

# How to create an SES (SERVICE ENTRY SHEET)?



## SINGLE-LINE SES

1 the "Create Service Entry Sheet" button

You now enter the form to be filled out.

2 Compulsory data are the SES number, which is a control number established by the supplier (e.g. H4500001464), and the date

Service Sheet Header

Summary

Purchase Order: 4500495791

Service Sheet #:

Service Sheet Date: 20 Aug 2020

FinalServiceSheet

Service Description:

The amount can be verified on the right-hand side. Service start and end dates are not compulsory fields.

Subtotal: 2.450,00 EUR

Service Start Date:

Service End Date:

IMPORTANT: This field (final SES) must only be selected when you have ascertained that all operations for an order have been completed, as this status closes the order and no other SESs may be generated; therefore, no new amounts can be invoiced.

3 **Additional fields section:** It is recommended (although not compulsory) to enter an email address so that the document has a reference email address. If this field is completed, a name should also be included.

Approver:

Name:

Email:

Phone: USA 1

4 It is also compulsory to attach documents certifying the provision of the service (such as a delivery note, certification, proforma or regular invoice, etc.).

Add Comments

Add Attachments

A comment may also be added if the supplier has something to note, but this is optional

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### Service Entry Sheet Lines

Line No. Part No. / Description

00010 Equipment Rental

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	RENT_EXCAVATOR 2.5 ↕ 3 Ton Mini Excavator Rental		Service	Planned	100 DAY	\$350.00 USD	\$35,000.00 USD	Delete Copy

SERVICE PERIOD  
Start Date: \* [ ] End Date: \* [ ]

In the **SES** lines, only the quantity field may be modified.

For proper processing, a maximum of 3 decimal places is allowed in the quantity due to a system limitation which is being corrected.

**IMPORTANT NOTE:** If required, a maximum tolerance of 10 % is allowed. Therefore, an amount exceeding such tolerance threshold cannot be invoiced.

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Once all the details required are filled in in the **SES** and verified, click on “Next”.

This saves the service sheet until it is sent.

Previous Update **Save** Exit **Next**

When you click on Next, you will go to the Service Sheet summary page, where you can check that everything is correct before submitting it.

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## SES SUMMARY

Crear hoja de entrada de servicios

Confirmar y enviar este documento.

Hoja de entrada de servicios  
Subtotal: 750,00 EUR

De: Test Supplier 307 TLR  
Compañía Logística de Hidrocarburos CLH

Líneas de la hoja de entrada servicios

Número de línea	Tipo	Nº de servicio/Descripción	Tipo de línea	Nº de contrato	Cant. (Unidad)	Precio por unidad	Subtotal	
1	Servicio	Servicio complementario desmontaje	Planned		1 (EA)	300,00 EUR	300,00 EUR	Detalles
2	Servicio	Desmontaje sello tanque # 54 res. S/ PGM-TD por 6.4	Planned		3 (EA)	150,00 EUR	450,00 EUR	Detalles

Resumen de entrada de servicio  
Subtotal: 750,00 EUR

Once you have verified that everything is correct, click on the “Submit” button and the document will be sent for approval.

Previous **Save** **Submit** Exit

The “Previous” button enables you to go back to the previous page to make corrections if you have detected any mistakes.

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➤ **SES WITH MULTIPLE LINES**

1 Click on the “**Create Service Entry Sheet**” button. In this case, you will not be directed to the sheet itself, but you will be required to select one of the lines to generate a **SES** for such line.

2

Line No.	Part No. / Description
<input checked="" type="radio"/> 00020	Service 1
<input type="radio"/> 00040	Service 2
<input type="radio"/> 00070	Service 3
<input type="radio"/> 00080	Service 4

Service entry sheet required

When you select the line, you will access the sheet and you can start the process for generating the **SES**.

3 REPEAT THE PROCESS EXPLAINED IN H-1

**NOTE:** The same process should be followed for all lines in an order, thus generating an **SES** for each of them.

❖ If an invoice is required for each **SES**, the invoice can be generated from the **SES** itself by clicking on the “**Create invoice**” button.

❖ If a single invoice is required for all service sheets, the invoice can be generated by clicking on the “**Create invoice**” button included in the order.

Service Sheet: BND\_SERV\_321

**Create Invoice** **Copy This SES**

Detail History

Service Sheet (Approved)  
BND\_SERV\_321

SAP Ariba Network Standard Account Upgrade

Purchase Order: 4100000168

Create Order Confirmation Create Ship Notice **Create Invoice**

Order Detail Order History

From: To:

## ➤ SES WITH ADJUSTMENT LINES

Some orders contain an adjustment line in order to be able to process additional tasks within a service.

A Service Entry Sheet Lines

General order line with a 10 % tolerance

Adjustment line for materials

Adjustment line for services

Número de línea	Número de repartos	Cambiar	Nº de pieza/Descripción	Nº de pieza de cliente	Tipo	Devolución	Nivel de revisión	Cant. (Unidad)	Fecha para la que se requiere	Precio por unidad	Subtotal	Impuesto	Ubicación de cliente
▼ 00010	1				Servicio				15 abr 2021		750,00 EUR	157,50 EUR	<a href="#">Detalles</a>
			MTO.GRUPOS ELECTRÓG.										
	00010.10			000000000083003655	Servicio			1,000 (C62)		750,00 EUR	750,00 EUR		<a href="#">Detalles</a>
			MTO.GRUPOS ELECTRÓG.										
	00020			000000000081000003	Material			1,000 (EA)	6 may 2021	0,01 EUR	0,01 EUR	0,00 EUR	<a href="#">Detalles</a>
			Desviaciones de materiales										
▼ 00030	1				Servicio				6 may 2021		0,01 EUR	0,00 EUR	<a href="#">Detalles</a>
			Desviaciones en los servicios										
	00030.10			000000000083003711	Servicio			1,000 (EA)		0,01 EUR	0,01 EUR		<a href="#">Detalles</a>
			Desviaciones de servicios										

**NOTE:** An adjustment line is rarely used for materials as an acknowledgment of receipt is required. Therefore, the requester’s prior approval is required for the materials to be received, and for such purposes the exact price and quantity of the materials must be known.

### When to use an adjustment line for services?

- 1) The most correct way is to list the originally estimated amount in one **SES** and a service excess in another **SES** and then issue an invoice for the total amount of both **SESs**.
- 2) List the total amount in an adjustment line in order to generate a single **SES**, which facilitates the approval process for the processor.
- 3) If the amount is lower than in the general line, an adjustment line can be used to avoid calculating a proportional quantity, thus having to adjust the invoice to three (3) decimal places.

1) Listing the originally estimated amount in one **SES** and a service excess in another **SES**.

Select item to create service entry sheet

Exit Next

Service Entry Sheet Lines

Line No.	Part No. / Description
00010	ALQUILER CABINA SANITARIA. PRECIO POR DI
00030	Desviaciones en los servicios

Service entry sheet required

Complete the **SES** according to the process described in **H-1**, following steps 1 — 2 — 3 — 4

Go to the general line and generate the **SES** for it following the process described in **H-1**, leaving the original amount for such line unchanged.

5 In this step, enter the quantity which, when divided by the price in the adjustment line, results in the amount to be invoiced.

Service Entry Sheet Lines

Nº de línea Nº de pieza/Descripción Nº de contrato

00010 MTO.GRUPOS ELECTRÓG.

Incluir	Nº de pieza/Descripción	Nº de pieza de cliente	Tipo	Tipo de artículo/Caract./Unidad	Precio	Subtotal
<input type="checkbox"/>		000000000083003655	Servicio	Planeado	0,01	0,01

PERIODO DE SERVICIO

Fecha de inicio: Fecha de finalización:

THE SUPPLIER CAN ONLY MODIFY THE QUANTITY. THEREFORE, THE VALUE WHICH RESULTS IN THE ADDITIONAL QUANTITY TO BE INVOICED AFTER MULTIPLYING IT BY 0,01 MUST BE CALCULATED.

Example:  
 Amount to be invoiced 577.90 euros  
 Then  
 $577,90 / 0,01 = 57790$   
 This is the quantity that must be entered in the quantity field for the line in the SES

Service Entry Sheet Lines

Nº de línea Nº de pieza/Descripción Nº de contrato

00030 MTO.GRUPOS ELECTRÓG.

Incluir	Nº de pieza/Descripción	Nº de pieza de cliente	Tipo	Tipo de artículo/Caract./Unidad	Precio	Subtotal
<input type="checkbox"/>		000000000083003655	Servicio	Planeado	57,79	0,01 EUR 577,90 EUR

PERIODO DE SERVICIO

Fecha de inicio: Fecha de finalización:

DETALLES DE PRECIOS

Precio por unidad: DAY Cantidad de unidades de precio: 1,000

Conversión de unidad: 1 Descripción:

Update Previous Save Exit Next

IN THIS CASE, THE QUANTITY 57790 IS ENTERED. CLICK ON THE **UPDATE** BUTTON FOR THE SYSTEM TO PROCESS THE ENTERED VALUE.

Once this step is completed, follow the steps described in **H-1**: 6 — 7 — 8 ➔ By doing this, both SESs needed to invoice the total amount are processed.

## How to use an adjustment line for services?

- 2) Listing the total amount in an adjustment line in order to generate a single SES.
- 3) When the amount is lower than in the general line, an adjustment line may be used.

In both cases, follow these steps:

- ✓ Complete the SES according to the process described in H-1 following steps: 1 → 2 → 3 → 4
- ✓ Follow step 5 explained in H-5
- ✓ Once step 5 is completed, follow the steps described in H-1: 6 → 7 → 8

### How to list a quantity that is lower than the amount in the order in an SES?

❖ The first thing you need to take into account is that the system allows a maximum of three decimal places.

- ✓ Complete the SES according to the process described in H-1 following steps: 1 → 2 → 3 → 4

- 5 In this step, enter the quantity that results from dividing the amount to be invoiced by the actual order amount, in order to obtain a proportional quantity that gives us an amount close to the desired one.

Service Entry Sheet Lines

Nº de línea	Nº de pieza/Descripción	Nº de contrato	Incluir	Nº de pieza/Descripción	Nº de pieza de cliente	Tipo	Tipo de artículo/Cant./Unidad	Precio	Subtotal	Suprimir	Copiar
00010	MTO.GRUPOS ELECTRÓG.		<input type="checkbox"/>		00000000083003655	Servicio	Planeado 1	0,01	0,01		

PERIODO DE SERVICIO  
Fecha de inicio:  Fecha de finalización:

MTO.GRUPOS ELECTRÓG.

THE SUPPLIER CAN ONLY MODIFY THE QUANTITY.

Example:

Order amount = 1,245.80

Amount to be invoiced 577.90 euros

Then

$$577,90 / 1.245,80 = 0,4638786322 \approx 0,464$$

This is the quantity that must be entered in the quantity field for the line in the SES, as it should be rounded up to three decimal places.

Therefore, the invoice should be adjusted to the resulting amount:

$$0,464 \times 1.245,80 = 578,01 \text{ Euros.}$$

Service Entry Sheet Lines

Nº de línea	Nº de pieza/Descripción	Nº de contrato	Incluir	Nº de pieza/Descripción	Nº de pieza de cliente	Tipo	Tipo de artículo/Cant./Unidad	Precio	Subtotal	Suprimir	Copiar
			<input type="checkbox"/>		00000000083003655	Servicio	Planeado 0,464	1.245,80	578,01		

PERIODO DE SERVICIO  
Fecha de inicio:  Fecha de finalización:

DETALLES DE PRECIOS  
Precio por unidad: DAY Cantidad de unidades de precio: 1,000  
Conversión de unidad: 1 Descripción:

Agregar detalles de determinación de precios

Previous Update Save Exit Next

IN THIS CASE, THE QUANTITY 0.464 IS ENTERED. CLICK ON THE UPDATE BUTTON FOR THE SYSTEM TO PROCESS THE ENTERED VALUE.

Once this step is completed, follow the steps described in H-1: 6 → 7 → 8