Quick Reference Guide

Supplier – Create a Service Entry Sheet in Ariba Network

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Version: 1
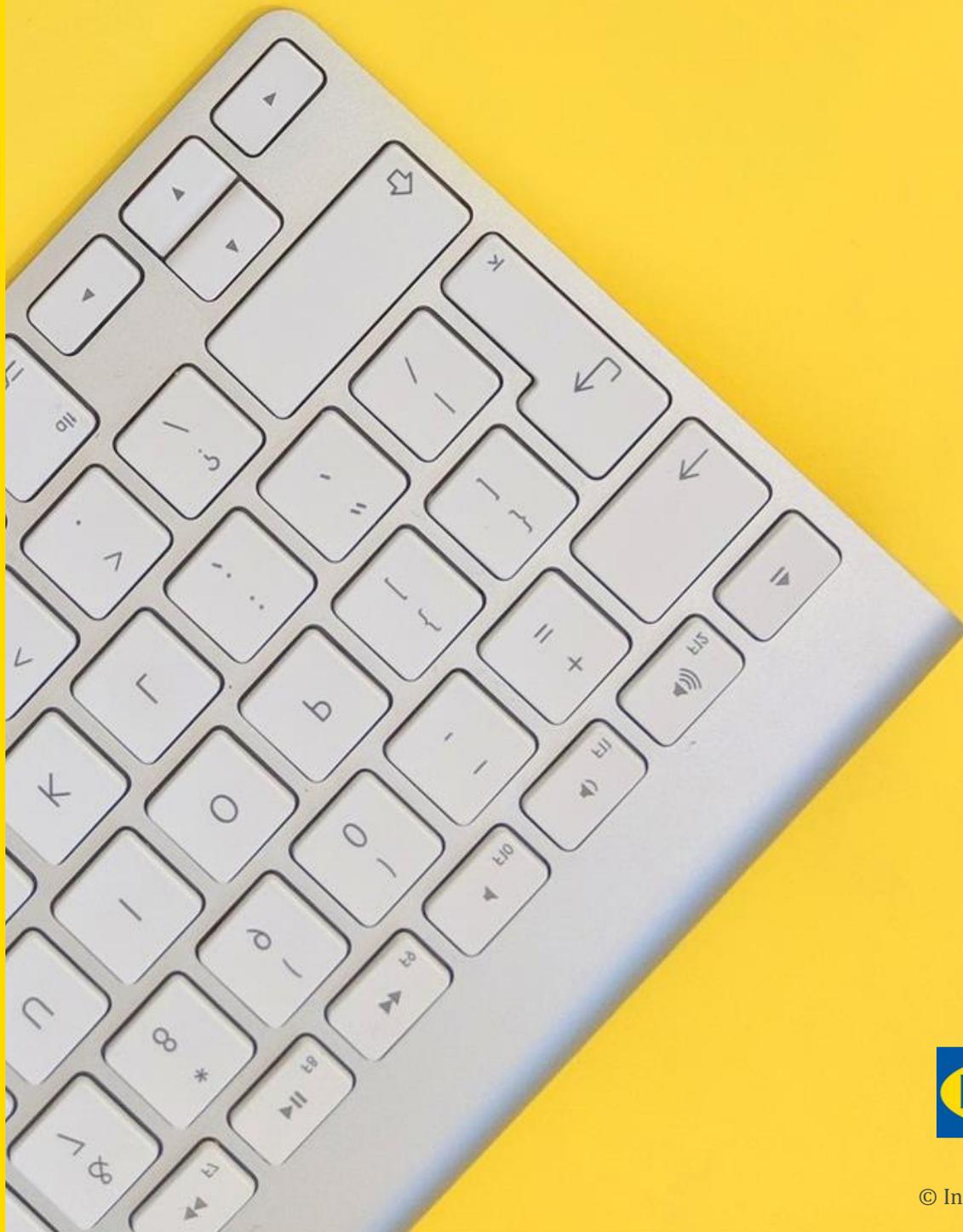
1 Introduction

This Quick Reference Guide (QRG) is designed to be used by suppliers as a reference document for the creation of Service Entry Sheet(s) in Ariba Network.

If more detail is required, please refer to: **User Guide – Supplier – Service Entry Sheets**

2 Create a Service Entry Sheet

Step	Action
1.	Logon to the Ariba Network.
2.	Open the Purchase Order for which services have been provided.
3.	Click **Create Service Sheet**
Note	For Purchase Orders with multiple service lines select the relevant line for the service sheet then click **Next**.
4.	**Service Sheet Header** Fields marked with * must be completed.
Note	**Service Sheet#** Service sheet number must be unique.
5.	Complete the **Additional Fields** section fields as applicable.
6.	**Add Comments** Enter comments as applicable.
7.	**Add Attachments** Upload attachments as applicable.
8.	**Service Entry Sheet Lines** Click **Add** then select **Add Unplanned Item**
9.	Complete the field entries for the completed service.
Note	**Qty / Unit** Unit, e.g. EA, must be in uppercase.
10.	Click **Update.**
11.	Click **Next**.
12.	Review the Service Sheet.
13.	Click **Submit**.
14.	Message "service sheet xxxxxxx has been submitted" is displayed with the options to: Print a copy of the service entry sheet or Exit service sheet creation

What happens next?

The service entry sheet is automatically submitted to Ingka Group (IKEA)via Ariba Network.

The service entry sheet is subject to review and approval by Ingka Group.

For further support:

Please visit the [Vendor Portal - Vendor Portal (ingka.com)](), you will be able to get support via the Procurement page