



SAP Ariba 

# Feature at a Glance

## Creating a correction service entry sheet

Franck DUPAS, SAP Ariba  
Target GA: May, 2019

CONFIDENTIAL

## Feature at a Glance

# Introducing: **Creating a correction service entry sheet**

Ease of implementation



Low touch / simple

Geographic relevance



Global

### Customer challenge

Previously, after a service sheet had been approved or invoiced, suppliers were unable to make any corrections to the service sheets. Buyers could reject a service sheet before it was approved or invoiced. Suppliers could only cancel the service sheet before the invoice was issued.

### Meet that challenge with

#### SAP Ariba

Now, buyers can configure a new service sheet default transaction rule to allow suppliers to create a correction service sheet for those service sheets which are invoiced.

### Experience key benefits

Allow suppliers to correct erroneous service entry sheets after they have been invoiced.

### Solution area

Ariba Network  
SAP Ariba Commerce Automation  
SAP Ariba Commerce Automation Membership

### Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

### Prerequisites and Limitations

NONE

# Feature at a Glance

## Introducing: **Creating a correction service entry sheet**

### Detailed feature information

Buyers can now allow suppliers to submit a correction service entry sheet by enabling the service sheets transaction rule **Allow suppliers to create correction service sheets**. At the time when this feature is released, the rule is not enabled by default.

#### Procedure

1. Click **Administration > Configuration**
2. Click **Default Transaction Rules**. The Default Transaction Rules page appears.
3. In the Service Sheet Rules section, check the rule **Allow suppliers to create correction service sheets**.
4. Click **Save**.

Ariba Network

#### Default Transaction Rules

Save

Close

[...]

#### Service Sheet Rules

[...]

Allow suppliers to create correction service sheets. ⓘ



Require suppliers to provide account assignment



Require suppliers to create service entry sheets where the line item quantity is not zero. ⓘ



If this rule is enabled, suppliers can create correction service sheets.

# Feature at a Glance

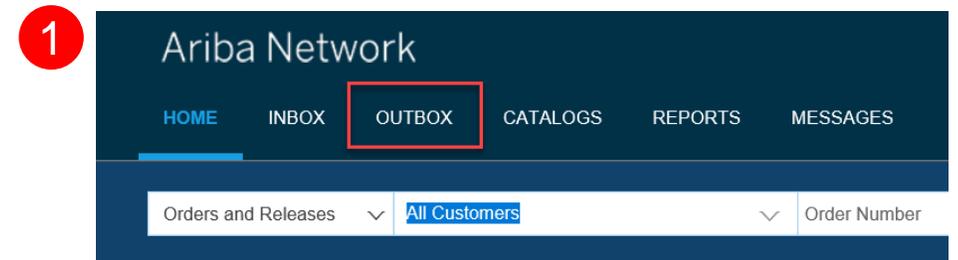
## Introducing: **Creating a correction service entry sheet**

### Detailed feature information

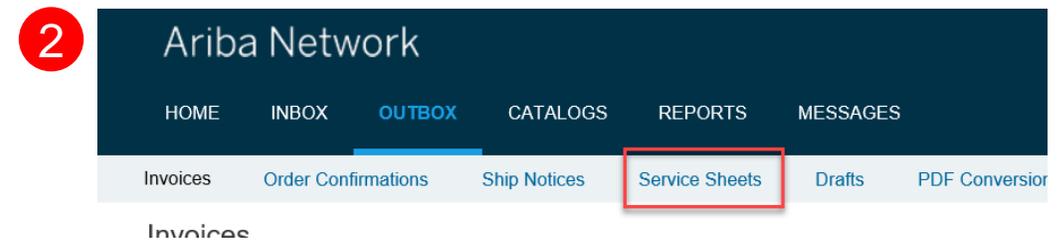
Suppliers can create correction service entry sheets if they have been allowed to do so by the buyer. They can only do it for those service entry sheets which are invoiced.

#### Procedure

1. On the Dashboard, click the **Outbox** tab.



2. Click the Service Sheets tab.



3. Click the service entry sheet for which you want to create a correction service entry sheet.



A screenshot of a table titled 'Service Sheets (1)'. The table has the following columns: Service Sheet #, Customer, Related PO, Date ↑, Amount, Routing Status, and Status. The first row is highlighted with a red box and a red circle containing the number '3'.

Service Sheet #	Customer	Related PO	Date ↑	Amount	Routing Status	Status
SES2345	Cirrus Atlantic Suite	C225-R3	1 Aug 2018	\$225.00 USD	Acknowledged	Invoiced

## Feature at a Glance

# Introducing: **Creating a correction service entry sheet**

## Detailed feature information

Supplier procedure continued

4. Ariba Network displays the details of the service entry sheet.

4

Service Sheet: SES2345

5

Create Invoice Copy This SES Create Correction Service Sheet

Detail History

**Service Sheet**  
(Invoiced)  
SES2345  
Date: 1 Aug 2018  
Purchase Order: C225-R3  
Service Description: performance testing - phase 2

5. Click the Create Correction Service Sheet button.

6. If required, modify the Service Sheet number, the Start Date and End Date fields.

## Feature at a Glance

# Introducing: Creating a correction service entry sheet

## Detailed feature information

Supplier procedure continued

7. Modify the Quantity field as required.

8. You can only enter a negative value in this field.

### Service Entry Sheet Lines

Line No.	Part No. / Description								Contract #
▼ 1	<b>10301549</b> <i>Geological Services biosealer performance test - ambient temperature</i>								
Include	Part No. / Description	Type	Item Type	Qty / Unit		Price	Subtotal		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 10301549	Service	Planned	1	EA ⓘ	\$225.00 USD	\$225.00 USD	Delete	
				! Quantity cannot be a positive number.					
Geological Services biosealer performance test - ambient temperature									

9. While creating a correction entry sheet, you cannot:

- Copy a line item.
- Edit details of the Price, Part# / Description, and Subtotal fields.
- Delete line items.

# Feature at a Glance

## Introducing: **Creating a correction service entry sheet**

### Detailed feature information

Supplier procedure continued

10. You cannot enter a negative quantity per line item which exceeds the total quantity value of the original service entry sheet..

#### Service Entry Sheet Lines

Line No.	Part No. / Description								Contract #
▼ 1	<b>10301549</b> <i>Geological Services biosealer performance test - ambient temperature</i>								
Include	Part No. / Description	Type	Item Type	Qty / Unit		Price	Subtotal		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 10301549	Service	Planned	-2	EA ⓘ	\$225.00 USD	\$-450.00 USD	Delete	
				! Quantity serviced exceeds limit.		10			
Geological Services biosealer performance test - ambient temperature									

11. Click Next.

12. Click Submit.

**NOTE:** You cannot copy or create an invoice for an approved correction service entry sheet.