1. How to create a service entry sheet for an amount lower than that appearing in the order?

Requirement: A maximum of three (3) decimal places is allowed.

The SES is completed following the usual steps except that the Lines section should be filled in as follows:

Calculate the proportionate quantity to obtain the amount to be listed:

Example:

Order amount = 1,500.00 euros

Amount to be invoiced = 1,276.89 euros

Then 1,276.89 euros / 1,500.00 euros = 0.85126 ≈ 0.852

The invoice should be adjusted to the amount calculated with three (3) decimal places:

$$0.852 \times 1,500.00 \text{ euros} = 1,278.00 \text{ euros}$$

Once this calculation has been done, proceed as follows:

Enter the quantity obtained in the "Quantity" field → click on the "Update" button to update the subtotal value → Verify that all details are correct and the quantity in the SES is right → Click on "Next" to go to the SES summary page and verify → Click on "Submit"

If the invoice cannot be adjusted to the required three (3) decimal places, ask the processor to change the amount in the order.

The PDF documents required by the customer must be attached for the SES to be approved.

2. How to create a service entry sheet for an order that requires an adjustment?

The SES is completed following the usual steps. However, in this case, the order has two or more lines and the appropriate adjustment line must therefore be selected.

Calculate the quantity which, divided by the unit price adjustment amount, results in the amount to be invoiced:

Example:

Required amount = 1,500.00 euros

Unit price adjustment amount = 0.01 euros

Then 1,500.00 euros / 0.01 euros = 150,000

Once this calculation has been done, proceed as follows:

Enter the quantity obtained in the "Quantity" field → click on the "Update" button to update the subtotal value → Verify that all details are correct and the quantity in the SES is right → Click on "Next" to go to the SES summary page and verify → Click on "Submit"