



## **Cancelling a Service Entry Sheet**

## **Quick Reference Guide**

**Step-1**: Log into Ariba Network and open the relevant purchase order, then click on the service sheet (SE) you would like to cancel from the Related Document section:

Purchase Order: 4520008338		
Create Order Confirmation • Create Ship Notice Create Service Sheet Create Invoice •		Ŧ
Order Detail Order History		
arrowenergy		
Form: Customer Arrow Energy Fy Ltd Bitatom Queentand 4001 Anno Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Alexandro Fax:	To: Annow Energy - TEST L 30, L11 Esgle Storest Britshame Quewantiad 4000 Australia Prone: +1 (12) 1123 F Remait Japhonse Jegoria® arrowenergy com au	Purchase Order (Servicad) 4520008338 Amsunt: 53.00.00.00 AUD Version: 1
Payment Terms () 0.000% 30 Due 30 days from Invoice Ropt Constant Information		Routing Status: Acknowledged External Document Related Document: KSR. 43340 CC. 8338
Londex enormalion Sopplier Address		

## **Step-2:** Click on the three dots -> 'Cancel':

Service Sheet: SES_8338			Done Previous
Create Invoice Copy SES			± 😨 Cancel
Detail History			
Service Sheet Dent 17 Dent 17 Ang 2023 Find Service Sheet Shoet Shoet Sheet Shoet Sheet Shoet Sheet Shoet Sheet Sheet Sheet She		Summer: \$20,000.00 AU0	
Poin Norse Energy - TEST Arome Energy - TEST 10, 311 Edge former Bithbare Overnished 2000 Australia	The Foreign Phy Ltd     Arrows Energy Phy Ltd     Arrows Energy Physics     Electronic (0, 2001)     Anomalia     Anomalia     Anomalia		
Pormania		Developer Ottorior Artistantialization	

## **Step-3:** Click 'Yes' to confirm cancelling:

	Done Previous
Cancel Service Sheet?	
Vectors because up the carefold his service a level?	
	Done Previous

Note:

1. The page will be redirect to the Ariba Workbench. The order status changed to 'Confirm' instead of 'Serviced':





Purchase Order: 4520008338		
Create Order Confirmation • Create Ship Notice Create Service Sheet Create Invoice •		÷ 8
Order Detail Order History		
Control Contro	Tic	Purchasa Order rd 20008338 Anouel B 200000 AUD Versor: 1
To the second se	cuer elonia elon deconalitaren	Routing Status, Acknowledged Extensic Descenter: Type: Bandad PO (Service PO) Rotated Discussion 551, 5333 OC, 5338

2. The SE will show as Rejected, and the cancellation action is tracked in the 'History' tab":

Create Invoice Edit Copy SES		
Detail History		
Rejected Service Entry Sheet:   Reasons:   SES-23: The service sheet was successfully received.   SES-25: Comments from Arrow Energy - TEST: Success   DOC-1: Success   DOC-1: Success   SES-21: The Service Sheet status has been successfully updated to Rejected by Arrow Energy - TEST.   DOC-1:   DOC-1:   Edit & Resubmit   Service Sheet   (Rejected)   SES_938   Date: 17 Aug 2023   Final Service Sheet: No   Purchase Order: 4520008338   ERP SES ID: 1000028160   Subtotal: \$20,000.00 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: AU55	
Success	Arrow Energy - TEST	22 Aug 2023 1:28:54
The Service Sheet status has been successfully updated to Rejected by Arrow Energy - TEST.	TXNDocSupplierApp-109543040	22 Aug 2023 1:29:05
	Arrow Energy - TEST	22 Aug 2023 1:29:05

