



SAP Ariba 

Feature at a Glance

Generating proof of service report

Franck Dupas, SAP Ariba
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Feature at a Glance

Introducing: **Generating proof of service report**

Ease of implementation  Simple
Geographic relevance  Global

Customer challenge

Buyers and Suppliers using proof of service need to create reports with proof of service data for analysis.

Meet that challenge with **SAP Ariba**

This feature introduces support for generating proof of service reports. Buyers and suppliers can now generate reports for proof of service based on start date, end date, and proof of service status, by using the reports functionality.

Experience key benefits

Proof of service report enables Buyers and Suppliers to analyze proof of service data in order to monitor the usage of proof of service and extract the data for further processing.

Solution area

Ariba Network services automation

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.

Prerequisites and Restrictions

Users must have the *Proof Of Service Report Access* permission.

Proof service created as service calls using SAP Field Service Management are not included in the report with this release.

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Detailed feature information

On the dashboard, go to **Reports** tab.

User should enter a Title and Description for the report. Select a **Time zone**. Selecting a time zone will influence the filtering of data according to **Date Range** field as well as the presentation of time fields in the report results.

Next, choose the language for the labels in the report results.

Now select **Proof of Service Report** in the **Report Type** dropdown list. You need to have the *Proof Of Service Report Access* permission.

After clicking Next,

- Supplier users may select a specific **Buyer** company to filter only the proof of service documents for the specific customer. Supplier users may also select the **All buyers** option if desired.
- Users may select a proof of service status with the **PoS Status** dropdown. **PoS** stands for **proof of service**. Buyers and Suppliers have a different list of statuses they may select and view. Buyer users may only see and include in the report proof of service with one of the following statuses: **Approved, Buyer Rejected, Pending Approval**.
- Users may choose the date range for the report results from the **Date Range** field.

After clicking on **Submit**, Ariba Network puts places the report into the queue for processing. Users may view and download the report when the status is displayed as **Processed**.

To view and download the report, select the report template and click **Download**. Click one of the following:

- **Open** to view the report. The web browser should open to display the report.
- **Save** to save the report to a local system/drive.

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The proof of service report generated by the **buyer** contains the following columns:

Column	Description
PoS Number	The unique number given to the proof of service by the user.
Project Code	Generic code of the project.
Service Location	Location or site code of the service.
Status	Status of the PoS.
Service Start Date	Date of the start of the service (dd-Mmm-yy).
Service End Date	Date of the end of the service (dd-Mmm-yy).
Response Deadline	Date by which the service is to be completed (dd-Mmm-yy).
Buyer	First name and last name of the buyer.
Hours Worked	Number of hours used to complete the service.
Buyer Comments	Comment added by the buyer about the PoS approval or rejection.
PO Number	Purchase order (PO) number.
PO Status	Status of the PO.
PO Creation Date	Date of creation of the PO (dd-Mmm-yy).
Accounting Code	The accounting code for PoS.

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Buyer report example, displayed in Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PoS Number	Project Code	Service Location	Status	Service Start Date	Service End Date	Response Deadline	Buyer	Hours Worked	Buyer Comments	PO Number	PO Status	PO Creation Date	Accounting Code
2	POS_create_19aug04		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
3	create_30oct02	2019_Q1P1_F3	Floor3	Buyer Rejected	10-Jun-19	11-Jun-19		John Smith	19	cool	DO1563268226601	Sent	16-Jul-19	dummy data
4	POS_create_jan19aug1		floor3	Pending Approval	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
5	POS_create_20aug01		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
6	POS_create_20aug02		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
7	POS_create_20aug03		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
8	POS_create_21aug04		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	approved	DO1563268226601	Sent	16-Jul-19	
9	POS_create_21augnew		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	approved	DO1563268226601	Sent	16-Jul-19	
10	POS_create_21augnew1		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
11	POS_create_21augnew2		floor3	Buyer Rejected	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	rejecting	DO1563268226601	Sent	16-Jul-19	
12	POS_create_21augnew3		floor3	Buyer Rejected	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	approved	DO1563268226601	Sent	16-Jul-19	
13	POS_create_22aug1	new	Floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	approving	DO1563268226601	Sent	16-Jul-19	
14	POS_create_22aug2	new	Floor3	Buyer Rejected	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	approving	DO1563268226601	Sent	16-Jul-19	
15	POS_pub_22aug2		Floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	wow	DO1563268226601	Sent	16-Jul-19	
16	POS_pub_22aug		Floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	buyer approved	DO1563268226601	Sent	16-Jul-19	
17	POS_pub_23aug1		Floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19	buyer approved	DO1563268226601	Sent	16-Jul-19	
18	POS_cre_5sep2	jan	Floor3	Buyer Rejected	10-Jun-19	11-Jun-19		John Smith	19	cool	DO1563268226601	Sent	16-Jul-19	dummy data
19	create_30sep05	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
20	create_30sep06	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
21	create_30sep01	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
22	create_30sep03	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
23	create_30sep02	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
24	create_30sep04	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
25	create_30sep08	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
26	create_30oct01	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		John Smith	19		DO1563268226601	Sent	16-Jul-19	
27	POS_create_jan19aug		floor3	Approved	10-Jun-19	11-Jun-19	1-Jan-20	John Smith	19		DO1563268226601	Sent	16-Jul-19	
28	Report generated on 3 Oct 2019 11:53:05 PM GMT-07:00													

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The proof of service report generated by the **supplier** contains the following columns:

Column	Description
PoS Number	The unique number given to the proof of service by the user.
Project Code	Generic code of the project.
Service Location	Location or site code of the service.
Status	Status of the PoS.
Service Start Date	Date of the start of the service (dd-Mmm-yy).
Service End Date	Date of the end of the service (dd-Mmm-yy).
Response Deadline	Date by which the service is to be completed (dd-Mmm-yy).
Creator	First name and last name of the creator of the PoS.
Supervisor	First name and last name of the supervisor.
Buyer	First name and last name of the buyer.
Hours Worked	Number of hours used to complete the service.

Column	Description
Hours Worked	Number of hours used to complete the service.
Supervisor Comments	Comment added by the supervisor about the PoS review.
Buyer Comments	Comment added by the buyer about the PoS approval or rejection.
PO Number	Purchase order (PO) number.
PO Status	Status of the PO.
PO Creation Date	Date of creation of the PO (dd-Mmm-yy).
Accounting Code	The accounting code for PoS.

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Supplier report example, displayed in Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Pos Document Number	Project Code	Service Location	Status	Service Start Date	Service End Date	Response Deadline	Created By	Supervisor	Buyer	Hours Worked	Supervisor Comments	Buyer Comments	PO Number	PO Status	PO Created Date	Accounting Code	Contractor
2	POS_create_22aug1	new	Floor3	Approved	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	approving	approving	DO1563268226601	Sent	16-Jul-19		Bob Bell
3	POS_create_19aug04		floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19		Bob Bell
4	POS_create_jan19aug		floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19		Bob Bell
5	POS_create_22aug2	new	Floor3	Buyer Rejected	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	approving	approving	DO1563268226601	Sent	16-Jul-19		Bob Bell
6	POS_pub_27aug01	2019_POS	Floor3	Pending Work Log	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis		19			DO1563268226601	Sent	16-Jul-19		Bob Bell
7	POS_pub_27aug02		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
8	POS_pub_28aug01		Floor3	Buyer Rejected	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
9	POS_pub_28aug02		Floor3	Buyer Rejected	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
10	POS_pub_28aug03	2019_POS	Floor3	Pending Review	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis		19			DO1563268226601	Sent	16-Jul-19		Bob Bell
11	POS_pub_28aug04	2019_POS	Floor3	Pending Work Log	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis		19			DO1563268226601	Sent	16-Jul-19		Bob Bell
12	ABV_POS_2019072903	junrPrj1	floor3	Contractor Accepted	27-Jun-19	28-May-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19	CostCenter1	Bill Smith
13	ABV_POS_2019072601	junrPrj1	floor3	Contractor Accepted	27-Jun-19	28-May-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19	CostCenter1	Bob Bell
14	POS_create_21augnew1		floor3	Approved	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19		Bob Bell
15	POS_pub_22aug2		Floor3	Approved	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	approving	wow	DO1563268226601	Sent	16-Jul-19		Bob Bell
16	POS_pub_23aug2		Floor3	Supervisor Rejected	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer rejecting		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
17	POS_pub_23aug3		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
18	POS_pub_23aug7		Floor3	Buyer Rejected	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
19	POS_pub_23aug4		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
20	POS_pub_23aug6		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
21	POS_pub_23aug8	2019_POS	Floor3	Pending Work Log	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis		19			DO1563268226601	Sent	16-Jul-19		Bob Bell
22	POS_pub_22aug		Floor3	Approved	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approving	buyer approved	DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
23	POS_pub_23aug1		Floor3	Approved	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approving	buyer approved	DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
24	POS_pub_23aug9		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	reviewer approved		DO1563268226601	Sent	16-Jul-19	accounting	Bob Bell
25	POS_create_jan19aug1		floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19		Bob Bell
26	create_25sep		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19		Bob Bell
27	create_25sep3		Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19			DO1563268226601	Sent	16-Jul-19		Bob Bell
28	create_25sep1	2019_Q1P1_F3	Floor3	Pending Review	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis		19							Bob Bell
29	create_30sep04	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	approved by reviewer		DO1563268226601	Sent	16-Jul-19		Bob Bell
30	create_30sep08	2019_Q1P1_F3	Floor3	Pending Approval	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19	approved by reviewer		DO1563268226601	Sent	16-Jul-19		Bob Bell
31	create_30sep07	2019_Q1P1_F3	Floor3	Pending Review	10-Jun-19	11-Jun-19		Bob Bell	Max Dennis	John Smith	19							Bob Bell
32	Report generated on 30 Sep 2019 4:02:49 AM GMT-07:00																	

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