

# ORDER TYPES

## How to identify the order type?

### Line Items

[Show Item Details](#)

Line #	No Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price
10	1	<b>MATERIALS ORDER</b>	000000000081008139	Material		50,000 (EA)	4 nov 2020	874,80 EUR

### Line Items

[Show Item Details](#)

Line #	No Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 1		<b>Not Available</b>	Service			23 nov 2020		900,00 EUR	189,00 EUR
		Service 2311 TLR							
2		<b>Not Available</b>	Service		10 (C/U)	23 nov 2020	90,00 EUR	900,00 EUR	
		SubServicio 2311 TLR							

## PEDIDO DE COMBINADO

### Line Items

Line #	No Schedule Lines	Part # / Description	Customer part #	Type	Return	Qty (Unit)	Need By
▼ 00010	1			Service			11 jun 2021
		MTO.OTROS TRANSP.	000000000083003670	Service		1,000 (C62)	
		MTO.OTROS TRANSP.					
▼ 00020	1			Service			11 jun 2021
		CERTIFICADO ECA 3 TSVS O MENOS	000000000083001586	Service		1,000 (EA)	
		CERTIFICADO ECA 3 TSVS O MENOS					
00030	1		000000000081000176	Material		1,000 (EA)	11 jun 2021
		VALV.SEGURIDAD					
00040	1		000000000081000003	Material		1,000 (EA)	11 jun 2021
		Desviaciones de materiales					
▼ 00050	1			Service			11 jun 2021
		Desviaciones en los servicios	000000000083003711	Service		1,000 (EA)	

In this case, the order contains lines for **Materials** and lines for **Services**.

**Materials order:** The materials must be received by the customer in order to generate an acknowledgement of receipt which, in turn, generally enables the “Create invoice” button. If, for any reason whatsoever, the button is enabled before that time and the invoice is processed, it will be rejected because the order lacks a document linking and approving quantities and the corresponding amounts to be invoiced.

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

“Create invoice” button

The “**Related documents**” section is shown on the right-hand side of the order when a document related to the order is generated. The **Acknowledgement of receipt** is available once the customer has confirmed receipt of the order.

In general, **Acknowledgements of receipt** are numbered starting with 50000XXXX or RCXXX.

Purchase Order  
(Received)  
4100000168  
Amount: 25,409.50 EUR  
Version: 1

Routing Status: Acknowledged  
External Document Type: MRP Purchase order (ZMRP)  
Related Documents: INV4500000287  
RC344

Once the **Acknowledgement of receipt** appears in “**Related documents**”, the “**Create invoice**” button will be enabled and the supplier can process the invoice.

Create Order Confirmation ▼

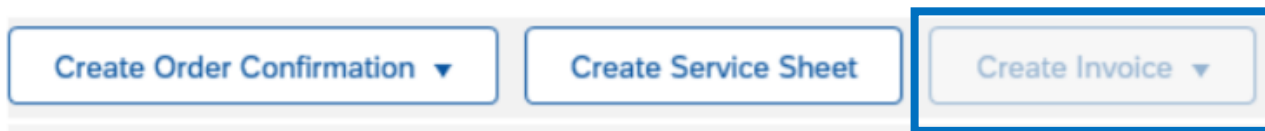
Create Ship Notice

Create Invoice ▼

**Service orders:** In this case, a Service Entry Sheet (SES) is required as this document links and approves the amount to be invoiced. SESs can be generated automatically by the system or can be generated by the supplier, who will wait until they are approved to generate the relevant invoice.

SESs are generated automatically when an invoice is processed directly. However, this is only possible for single-line orders that do not correspond to an annual service or do not include several services at once. In such case, the SES will be generated automatically when the invoice is processed. The former will be under “Sent” status and the latter under “On Hold” status. Once the SES is approved, the invoice will proceed to approval.

In service orders, the “**Create invoice**” button should not be enabled until the SES has been approved. However, in many cases it is enabled.



The **SES** appears in the “**Related documents**” section once it is generated automatically when the invoice is processed or when it is generated by the supplier by clicking on the “**Create service entry sheet**” button.

In general, **SESs** that are generated automatically are numbered with the number of the processed invoice plus an extension, such as XXXXXX\_SS\_X, while in the case of SESs generated by the supplier, such party can assign their own control number.

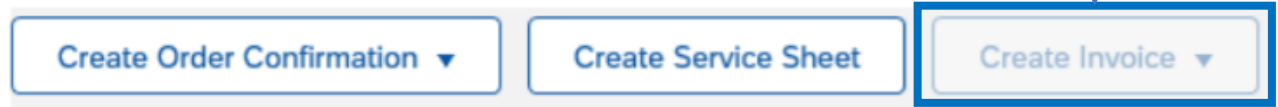
### APPROVED SES (SERVICE ENTRY SHEET)

Purchase Order  
 (Partially Included in Service Entry Sheet)  
 4100000168  
 Amount: 25,409.50 EUR  
 Version: 1

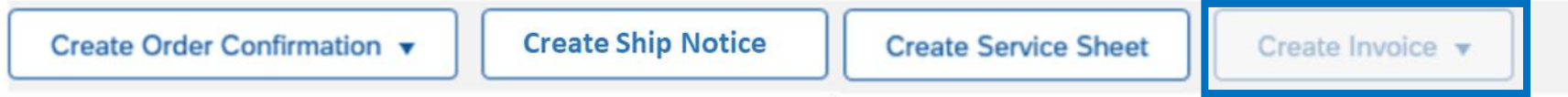
**IMPORTANT:** When an **SES** generated by the supplier is rejected, it cannot be edited afterwards. Therefore, when generated again, a different number from the previously generated, rejected **SES** should be used. Example: SES4500000451 (Rejected) / New SES HES SES45000004512.



Once the **SES** is approved, the “**Create invoice**” button is enabled and an invoice can be generated without being automatically rejected by the system, since the document linking and approving the amount to be invoiced has been approved.



**Combined (Materials + Services):** The materials must be received by the customer in order to generate an acknowledgement of receipt, and an SES for approval of the service line included in the order is also needed, since a document linking and approving the amount to be invoiced must be generated in each case.



In this case, the approved **SES** for the service line or lines and the acknowledgement of receipt for the materials line or lines should appear in the “Related documents” section.

In this case, the SES can also be generated when invoicing is processed because the system will generate it automatically when there is only one line. However, if there are multiple lines, they should be generated by the supplier before processing the invoice.

Purchase Order  
(Partially Included in Service Entry Sheet)  
4100000168  
Amount: 25,409.50 EUR  
Version: 1

Routing Status: Acknowledged  
External Document Type: MRP Purchase order (ZMRP)  
Related Document:

5000007535 → ACKNOWLEDGMENT  
VN7607\_SS\_1 → SES APPROVED

Once the **SES** is approved and the **Acknowledgement of receipt** is generated, you can click on the “Create invoice” button..

