



Feature at a Glance

External service entry sheet import

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CONFIDENTIAL

Feature at a Glance

Introducing: External service entry sheet import

Ease of implementation  Low-touch / Simple
Geographic relevance  Global

Customer challenge

In some specific scenarios, buyers create service entry sheets on behalf of their suppliers on their backend system, ERP, or in SAP Ariba Buying.

Currently Ariba Network does not support this scenario and does not have the ability to receive Service Entry Sheets created by the buyer in an external system. This can cause issues with balance tracking and mismatch of information between AN and the buyer's ERP or Ariba Buying.

Meet that challenge with SAP Ariba

This feature provides buyers an option to upload service entry sheets in Ariba Network on behalf of their supplier.

The service entry sheets created in the buyer's ERP system or in SAP Ariba Buying can be sent directly to the Ariba Network via integration layer or through a manual upload using a CSV file.

Experience key benefits

Provide support for the process where the buyer creates a service sheet on behalf of the supplier.

Solution area

Ariba Network
SAP Ariba Buying

Implementation information

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

Ariba Buying: This feature is automatically on for all customers with the applicable solutions but requires **customer enablement**.

Customer must enable:

Application.ServiceSheet.EnableSendingPaperBasedCopySES

Prerequisites and Limitations

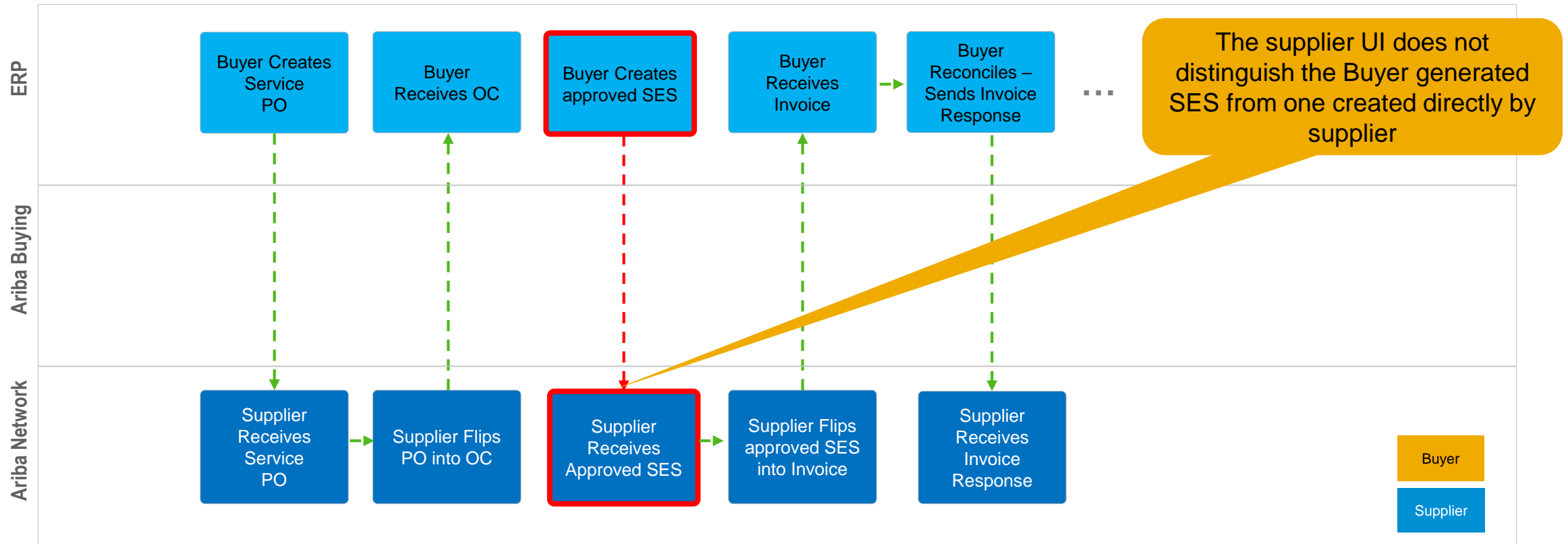
Requires CI9 SP2 for integration to ERP

CIG is planned to support this feature in Q1/2019.

Feature at a Glance

Introducing: **External service entry sheet import** **Submit SES from ERP**

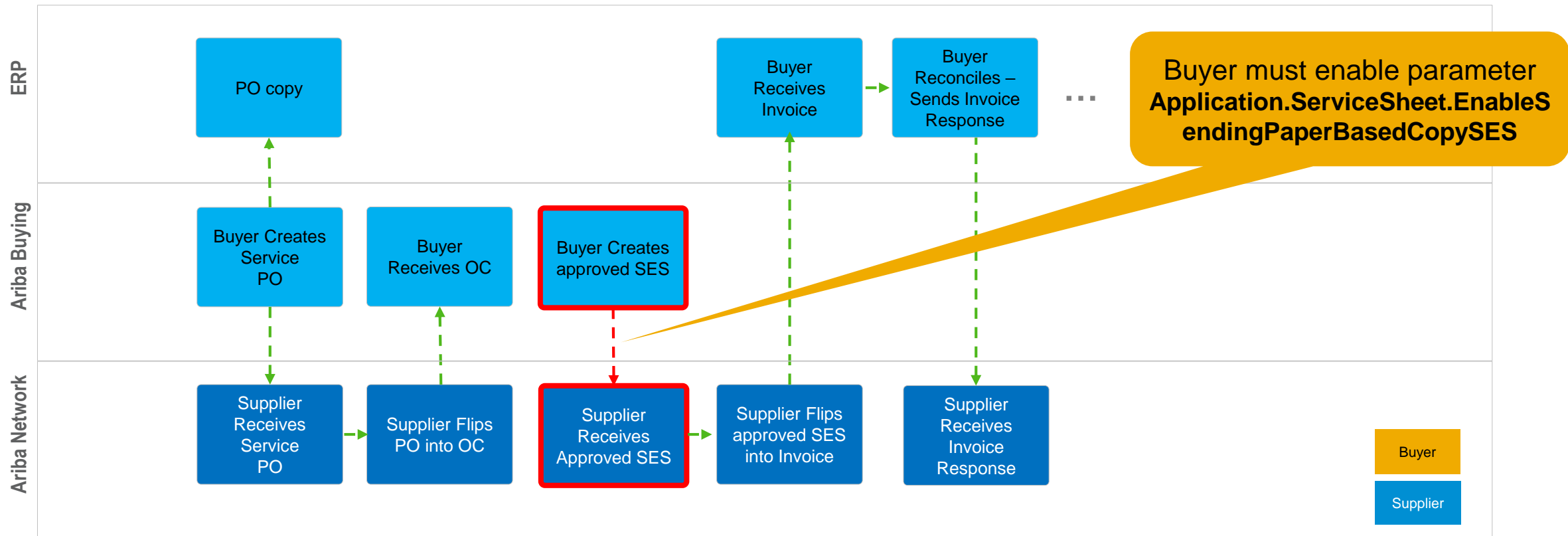
The buyer can create and approve Service Entry Sheet on ERP, then send this document to the supplier on Ariba Network. The supplier will be able to flip this SES into an Invoice.



Feature at a Glance

Introducing: External service entry sheet import Submit SES from SAP Ariba Buying

The buyer can create and approve Service Entry Sheet on SAP Ariba Buying, then send this document to the supplier on Ariba Network. The supplier will be able to flip this SES into an Invoice. The rest of the process flow defined between Buying and ERP continues the same. The diagram below is an example flow:



Feature at a Glance

Introducing: **External service entry sheet import**

Manual upload to Ariba Network

The buyer can log in to his Ariba Network account and manually upload a Service Entry Sheet on behalf of his supplier.

A new button is enabled at the bottom under **Inbox / Service Sheets**

↳ Upload Service Sheet CSV

Upload Service Sheet

Supplier: *

Download CSV Templates

CSV service sheet file path: * Choose File No file chosen

Upload Service Sheet

1. Select supplier

2. Download template* and edit CSV document with specific SES data

3. Choose and upload CSV file. Any errors will be displayed. If there are no errors the SES will be uploaded and visible for supplier

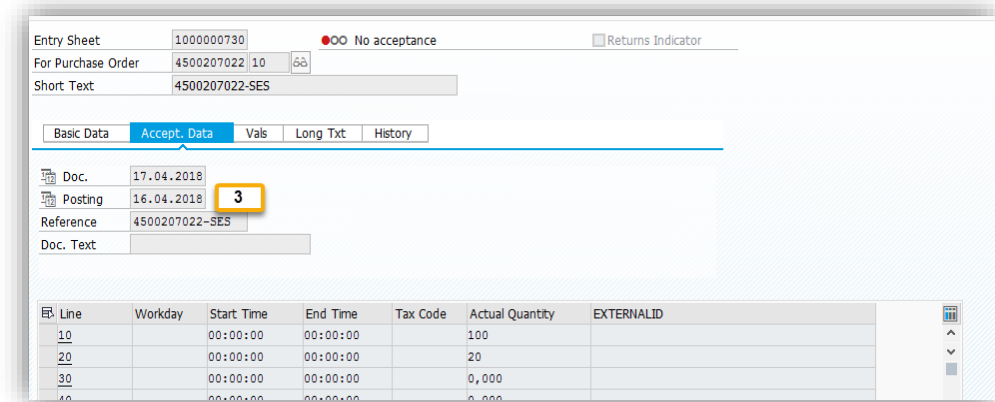
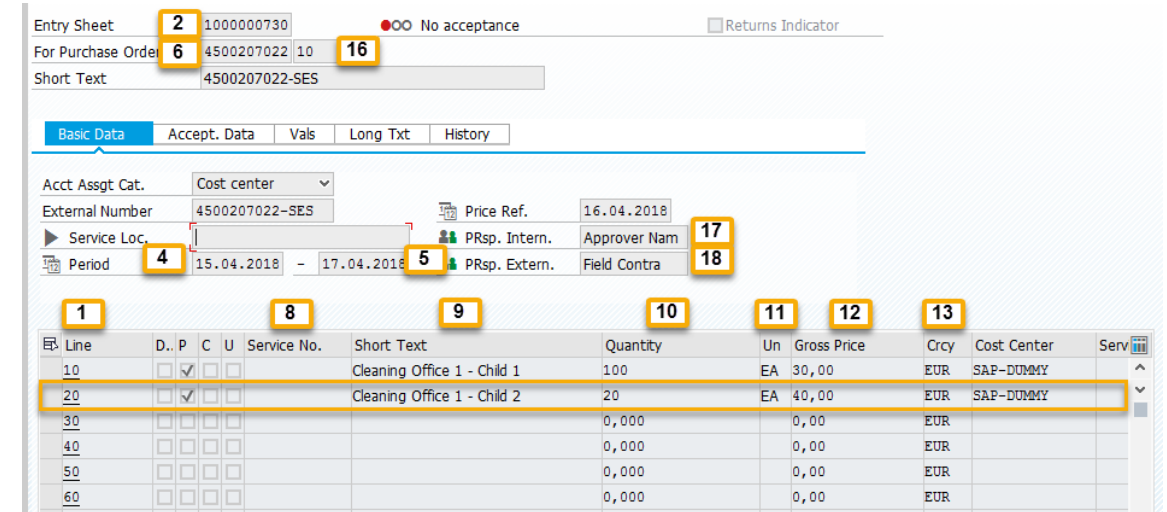
* See appendix for CSV file details

Appendix – CSV file template for manual upload

External service entry sheet import - Manual upload to Ariba Network

Mapping of the fields of the csv file against SAP ECC.

Item	Field	Required?	Format	SAP ECC Field
1	SES Line Number	Required		Line Number
2	SES ID	Required	(Uppercase only - Should not contain pound(#) dash(-) underscore(_) period(.) and at sign(@))	Entry Sheet Number
3	SES Submitted Date	Required	Input Format: YYYY-MM-DDThh:mm:ss+tz	Posting Date in the Document
4	SES Start Date	Optional	Input Format: YYYY-MM-DDThh:mm:ss+tz	Period
5	SES End Date	Required	Input Format: YYYY-MM-DDThh:mm:ss+tz	End of period
	Supplier Reference Number	Optional		
6	Order ID	Required		Purchase order number
7	Order line number	Required	It is mandatory for planned lines.	SRVMAPKEY
	Type of line item	Required	material or service	
	Supplier Part Number	Required		
	Supplier Part Auxiliary Number	Optional		



Note: Every item number is linked to the image.

For example the SES ID has the item number 2 and it corresponds to the Entry Sheet field on the picture.

External service entry sheet import - Manual upload to Ariba Network

Item	Field	Required?	Format	SAP ECC Field
8	Buyer Part Number	Optional	(Required if Service Master Number is included on the PO for planned item or if it was manually introduced on unplanned item)	Activity Number
9	Item Description	Required		Short Text
10	Quantity	Required		Quantity with Sign
11	Unit of Measure	Required		Base Unit of Measure
12	Unit Price	Required		
13	Currency	Required		Currency Key
14	Item Subtotal Amount	Required		Net Value of Item
13	Item Subtotal Currency	Required		Currency Key
	SES Item Start Date	Optional		
	SES Item End Date	Optional		
15	Subtotal	Required		Net Value of Entry Sheet

The screenshot shows the SAP External Service Entry Sheet interface. Key elements include:

- Entry Sheet:** 1000000730
- For Purchase Order:** 4500207022
- Short Text:** 4500207022-SES
- Acct Assgt Cat.:** Cost center
- External Number:** 4500207022-SES
- Service Loc.:** (highlighted with 1)
- Period:** 15.04.2018 - 17.04.2018 (highlighted with 4)
- Price Ref.:** 16.04.2018
- PRsp. Intern. / PRsp. Extern.:** (highlighted with 5)
- Approvers:** (highlighted with 17 and 18)
- Table:** A table with columns: Line, D, P, C, U, Service No., Short Text, Quantity, Un, Gross Price, CrCY, Cost Center, Serv. The table contains entries for 'Cleaning Office 1 - Child 1' and 'Cleaning Office 1 - Child 2'.

External service entry sheet import - Manual upload to Ariba Network

Item	Field	Required?	Format	SAP ECC Field
13	Subtotal Currency	Required		Currency Key
	Contract Number	Optional	Required if PO on AN has Contract Reference field	
16	Parent PO Line Number	Optional		Purchase order item number
17	Requester Name	Optional		Person Responsible (Internally)
	Requester Email	Optional		
	Requester Phone Country Code	Optional		
	Requester ISOA2 Country Code	Optional		
	Requester Phone Area/City Code	Optional		
	Requester Phone	Optional		
	Requester Extension	Optional		
18	Field Name Contractor	Optional		Person Responsible (Externally)

Entry Sheet 1000000730 No acceptance Returns Indicator

For Purchase Order 4500207022 10

Short Text 4500207022-SES

Basic Data Accept. Data Vals Long Txt History

Acct Assgt Cat. Cost center

External Number 4500207022-SES Price Ref. 16.04.2018

Service Loc. PRsp. Intern. Approver Nam 17

Period 15.04.2018 - 17.04.2018 PRsp. Extern. Field Contra 18

Line	D..	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	Serv
10		✓				Cleaning Office 1 - Child 1	100	EA	30,00	EUR	SAP-DUMMY	
20		✓				Cleaning Office 1 - Child 2	20	EA	40,00	EUR	SAP-DUMMY	
30							0,000		0,00	EUR		
40							0,000		0,00	EUR		
50							0,000		0,00	EUR		
60							0,000		0,00	EUR		

Entry Sheet 1000000730 No acceptance Returns Indicator

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Short Text 4500207022-SES

Basic Data Accept. Data Vals Long Txt History

Acct Assgt Cat. Cost center

External Number 4500207022-SES Price Ref. 16.04.2018

Service Loc. PRsp. Intern. Approver Nam 17

Period 15.04.2018 - 17.04.2018 PRsp. Extern. Field Contra 18

Line	Plan. Line	Net Value	Service Text	Line Text	PerNo.	External Personnel No.	Workday	Start
10	10	3.000,00			0			00:00
20	20	800,00			0			00:00
30	0	0,00			0			00:00

Load Service Entry Sheet created by the buyer ERP to AN

Item	Field	Required?	Format	SAP ECC Field
	Field Contractor Email	Optional		
	Field Contractor Phone Country Code	Optional		
	Field Contractor ISOA2 Country Code	Optional		
	Field Contractor Phone Area/City Code	Optional		
	Field Contractor Phone	Optional		
	Field Contractor Extension	Optional		
	Field Engineer Name	Optional		
	Field Engineer Email	Optional		
	Field Engineer Phone Country Code	Optional		
	Field Engineer ISOA2 Country Code	Optional		
	Field Engineer Phone Area/City Code	Optional		
	Field Engineer Phone	Optional		
	Field Engineer Extension	Optional		
	Service Description	Optional		
	Service Sheet Final	Optional	Must be "yes" for final SES or left blank otherwise	