



# 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. <u>Order Confirmation needs to be</u> <u>done prior to create service sheet</u>. 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.

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# **Create Service Sheet**

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

- Planned Services PO (Skip to the steps: Link)
  - 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

Part No. / D	art No. / Description									
Multi line item test										
	Include	Part No. / Description	Customer Part #	Туре	Item Type					
	<ul> <li>i)</li> </ul>		0000000021000009	Service 🗸	Planned					
		ADDITIONAL RIG SITE ACCOMMODATION								
	SERVICE PERIO	ac								
	Start Date:			End	Date:					
	Part No. / [ Multi line in	Part No. / Description Multi line item test Include O SERVICE PERK Start Date:	Part No. / Description Multi line item test Include Part No. / Description C ADDITIONAL RIG SITE ACCOMMODATION SERVICE PERIOD Start Date:	Part No. / Description Multi line item test   Part No. / Description  Customer Part #  O O O O O O O O O O O O O O O O O O	Part No. / Description         Multi line item test         Include       Part No. / Description         Co       O         ADDITIONAL RIG SITE ACCOMMODATION         SERVICE PERIOD         Start Date:       End					

- Unplanned Service PO (Skip to the steps: Link)
  - 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.
  - 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'.

No.	Part No. / Description				
00010	test for unplanned				
	Include	Part No. / Description	Customer Part #	Type	Item Type
				Service 🗸	Unplanned Adhoc
	SERVICE P	ERIOD			
	Start Date	:			End Date:

e Work. Strona Busi





# 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	
Now to SAP Pusinger Notwork?	

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.

Business Network 👻 Enterp	prise Account	ST MODE									0 <b>z</b>
ome Enablement Workbend	ch Orders ∽	Fulfillment $\sim$	Invoices ~ Payments	$i$ $\sim$ Catalogs Reports $\sim$	Messages	Assessments					Create 🗸 🕴 🚥
Waddenah											191 Customize
workbench											¢I≬ Customize
62	18	7	6	\$ 0.0 AUD		56	81		0		
New orders	Last 31 o	s lays	Rejected invoices	Last 31 days	0	Last 31 days	Last 31 days		Pinned docume	nts	
Orders (187)											
✓ Edit filter   Save filter   L	Last 31 days										
Customers		Order numbers		Creation date		Order status		Company coo	des		
Select or type selections	c	Type selection		Last 31 days	~	Include 🗸	Select or type sel	Select or typ	pe selections	cP	
		<ul> <li>Partial match</li> </ul>	C Exact match								
Purchasing organizations		Customer location	15	Order type		Routing status		Min amount	Max amount 0	Currency	
Select or type selections	e	Type selection		All	~	All	~			AUD 🗸	
				Orders with inquiry only							
Visibility											
Not hidden	~										
Show less											Apply Reset

### 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
Create Order Confirmation   Create Ship Notice Create	a Service Sheet	± 0
Order Detail Order History		
go Jurther Form: Customer Arrows Energy Poy Ltd Lawel 0, 111 Eagle 51 Binshare Custersitand 4001 Australia Phone Fax:	To: Xrow Energy - TEST L 39, 111 Engle Street Build Owensland 4000 Phone: +1 (123) 123 Fac Email: alphone: legoria@arrowenergy.com.au	Purchase Order (Continued) 4500001695 Amount: \$1,000,00 AUD Version: 1
Payment Terms (0) 0.00097 7 Due 07 days from Invoice Ropt Contract Number 4600000000		Routing Status: Acknowledged Extensial Document Trace: Standard PO (Service PO) Related Documents: CO1695

#### - 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
▼ Service Sheet Header		* Indicates required field Add to Header 🔻
Summary Purchain Order: 4000001895 Service Direct *1 Service Direct *1 Service Direct *2 Service Direction Service Direction	Subtabil: Samulas Sinard Cane Samulas Sinard Cane Samulas Sind Cane Copy the samulas and add datas to the samulas line terms	
Additional Fields Surgitive Reference: From: Arrow Design - 1551 Form: Light Stage Street Binders Concentrated 0000	To: Answ Energy Pty Ltd Level 39, 125 Egge 5n Brokew (3.2 400) Aurora	
Pad Contractor Activation Finance Finance Finance Finance USA1 v	Malk Engineer         Evalue         Pointe         VIDA1         Name         Evalue         Name         Evalue         Pointe         VIDA1         VIDA1	
"Machiners           The total size of all attachments cannot exceed 120085           Conserv File Interface         Add Attachment		Renor





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

exceed 100MB
Add Attachment

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

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

Service Ent	try Sheet	Lines								
e No.	Part No. / D	Description						Contract #		
▼ 00010	Test Reject	tion Comments							(	Add 👻
		Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
		<b>()</b>		000000000021000021	Service 🗸	Planned	1,000 EA ()	\$1.00 AUD	\$1,000.00 AUD Dele	te Copy
			EWL BASE & MOB							
		SERVICE PERIO	D							
		Start Date:				End Date:				
		PRICING DETAIL	LS							
		Price Unit: Ex Unit Conversio	A () on: 1			Price Unit Quantity:1.000 Description:				
		COMMENTS								
		Add Comments	SC	ĥ						
Add P	tricing Details	ts								
								Update	eve Exit	Next

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

Create Service Sheet				Previous Seve	Submit Exit
Confirm and submit this document.					
Service Street 50:51 1 50:51 20 7 Final Envice Steven Ion Purchase 0: 0:60:50:001 Services 0:000 0:00 Services 0:000 Services 0:0000 Services 0:0000 Services 0:0000 Services 0:0000 Services 0:0000 Services 0:00		Subtotal: \$1,000.00 AUD			
From France Longe - TEST Arrow Energy - TEST I Day 111 Edge for energy Brithane Coversionel 4200 Automite	To Acrow Energy, Pty Ltd Acrow Energy, TEST Event W9, Ltd Logie for Bindune (LD A001 Across ID: A005				
Attachments # test attachment per (application-per) Service Entry Sheet Lines					Show hern Details
Line # SES Line Type Service # / Description		Line Type 0	Contract # Qty (Unit)	Unit Price	Subtotal
▼ 00010 Test Rejection Comments					
1 Service 000000000021000021 EWL BASE & MOB		Planned	1,000 (EA) ①	\$1.00 AUD	\$1,000.00 AUD Details
					Service Entry Summary
				Previous Save	k S1,000.00 AUD

Service Sheet SE8170-3 has been submitted.





Information sheet



# ) Information sheet

# - When PO contains multiple line item

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

Line Items														Show Item Details	
Line #	No. Schedule Lines	Part #	Customer Part #		Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Тах	Customer Location		
▼ 00010	1				Service				28 Jun 2023		\$100.00 AUD	\$10.00 AUD		Details	
	Multi line it Description:	em test		隆											
00010.10			00000000021000009		Service			100.000 (EA) 🛈		\$1.00 AUD	\$100.00 AUD			Details	
	Description: ADDITION	AL RIG SITE ACCOMMO	DATION												
▼ 00020	1				Service				28 Jun 2023		\$500.00 AUD	\$50.00 AUD		Details	
	Second line Description:	e item		隆											
00020.10			00000000021000021		Service			200.000 (EA) 🛈		\$2.00 AUD	\$400.00 AUD			Details	
	Description: EWL BASE	& MOB													
00020.20			00000000021000022		Service			50.000 (EA) (i)		\$1.00 AUD	\$50.00 AUD			Details	
	Description: EWL CASE	D HOLE EQT													
00020.30			00000000021000023		Service			10.000 (EA) 🛞		\$5.00 AUD	\$50.00 AUD			Details	
	Description: EWL CASE	D HOLE EQUIPMENT													
Order submitted on: Wednesday 28 JJ Received by Artha Network on: Wedne This Purchase Order was sent by Arrow	an 2023 12:00 PM GMT+10:00 exday 28 Jun 2023 1:05 PM GMT+10:0 w Energy - TEST ANO1687947130-T ar	10 el delivered by Ariba Network										Bi s	rvice Sheet Required.	Sub-total: \$600. Est. Total Tax: \$ 60. Est. Grand Total: \$660.	DU AUD DU AUD DU AUD
Commentation and and			la finale and												

**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.

Service En	try Sheet	Lines							
Line No.	Part No. / D	escription						Contract #	
▼ 00020	Second line	item							Add 🔻
		Include	Part No. / Description	Customer Part #	Туре	item Type	Qty / Unit	Price	Subtotal.
		<b>()</b>		00000000021000021	Service 🗸	Planned	200 EA ①	\$2.00 AUD	\$400.00 AUD Delete Copy
			EWL BASE & MOB						
		SERVICE PERIOD	2						
		Start Date:				End Date:			
		PRICING DETAILS	s						
		Price Unit: EA Unit Conversion	1 () m: 1			Price Unit Quantity:1.000 Description:			
		COMMENTS							
		Add Comments:							
		Include	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal
		<b>()</b>		00000000021000022	Service 🗸	Planned	50 EA ()	\$1.00 AUD	\$50.00 AUD Delete Copy
			EWL CASED HOLE EQT						
		SERVICE PERIOD							
		Start Date:	<b>5</b>			End Date:			
		PRICING DETAILS	5						
		Price Unit: #A	0			Price Unit Quantity: 1.000			
		COMMENTS	n. a			Description.			
		Add Comments							
		Include	Part No. / Description	Customer Part #	Туре	item Type	Qty / Unit	Price	Subtotal
		<b>()</b>		00000000021000023	Service 🗸	Planned	10 EA ()	\$5.00 AUD	\$50.00 AUD Delete Copy
			EWL CASED HOLE EQUIPMENT						





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 En	try Sheet Lines									
Line No.	Part No. / Description							Contract #		
▼ 00020	Second line item									Add 🔻
	Includ	ie	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
	•			00000000021000021	Service 🗸	Planned	200 EA (i)	\$2.00 AUD	\$400.00 AUD	slete Copy
			EWL BASE & MOB							
	Excluder line items ca	anne be modi	fied.							
	Inclu	de	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
	•			000000000021000022	Service 🥆	Planned	50 EA (i)	\$1.00 AUD	\$50.00 AUD D	elete Copy
_			EWL CASED HOLE EQT							
_ C	Excluded line items ca	annot be modi	Sed.							
	Include	•	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal	
		•		00000000021000023	Service 🗸	Planned	10 EA ①	\$5.00 AUD	\$50.00 AUD D	elete Copy
			EWL CASED HOLE EQUIPMENT							
	SER	VICE PERIOD								
	Sta	ert Date:	<b>1</b>			End Date:				
	PRK	CING DETAILS								
	P	vice Unit: EA	0			Price Unit Quantity:1.000				
		MENTS	5 A			sear pron.				
	A0	d Comments:								
				11						
4 Add F	Pricing Details									
								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				Previous Save Submit Exit	
Confirm and submit this document.					
Service Sheat EEE2753 Deer 29 Jun 2003 Finis Service Sheat: No Purchase Grain: 432004170 Substrati. 550 0 AUC		Subtonal: \$50.00 AUD			
From Annue Knengy - TEST Amore (angu: 1037 1. 31. 31. Signal Roment Binkaser Guerenland 4000 Australia	To Anow Energy Pty Ltd Amore Energy 7151 Levri 99, 111 (Early 51 Binhamer 0,0,2 4001 Amore Advers 10: AU05				
Attachments					
<pre>     test attachment.pdf (applicationipdf) </pre>					
Service Entry Sheet Lines				Show Item Details	
Line # SES Line Type Service # / Description		Line Type Contrac	z# Qty (Unit)	Unit Price Subtotal	
▼ 00020 Second line item					
1 Service 000000000021000023 EVX.CASED HOLE EQUIPMENT		Planned	10 (EA) 🛈	\$5.00 AUD \$50.00 AUD Details	
				Subtotal: \$50.00 AUD	5
				Previous Save Submit Exit	

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 <u>excluded manually</u> by click the green switch:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Pric	2	Subtotal	
<b>•</b>		00000000021000023	Service 🗸	Planned	0 EA ()	\$5.00 AU		\$0.00 AUD Delete	Сору
	EWL CASED HOLE EQUIPMENT								
SERVICE PERIOD									
Start Date:	8			End Date:					
PRICING DETAILS									
Price Unit: EA	0			Price Unit Quantity:1.000					
Unit Conversion	: 1			Description:					
COMMENTS									



Information sheet





# 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):

▼ Service Sheet Header		* Indicates required field Add to Header 🔻
Summary		
Service Sheet F-* SEEL6-4 Service Sheet Date * 4 Ad 2023	Sedenad 50.00 AUD Service Start Date Capy the service start and and dates to the service line items	
Additional Fields		
Suppler Reference: From: Anow Energy - TEST 1. 29, 111 Equit Street Brobane Questional 4000	Tic: Anow Energy Py Ltd Level 39, 111 Eaglet 11 Britane 201, 44/01 Australia	
Australia Field Contractor:	Field Engineer:	
Name Emai: Phone: USA1 V	Name:	
VBachments           The tips data of all attachments cannot exceed 100MB           Conserving to the chosen         Add Attachment		Remove
Add Comments		

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

he total size of all attachments can	not exceed 100MB
Choose File test attachment.pdf	Add Attachment

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

Whiteheads			Renove
Name	Size (bytes)	Content Type	
test attachment.pdf	25702	application/pdf	
L Delete			
Add Commerts			
Service Entry Sheet Lines			
Line No. Part No. / Description 00010			Contract #
test for unplumed			Add  Add  Add
Le Add Pricing Details			Add Unplanned Item
			Update Save Exit Next





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

Service E	ntry Sheet Lines							
Line No.	Part No. / Description						Contract #	
00010	test for unplanned							Add 🔻
	Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
		test adding unplanned item		Service 🗸	Unplanned Adhoc	1 AU	300	\$0.00 AUD Delete Copy
	. г.					! Required field	! Required field	
	L	adding unplanned item Required field						
	SERVICE PER	RIOD						
	Start Date:				End Date:	8		
	COMMENTS							
	Add Comme	ents:						
			ß					
4 Add	Pricing Details							
							Update	iave Exit Next

## Step-5: Click 'Submit':

Create Service Sheet					Previous Save	Submit Exit
Confirm and submit this document.						
Service Sheet Service There is Ann 2023 Final Service Service Starts No Purchase Cream C320008188 Muntume: EDDOC ANAD		Subtotal: \$300.00 AUD				
For Annu Goorgy - TEST Annu Goorgy - TEST (1) 11.11 Lag for there Billanes O-averaged 8200 Averagia	To Amount Scherger, Phys. Left Amount Scherger, 74371 Leven 293, 111 Edger 9 Britanen 2022 ADD1 Adameter 107 ADD5 Adameter 107 ADD5					
Atlachments Ø test atlachment pill (application(pill)						
Service Entry Sheet Lines						Show Item Details
SES Line Type Service # / Description		Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1 Service test adding unplanned item adding unplanned item		Unplanned Adhoc		1 (AU) 🛈	\$300.00 AUD	\$300.00 AUD Details
					Subtota	Service Entry Summary
					Previous Save	Submit Exit

# - 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 Rigs Provision	4620000099	Add  Add  Add Contract/Catalog Item
Le Add Pricing Details		Add Unplanned Item
	Update Save	Exit Next





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

Messages≫ Heip ▼ Aecon Supplier Company Settings ▼ III Go To Ariba Apps Upgrade from standard account	Test Site			
Create Service Sheet: Add Item Part No: null, Description: DRL - Drilling Rigs Provisi	on			Done Cancel Contract ID: 4620000099
Browse By Category	All Categories	✓ Search by part #, supplier name,	or keyword	<u>√</u> <b>Q</b> 🚆 [4
Uncategorized Items	60 item(s) found	View:	Stacking w/skeleton crew w/Vehicle Surat	1x \$7,708.00 AUD Review Cart
		DRL - Drilling Rigs Provision Supplier: AECOM AUSTRALIA PTY LT Supplier Part #: CR190-13428906-Arib Available in: 3 Day(s) DRL - Drilling Rigs Provision	ainternal	\$0.00 AUD / lahour hour Qty: 1 Add to Cart
		Mobilization/Demobilization		\$0.00 USD / each

**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':

ttachments								
hoose File	f all attachments canno No file chosen	Add Attachment						Remove
Add Con	nments							
ervice Er	ntry Sheet Lines							
e No.	Part No. / Description				Contract # 4620000099			
00010	DRL - Drilling Rigs Pro	ovision						Add/Update 💌
	Include	Part No. / Description	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal
		CR190-13428924-AribaInternal		Service 🤝	Unplanned From Contrac	t 1 DAY ()	\$7,708.00 AUD	\$7,708.10 AUD
		Stacking wiskeleton crew w/Vehicle Surat						
	CONTRACT DETAILS Contract No	umber: 4620000099						
	SER	VICE PERIOD						
	COM	IMENTS						
	Add	Comments:						
					4			
Add F	Pricing Details							
							Update Save	Exit Next
vice Ent	try Sheet Lines						Show Item Details	
SES Line	Туре			Service # /	Description Line Type	Contract # Qty (Unit)	Unit Price Subtotal	
00010					DRL - Dritting Rigs Provision	4620000099		
Service	CR190-13428924- Stacking w/skeletc	Aribainternal on crew w/Vehicle Surat		Unplanned Contract	From	1 (DAY) (i) \$7,708.00 AUD	\$7,708.00 AUD Details	
							Service Entry Summar Subtotal: \$7,708.00 AU	y 2
					Previous	Save Submit Exit		

