Submitting Separate Service Entry Sheet (SEs) for Purchase Order with both GST and non-GST applicable items

Quick Reference Guide

Some products or services are tax exempted. When a Purchase Order (PO) contains both taxable and non-taxable line items, separate Service Entries (SEs) with corresponding tax codes for each line item are required. And then creating the one invoice with different GST.
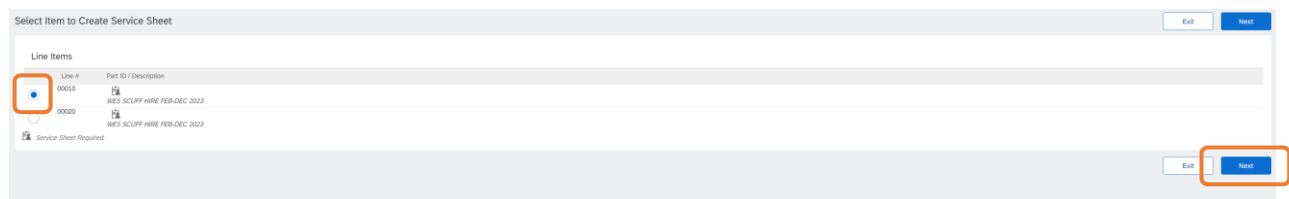
1. Submit separate SEs.

Step-1: Login to Ariba Network and open the PO, then click "Create Service Sheet":

Purchase Order: 4560001534

| Create Order Confirmation ▼ | Create Ship Notice | **Create Service Sheet** | Create Invoice ▼ |
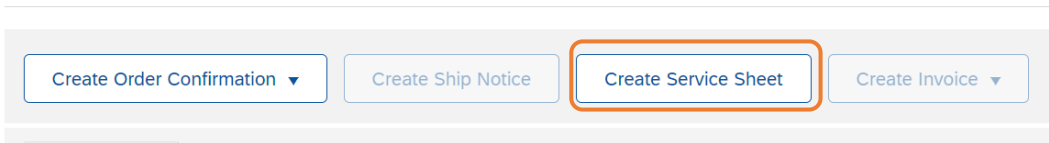
Step-2: Select the line item and click "Next":

Step-3: Complete the required fields and click "Next":

Step-4: Click "Submit" -> "Exit":

Service Sheet SE9215 has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

Step-4: Select other line item(s) to submit SE:

Select Item to Create Service Sheet

Line Items

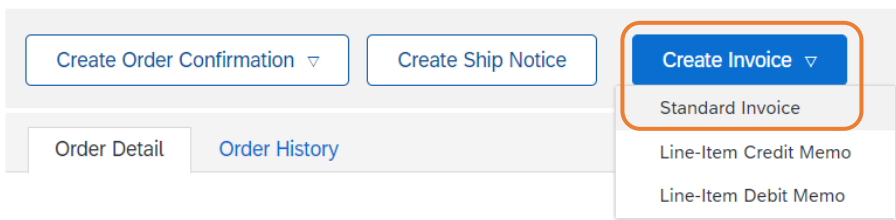|	Line #	Part ID / Description
○	00010	WES SCUFF HIRE FEB-DEC 2023
●	00020	WES SCUFF HIRE FEB-DEC 2023

Service Sheet Required.

2. Submit Invoice

Note: Invoice cannot be modified after submission.

Step-1: Same as the any other create invoice process, open the PO and click "Create Invoice":

Step-2: Scroll down to the "Line Items" section, ONLY for the **non-taxable line item**, click on the drop-down button next to "Category" then select "0% GST":

Note: Rate(%) is now 0:

Step-4: Enter the invoice number and click on "Add to Header" -> "Attachment" to add the attachment:

Step-5: After upload, click "Add Attachment":

Step-5: Click "Next":

Step-6: Click "Submit":