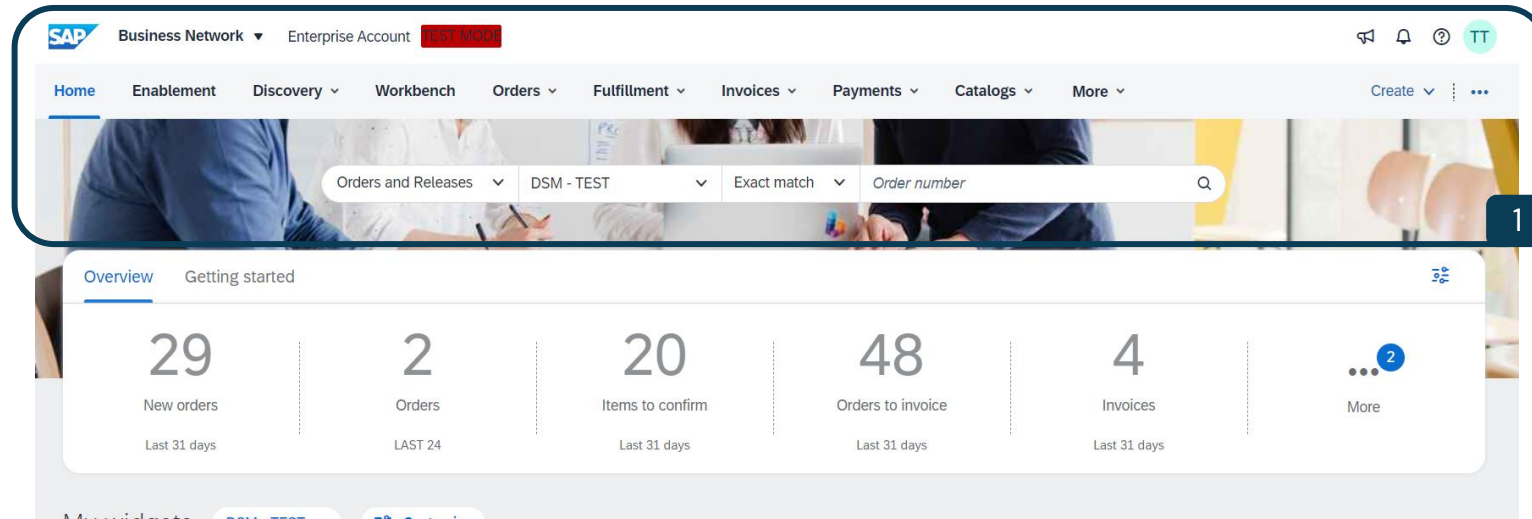
## 1. Open the PO

- For Standard account: Open PO via e-mail.
- For Enterprise account: Open PO from SAP Business Network home page.

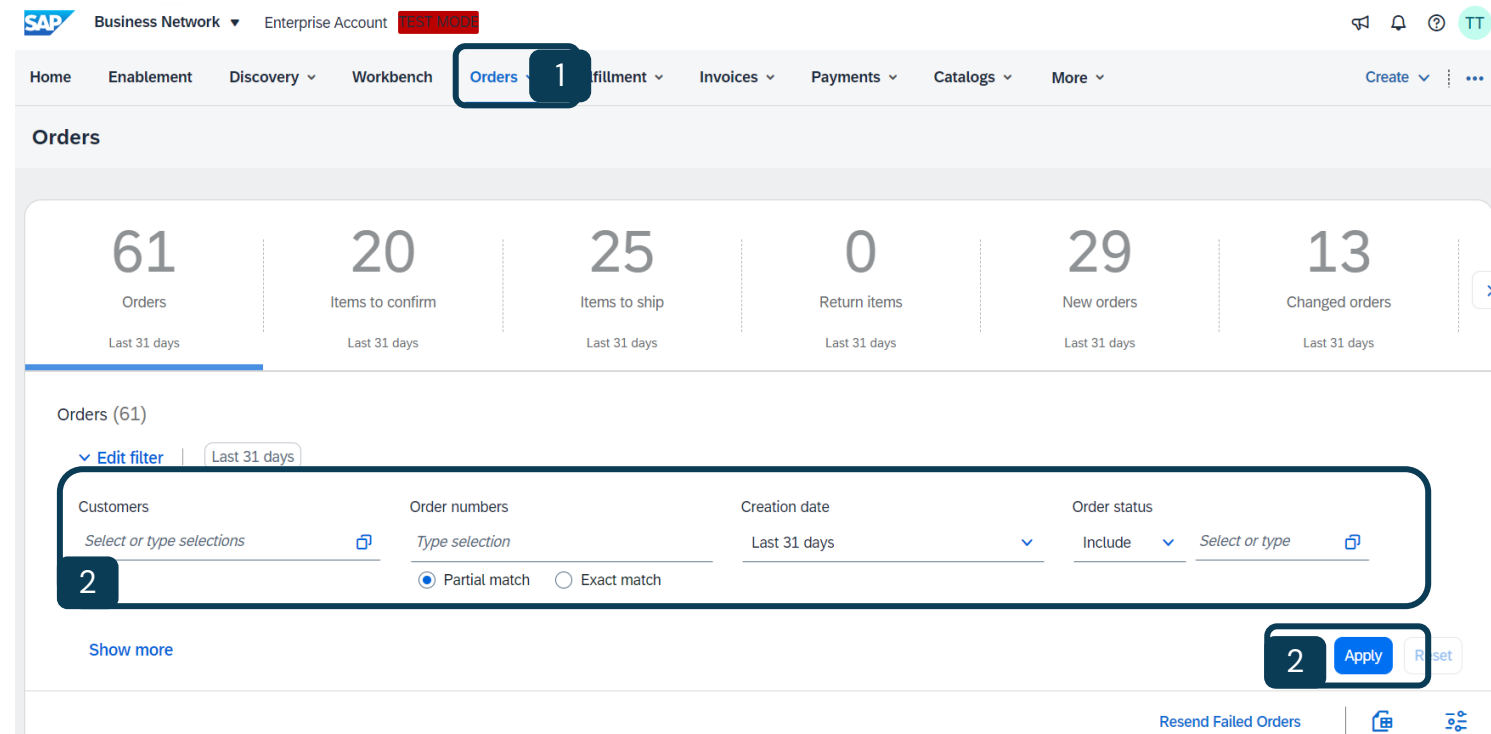
## 2. To find your order, go to the Edit filter section and select 'dsm-firmenich' in the Customer field.

Select Creation date 'Time Frame' (e.g., 31 days).

Select 'Apply' to view the selected filters.



The screenshot shows the SAP Business Network home page for an Enterprise Account in TEST MODE. The navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A search bar is visible with filters for 'Orders and Releases', 'DSM - TEST', and 'Exact match'. The main dashboard displays several key metrics for the last 31 days: 29 New orders, 2 Orders (LAST 24), 20 Items to confirm, 48 Orders to invoice, and 4 Invoices. A 'More' button with a notification badge is also present.



The screenshot shows the SAP Business Network Orders page. The navigation bar highlights the 'Orders' menu item. The main dashboard displays metrics for the last 31 days: 61 Orders, 20 Items to confirm, 25 Items to ship, 0 Return items, 29 New orders, and 13 Changed orders. Below the dashboard, the 'Orders (61)' section is visible, with an 'Edit filter' button and a 'Last 31 days' filter. The filter section includes fields for Customers, Order numbers, Creation date, and Order status. The 'Customers' field is highlighted with a '2' in a blue box, and the 'Apply' button is also highlighted with a '2' in a blue box. The 'Order numbers' field has 'Partial match' selected, and the 'Creation date' field is set to 'Last 31 days'. The 'Order status' field is set to 'Include'.

# Create an invoice from a Service Entry Sheet (SES) flip

Your Service Sheet can be either approved or rejected by your customer dsm-firmenich. In the next few screens, we show how to view the status of your Service Sheet.

- When your Service Sheet has been approved, the status of the Purchase Order changes to '**(Partially) Serviced**' and you can proceed with the so-called '**SES flip**' and create an invoice based on the Service Sheet.

Purchase Order: 3200029167 Done

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet **Create Invoice ▼** ⌵ 📄 ⋮

Order Detail Order History

**dsm-firmenich** ●●●

**From:**  
DSM Food Specialities France SAS  
15 Rue des Comtesses de Flandres  
59113 Seclin  
France  
Email: [fss-postoffice.dbs@dsm.com](mailto:fss-postoffice.dbs@dsm.com)

**To:**  
DSM Test Supplier 3  
3403 Adelaide St  
sing 999999  
Singapore  
Phone: +91 9923043358  
Fax:  
Email: [Ariba-MO-IT-Support-Team@dsm.com](mailto:Ariba-MO-IT-Support-Team@dsm.com)

**Payment Terms** ⓘ  
NET 30  
Within 30 days Due net

**Comments**  
Comment Type: Terms and Conditions  
Body: PO Terms & Conditions

**Other Information**

**Purchase Order (Serviced)**  
3200029167  
Amount: 500.00 EUR  
Version: 1 3

Routing Status: Acknowledged  
Related Documents: 3200029167-1\_SS\_1  
3200029167-1 3

*\*Note: Please do not use the 'Create invoice' button. If you have created a Service Entry Sheet, you must flip the Service Sheet to an invoice. You are no longer allowed to create it from the button 'Create invoice'.*

*\*Note: when creating invoice via Ariba that it is **NOT allowed** to also submit a PDF invoice via e-mail.*

# Create an invoice from a Service Entry Sheet (SES) flip

- When you have opened the PO by clicking on the PO number, you will see the PO details. Open the Service Sheet by clicking on **the Service Sheet number** (under Related Documents) to complete the invoicing.

Purchase Order: 3200029167 Done

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet **Create Invoice ▼** ↓ ☰ ⋮

Order Detail Order History

**dsm-firmenich** ●●●

**From:**  
DSM Food Specialities France SAS  
15 Rue des Comtesses de Flandres  
59113 Seclin  
  
France  
Email: fss-postoffice.dbs@dsm.com

**To:**  
DSM Test Supplier 3  
3403 Adelaide St  
sing 999999  
Singapore  
Phone: +91 9923043358  
Fax:  
Email: Ariba-MO-IT-Support-Team@dsm.com

**Purchase Order**  
(Serviced)  
3200029167  
Amount: 500.00 EUR  
Version: 1

Payment Terms ⓘ  
NET 30  
Within 30 days Due net

Comments  
Comment Type: Terms and Conditions  
Body: PO Terms & Conditions

Other Information

Routing Status: Acknowledged  
Related Documents: 3200029167-1\_SS\_1  
3200029167-1 **4**

*\*Note: Please do not use the 'Create invoice' button. If you have created a Service Entry Sheet, you must flip the Service Sheet to an invoice. You are no longer allowed to create it from the button 'Create invoice'.*

*\*Note: when creating invoice via Ariba that it is **NOT allowed** to also submit a PDF invoice via e-mail.*

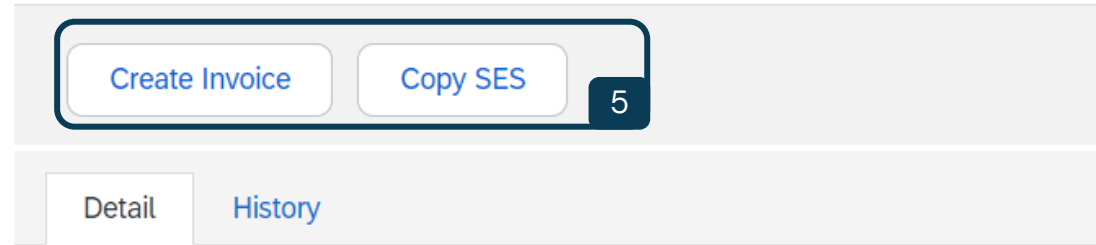
# Create an invoice from a Service Entry Sheet (SES) flip

5. When the Service Sheet is approved, the '**Create Invoice**' button becomes available.

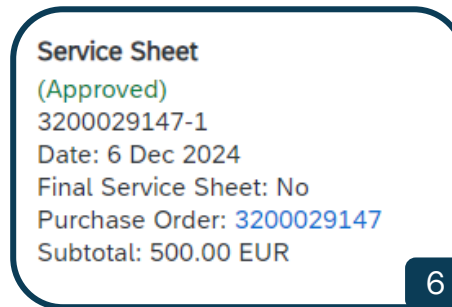
The '**Copy SES**' functionality is a great possibility to copy the initial Service Sheet. You can make a few adjustments and submit the next Service Sheet for the next month.

6. Here you can view the main information of the Service Sheet including status, date, applicable PO number, etc.

Service Sheet: 3200029147-1



The screenshot shows a horizontal bar with two buttons: 'Create Invoice' and 'Copy SES'. A dark blue box with the number '5' highlights both buttons. Below the bar are two tabs: 'Detail' and 'History'.



The screenshot shows a rounded rectangular card with the following text: 'Service Sheet (Approved) 3200029147-1 Date: 6 Dec 2024 Final Service Sheet: No Purchase Order: 3200029147 Subtotal: 500.00 EUR'. A dark blue box with the number '6' is in the bottom right corner.

Service Entry Sheet Lines

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# Create an invoice from a Service Entry Sheet (SES) flip

- 7. In case your Service Sheet was rejected by your customer dsm-firmenich, you can view the reasoning here and have the option to **'Edit & Resubmit'** for approval.
- 8. Here you can find the main information of the Service Sheet, including status, date, applicable PO number, etc.

Service Sheet: 3200029119 Done Previous

Create Invoice Edit Copy SES ↓ 📄

Detail History

**Rejected Service Entry Sheet:**  
Reasons:  
SES-23: The service sheet was successfully received.  
SES-25: Comments from DSM - TEST: OK  
DOC-1: OK  
SES-22: The Service Sheet status has been successfully updated to Processing by DSM - TEST. Description:  
SES-22: The Service Sheet status has been successfully updated to Rejected by DSM - TEST. Description:

Edit & Resubmit **7**

**Service Sheet**  
**(Rejected)**  
3200029119  
Date: 2 Jan 2025  
Final Service Sheet: No  
Purchase Order: 3200029119  
Subtotal: 500.00 EUR **8**

Subtotal: 500.00 EUR

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

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

# Create an invoice from a Service Entry Sheet (SES) flip

Your Service Sheet can be either approved or rejected by your customer dsm-firmenich.

In the next few screens, we show how to create an invoice out of the **approved Service Sheet**.

- 1. Open the Service Sheet by clicking on the Service Sheet number (under Related Documents) to complete the invoicing.

Purchase Order: 3200029147 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) Download Print More

[Order Detail](#) [Order History](#)

**dsm-firmenich**

<b>From:</b> DSM Food Specialities France SAS 15 Rue des Comtesses de Flandres 59113 Seclin  France Email: <a href="mailto:fss-postoffice.dbs@dsm.com">fss-postoffice.dbs@dsm.com</a>	<b>To:</b> DSM Test Supplier 3 3403 Adelaide St sing 999999 Singapore Phone: +91 9923043358 Fax: Email: <a href="mailto:Ariba-MO-IT-Support-Team@dsm.com">Ariba-MO-IT-Support-Team@dsm.com</a>	<b>Purchase Order (Served)</b> 3200029147 Amount: 500.00 EUR Version: 1
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**Payment Terms** ⓘ  
NET 30  
Within 30 days Due net

**Comments**

Routing Status: Sent  
Related Documents: [3200029147-1](#) 1

# Create an invoice from a Service Entry Sheet (SES) flip

2. In the 'Detail', you can view the status of your Service Sheet. In this example, the Service Sheet was approved on 6 December 2024.

3. When the Service Sheet is approved, the 'Create Invoice' button becomes available.

Please proceed by clicking on 'Create Invoice'.

The screenshot shows the SAP Service Sheet interface for ID 3200029147-1. At the top right, there are 'Done' and 'Previous' buttons. Below this, a navigation bar contains a 'Create Invoice' button (highlighted with a blue circle and the number 3) and a 'by SES' label. To the right of the navigation bar are download and print icons. Below the navigation bar, there are 'Detail' and 'History' tabs (the 'Detail' tab is highlighted with a blue circle and the number 2). A 'Service Sheet' summary card is displayed, showing it is 'Approved' with a date of 6 Dec 2024, and a subtotal of 500.00 EUR (highlighted with a blue circle and the number 2). The 'Routing Status' is 'Acknowledged' and 'Related Documents' include '3200029147'. Below this is a 'Service Entry Sheet Lines' table with columns for SES Line, Type, Service # / Description, Line Type, Contract #, Qty (Unit), Unit Price, Subtotal, and Details. The table contains one line item: Line 1, Service, 'Service has been delivered', Unplanned Adhoc, 1.0000000000 (AU), 500.00 EUR, 500.00 EUR.

Service Sheet: 3200029147-1

Done Previous

Create Invoice 3 by SES

Detail History 2

Service Sheet (Approved) 3200029147-1 Date: 6 Dec 2024 Final Service Sheet: No Purchase Order: 3200029147 Subtotal: 500.00 EUR 2

Subtotal: 500.00 EUR

Routing Status: Acknowledged Related Documents: 3200029147

Service Entry Sheet Lines Show Item Details

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	Details
1	Service	Service has been delivered	Unplanned Adhoc		1.0000000000 (AU)	500.00 EUR	500.00 EUR	Details



# Create an invoice from a Service Entry Sheet (SES) flip

4. Enter your **internal Invoice number**. Please note the character limit of 16 characters.
5. Enter the **'Service Description'** for your invoice. This can be the same as the service description you entered on the 'Service Sheet'.

Create Invoice

Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: 3200029147

Invoice #:  4

Invoice Date: 2 Jan 2025

Service Description:  5

Supplier Tax ID:

Remit To: Address 1 ▼

City

France

Bill To: DSM Food Specialities France SAS

Seclin

France

Subtotal: 500.00 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 500.00 EUR  
Total Net Amount: 500.00 EUR  
Amount Due: 500.00 EUR

[View/Edit Addresses](#)

# Create an invoice from a Service Entry Sheet (SES) flip

6. These additional fields are not compulsory to process your invoice, but you can enter internal reference numbers if needed.

7. You can add some additional fields/documents to this overview.

If you click on 'Add to Header', you can add 'Comments' and 'Attachments'.

The screenshot shows a web interface for creating an invoice. It features several sections with input fields and callouts:

- Additional Fields (Callout 6):** A rounded rectangle highlights four input fields: 'Supplier Account ID #:', 'Customer Reference:', 'Supplier Reference:', and 'Payment Note:'. Below these is a 'Supplier:' field with the value 'DSM Test Supplier 3' and the address 'Toronto ON, Canada'. A blue circle with the number '6' is in the bottom right corner of this callout.
- Customer Information:** On the right, the 'Customer:' field is 'DSM Food Specialities France SAS' with address 'Seclin, France'. An 'Email:' field is empty. A 'View/Edit Addresses' link is visible.
- Bill From:** 'DSM Test Supplier 3' with address 'Toronto ON, Canada'.
- Supplier Commercial Identifier:** '124534634'.
- Supplier Commercial Credentials:** An empty text area.
- Incoterms:** 'IncoTerm:', 'IncoTerm Description:', and 'Company Code: 7553'.
- Add to Header (Callout 7):** A blue button with a dropdown arrow is highlighted. A callout box shows the dropdown menu with options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. A blue circle with the number '7' is in the bottom right corner of this callout.

# Create an invoice from a Service Entry Sheet (SES) flip

8. Tick the **'Tax Category'** box if you need to add taxes to the line item before submitting the invoice.
9. If you click on the **arrow** next to the **'Tax Category'** field, you will be presented a dropdown in which you can select the **Tax Selection** applicable for this invoice.
10. Click on **'Add to Included Lines'** to have the tax fields populated.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: **8**

Standard Tax Selections

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu **9**

Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal

1 Not Available Service - Window washing 1 AU 500.00 EUR 500.00 EUR

SERVICE Service has been delivered Service Line No.: 1 Remove

Service Sheet Details Service Sheet #: 3200029147-1

Comments

Line Item Actions

**10**

# Create an invoice from a Service Entry Sheet (SES) flip

11. There are several tax fields to be populated. Most are not mandatory. In case you want to add a Rate(%), you can enter it in this field. The **'Tax Amount'** will be automatically generated.
12. In case you do not make use of the Rate(%), please select the **'Exempt Detail'** from the dropdown list.

You have several options for continuing:

- If you click on **'Update'**, the Ariba system checks if all fields are filled correctly.
- If you click on **'Save'**, the invoice will be saved and you can work on it later.
- If you click on **'Exit'**, the invoice will be cancelled and you will be redirected to the Service Sheet.
- If you click on **'Next'**, it will continue with the process and you can check and complete the invoice.

The screenshot displays the Ariba system interface for creating an invoice from a Service Entry Sheet (SES). The interface is divided into several sections:

- Table:** A table with columns: Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. It shows a service line with a quantity of 1 and a unit price of 500.00 EUR.
- Service Sheet Details:** A section with fields for Service Sheet # (3200029147-1) and Service Line No. (1).
- Tax:** A section with fields for Category (VAT), Location, Description, Regime, Date of Pre-Payment, Law Reference, Taxable Amount (500.00 EUR), Tax Rate Type, Rate(%), Tax Amount, Exempt Detail (no value), and Date of Supply (3 Jan 2025). There are also buttons for 'Update', 'Save', 'Exit', and 'Next'.

# Create an invoice from a Service Entry Sheet (SES) flip

13. Click on 'Next' and review all the information before you submit the invoice.

Click on 'Submit' to send your invoice to your customer dsm-firmenich.

14. After successfully submitting the invoice, you will receive an email from the Ariba system with a confirmation of the submitted invoice, including a PDF attachment of the document.

The screenshot displays the SAP Business Network interface for creating an invoice. At the top, there are navigation buttons: 'Line Item Actions', 'Delete', 'Update', 'Save', '13', and 'Next'. Below this, the 'Create Invoice' section is visible, with 'Previous', '13', 'Submit', and 'Exit' buttons. A confirmation message states: "Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:Canada. The document's destination country is:France. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service." The invoice type is identified as 'Standard Invoice'. Summary statistics include: Invoice Number: 3200029147-dsm, Invoice Date: Friday 3 Jan 2025 10:03 am GMT+01:00, Subtotal: 500.00 EUR, and Total Tax: 10.00 EUR.

Standard Invoice			
Invoice Number:	3200029147-dsm	Subtotal:	500.00 EUR
Invoice Date:	Friday 3 Jan 2025 10:03 am GMT+01:00	Total Tax:	10.00 EUR
Original Purchase Order:	3200029147	Total Gross Amount:	510.00 EUR
		Total Net Amount:	510.00 EUR
		Amount Due:	510.00 EUR

This document is digitally signed

**Submission Method:** Online

**Origin:** Supplier

**Source Document:** Order

<b>REMIT TO:</b> DSM Test Supplier 3	<b>BILL TO:</b> DSM Food Specialities France SAS	<b>SUPPLIER:</b> DSM Test Supplier 3
Postal Address: Address 1 46546 City France	Postal Address: 15 Rue des Comtesse de Flandres 59113 Seclin France Address ID: 7553 Email: <a href="#">standard</a>	Postal Address: 3403 Adelaide St Toronto ON M5H 1P6 Canada
<b>BILL FROM:</b> DSM Test Supplier 3	<b>CUSTOMER:</b> DSM Food Specialities France SAS	<b>WIRE PAYMENT TO BANK:</b> BNP

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