

## Submitting Service Entry Sheet for Planned and Unplanned Purchase Order

### Quick Reference Guide

The Service Entry Sheet (SEs) is the claim for the services completed. Order Confirmation needs to be done prior to create service sheet . Once Order confirmation is done, create service sheet button will lite up. Please follow the steps in QRG - Order Confirmation to see how to perform order confirmation.

Create Service Sheet.....	2
1. Search and Open the Purchase Order (PO).....	3
2. Planned PO .....	4
- When PO contains <b>single line item</b> : .....	4
- When PO contains <b>multiple line item</b> .....	6
3. Unplanned PO.....	8
- Add Unplanned Item .....	8
- Add Contract/Catalog Item.....	9

## Create Service Sheet

There are 2 categories to begin the claim process for Service PO:

- Planned Services PO** (Skip to the steps: [Link](#))
  - 1) A Planned Service Item is a continued service where you know the details and value of the service carried out and will provide line details - the Purchase Order displays the actual service.
  - 2) Planned Service orders consist of Parent and Child lines - The numbering of Planned service lines is sequential 10.10, 10.20, 10.30 etc.
  - 3) Service Sheet has to be approved by Arrow prior to invoicing.
  - 4) You can find the PO type (Planned/Unplanned) in the Line Item (ITEM TYPE) field when creating SE.

### Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type
00010	Multi line item test			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	00000000021000009	Service	Planned
ADDITIONAL RIG SITE ACCOMMODATION				
SERVICE PERIOD				
Start Date:		<input type="text"/>	End Date:	

- Unplanned Service PO** (Skip to the steps: [Link](#))
  - 1) An Unplanned Service Item is where Arrow does not know the details and value of the service but place a limit on a service order which allows the supplier to draw down on the order up to the value of the limit set.
  - 2) Used for ad-hoc and service orders with a total value that may not be exactly what the charge will be.
  - 3) Unplanned Service orders consist of only Parent lines. Child lines are added on Invoice. Child lines can be added using 'Add/Update', then select 'Add Unplanned Item' or 'Add Contract/Catalog Item'.

### Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type
00010	test for unplanned			
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Service	Unplanned Adhoc
SERVICE PERIOD				
Start Date:		<input type="text"/>	End Date:	

# 1. Search and Open the Purchase Order (PO)

**Step-1:** Open Ariba Network website and enter the User ID and Password:

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

**Step-2:** Click on the 'Workbench' tab and open the PO which you will submit the SE against.

Note: PO can be searched by multiple criterias.

The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench (highlighted), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. Below the tabs, there are summary cards for various metrics: 62 New orders, 187 Orders, 6 Rejected invoices, \$0.0 AUD Remittances, 56 Orders to invoice, 81 Invoices, and 0 Pinned documents. Below these cards, there is a section for 'Orders (187)' with various filters: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, Currency, and Visibility. An 'Apply' button is highlighted in the bottom right corner of the filter section.

**Step-3:** Click on the order numbers to open the PO:

4520008054	Arrow Energy - TEST	\$100000 AUD	Jun 19, 2023	Partially Invoiced	\$5200 AUD	Service PO	...
4500001695	Arrow Energy - TEST	\$1000 AUD	Jun 21, 2023	New		Service PO	...
4520008057	Arrow Energy - TEST	\$10000 AUD	Jun 14, 2023	Partially Invoiced	\$100 AUD	Service PO	...

## 2. Planned PO

After open the PO, if there is only one line item, please see the single line item section. For PO has multiple line item, please follow the steps in the multiple line item section.

**Step-1:** Click 'Create Service Sheet':

**Note:** If the button is greyed out, please make sure the order status is confirmed. All processed documents can be viewed in Related Documents. (OC/SES/INV are all prerequisites of each other.)

Purchase Order: 4500001695 Done

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Order Detail | Order History

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**From:**  
Customer  
Arrow Energy Pty Ltd  
Level 39, 111 Eagle St  
Brisbane Queensland 4001  
Australia  
Phone:  
Fax:

**To:**  
Arrow Energy - TEST  
L 39, 111 Eagle Street  
Brisbane Queensland 4000  
Australia  
Phone: +1 (123) 123  
Fax:  
Email: alphorse.legria@arrowenergy.com.au

**Purchase Order**  
(Confirmed)  
4500001695  
Amount: \$1,000.00 AUD  
Version: 1

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**Payment Terms** ⓘ  
0.000% 7  
Due 07 days from Invoice Rcpt

**Contract Number**  
4600000080

Routing Status: Acknowledged  
External Document Type: Standard PO (Service PO)  
Related Documents: C01695

- When PO contains **single line item**:

**Step-2:** Enter 'Service sheet number' and the 'Service Sheet Dates':

**Note:** SES date should be prior to Delivery date

Create Service Sheet Update Save Exit Next

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Service Sheet Header \* Indicates required field Add to Header

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**Summary**

Purchase Order: 4500001695 Subtotal: \$0.00 AUD

Service Sheet #: 161698  
 Service Sheet Dates: 22 Jun 2023

Service Start Date:   
 Service End Date:

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

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**Additional Fields**

Supplier Reference:

**From:** Arrow Energy - TEST  
L 39, 111 Eagle Street  
Brisbane Queensland 4000  
Australia

**To:** Arrow Energy Pty Ltd  
Level 39, 111 Eagle St  
Brisbane QLD 4001  
Australia

**Field Contractor:**  
Name:   
Email:   
Phone: USA 1

**Field Engineer:**  
Name:   
Email:   
Phone: USA 1

**Approver:**  
Name:   
Email:   
Phone: USA 1

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**Attachments**  
The total size of all attachments cannot exceed 100MB Remove

No file chosen

**Step-3:** Click 'choose file' to select the related document(s). e.g. Signed field Tickets, timesheets, proforma Invoice etc, then click 'Add Attachment':

\*Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

**Step-4:** Click 'Next' or change the Quantity if partially serviced by entering the quantity that has been delivered then click 'Next':

**Note: Do Not** add unplanned item to a planned purchase order, it will cause error and delay the process.

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
00010	EWL BASE & MOB	000000000021000021	Service	Planned	1,000 EA	\$1.00 AUD	\$1,000.00 AUD

SERVICE PERIOD: Start Date: [ ] End Date: [ ]  
 PRICING DETAILS: Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1,000 Description: [ ]  
 COMMENTS: Add Comments: [ ]

**Step-5:** Confirm the details and click 'Submit'. You may choose to 'Print' the SE or 'Exit' after submission:

Create Service Sheet

Confirm and submit this document.

Service Sheet SE8170-3 Subtotal: \$1,000.00 AUD  
 Date: 28 Jun 2023  
 From: Arrow Energy - TEST  
 To: Arrow Energy Pty Ltd

Attachments: # test attachment.pdf (application/pdf)

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1	00010	Service	000000000021000021 EWL BASE & MOB	Planned		1,000 (EA)	\$1.00 AUD	\$1,000.00 AUD

Service Sheet SE8170-3 has been submitted.

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

- When PO contains **multiple line item**

User is required to complete the SE for each PO item one at a time:

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010	1			Service				28 Jun 2023		\$100.00 AUD	\$10.00 AUD	
Description: Multi line item test												
00020.10			000000000021000009	Service			100.000 (EA)		\$1.00 AUD	\$100.00 AUD		
Description: ADDITIONAL RIG SITE ACCOMMODATION												
00020	1			Service				28 Jun 2023		\$500.00 AUD	\$50.00 AUD	
Description: Second line item												
00020.10			000000000021000021	Service			200.000 (EA)		\$2.00 AUD	\$400.00 AUD		
Description: EWL BASE & MOB												
00020.20			000000000021000022	Service			50.000 (EA)		\$1.00 AUD	\$50.00 AUD		
Description: EWL CASED HOLE EDT												
00020.30			000000000021000023	Service			10.000 (EA)		\$5.00 AUD	\$50.00 AUD		
Description: EWL CASED HOLE EQUIPMENT												

**Step-2:** After clicking 'Create Service Sheet', choose a PO line item (here 00020 is selected as example) to create SE against and click 'Next':

**Step-3:** Only selected line item (00020) will display. The 'Qty' can be edited if service is partially delivered:  
 Note: After any changes in Quantity, the subtotal for each child service line will be calculated automatically based on the entered service quantity. You can click on 'Update' at the bottom to refresh the subtotal in real time if needed.

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
00020	Second line item						
00020	EWL BASE & MOB	000000000021000021	Service	Planned	200 EA	\$2.00 AUD	\$400.00 AUD
SERVICE PERIOD Start Date: [ ] End Date: [ ]							
PRICING DETAILS Price Unit: EA Price Unit Quantity: 1.000 Unit Conversion: 1 Description:							
COMMENTS Add Comments: [ ]							
00020	EWL CASED HOLE EDT	000000000021000022	Service	Planned	50 EA	\$1.00 AUD	\$50.00 AUD
SERVICE PERIOD Start Date: [ ] End Date: [ ]							
PRICING DETAILS Price Unit: EA Price Unit Quantity: 1.000 Unit Conversion: 1 Description:							
COMMENTS Add Comments: [ ]							
00020	EWL CASED HOLE EQUIPMENT	000000000021000023	Service	Planned	10 EA	\$5.00 AUD	\$50.00 AUD
SERVICE PERIOD							

**Step-3:** Click 'Next' if no changes needed, otherwise:

- 1) Use the green toggle switch to exclude services that are not part of the service entry (Not yet performed or had submitted SE before).

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
00020	EWL BASE & MOB	00000000021000021	Service	Planned	200 EA	\$2.00 AUD	\$400.00 AUD
	EWL BASED HOLE EQT	00000000021000022	Service	Planned	50 EA	\$1.00 AUD	\$50.00 AUD
	EWL BASED HOLE EQUIPMENT	00000000021000023	Service	Planned	10 EA	\$5.00 AUD	\$50.00 AUD

Service Period: Start Date: [ ] End Date: [ ]

Pricing Details: Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1.000 Description: [ ]

Comments: Add Comments: [ ]

Buttons: Previous, Update, Save, Exit, Next

Now user is creating SE only for one service line selected in the previous step (service number 21000023):

Create Service Sheet

Confirm and submit this document.

Service Sheet: SES170\_3 Date: 28 Jun 2023 Final Service Sheet No: [ ] Purchase Order: 45200008170 Subtotal: \$50.00 AUD

From: Arrow Energy - TEST Arrow Energy - TEST L 39, 111 Eagle Street Brisbane Queensland 4000 Australia

To: Arrow Energy Pty Ltd Arrow Energy - TEST Level 09, 111 Eagle St Brisbane QLD 4001 Australia Address ID: AU95

Attachments: # test attachment.pdf (application/pdf)

Service Entry Sheet Lines

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1	Service		00000000021000023 EWL BASED HOLE EQUIPMENT	Planned		10 (EA)	\$5.00 AUD	\$50.00 AUD

Service Entry Summary: Subtotal: \$50.00 AUD

Buttons: Previous, Save, Submit, Exit

- 2) Next time when user creating SE for the rest of the service line, the quantity of service 21000023 will show as 0, need to be **excluded manually** by click the green switch:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input checked="" type="checkbox"/>	EWL BASED HOLE EQUIPMENT	00000000021000023	Service	Planned	0 EA	\$5.00 AUD	\$0.00 AUD

Service Period: Start Date: [ ] End Date: [ ]

Pricing Details: Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1.000 Description: [ ]

Comments: [ ]

### 3. Unplanned PO

There are 2 scenarios covered in this section: Add Unplanned Item and Add Contract/Catalog Item.

The **Ariba Contract/Catalog** option is **only available** for whom has been set up for this service. If you are not sure about whether you are ready to use this or you are willing to set up the Ariba Catalog, please reach out to your **Arrow buyer/Contract Engineer/Ariba Helpdesk**.

- Add Unplanned Item

**Step-1:** After clicking 'Create Service Sheet', enter the SE number, Service Sheet Date and click 'Choose File' to select attachment(s):

**Step-2:** After file is selected, Click 'Add Attachment' to upload:

**Step-3:** Then click 'Add' -> 'Add Unplanned Item':



**Step-4:** Complete the required fields and click 'Next':

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
0000	test adding unplanned item		Service	Unplanned Adhoc	1 AU	300	\$0.00 AUD	Delete Copy

Required field

SERVICE PERIOD  
 Start Date:  End Date:

COMMENTS  
 Add Comments:

**Step-5:** Click 'Submit':

Create Service Sheet

Confirm and submit this document.

Service Sheet  
 583108 Subtotal: \$300.00 AUD  
 Date: 28 Jun 2023  
 Print Service Sheet No  
 Purchase Order: 4520008168  
 Subtotal: \$300.00 AUD

From Arrow Energy - TEST  
 Arrow Energy - TEST  
 L 39, 111 Eagle Street  
 Brisbane Queensland 4000  
 Australia

To Arrow Energy Pty Ltd  
 Arrow Energy - TEST  
 Level 39, 111 Eagle St  
 Brisbane QLD 4001  
 Australia  
 Address ID: AU95

Attachments  
 # test attachment.pdf (application/pdf)

Service Entry Sheet Lines

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Incl)	Unit Price	Subtotal	
1	Service	test adding unplanned item adding unplanned item	Unplanned Adhoc		1 AU	\$300.00 AUD	\$300.00 AUD	Details

Service Entry Summary  
 Subtotal: \$300.00 AUD

- Add Contract/Catalog Item

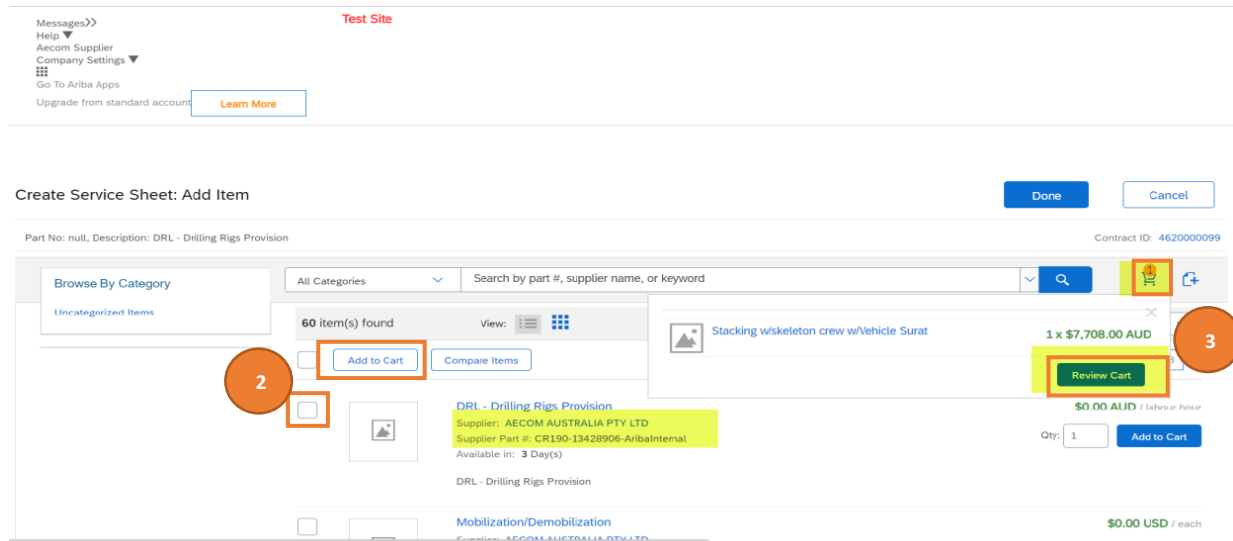
**Step-1:** After clicking 'Create Service Sheet', enter the SE number, then click 'Add' -> 'Add Contract/Catalog Item':

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	DRL - Drilling Riggs Provision	4620000099

Add Contract/Catalog Item  
 Add Unplanned Item

**Step-2:** In the new screen, select your contract/CIF catalog items, browse and add item in your cart:



**Step-3:** Once completed, Click on cart Icon at the top right hand corner side, and select 'Review Cart' option to return back to your Ariba Network account (See screenshot above).

**Step-4:** Once your returner to Network, you should be able to see the item you brought back, then click 'Next' -> 'Submit':

