



SAP Ariba 

Feature at a Glance

Creating a copy of a Service Entry Sheet

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CONFIDENTIAL

 **Run Simple**

Feature at a Glance

Introducing: Creating a copy of a Service Entry Sheet

Ease of implementation



Low touch / simple

Geographic relevance



Global

Customer challenge

In some business scenarios, suppliers are required to regularly create multiple service entry sheets for the same purchase order. Most of the new service entry sheets created may contain identical information.

Meet that challenge with **SAP Ariba**

With this feature, suppliers can edit and submit a new service entry sheet from a copy of a previous document.

Suppliers can use the Copy button on the service entry sheet to create a copy of it. Ariba Network automatically links the copied service entry sheet to the purchase order and populates it with data from the original service entry sheet. Suppliers can make the required changes to the new service entry sheet.

Experience key benefits

Using the copy functionality, suppliers can create service entry sheets without having to reenter a lot of information and make the required changes.

Solution area

Operational Procurement / Ariba Network / Supplier

Implementation information

This feature is “on” by default

Prerequisites and Limitations

None

Feature at a Glance

Introducing: Creating a copy of a Service Entry Sheet

Service Sheet: SES345 Done

Create Invoice **Copy This SES** Print - Download PDF Export cXML

Detail History

Service Sheet
(Sent)
SES345
Date: 12 Dec 2017
Purchase Order: [PO1559](#)
Subtotal: \$3.94 USD
Service Start Date: 6 Dec 2017
Service End Date: 7 Dec 2017

Subtotal: \$3.94 USD

From
Boilermaker Inc
Boilermaker Inc
359 Northwestern Ave
W Lafayette, IN 47996
United States

To
Atlanta
Cirrus Atlantic Suite
867 1 300 Peach tree street So
ATLANTA, GA 30310
United States
Address ID: 3200

Routing Status: Acknowledged
Related Documents: [PO1559](#)

Field Engineer _____

Field Contractor _____

Approver
kalandi
Email: kalandi.charaana.nayak01@sap.com

Service Entry Sheet Lines Show Item Details

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
2		10301548 <i>Geological Services API proppant crush test (per pressure in triplicate)</i>						
1	Service	10299297 <i>Delivery charge for low density proppant</i>	Unplanned From Catalog		1 (1A)	\$3.94 USD	\$3.94 USD	Details

Service Entry Summary
Subtotal: \$3.94 USD

Action will copy both the information visible on the UI and intrinsic/extrinsic information too.

Feature at a Glance

Introducing: Creating a copy of a Service Entry Sheet

Service Sheet: Copy of SES345 Update Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

Purchase Order: PO1559
Service Sheet # **SES346**
Service Sheet Date: 27 Jun 2018

Subtotal: \$3.94 USD
Service Start Date: 1 Jun 2018
Service End Date: 30 Jun 2018

Additional Fields

Supplier Reference:
From: **Boilermaker Inc**
359 Northwestern Ave
W Lafayette, IN 47996
United States

To: **Atlanta**
867 1 300 Peach tree street So
ATLANTA, GA 30310
United States

Field Contractor:
Name:
Email:
Phone: USA 1

Field Engineer:
Name:
Email:
Phone: USA 1

Approver:
Name:
Email:
Phone: USA 1

Comment

Comments: Remove

Add Attachments

Service Entry Sheet Lines

Line #	Part # / Description	Type	Item Type	Qty / Unit	Price	Subtotal
2	10301548 Geological Services API proppant crush test (per pressure in triplicate)					
	10299297 Delivery charge for low density proppant	Service	Unplanned From Catalog	1 1A	\$3.94 USD	\$3.94 USD

The user can edit the new SES before submitting.
A new SES# must be defined.