

Service Order

SERVICE RECORDING AND INVOICING

- Supplier Guide -

Version 01/2024

SAP ARIBA - SERVICE RECORDING AND INVOICING



Table of Content:

1. **Service Entry Sheet Definition**
2. Create a Service Entry Sheet
 - 2.1 Create a Service Entry Sheet without Sub Line-Item
 - 2.2 Create a Service Entry Sheet with a Sub Line-Item
3. Invoice a Service Purchase Order
 - 3.1 Create an invoice against one Service Entry Sheet
 - 3.2 Create an invoice against multiple Service Entry Sheets

SAP ARIBA - SERVICE RECORDING AND INVOICING



1. Service Entry Sheet Definition

A **service entry sheet** is a document that documents the individual components of the service provided on the basis of a service order.

- 1 A service order can be recognized in the purchase order by the **"Type"** column at item level.
- 2 If it is a service order, the **"Create Service Sheet"** button is highlighted in blue.


If it is an order that requires an **"Order confirmation"**, the **"Create Service Sheet"** button is grayed out.

Purchase Order: 4400003342

2

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice ▼

Order Detail Order History



From: STIHL Tirol GmbH To: [REDACTED]

Payment Terms ⓘ
NET 10

Comments
Comment Type: Terms and Conditions
Body:DE: Diese Bestellung erfolgt ausschließlich unter Anwendung unserer "Allgemeinen Einkaufsbedingungen" sowie unserer ergänzenden "Einkaufsbedingungen für Werk- und Dienstleistungen".

Other Information
Company Code: AT20
Purchasing Unit Name: STIHL Tirol GmbH
Invoicing Terms and Conditions: Unsere Kontoverbindung/Our Banking Details: Tiroler Sparkasse, IBAN: AT33 2050 3030 0090 5525 / BIC: SPIHAT22XXX, Unicredit Bank Austria, IBAN: AT14 0000 0000 0000 0000

Ship All Items To

STIHL Tirol GmbH
Hans Peter Stihl-Straße 5
6336 Langkampfen / Kufstein
T
Austria
Ship To Code: AT21
Email: [REDACTED]

Bill To

STIHL Tirol GmbH
Hans Peter Stihl-Straße 5
6336 Langkampfen / Kufstein
T
Austria

Line Items

1

Line #	No. Schedule Lines	Part # / Description	Type
1		Not Available	Service

1

SAP ARIBA - SERVICE RECORDING AND INVOICING



Table of Content:

1. Service Entry Sheet Definition
- 2. Create a Service Entry Sheet**
 - 2.1 Create a Service Entry Sheet without Sub Line-Item
 - 2.2 Create a Service Entry Sheet with a Sub Line-Item
3. Invoice a Service Purchase Order
 - 3.1 Create an invoice against one Service Entry Sheet
 - 3.2 Create an invoice against multiple Service Entry Sheets

SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.1 Create a Service Entry Sheet without Sub Line-Item

Open the purchase order in SAP Business Network:

- 1 Select the "**Orders**" column in the SAP Business Network.
- 2 Search for the order in the list or directly via the order number. Then click on the order number to open the order.
- 3 Suppliers with a standard SAP Network Account can only react to an order via the "**Actions**".

The screenshot displays the SAP Business Network interface for 'Orders'. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Orders' section shows a summary of 86 orders, 1 item to confirm, 8 items to ship, 0 return items, 44 new orders, and 1 changed order, all for the last 31 days. Below this, there are filters for 'Customers' and 'Order numbers' (with 'Partial match' selected). A table lists the orders, with the first row highlighted: Order Number 4400003532, Customer ANDREAS STIHL AG & Co. KG - TEST, Amount €144 EUR, Date Jan 10, 2024, and Order Status Confirmed. An 'Actions' menu is open over the table, listing various actions such as 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard invoice', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'.

Order Number	Customer	Amount	Date ↓	Order Status
4400003532	ANDREAS STIHL AG & Co. KG - TEST	€144 EUR	Jan 10, 2024	Confirmed

SAP ARIBA - SERVICE RECORDING AND INVOICING



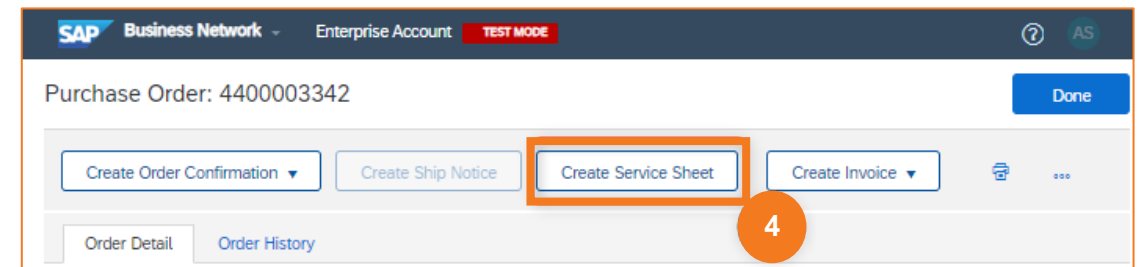
2. Create a Service Entry Sheet

2.1 Create a Service Entry Sheet without Sub Line-Item

A drop-down symbol next to the item number indicates that a service order with defined sub-items has been created.

Line Items		
Line #	No. Schedule Lines	Part # / Description
1		Not Available
		Service _ Child created by B
2		Not Available
		Child Line (SES done by Sup
3		Not Available
		SES done by Requestor

- Once the order has been opened, the creation of the service entry of the service entry sheet can be started using the **"Create Service Sheet"** button.



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2. Create a Service Entry Sheet

2.1 Create a Service Entry Sheet without Sub Line-Item

5 Service Sheet #:

Enter a number / description here for clear identification.

6 Service Sheet Date:

Enter the date on which the service entry sheet is created here.

7 Service Start/End Date:

The dates describe the period in which the service was provided. Please check the box "Copy start and end date of the service to the service options" to automatically transfer the start and end date to the sub-items.

Create Service Sheet

Update Save Exit Next

Service Sheet Header * Indicates required field Add to Header

Summary

Service Sheet #: SESDateNo1

Service Sheet Date: 22 Dec 2023

Final Service Sheet:

Service Description:

Subtotal: 440.00 EUR

Service Start Date: 22 Dec 2023

Service End Date: 22 Dec 2023

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

Additional Fields

Supplier Reference:

From: FAKE - ATM QNESS GmbH
Badstraße 115
71336 Waiblingen
Baden-Württemberg
Germany

To: STIHL Tirol GmbH
Hans Peter Söhl-Strasse 5
6336 Langkampfen / Kufstein
T
Austria

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name: FirstLastName

Email: Name@company.de

Phone: USA 1

Add Comments Add Attachments

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2. Create a Service Entry Sheet

2.1 Create a Service Entry Sheet without Sub Line-Item

8 Approver: Enter the name and e-mail contact of the STIHL approver for the service entry sheet.

9 Add Attachments: All supporting documents can be added here (e.g. a signed time sheet).

Create Service Sheet Update Save Exit Next

Service Sheet Header * Indicates required field Add to Header

Summary

Service Sheet #: 5

Service Sheet Date: 6

Final Service Sheet:

Service Description:

Subtotal: 440.00 EUR

Service Start Date: 7

Service End Date: 7

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

Additional Fields

Supplier Reference:

From: FAKE - ATM QNESS GmbH
Badstraße 115
71336 Waiblingen
Baden-Württemberg
Germany

To: STIHL Tirol GmbH
Hans Peter Stihl-Straße 5
6336 Langkampfen / Kufstein
T
Austria

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver: 8

Name:

Email:

Phone: USA 1

Add Comments Add Attachments 9

SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.1 Create a Service Entry Sheet without Sub Line-Item

- 10 Include:** The "Include" slider can be used to specify whether the item is to be used for the service entry sheet.
- 11 Qty/Unit:** The quantity / unit consumed is entered here.
- 12 Next:** Click on the "Next" button.
- Submit (on the next screen):**
Check your entries and submit the service entry sheet.

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
1	Not Available Service_ Child created by Buyer_ Supplier invoice against SES		Service	Planned	5 H	5.00 EUR	205.00 EUR	Delete	Copy
Child Line (SES done by Supplier)									
SERVICE PERIOD									
Start Date: 22 Dec 2023					End Date: 22 Dec 2023				
COMMENTS									
Add Comments:									
	Not Available		Service	Planned	5 H	5.00 EUR	235.00 EUR	Delete	Copy
SES done by Requestor									
SERVICE PERIOD									
Start Date: 22 Dec 2023					End Date: 22 Dec 2023				
COMMENTS									
Add Comments:									

Add Pricing Details

Update Save Exit **Next**

SAP ARIBA - SERVICE RECORDING AND INVOICING



Table of Content:

1. Service Entry Sheet Definition
- 2. Create a Service Entry Sheet**
 - 2.1 Create a Service Entry Sheet without Sub Line-Item
 - 2.2 Create a Service Entry Sheet with a Sub Line-Item
3. Invoice a Service Purchase Order
 - 3.1 Create an invoice against one Service Entry Sheet
 - 3.2 Create an invoice against multiple Service Entry Sheets

SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.2 Create a Service Entry Sheet with a Sub Line-Item

Open the purchase order in SAP Business Network:

- 1 Select the "**Orders**" column.
- 2 Search for the order in the list or directly via the order number. Then click on the order number to open the order.
- 3 Suppliers with a Standard SAP Network Account have to use the "**Actions**" drop menu to respond to a purchase order.

The screenshot displays the SAP Business Network interface for 'Orders'. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Orders' column is highlighted with a red box and a '1' in a circle. Below the navigation bar, there are several summary cards: '86 Orders Last 31 days', '1 Items to confirm Last 31 days', '8 Items to ship Last 31 days', '0 Return items Last 31 days', '44 New orders Last 31 days', and '1 Changed orders Last 31 days'. The main content area shows 'Orders (86)' with a filter for 'Last 31 days'. There are search filters for 'Customers', 'Order numbers' (with 'Type selection' and 'Partial match' selected), 'Creation date' (set to 'Last 31 days'), and 'Order status' (set to 'Include'). A table lists orders with columns: 'Order Number', 'Customer', 'Amount', 'Date', and 'Order Status'. The first row is highlighted with a red box and a '2' in a circle, showing '4400003532', 'ANDREAS STIHL AG & Co. KG - TEST', '€144 EUR', 'Jan 10, 2024', and 'Confirmed'. An 'Actions' menu is open on the right, with a red box and a '3' in a circle around it, showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard invoice', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'.

SAP ARIBA - SERVICE RECORDING AND INVOICING



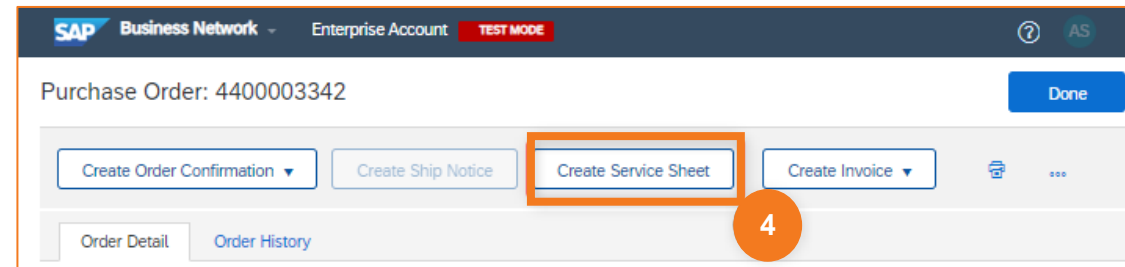
2. Create a Service Entry Sheet

2.2 Create a Service Entry Sheet with a Sub Line-Item

For a service order without sub-items, the drop-down arrow next to the item number is missing.

Line Items			
Line #	No. Schedule Lines	Part # / Description	Type
1		Not Available	Service
		Clean Room 1 & 3	

4 Once the order has been opened, the creation of the service entry sheet can be started via the "**Create service Sheet**" button.



SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.2 Create a Service Entry Sheet with a Sub Line-Item

- 5 **Service Sheet #:** Enter a number / description here for clear identification.
- 6 **Service Sheet Date:** Enter the date on which the service entry sheet is created here.
- 7 **Service Start/End Date:** The dates describe the period in which the service was provided. Please check the box "Copy start and end date of the service to the service options" to automatically transfer the start and end date to the sub items.

The screenshot shows the 'Create Service Sheet' form in SAP Business Network. The form is titled 'Create Service Sheet' and includes a 'Service Sheet Header' section. The form is in 'TEST MODE' and has buttons for 'Update', 'Save', 'Exit', and 'Next'. A warning message states: '!There must be at least one item.' The form is divided into several sections:

- Summary:** Contains fields for 'Purchase Order: 4400003342', 'Service Sheet #:* SESDateNo1' (highlighted with callout 5), 'Service Sheet Date:* 22 Dec 2023' (highlighted with callout 6), 'Service Start Date:* 22 Dec 2023' (highlighted with callout 7), 'Service End Date:* 22 Dec 2023' (highlighted with callout 7), and a checkbox 'Copy the service start and end dates to the service line items' (checked, highlighted with callout 7). The 'Subtotal' is 0.00 EUR.
- Additional Fields:** Contains fields for 'Supplier Reference:', 'Field Contractor:' (Name, Email, Phone), 'Field Engineer:' (Name, Email, Phone), and 'Approver:' (Name, Email, Phone). The 'Approver' fields are highlighted with callout 8.
- Buttons:** 'Add Comments', 'Add Attachments' (highlighted with callout 9), and 'Add Contract/Catalog Item' (highlighted with callout 10).
- Service Entry Sheet Lines:** A table with columns 'Line No.', 'Part No. / Description', and 'Contract #'. The first line is '1 Not Available Service Case 3_ No Child PO_ SES by Requestor'. The 'Add' button is highlighted with callout 10.

SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.2 Create a Service Entry Sheet with a Sub Line-Item

- 8 **Approver:** Name and email contact of the approver of the service sheet.
- 9 **Add Attachments:** All supporting documents can be added here (e.g. a signed time sheet).
- 10 **Add:** The "Add" button can be used to add contract & catalog items, which are displayed as sub-items in the service entry sheet.

The screenshot shows the 'Create Service Sheet' form in SAP Business Network. The form is titled 'Create Service Sheet' and includes buttons for 'Update', 'Save', 'Exit', and 'Next'. A warning message states: '!There must be at least one item.' The form is divided into several sections:

- Service Sheet Header:** Contains fields for 'Service Sheet #:' (highlighted with callout 5, value: SESDateNo1), 'Service Sheet Date:' (highlighted with callout 6, value: 22 Dec 2023), 'Service Start Date:' (highlighted with callout 7, value: 22 Dec 2023), and 'Service End Date:' (highlighted with callout 7, value: 22 Dec 2023). There is also a checkbox for 'Copy the service start and end dates to the service line items' which is checked.
- Summary:** Shows 'Purchase Order: 4400003342' and 'Subtotal: 0.00 EUR'.
- Additional Fields:** Includes 'Supplier Reference:', 'Field Contractor:' (Name, Email, Phone), 'Field Engineer:' (Name, Email, Phone), and 'Approver:' (Name, Email, Phone). The 'Approver' fields are highlighted with callout 8.
- Buttons:** 'Add Comments', 'Add Attachments' (highlighted with callout 9), and 'Add' (highlighted with callout 10).
- Service Entry Sheet Lines:** A table with columns 'Line No.', 'Part No. / Description', and 'Contract #'. The first line is '1 Not Available Service Case 3_ No Child PO_ SES by Requestor'. The 'Add' button is highlighted with callout 10.

SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.2 Create a Service Entry Sheet with a Sub Line-Item

- 11 "Create a Non-Catalog item": Click on the "Create non-catalog item" button.

- 12 Enter the sub-item details:

Enter the information for the sub-item with the total units of service performed; click "**Save**" and on the next screen, click "**Done**".

SAP ARIBA - SERVICE RECORDING AND INVOICING



2. Create a Service Entry Sheet

2.2 Create a Service Entry Sheet with a Sub Line-Item

13 Add further sub-items:

To add further sub-items, repeat steps 10 to 12.

14 Next: Click on "Next" to open the summary of the service entry sheet.

14

13

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
1	Not Available Service Case 3 _ No Child PO _ SES by Requestor		Service	Unplanned Adhoc	4 H	25.00 EUR	100.00 EUR

15 Submit: Check the summary of the service entry sheet and click on the "Submit" button to send the service entry sheet to STIHL.

15

Confirm and submit this document.

Service Sheet Subtotal: 100.00 EUR

ServiceDateNo1
Date: 22 Dec 2023
Final Service Sheet: No
Purchase Order: 4400003342
Subtotal: 100.00 EUR
Service Start Date: 22 Dec 2023
Service End Date: 22 Dec 2023

From: _____ To: _____

Field Engineer: _____ Field Contractor: _____ Approver: _____

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

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Service	Service Consultant	Unplanned Adhoc		4 (H)	25.00 EUR	100.00 EUR	Details

Service Entry Summary
Subtotal: 100.00 EUR

SAP ARIBA - SERVICE RECORDING AND INVOICING



Table of Content:

1. Service Entry Sheet Definition
2. Create a Service Entry Sheet
 - 2.1 Create a Service Entry Sheet without Sub Line-Item
 - 2.2 Create a Service Entry Sheet with a Sub Line-Item
- 3. Invoice a Service Purchase Order**
 - 3.1 Create an invoice against one Service Entry Sheet**
 - 3.2 Create an invoice against multiple Service Entry Sheets

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.1 Create an invoice against one Service Entry Sheet

1 Related Documents: In the purchase order, you can jump to the service entry sheet by clicking on the number of the service entry sheet in the "**Related documents**" section.

Purchase Order: 4400003342

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

Order Detail | Order History

STIHL

From: STIHL Tirol GmbH
Hans Peter Stihl-Straße 5
6336 Lanskamöfen / Kufstein

To: [Redacted]

Payment Terms: NET 10

Purchase Order (Partially Invoiced)
4400003342
Amount: 500.00 EUR

Routing Status: Acknowledged
Related Documents: ServiceDateNo1

2 Routing Status: The forwarding status in the purchase order shows whether STIHL has already released the service entry sheet.

3 Create Invoice: The creation process can be started via the "**Create invoice**" button. The prerequisite for this is that the forwarding status is "**Recognized**".

Service Sheet: ServiceDateNo1

Buttons: Create Invoice, Copy SES

Detail | History

Service Sheet (Approved)
ServiceDateNo1
Date: 22 Dec 2023

Subtotal: 100.00 EUR

From: [Redacted] To: [Redacted]

Routing Status: Acknowledged
Related Documents: 4400003342

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.1 Create an invoice against one Service Entry Sheet

4 **Invoice #:** Enter your invoice number.

5 **Invoice Date:** Enter invoice date

6 **Service Description:** Brief description of the service.

7 **Supplier Tax ID:** The Tax ID can be maintained in the Supplier's Network Profile.

Create Invoice

Update Save Exit **Next**

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4400003342 Subtotal: 100.00 EUR
Total Tax: 0.00 EUR
Amount Due: 100.00 EUR View/Edit Addresses

4 Invoice #:* 4400003342Inv1
5 Invoice Date:* 22 Dec 2023
6 Service Description: Consulting Day 1
7 Supplier Tax ID:* VAT123456789

Additional Fields

Supplier Account ID #: 8
Customer Reference:
Supplier Reference:
Payment Note:
Supplier: FAKE - 9
Waiblingen

Service Start Date:* 22 Dec 2023
Service End Date:* 22 Dec 2023

Choose Address: STIHL Tirol GmbH
Customer: STIHL Tirol GmbH View/Edit Addresses

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.1 Create an invoice against one Service Entry Sheet

8 Service Start-/End Date: Enter Start- and End date of the service.

9 Choose Address: Please select the STIHL location where the service was provided.

Based on the selected address (plant), the STIHL VAT/tax number is transferred to the invoice and displayed.

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4400003342 Subtotal: 100.00 EUR
Total Tax: 0.00 EUR
Amount Due: 100.00 EUR View/Edit Addresses

4 Invoice #:* 4400003342Inv1
 5 Invoice Date:* 22 Dec 2023 📅
 6 Service Description: Consulting Day 1
 7 Supplier Tax ID:* VAT123456789

Additional Fields

Supplier Account ID #: 8
 Customer Reference:
 Supplier Reference:
 Payment Note:

Service Start Date:* 22 Dec 2023 📅
 Service End Date:* 22 Dec 2023 📅

Supplier: FAKE - 9
 Waiblingen

Choose Address: STIHL Tirol GmbH ▼ View/Edit Addresses
 Customer: STIHL Tirol GmbH

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.1 Create an invoice against one Service Entry Sheet

- 10 **Add to Header:** Attach any invoice supporting documents (e.g. signed time sheets).
- 11 Select the items relevant for the invoice.
- 12 **Line Item Actions:** By clicking on "Line Item Actions", a selection field appears in which "Tax" can be selected.
- 13 **Tax:** Complete tax information.
- 14 **Next:** Click on "Next".

In the next screen, the entries can be checked and then submitted in order to send the invoice to STIHL.

The screenshot shows the SAP ARIBA Service Entry Sheet interface. The interface is divided into several sections:

- Top Bar:** Contains an "Add to Header" button (callout 10) and a status indicator "1 Line Items, 1 Included, 0 Previously Fully Invoiced".
- Line Items Table:** A table with columns: Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. A single line item is visible with Type "SERVICE" and Description "Service Consultant" (callout 11).
- Service Sheet Details:** Shows "Service Sheet #: ServiceDateNo1" and "Service Line No.: 1".
- Service Period:** Shows "Service Start Date: 27 Nov 2023" and "Service End Date: 30 Nov 2023".
- Tax Section:** Contains fields for "Category: VAT", "Location", "Description: Tax Exempted", "Regime", "Taxable Amount: 100.00 EUR", "Tax Rate Type", "Rate(%): 0", "Tax Amount: 0.00 EUR", "Exempt Detail: Exempt", "Date Of Pre-Payment", "Date Of Supply: 22 Dec 2023", and "Triangular Transaction" checkbox (callout 13).
- Bottom Bar:** Contains a "Line Item Actions" dropdown menu (callout 12), "Delete", and "Reset Tax from PO" buttons. At the very bottom, there are "Update", "Save", "Exit", and "Next" buttons (callout 14).

SAP ARIBA - SERVICE RECORDING AND INVOICING



Table of Content:

1. Service Entry Sheet Definition
2. Create a Service Entry Sheet
 - 2.1 Create a Service Entry Sheet without Sub Line-Item
 - 2.2 Create a Service Entry Sheet with a Sub Line-Item
- 3. Invoice a Service Purchase Order**
 - 3.1 Create an invoice against one Service Entry Sheet
 - 3.2 Create an invoice against multiple Service Entry Sheets**

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.2 Create an invoice against multiple Service Entry Sheets

1 Open the service entry sheet:

In the purchase order, you can jump to the service entry sheet by clicking on the number of the service entry sheet in the "Related documents" section.

Purchase Order: 4400003331

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

Order Detail | Order History

STIHL logo

From: STIHL Tirol GmbH | To: [Redacted] | Purchase Order (Partially Invoiced)

Payment Terms: NET 10

Routing Status: Acknowledged

Related Documents: SESDateNo2 (highlighted with a red box and a '1' in a red circle)

2 **Routing Status:** The forwarding status in the purchase order shows whether STIHL has already released the service entry sheet.

3 **Done:** After you have checked the status, you can navigate back using the "Done" button. Repeat the status check for each service entry sheet.

Service Sheet: Rqhnp2fUAM3emTRK

Buttons: Create Invoice, Copy SES

Detail | History

Service Sheet (Approved) | Subtotal: 50.00 EUR

Rqhnp2fUAM3emTRK | Date: 22 Dec 2023

Routing Status: Acknowledged

Related Documents: 4400003342 (highlighted with a red box and a '2' in a red circle)

Done | Previous

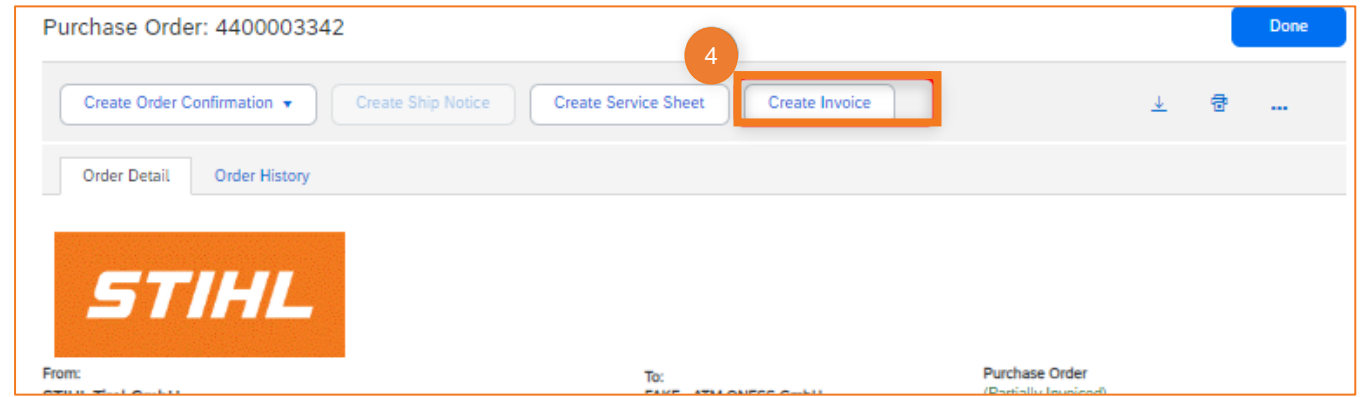
SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.2 Create an invoice against multiple Service Entry Sheets

- 4 **Create Invoice:** The creation process can be started via the "**Create invoice**" button. The prerequisite for this is that the forwarding status "**Recognized**" is available for each service entry sheet.



SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.2 Create an invoice against multiple Service Entry Sheets

- 5 **Invoice #:** Enter your invoice number.
- 6 **Invoice Date:** Enter your invoice date.
- 7 **Service Description:** Brief description of the service.
- 8 **Supplier Tax ID:** The Tax ID can be maintained in the Supplier's Network Profile.

Create Invoice

Update Save Exit

Invoice Header * Indicates required field Add to

Summary

Purchase Order: 4400003342	Subtotal: 171.00 EUR	ViewE
Invoice #:* 4400003342Inv11	Total Tax: 0.00 EUR	
Invoice Date:* 22 Dec 2023	Amount Due: 171.00 EUR	
Service Description: Consultant Day 1		
Supplier Tax ID:* VAT123456789		

Remit To: FAKE - ATM QNESS GmbH
Waiblingen
Baden-Württemberg
Germany

Bill To: STIHL Tirol GmbH
Langkampfen / Kufstein
T
Austria

Additional Fields

Supplier Account ID #:		9	Service Start Date:* 22 Dec 2023	
Customer Reference:			Service End Date:* 22 Dec 2023	
Supplier Reference:				
Payment Note:				

Supplier: FAKE - ATM QNESS GmbH
Waiblingen
Baden-Württemberg

10 Choose Address: STIHL Tirol GmbH
Customer: STIHL Tirol GmbH

11 Add to Header

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.2 Create an invoice against multiple Service Entry Sheets

9 Service Start-/End Date

10 **Choose Address:** Please select the STIHL location where the service was provided. Based on the selected address (plant), the STIHL VAT/tax number is transferred to the invoice and displayed.

11 **Add to Header:** Attach any invoice supporting documents (e.g. signed time sheets).

Update
Save
Exit

▼ Invoice Header * Indicates required field Add to

Summary

Purchase Order: 4400003342	Subtotal: 171.00 EUR
Invoice #:-> 4400003342Inv11	Total Tax: 0.00 EUR
Invoice Date:-> 22 Dec 2023	Amount Due: 171.00 EUR
Service Description: Consultant Day 1	
Supplier Tax ID:-> VAT123456789	

Remit To: FAKE - ATM QNESS GmbH
 Waiblingen
 Baden-Württemberg
 Germany

Bill To: STIHL Tirol GmbH
 Langkampfen / Kufstein
 T
 Austria

Additional Fields

Supplier Account ID #:	<input type="text"/>		Service Start Date:-> 22 Dec 2023
Customer Reference:	<input type="text"/>		Service End Date:-> 22 Dec 2023
Supplier Reference:	<input type="text"/>		
Payment Note:	<input type="text"/>		
Supplier:	FAKE - ATM QNESS GmbH		Choose Address: STIHL Tirol GmbH
	Waiblingen Baden-Württemberg		Customer: STIHL Tirol GmbH

Add to Header ▼
11

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.2 Create an invoice against multiple Service Entry Sheets

12 Select items:

Select the items relevant for the invoice.

13 Select all to be invoiced line items.

14 Line Item Actions: By clicking on "Line Item actions", a selection field appears in which "Tax" can be selected.

The screenshot shows the SAP ARIBA 'Line Items' interface. It features a table of line items and a detailed tax configuration section. Numbered callouts (12-16) highlight specific UI elements:

- 12**: Points to the 'Include' checkbox in the 'Line Item Actions' menu.
- 13**: Points to the 'Include' toggle switch for a specific line item.
- 14**: Points to the 'Line Item Actions' dropdown menu.
- 15**: Points to the 'Tax' configuration section, which includes fields for Category (VAT), Location, Description, Regime, Taxable Amount (100.00 EUR), Tax Rate Type, Rate(%), Tax Amount, Exempt Detail, Date of Pre-Payment, Date of Supply (22 Dec 2023), and Triangular Transaction checkbox.
- 16**: Points to the 'Next' button at the bottom right of the interface.

Additional visible elements include the 'Service Period' (27 Nov 2023 to 30 Nov 2023), a warning message about STIHL service tickets, and a table of line items with columns for Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal.

SAP ARIBA - SERVICE RECORDING AND INVOICING



3. Invoice a Service Purchase Order

3.2 Create an invoice against multiple Service Entry Sheets

15 **Tax:** Complete tax information.

16 **Next:** Click on the "Next" button.

In the next screen, the entries can be checked and then submitted in order to send the invoice to STIHL.

Line Items 2 Line Items, 2 included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Discount Add to Included Lines

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input type="checkbox"/>			Not Available					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Service Case 3 - No Child PO - SES by Requestor Service Consultant		4	H	25.00 EUR	100.00 EUR

Service Sheet Details
Service Sheet #: ServiceDateNo.1
Service Line No.: 1

Service Period
Service Start Date: 27 Nov 2023
Service End Date: 30 Nov 2023

Tax

Category: VAT
Location:
Description:
Regime:
Date Of Pre-Payment:
Law Reference:

Taxable Amount: 100.00 EUR
Tax Rate Type:
Rate(%):
Tax Amount:
Exempt Detail: (no value)
Date Of Supply: 22 Dec 2023
 Triangular Transaction

Additional Fields

Please note STIHL requires your approved service ticket to be attached to all service invoices. Bitte beachten Sie das ein Leistungserfassungs-Nachweis für Service Rechnungen angefügt werden muss.

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Consulting		1	H	50.00 EUR	50.00 EUR

Line Item Actions