

Ariba Network Service Order Guide

SAP Ariba 

 SAP



Introduction

The purpose of this document is to provide the information that suppliers need to effectively transact with BP via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between BP and supplier.

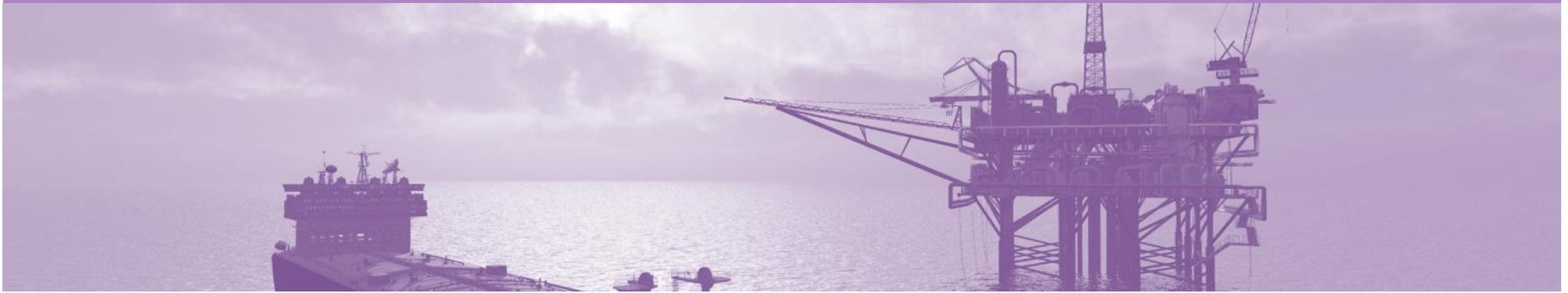


Table of Contents

Select by clicking on the links:

- [Inbox – Orders and Releases](#)
- [General Information-Order Fulfillment Status Levels](#)
- [Table-Order Fulfillment Status Levels](#)
- [Routing Status](#)
- [Unit of Measure](#)
- [Service Order](#)
 - [Service Orders - General Information](#)
 - [Open the Purchase Order](#)
 - [View Service Purchase Order Details – Header Level](#)
 - [View Purchase Order Details – Line Item Level](#)
 - [View Purchase Order Details – Line Item Level Show Item D...](#)
 - [Order History](#)
- [Order Confirmation](#)
 - [Begin the Order Confirmation](#)
 - [Order Confirmation – Confirm Entire Order - Header Level](#)
 - [Finalise the Order Confirmation](#)
 - [Order Confirmation – Reject Entire Order](#)
- [Create Service Sheet](#)
 - [Begin Create Service Sheet](#)
 - [Create Service Sheet - Header Level](#)
 - [Service Sheet – Add Comments or Attachments](#)
 - [Add Service Item Level – Add Contract/Catalog Item](#)
 - [Add Service Item Level - Add Uplanned Item](#)
 - [Finalising Service Sheets](#)
- [Create Invoice Service Sheet Approved](#)
 - [Open the Service Sheet to Invoice](#)
 - [Begin Service Sheet to Invoice](#)
 - [Service Sheet to Invoice – Line Items](#)
- [Service Sheet Status](#)
 - [Locating Service Sheets](#)
 - [Service Sheet – Sent Status](#)
 - [Service Sheet – Rejected with an Edit & Resubmit](#)
 - [Service Sheet – Approved](#)
 - [Service Sheet – Invoiced](#)
 - [Service Sheet – Rejected](#)
- [SAP Ariba Training Survey](#)
- [Support](#)

Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0-9 or 9-0) order by clicking on the column heading.

Ariba Network

HOME **INBOX** OUTBOX CATALOGS REPORTS

Company Settings Company Profile Help Center

CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders

Search

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Customer: Demo Buyer - TEST (14)										
Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO12343	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

The **Ver.** Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

The **Order Number** is the buyers Purchase Order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order

General Information-Order Fulfilment

- The Inbox (Orders and Releases) displays all Purchase Orders sent from BP. Status levels indicate where in the process a Purchase Order is in.
- Only BP can adjust a Purchase Order, supplier to contact their BP requestor where there are errors on a Purchase Order and BP can either obsolete and send a changed Purchase Order or cancel a Purchase Order a send a new purchase order with a different Purchase Order Number
- Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to BP.
- Items that have been fully confirmed cannot be reconfirmed and will need to be removed from the Order Confirmation, however sub quantities, for example on backordered items can be confirmed.
- The status will remain as Partially Confirmed until all items on the purchase order have been provided to BP.
- A partially shipped status will remain until all items have been shipped, any item or sub quantity that has been updated to a shipped status cannot be updated again, and the line will need to be removed where full quantities of items have been shipped, remember suppliers can update remaining quantities.
- If goods are not fully confirmed or shipped the status will remain with “partially” preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed
- The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order
- When entering a Part Number, **do not** enter more than 16 characters

Table-Order Fulfillment Status Levels

Status Level	Definition
Unconfirmed	Initial State. The supplier has not updated the order status
Supplier Canceled	The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further
Obsoleted	A Purchase Order has been changed and the previous Purchase Order has been cancelled
Rejected	The supplier has rejected the entire Purchase Order
Confirmed	The supplier has confirmed that the good on the Purchase Order requested by BP, can either be fully or partially delivered
Backordered	The supplier has backordered all line items and will ship when they are available
Replaced	The supplier replaced all items in the Purchase Order with different items
Shipped	The supplier has shipped the goods
New	An new Purchase Order has been received from BP
Changed	A Purchase Order with a change has been received from BP
Partially (confirmed or shipped)	Only part of the items requested by BP have been either confirmed or shipped.

Routing Status

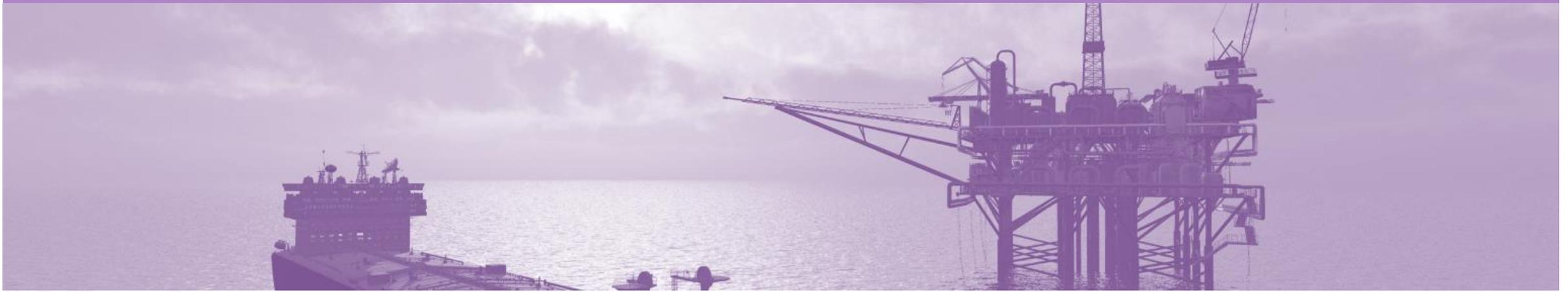
The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between BP and the Supplier.

Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid by BP
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network to BP has been rejected. A rejected document does not meet the Buyer Transaction Rules

Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by BP. When entering or selecting a UOM, it must be Upper Case (capitals), for example, hours must be HRS not hrs. See the list of the BP authorised UOM's.

Code	Name
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
HUR	Hour
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	Overtime hour
RH	Running or operating hour



Service Order

- The Service Order (PO) is the source document for the order and all subsequent documents are created from the PO.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services.
- Any field with an * is a mandatory field and a value is required to be entered
- **DO NOT** include GST on Service Entry Sheets

Service Orders - General Information

The **Orders and Releases** page displays a summary of all purchase orders

Service Orders do not have a specific prefix that identifies it, as a Service or Material Purchase Order.

A Service Order can only be identified after opening a purchase order and the Create Service Sheet button.

An Order Confirmation is mandatory for all Service Purchase Orders.

Certain Service Orders need to have the Service Order Sheet created and approved prior to being able to create an Invoice.

Purchase Order: 4900001637 Done

Create Order Confirmation
 Create Service Sheet
 Create Invoice
 [Hide](#) | [Print](#) | [Download PDF](#)

[Order Detail](#) | [Order History](#)

From: BP Australia Pty Ltd GPO Box 4945 Melbourne VIC 3001 Australia Fax: +61 (1800)504298	To: BP International Limited 2 - TEST 210 Sixth Avenue Pittsburgh, PA 15222 United States Phone:	Purchase Order (New) 4900001637 Amount: \$2,345.00 AUD Version: 1
--	--	--

HOME INBOX OUTBOX CATALOGS REPORTS CSV Documents ▾ Create ▾											
Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More... ▾											
<div style="display: flex; justify-content: space-between; align-items: center;"> Orders and Releases Items to Ship </div>											
<div style="display: flex; justify-content: space-between; align-items: center;"> ► Search Filters </div>											
<div style="display: flex; justify-content: space-between; align-items: center;"> Orders and Releases (100+) « Page 4 » ▾ </div>											
Type	Order Number	Ver	Customer	Amount	Date	Order Status ↑	Settlement	Amount Invoiced	Revision	Actions	
<input type="radio"/>	Order	4900001722	1	BP International Limited - TEST	\$200.00 AUD	25 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions ▾
<input type="radio"/>	Order	4900001675	1	BP International Limited - TEST	\$1,400.00 AUD	20 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions ▾
<input type="radio"/>	Order	4900001674	1	BP International Limited - TEST	\$246.00 USD	20 Sep 2017	New	Invoice	\$0.00 USD	Original	Actions ▾

Open the Purchase Order

1. Click **Inbox** tab on the Dashboard.
 - Screen displays **Orders and Releases**
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
 - View the Purchase Order.

The screenshot shows the SAP Ariba dashboard with the 'INBOX' tab selected. The main content area displays 'Orders and Releases' with a table of 10 orders. The order number '4900001674' is highlighted in the table, and a red circle with the number '2' is placed over it. The table columns include Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4900001722	1	BP International Limited - TEST	\$200.00 AUD	25 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4900001675	1	BP International Limited - TEST	\$1,400.00 AUD	20 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4900001674	1	BP International Limited - TEST	\$246.00 USD	20 Sep 2017	New	Invoice	\$0.00 USD	Original	Actions
Order	4900001673	1	BP International Limited - TEST	\$1,500.00 AUD	20 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4900001661	1	BP International Limited - TEST	\$1,000,000.00 USD	19 Sep 2017	New	Invoice	\$5,007,100.00 USD	Original	Actions
Order	4900001637	1	BP International Limited - TEST	\$2,345.00 AUD	18 Sep 2017	New	Invoice	\$2,345.00 AUD	Original	Actions
Order	4900001631	1	BP International Limited - TEST	\$123,000.00 USD	18 Sep 2017	New	Invoice	\$0.00 USD	Original	Actions

View Service Purchase Order Details – Header Level

The Service Purchase Order Header displays the:

- 1) Service **Purchase Order Number**
 - 2) **Order History.**
 - 3) Purchase Order **Status**
(Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
 - 4) **Payment Terms**
 - 5) **Comments**
 - 6) **Other Information** from BP
 - 7) **Ship To, Bill To and Deliver To** details.
 - 8) **Routing Status** and **Related Documents**
- Scroll down to **Line Items**

Purchase Order: 4900001637 Done

Create Order Confirmation
 Create Service Sheet
 Create Invoice
 [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

<p>From: BP Australia Pty Ltd GPO Box 4945 Melbourne VIC 3001 Australia Fax: +61 (1800) 504298</p>	<p>To: BP International Limited 2 - TEST 210 Sixth Avenue Pittsburgh, PA 15222 United States Phone: Fax: Email: NoReplyAribaCS@ariba.com</p>	<p>Purchase Order (New) 4900001637 Amount: \$2,345.00 AUD Version: 1</p>
---	---	--

<p>Payment Terms NET 0 Before 30th of the Next Month Due Net</p>	<p>Routing Status: Acknowledged Related Documents: ICSUAT0015</p>
---	---

Comments
 Comment Type: Terms and Conditions
 Body: INSTRUCTIONS TO VENDOR:
 To ensure on-time payment:
 1. Reference the Purchase Order No. on all corresponding invoices.
 2. Send the invoice directly to the P.O Box, fax number or email address noted i ... [View more](#) »

Other Information
 CompanyCode: AU0A
 Purchasing Unit Name: Downstream / ASPAC / MSL / Australia / AU0A

<p>Ship All Items To</p> <p>AU BP OFFICE DOCKLANDS Level 17, 717 Bourke Street - Docklands Melbourne VIC 3008 Australia Ship To Code: NAU07030 Email: colin.boden@bp.com</p>	<p>Bill To</p> <p>BP Australia Pty Ltd GPO Box 4945 Melbourne VIC 3001 Australia Fax: +61 (1800) 504298</p>	<p>Deliver To</p> <p>Craig AU BP OFFICE DOCKLANDS</p>
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View Purchase Order Details – Line Item Level

9) Click **Details** to see further Line Level details.

10) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items ★ 9 Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	20 Sep 2017	\$2,345.00 AUD	\$2,345.00 AUD	\$0.00 AUD	Details
Test service								

Order submitted on: Monday 18 Sep 2017 8:51 PM GMT+10:00
Received by Ariba Network on: Monday 18 Sep 2017 8:51 PM GMT+10:00
This Purchase Order was sent by BP International Limited - TEST AN01047986513-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: \$2,345.00 AUD
Total Invoiced: \$2,345.00 AUD
Est. Total Tax: \$ 0.00 AUD
Est. Grand Total: \$2,345.00 AUD

Create Order Confirmation Create Service Sheet Create Invoice [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

★ 10
[Done](#)

View Purchase Order Details – Line Item Level Show Item Details

Note: When reviewing a Purchase Order use Show Item Details to identify any comments or further information from BP.

➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 

Line Items
[Hide Item Details](#) 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	 Material	1 (EA)	20 Sep 2017	\$2,345.00 AUD	\$2,345.00 AUD	\$0.00 AUD	Summary

Test service

Status

1 Unconfirmed

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
GST	0.00	\$2,345.00 AUD	\$0.00 AUD		Goods and Services Tax	

Accounting

Percentage	Percentage	100
GL Account	ID	0602210111
Cost Center	ID	8015000006

Other Information

Expected Value for Unplanned Spend: \$2,345.00 AUD

Order submitted on: Monday 18 Sep 2017 8:51 PM GMT+10:00  Service Sheet Required
 Received by Ariba Network on: Monday 18 Sep 2017 8:51 PM GMT+10:00
 This Purchase Order was sent by BP International Limited - TEST AN01047986513-T and delivered by Ariba Network.

Sub-total: \$2,345.00 AUD
 Total Invoiced: \$2,345.00 AUD
 Est. Total Tax: \$ 0.00 AUD
 Est. Grand Total: \$2,345.00 AUD

 Create Order Confirmation
 Create Service Sheet
 Create Invoice

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Done

Order History

Use **Order History** to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4900001637 Done

[Order Detail](#)
Order History

Purchase Order: 4900001637
 Order Status: New
 Submitted On: 18 Sep 2017 8:51:12 PM GMT+10:00

From Customer: BP International Limited - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128491073	18 Sep 2017 8:51:23 PM
Sent	Email order was sent to sangram.mohanty@bp.com.	OrderDispatcher - Email	18 Sep 2017 8:51:36 PM
	Email order was sent to sangram.mohanty@bp.com.	ANPODispatcher-128484027	18 Sep 2017 8:51:36 PM
Acknowledged	Email order was sent to sangram.mohanty@bp.com.	OrderDispatcher - Email	18 Sep 2017 11:51:10 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	Not Available	1 (EA)	20 Sep 2017	\$2,345.00 AUD	\$2,345.00 AUD	\$0.00 AUD
	Test service					
	Status					
	1 Unconfirmed					

Sub-total: \$2,345.00 AUD
 Total Invoiced: \$2,345.00 AUD
 Est. Total Tax: \$ 0.00 AUD
 Est. Grand Total: \$2,345.00 AUD

Done



Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order.
 - 2) Update Line Item: please use Confirm Entire Order or Reject Entire Order.
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled.

Begin the Order Confirmation

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
 - View the Purchase Order.
3. Click **Create Order Confirmation**.
 - Drop down box displays available options:
 - **Confirm Entire Order**
 - **Reject Entire Order**
4. Select appropriate option.
 - Screen displays **Order Confirmation**

The screenshot shows the SAP Ariba interface. At the top, the 'INBOX' tab is selected. Below the navigation bar, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', and 'More...'. The 'Orders and Releases' section is active, showing a table of orders. The second row of the table is highlighted, and its order number '4900001675' is circled in red with a '2'. Below the table, the 'Purchase Order: 4900001637' is displayed. A dropdown menu is open, showing options: 'Create Order Confirmation', 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Create Order Confirmation' option is highlighted in blue with a '3', and the 'Confirm Entire Order' option is highlighted in orange with a '4'. The interface also includes a 'Done' button and various action links like 'Service Sheet', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4900001722	1	BP International Limited - TEST	\$200.00 AUD	25 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4900001675	1	BP International Limited - TEST	\$1,400.00 AUD	20 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4900001674	1	BP International Limited - TEST	\$246.00 USD	20 Sep 2017	New	Invoice	\$0.00 USD	Original	Actions
Order	4900001673	1	BP International Limited - TEST	\$1,500.00 AUD	20 Sep 2017	New	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4900001637

From: BP Australia Pty Ltd
GPO Box 1945

To: BP International Limited 2 - TEST
210 Sixth Avenue

Purchase Order (New)
4900001637

Order Confirmation – Confirm Entire Order - Header Level

1. Enter **Est. Delivery Date**.

2. Add **Attachment** (if necessary).

Note: There are a number of other fields available:

- 1) Confirmation Number – the number you provide to BP from your ordering process
- 2) Add Shipping Cost where it is not already included within the trading terms you have with BP
- 3) If Shipping cost has been added, enter the cost of the shipping
- 4) Comments can be entered if necessary

➤ Scroll down to Line Items

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #: ★ 1

Associated Purchase Order #: 4900001580

Customer: BP International Limited - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: ★ 2

Est. Shipping Cost:

Est. Delivery Date: * ★ 3

Est. Tax Cost:

★ 4 Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Browse... ★ 2

The total size of all attachments cannot exceed 10MB

Finalise the Order Confirmation

The screen is displaying the Order Confirmation

1. Click **Next**.

➤ Screen displays: Review Order Confirmation

2. Click **Submit**.

➤ Screen returns to the Purchase Order.

➤ Order Status has changed to Partially Confirmed

Purchase Order
(Confirmed)
4900001981
 Amount: \$1,000.00 AUD
 Version: 1



Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Invoice Attachment Test	1,000 (EA)	10 Oct 2017	\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD

Current Order Status: *exceed 10%*

↳ [Confirm All](#) 1

[Exit](#) [Next](#)

Confirming PO [Previous](#) [Submit](#) [Exit](#)

1 Update Item Status

2 Review Confirmation

Confirmation #:
Supplier Reference:
Est. Delivery Date: 25 Oct 2017

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Invoice Attachment Test	1,000 (EA)	10 Oct 2017	\$1.00 AUD	\$1,000.00 AUD	\$0.00 AUD

Current Order Status:

100 Rejected (Rejection Reason: Unable to Supply Item ; Comments: The supplier of raw materials can no longer supply)
500 Confirmed With Changes (Comments: Price reduction due to new supply source ; Estimated Delivery Date: 25 Oct 2017 ; Confirmed Unit Price: \$1.00 AUD)
400 Backordered (Comments: Manufacturing Equipment Failure ; Estimated Delivery Date: 25 Oct 2017)

2 [Previous](#) [Submit](#) [Exit](#)

Order Confirmation – Reject Entire Order

1. Select the **Rejection Reason** from the drop down list

2. Click **Reject Order**

➤ Screen returns to the Purchase Order

Note: Order Status has changed to Rejected

• Use the Reject if;

- You can no longer fulfil the order
- Price needs to be increased beyond the tolerance set
- The order was not intended for your company
- Include detailed notes advising reason for rejection

To:
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States

Purchase Order (New)
4900001951
Amount: \$90.00 AUD
Version: 1

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Rejection Reason: **Incorrect Price**

Comments:

Reject Order

Please Select
Duplicate Order
Incorrect Delivery Date
Incorrect Description
Incorrect Price
Incorrect Quantity
Incorrect Stock/Part Number
Incorrect Supplier Code Used
Incorrect UOM
Not our Product Line
Unable to Supply Item(s)
Other

Purchase Order (Rejected)
4900001951
Amount: \$90.00 AUD
Version: 1

Bill To
BP Australia Pty
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Fax: +61 (1800) 504298

Type	Qty (Unit)	Need By
------	------------	---------



Create Service Sheet

- A Service Sheet is completed for services provided to BP
- The Create Invoice tab will remain greyed out and Order confirmation has been created first
- Some Service Entry Sheets are required to be Approved prior to invoicing
- Some Service Sheets will be created from the Order Confirmation on behalf of the Supplier
- Where Suppliers are required to add a Non Catalogue SES line it is important that the description is entered. Where a description is not entered tot SES will be rejected by BP
- **DO NOT** include GST on Service Entry Sheets

Begin Create Service Sheet

1. Click Inbox
 2. Select the Service Purchase Order with a Confirmed Status
 3. Click Create Service Sheet
- Screen displays Create Service Sheet

The screenshot shows the Ariba Network interface. At the top, the 'INBOX' tab is highlighted with a red circle containing the number '1'. Below the navigation bar, the 'Orders and Releases' section is active. A table lists several orders, with the second row (Order Number 4900001915) highlighted in yellow and marked with a red circle containing the number '2'. Below the table, the 'Purchase Order: 4900001916' details are shown. In the 'Create' dropdown menu, the 'Create Service Sheet' option is highlighted with a yellow box and marked with a red circle containing the number '3'. The order details include 'From: BP Australia Pty Ltd' and 'To: BP International Limited 2 - TEST'.

Ariba Network Company Settings CSV Documents [Create](#)

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Orders and Releases [Time & Expense Sheets](#) [Early Payments](#) [Scheduled Payments](#) [Remittances](#) [Inquiries](#) [Contracts](#) [More...](#)

Orders and Releases

Orders and Releases [Items to Ship](#)

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4900001916	1	BP International Limited - TEST	\$900.00 AUD	7 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001915	1	BP International Limited - TEST	\$100.00 AUD	7 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001902	1	BP International Limited - TEST	\$200.00 AUD	6 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4900001916 [Done](#)

[Create Order Confirmation](#) [Create Service Sheet](#) [Create Invoice](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail [Order History](#)

From:
BP Australia Pty Ltd
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Fax: +61 (1800) 504298

To:
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States
Phone:
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order
(Confirmed)
4900001916
Amount: \$900.00 AUD
Version: 1

Create Service Sheet - Header Level

1. Enter the **Service Sheet** number, the number you provide to BP
2. Enter the **Service Start Date**
3. Enter the **Service End Date**
4. Enter the **Name** of the approver
5. Enter the **Email** address of the approver
6. Click on **Add Comments** to add comments (if required)
7. Click on **Add Attachments** to add documentation required by BP (if required)
8. Scroll down to **Service Entry Sheet Lines**

Create Service Sheet

Update
Save
Exit
Next

▼ Service Sheet Header
* Indicates required field

Add to Header 8

Summary

Purchase Order: 4900001916	Subtotal: \$0.00 AUD
Service Sheet #: SS885775-1 1	Service Start Date: 2 Oct 2017 2
Service Sheet Date: 22 Oct 2017	Service End Date: 8 Oct 2017 3

Additional Fields

Supplier Reference: <input style="width: 100%;" type="text"/>	To: BP Australia Pty Ltd
From: BP International Limited 2 - TEST	Level 17, 717 Bourke Street - Docklands
210 Sixth Avenue Pittsburgh, PA 15222 United States	Melbourne VIC 3008 Australia

Field Contractor:	Field Engineer:
Name: <input style="width: 100%;" type="text"/>	Name: <input style="width: 100%;" type="text"/>
Email: <input style="width: 100%;" type="text"/>	Email: <input style="width: 100%;" type="text"/>
Phone: AUS 61 <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Phone: AUS 61 <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Approver:	Name: John Doe 4
	Email: John.doe@ABCcompany.com 5
	Phone: AUS 61 <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Add Comments 6

Add Attachments 7

N

Service Sheet – Add Comments or Attachments

➤ To add a comment click on **Add Comment**, a **Comment** section will open

1. Enter the required Comments

➤ To add an attachment click on **Add Attachment**, an **Attachments** section will open

2. Click on Browse, select the file on your computer

3. Click on **Add Attachment**

Note: The attachment will be added

➤ Scroll down to **Service Entry Sheet Lines**

Comment

Comments: Remove

Attachments

The total size of all attachments cannot exceed 10MB Remove

Name	Size (bytes)	Content Type	
<input type="checkbox"/> Induction paperwork.doc	11684	application/vnd.openxmlformats-officedocument.wordprocessingml.document	N
↳ <input type="button" value="Delete"/>			

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
1	Not Available <i>retest the PR line form</i>	C323-V2
↳ <input type="button" value="Add Pricing Details"/>		

Add Service Item Level – Add Contract/Catalog Item

➤ Screen displays Service Entry Sheet Lines

1. Click **Add**

2. Select **Add Contract/Catalog Item**

Note: The **Create Service Sheet: Add Item** screen is displayed

The items associated to the pre-existing contract will be displayed:

- 1) Items can be shown by Category
- 2) Display can be changed to a list format
- 3) Pricing is based on the contract

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
1	Not Available <i>retest the PR line form</i>	C323-V2

Add ▾ 1

Add Contract/Catalog Item 2
Add Unplanned Item

Add Pricing Details
Update
Save
Exit
Next

Create Service Sheet: Add Item

Part No: Not Available, Description: SERVICE LIMIT
Done
Cancel

Browse By Category 1

All Categories Search by part #, supplier name, or keyword 🔍

7 item(s) found View: ☰ ☰ Sort by: Relevance

- Books, Forms and Printed Media >
- Maintenance, Repair and Operati... >
- Promotional Items >
- Raw Materials >
- Services >

Add to Cart
Compare Items

ScreenScape Connect Digital Signage

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: FH21123

Available in: 90 Day(s)

\$2,999.00 AUD / each

Qty: Add to Cart

Custom Printing Work

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: FH33224

Available in: 90 Day(s)

\$105.00 AUD / each

Qty: Add to Cart

Touch Screen Signage, 10-inch

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: FH45443

Available in: 90 Day(s)

\$323.50 AUD / each

Qty: Add to Cart

EXAMPLE ITEM 001

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: EI001

Available in: 12 Day(s)

\$100.00 AUD / each

Qty: Add to Cart

CJP Pump 1

mens wear

3

Add Service Item Level - Add Contract/Catalog Item cont.

3. Locate the items for the Service Sheet, enter the required amount based on the pricing displayed into **Qty:**

4. Click **Add to Cart**

Note: The number on the little trolley will display the number of items added

➤ Repeat until all items to be added to the Service Sheet have been added to the cart

5. Click on **Done**

➤ The screen will return to Service Sheet Line Items with the items added displayed

Create Service Sheet: Add Item 5 Done Cancel

Part No: Not Available, Description: SERVICE LIMIT

Browse By Category: All Categories Search by part #, supplier name, or keyword N

7 item(s) found View: [List View] [Grid View] Sort by: Relevance

<input type="checkbox"/>	<input type="button" value="Add to Cart"/>	<input type="button" value="Compare Items"/>			
<input type="checkbox"/>		ScreenScape Connect Digital Signage Supplier: Federal Heath Sign Company, LLC Supplier Part #: FH21123 Available in: 90 Day(s)	<input type="checkbox"/>		Custom Printing Work Supplier: Federal Heath Sign Company, LLC Supplier Part #: FH33224 Available in: 90 Day(s)
		3 Qty: 2 <input type="button" value="Add to Cart"/> 4			Qty: 1 <input type="button" value="Add to Cart"/>
		\$2,999.00 AUD / each			\$105.00 AUD / each
<input type="checkbox"/>		Touch Screen Signage, 10-inch Supplier: Federal Heath Sign Company, LLC Supplier Part #: FH45443 Available in: 90 Day(s)	<input type="checkbox"/>		EXAMPLE ITEM 001 Supplier: Federal Heath Sign Company, LLC Supplier Part #: E1001 Available in: 12 Day(s)
		Qty: 5 <input type="button" value="Add to Cart"/>			Qty: 12 <input type="button" value="Add to Cart"/>
		\$323.50 AUD / each			\$100.00 AUD / each
<input type="checkbox"/>		CJP Pump 1 Supplier: Federal Heath Sign Company, LLC	<input type="checkbox"/>		mens wear Supplier: Federal Heath Sign Company, LLC

Add Service Item Level - Add Contract/Catalog Item cont.

- Review the information added
- Add comments, if required
- 6. Click on **Next**
- Screen **displays Create Service sheet**, confirm and Submit screen
- Go to **Slide 30** Finalising Service Sheets

Service Entry Sheet Lines

Line #	Part # / Description	Contract #	
1	Not Available SERVICE LIMIT		Add/Update ▼

Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/> FH21123	Service ▼	2 EA	\$2,999.00 AUD	\$5,998.00 AUD
ScreenScape Connect Digital Signage					

SERVICE PERIOD

COMMENTS

Add Comments:

Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/> FH33224	Service ▼	1 EA	\$105.00 AUD	\$105.00 AUD
Custom Printing Work					

SERVICE PERIOD

COMMENTS

Add :

↳ [Add Pricing Details](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

6

Add Service Item Level - Add Unplanned Item

1. Complete the **Create Service Sheet Header**, refer to **Slide 23**

➤ Scroll down to **Service Entry Sheet Lines**

2. Click **Add**

3. Select **Add Unplanned Item**

➤ The **Create Service Sheet: Add Item** screen is displayed

Create Service Sheet Update Save Exit Next

Service Sheet Header 1 * Indicates required field Add to Header ▾

Summary

Purchase Order: 4900001899 Subtotal: \$0.00 AUD

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
1	Not Available <i>retest the PR line form</i>	C323-V2

↳ Add Pricing Details

2 Add ▾
Add Contract/Catalog Item

3 Add Unplanned Item

Update Save Exit Next

Add Service Item Level – Add Unplanned Item cont.

4. Enter the **Part# or Description** of the service (required, only up to 16 characters)
5. Check that **Service** is displayed in **Type**
6. Enter the **Qty**
7. Enter the **Unit** of measure
8. Enter the **Price** based on the unit
9. Enter the service period **Start Date**
10. Enter the service period **End Date**
11. Click on **Update**
 - Repeat from step 2 to add more items
12. Click on **Next**
 - Screen displays **Create Service Sheet** confirm and submit

Service Entry Sheet Lines

Line #	Part # / Description	Contract #			
1	Not Available SERVICE.	Add ▾			
Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input type="checkbox"/> Security	Service ▾	34 days	\$567.00 USD	\$19,278.00 US Delete
SERVICE PERIOD		Start Date: 2 Oct 2017	End Date: 8 Oct 2017		
COMMENTS					
Add Comments: <input type="text"/>					
Add Pricing Details		Update		Save	Exit
				Next	

Finalising Service Sheets

- Review the information
- 7. Click **Submit**
- 8. Click **Exit**
- Screen displays Purchase Order

Note: The Create Invoice Tab is still greyed out indicating that the Service Sheet must be approved prior to creating the invoice

i The Status of the Purchase Order will be **Serviced** or **Partially Serviced** depending on the amount on the Purchase order and the amount on the created service sheet

- 9. Click on **Done**
- Screen displays **Orders and Releases**

Create Service Sheet Previous Save **Submit** Exit

Confirm and submit this document. **7**

Service Sheet
 SS12345
 Date: 22 Oct 2017
 Purchase Order: 4900001899
 Subtotal: \$105.00 AUD
 Service Start Date: 2 Oct 2017
 Service End Date: 8 Oct 2017

From _____ To _____

Ariba Network Company Settings ▾

Service Sheet SS12345 has been submitted.

[Print a copy of the service sheet](#)
Exit service sheet creation. **8**

SAP Ariba

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Purchase Order: 4900001899 **Done** **9**

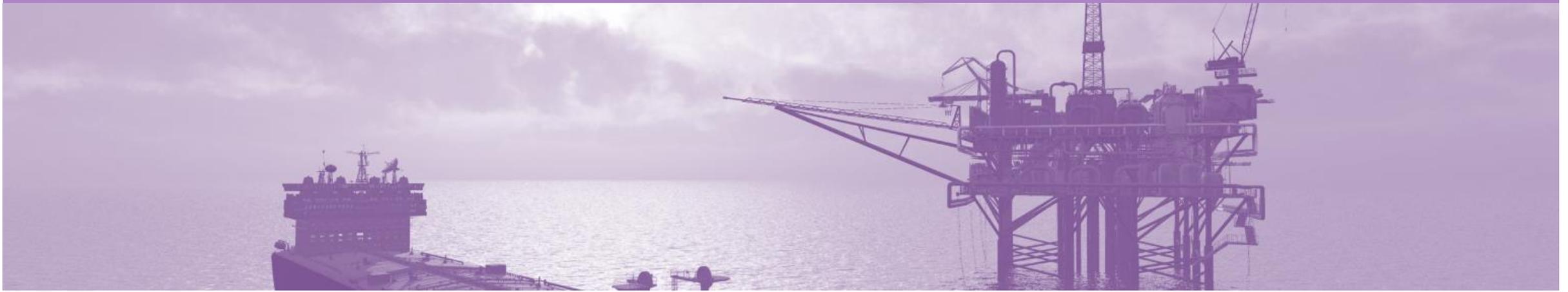
Create Order Confirmation ▾ Create Service Sheet Create Invoice ▾ **N** [Print ▾](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail Order History

<p>From: BP Australia Pty Ltd Level 17, 717 Bourke Street - Docklands Melbourne VIC 3008 Australia</p>	<p>To: BP International Limited 2 - TEST 210 Sixth Avenue Pittsburgh, PA 15222 United States</p>
--	--

Purchase Order
(Partially Serviced)
 4900001899
 Amount: \$500.00 AUD
 Version: 1

Purchase Order
(Serviced)
 4900001899
 Amount: \$500.00 AUD
 Version: 1



Create Invoice - Service Sheet Approved

Once a service has been carried out the invoicing process can be begun one of two ways.

Service Sheet has been created first

Step 1: Receive and confirm Service Order

Step 2: Provide service

Step 3: Create Service Sheet

Step 4: Send to BP for Approval

Step 5: Manually create Invoice in the Ariba Network

Open the Service Sheet to Invoice

1. Click **Outbox** tab

➤ Screen displays the list of Invoices

2. Click on **Service Sheets**

➤ Screen displays Service Sheets

3. Locate the required **Approved** Service Order to Invoice

➤ Screen displays the Service Order

4. Click **Create Invoice**

➤ Screen displays **Create Invoice Header**

Ariba Network Company Settings CSV Documents [Create](#)

HOME INBOX **OUTBOX** **1** [INVOICES](#) REPORTS

[Invoices](#) [Order Confirmations](#) [Ship Notices](#) **Service Sheets** **2** [Invoices](#) [Drafts](#)

Service Sheets

▶ Search Filters

Service Sheets (243) Page 1

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status ↑
<input type="checkbox"/>	LOVKSES2121	BP International Limited - TEST	4900000428	16 May 2017	\$1.00 USD	Acknowledged	Approved
<input type="checkbox"/>	1310SS11ir	BP International Limited - TEST	4900001310	19 Sep 2017	\$323.50 AUD	Acknowledged	Approved
<input type="checkbox"/>	15346	BP International Limited - TEST	4900000434	17 May 2017	\$1,000.00 USD	Acknowledged	Approved
<input type="checkbox"/>	YDJUL11	BP International Limited - TEST	4900001552	12 Sep 2017	\$5.00 AUD	Acknowledged	Approved
<input type="checkbox"/>	4900001552	BP International Limited - TEST	4900001552	12 Sep 2017	\$5.00 AUD	Acknowledged	Approved

Service Sheet: 15346

[Create Invoice](#) **4** [Download PDF](#) [Done](#)

Detail History

Service Sheet (Approved) Subtotal: \$1,000.00 USD
15346
Date: 17 May 2017
Purchase Order: [4900000434](#)
Subtotal: \$1,000.00 USD

From: BP International Limited 2 - TEST To: BP Australia Pty Ltd

Begin Service Sheet to Invoice

1. Enter the **Invoice** number
 2. Confirm or enter the **Invoice Date**
- Scroll down to **Line Items**

Create Invoice

[Update](#) [Save](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Purchase Order: 4900000434	Subtotal: \$1,000.00 USD	View/Edit Addresses
Invoice #: <input type="text" value="INV9099987-1"/> 1	Total Tax: \$0.00 USD	
Invoice Date: <input type="text" value="22 Oct 2017"/> 2	Total Amount without Tax: \$1,000.00 USD	
Supplier Tax ID: <input type="text"/>	Tax: Amount Due: \$1,000.00 USD	

Remit To: BP International Limited 2 - TEST
Pittsburgh, PA
United States

Bill To: **BP Australia Pty Ltd**
Melbourne VIC
Australia

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: BP International Limited 2 - TEST Pittsburgh, PA United States	Ship To: AU BP OFFICE DOCKLANDS Melbourne VIC Australia Tim	View/Edit Addresses
	Deliver To: AU BP OFFICE DOCKLANDS	

Payment Term

Net Term(days): 0

Service Sheet to Invoice – Line Items

1. Click in **Tax Category**
 2. Select the correct **Tax Rate**
 3. Click **Add to Included Lines**
- A tax section will open for each line item

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

1 Tax Category: GST

<input type="checkbox"/>	Include	Type	Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input type="checkbox"/>		Not Available				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	service 001	1	EA	\$1,000.00 USD	\$1,000.00 USD

Service Sheet Details Service Sheet #: 15346

Service Period Service Start Date: 23 May 2017

Service End Date: 23 May 2017

Service Line #: 1

Line Item Actions

2 Taxes

- 0% GST / Australia Tax E...
- 10% GST / GST Inclusive
- 15% GST / New Zealand

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

3

Service Sheet to Invoice – Line Items cont.

➤ Review the information

4. Click on **Next**

➤ Screen displays Create Invoice

5. Click on **Submit**

6. Click **Exit**

➤ Screen displays the **Service Sheet**

Note: The status is displayed

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 10% GST / GST Inclusive Discount Add to Included Lines

<input type="checkbox"/>	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1		Not Available	Engineering services				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	service 001	Aircon service	1	EA	\$1,000.00 USD	\$1,000.00 USD

Service Sheet Details Service Sheet #: 15346 Service Line #: 1

Service Period Service Start Date: 23 May 2017 Service End Date: 23 May 2017

Tax Category:* 10% GST / GST Inclusive Taxable Amount: \$1,000.00 USD Remove

Location: Tax Rate Type:

Description: GST Inclusive Rate(%): 10

Regime: Tax Amount: \$100.00 USD

Line Item Actions

Service Sheet: 15346

Service Sheet (Invoiced) 15346

Date: 17 May 2017
Purchase Order: 4900000434
Subtotal: \$1,000.00 USD

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice #: INV9099987-1 Invoice Date: Sunday 22 Oct 2017 6:06 PM GMT+11:00 Original Purchase Order: 4900000434	Subtotal: \$1,000.00 USD \$1,279.30 AUD Total Tax: \$100.00 USD \$127.93 AUD Total Amount without Tax: \$1,000.00 USD \$1,279.30 AUD Amount Due: \$1,100.00 USD \$1,407.23 AUD (1 US Dollar = 1.2793 Australian Dollar)
--	---

Invoice INV9099987-1 has been submitted.

6

- [Print a copy of the invoice.](#)
- Exit invoice creation.



Service Sheet Status

- The Service Sheet Status advises that the buyer has received the Service Sheet and whether they Approve or Reject the details on the Service Sheet.
- All Service orders require the Service Sheet Status of Approved prior to invoicing.

Locating Service Sheets

1. Click **Outbox** tab on the Dashboard

➤ Screen displays the list of Invoices

2. Click **Service Sheets**

Note: The **Service Sheets** screen is displayed providing information on:

- 1) **Service Sheet Number**-Created by the Supplier
- 2) **Related PO** number created by the BP
- 3) **Status** of the Service Sheet

Ariba Network

HOME INBOX **OUTBOX** LOGS REPORTS

CSV Documents Create

Invoices Order Confirmations Ship Notices **Service Sheets** Archived Invoices Drafts

Invoices

Search Filters

Invoices (100+) Page 1

	Invoice #	Customer	Reference	Submit Method	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
<input type="radio"/>	123412342134	BP International Limited - TEST	4920000008	Online	21 Oct 2017	\$323.50 AUD	Acknowledged	Approved
<input type="radio"/>	INV006	BP International Limited - TEST	4920000006	Online	20 Oct 2017	\$100.00 USD	Acknowledged	Sent

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

CSV Documents Create

Invoices Order Confirmations Ship Notices **Service Sheets** Archived Invoices Drafts

Service Sheets

Search Filters

Service Sheets (242) Page 1

	Service Sheet # 1	Customer	Related PO 2	Date	Amount	Routing Status	Status 3
<input type="checkbox"/>	SES007	BP International Limited - TEST	4920000007	20 Oct 2017	\$100.00 USD	Acknowledged	Sent
<input type="checkbox"/>	4900001987V2	BP International Limited - TEST	4900001987	19 Oct 2017	\$500.00 AUD	Acknowledged	Approved
<input type="checkbox"/>	SES1984	BP International Limited - TEST	4900001984	18 Oct 2017	\$100.00 USD	Acknowledged	Invoiced

Service Sheet – Sent Status

- Service Sheets in a Sent Status indicate what information has been sent on the service sheet to BP via the Ariba Network
- A Sent Service Sheet will remain in a Sent Status until it is acknowledged
- The Approver will then review and either reject or approve the Service sheet
- Only once a Service Sheet has been approved can an invoice be created

Service Sheet: XYZ4900001947V1
Done

Create Invoice
Print
Download PDF
Export cXML

Detail
History

Service Sheet
(Sent)
XYZ4900001947V1
Date: 12 Oct 2017
Purchase Order: [4900001947](#)
Subtotal: \$400.00 USD
Service Start Date: 12 Oct 2017
Service End Date: 19 Oct 2017

Subtotal: \$400.00 USD

From
BP International Limited 2 - TEST
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States

To
BP Australia Pty Ltd
BP International Limited - TEST
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Address ID: AU0A

Supplier Reference: XYZ4900001947

Routing Status: Sent
Related Documents: [4900001947](#)

Field Engineer

Field Contractor

Approver
dmaubasicuser0
Email: stani.baxter@bp.com

Service Entry Sheet Lines [Show Item Details](#)

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
1		Not Available XYZSER					
1	Service	xyz xyz		1 (EA)	\$400.00 USD	\$400.00 USD	Details

Service Entry Summary
Subtotal: \$400.00 USD

Service Sheet – Rejected with an Edit & Resubmit

- When a Service Sheet is rejected by the Approver, the rejection reason will be provided
- Only Service Sheets that display an Edit and Resubmit status can be edited
- Select Edit and Resubmit and correct the information required by the approver

Service Sheet: 4900001950
Done

Create Invoice
Edit Print ▾
Download PDF
Export cXML

Detail

History

Rejection Reasons from Customer:
add UOM

Edit & Resubmit

Service Sheet
(Rejected)
4900001950
Date: 16 Oct 2017
Purchase Order: [4900001950](#)
Subtotal: \$90.00 AUD
Service Start Date: 16 Oct 2017
Service End Date: 16 Oct 2017

Subtotal: \$90.00 AUD

From
BP International Limited 2 - TEST
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States

To
BP Australia Pty Ltd
BP International Limited - TEST
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Address ID: AU0A

Supplier Reference: 4900001950

Routing Status: Acknowledged
Related Documents: [4900001950](#)

Field Engineer

Field Contractor

Approver
dmaubasicuser0
Email: stani.baxter@bp.com

Service Entry Sheet Lines Show Item Details

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
1		car car service order					
1	Service	4900001950 4900001950		1 (1)	\$90.00 AUD	\$90.00 AUD	Details

Service Sheet – Approved

- Only Service sheets with an Approved status can have an invoice created
- The Create Invoice button is active only when the Service Sheet has been approved by the Requestor at BP

Service Sheet: 42324241
Done

Create Invoice
Print
Download PDF
Export cXML

Detail
History

Service Sheet Subtotal: \$19.26 AUD
(Approved)
 42324241
 Date: 6 Sep 2017
 Purchase Order: [4900001521](#)
 Subtotal: \$19.26 AUD

From
BP International Limited 2 - TEST
 BP International Limited 2 - TEST
 210 Sixth Avenue
 Pittsburgh, PA 15222
 United States

To
BP Australia Pty Ltd
 BP International Limited - TEST
 GPO Box 4945
 Melbourne VIC 3001
 Australia
 Address ID: AU0A

Routing Status: Acknowledged
 Related Documents: [4900001521](#)

Field Engineer

Field Contractor

Approver

sfsfd
 Email: asdfasfa@bp.com

Service Entry Sheet Lines [Show Item Details](#)

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1		Not Available <i>Service Item for split accounting test</i>					
1	Material	YDCTLG4 <i>Marker</i>		1 (EA)	\$3.00 AUD	\$3.00 AUD	Details
2	Service	tewrte <i>werwerwe</i>		1 (AcR)	\$13.00 USD	\$13.00 USD	Details

Service Entry Summary
 Subtotal: \$19.26 AUD

Service Sheet – Invoiced

- BP accepts Partially Invoiced Service Sheet Invoices
- An invoice cannot be adjusted once it has been sent to BP, contact the approver to discuss the process required

Service Sheet: 1664SS13
Done

Create Invoice
Print
Download PDF
Export cXML

Detail
History

Service Sheet
(Invoiced)
1664SS13
Date: 21 Sep 2017
Purchase Order: [4900001664](#)
Subtotal: \$500.00 USD
Service Start Date: 21 Sep 2017
Service End Date: 21 Sep 2017

Subtotal: \$500.00 USD

From
BP International Limited 2 - TEST
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States

To
BP Australia Pty Ltd
BP International Limited - TEST
GPO Box 4945
Melbourne VIC 3001
Australia
Address ID: AU0A

Routing Status: Acknowledged
Related Documents: [4900001664](#)
[1664INV13](#)

Field Engineer

Field Contractor

Approver
asd
Email: ian.rose@sap.com

Service Entry Sheet Lines [Show Item Details](#)

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1		Not Available <i>service item</i>	C323-V2				
1	Material	14241 <i>non catalog TEST 2</i>		5 (EA)	\$100.00 USD	\$500.00 USD	Details

Service Entry Summary
Subtotal: \$500.00 USD

Service Sheet – Rejected

- Rejected Service Sheets cannot be invoiced
- Create a new Service Sheet from the purchase order
- Service sheet numbers cannot be the same, create a new service sheet with an identifying character
- Rejected Service Sheets will typically display obsoleted once a new Service Sheet is created for the same purchase order

Service Sheet: SES1270 Done

[Create Invoice](#)
[Print](#)
[Download PDF](#)

[Detail](#)
[History](#)

Service Sheet Subtotal: \$100.00 USD
(Rejected)
 SES1270
 Date: 27 Jul 2017
 Purchase Order: [4900001270](#)
 Subtotal: \$100.00 USD

From
BP International Limited 2 - TEST
 BP International Limited 2 - TEST
 210 Sixth Avenue
 Pittsburgh, PA 15222
 United States

To
BP Australia Pty Ltd
 BP International Limited - TEST
 GPO Box 4945
 Melbourne VIC 3001
 Australia
 Address ID: AU0A

Routing Status: Obsoleted
 Related Documents: [4900001270](#)

Service Sheets

▶ Search Filters

Service Sheets (243) ◀ Page ▶

<input type="checkbox"/>	Service Sheet # ↑	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	488negSS02	BP International Limited - TEST	4900000488	7 Jun 2017	\$-10.00 USD	Acknowledged	Sent
<input type="checkbox"/>	488SS01	BP International Limited - TEST	4900000488	18 May 2017	\$10.00 USD	Obsoleted	Rejected
<input type="checkbox"/>	488SS01a	BP International Limited - TEST	4900000488	18 May 2017	\$10.00 USD	Acknowledged	Approved



Support

Support Type	Description
Helpdesk All support is obtained through Help Centre from within your account	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com