



SAP Ariba 

Feature at a Glance

Service entry sheet enhancements

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CONFIDENTIAL

Feature at a Glance

Introducing: Service entry sheet enhancements

Ease of implementation  Low touch / simple
Geographic relevance  Global

Customer challenge

The service sheet capability of Ariba Network would benefit from various enhancements bringing to:

- increased usability
- increased productivity
- more data entry control

Meet that challenge with SAP Ariba

This feature introduces several enhancements to the service entry sheet process for buyers and suppliers:

- New default transaction rules to prevent zero quantity and for ad hoc line items fields control
- Information display improvements
- Unit of measure value validation
- Planned line items description non editable
- Approver notification option

And also displaying the service description field in invoice creation only for service and mixed orders

Experience key benefits

With these enhancements, buyers and suppliers using service orders and service sheets will benefit from:

- increased usability
- increased productivity
- Preventing erroneous data entry

Solution area

Ariba Network
SAP Ariba Commerce Automation

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: **Service entry sheet enhancements**

Detailed feature information - Functional changes for **buyers**

Previously, buyers could not prevent suppliers from creating service sheet line items where the quantity is specified as zero.

Now, buyer administrators can enable a new default transaction rule which prevents suppliers from creating service entry sheets where the line item quantity is zero. When this rule is enabled, suppliers can enter either a positive or a negative value in the quantity field.

Ariba Network

Help

Default Transaction Rules

Save

Close

[...]

Service Sheet Rules

[...]

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



While creating a service entry sheet, suppliers must enter a line item quantity which is either greater than or less than zero.

Feature at a Glance

Introducing: **Service entry sheet enhancements**

Detailed feature information - Functional changes for **buyers**

Buyers can use new default transaction rules for ad hoc line items to:

- Prevent suppliers from specifying part numbers which exceed a specified number of characters.
- Require suppliers to provide part descriptions.
- Require suppliers to provide line item quantities.

Allow suppliers to cancel service sheets that they create. ⓘ	<input type="checkbox"/>
Require suppliers to provide account assignment information. ⓘ	<input type="checkbox"/>
Require suppliers to create service entry sheets where the line item quantity is not zero. ⓘ	<input type="checkbox"/>
Do not allow part number to exceed specified characters for ad hoc line items. ⓘ	<input type="text" value=""/> Characters
Require suppliers to provide description for ad hoc line items. ⓘ	<input type="checkbox"/>
Require suppliers to provide line item quantity for ad hoc line items. ⓘ	<input type="checkbox"/>

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Detailed feature information - Functional changes for buyers

If the supplier specifies the email address in the **approver** details section within the Additional Details section on the service sheet page, Ariba Network sends **email notifications** to the approver whenever modifications are made to the service sheet or if the status of the service entry sheet changes.

Feature at a Glance

Introducing: Service entry sheet enhancements

Detailed feature information - Functional changes for buyers

In the Inbox list of service sheets, buyers can now see an icon besides the service sheet numbers when there are attachments.

Ariba Network Test Mode Joe Wolf Help

HOME INBOX OUTBOX CATALOGS SUPPLIER ENABLEMENT ADMINISTRATION REPORTS DOCUMENT ARCHIVE MESSAGES

Invoices Order Confirmations Ship Notices Service Sheets Notifications Unassigned Invoices Pending Queue More...

Service Sheets

Search Filters

Service Sheets (187) Page 1

Service Sheet #	Supplier	Related PO	Date ↓	Amount	Routing Status	Status
 PO2754 	Boilermaker Inc	PO2754	25 Mar 2019	\$120.00 USD	Acknowledged	Sent
 SES-C219-R2-2	Boilermaker Inc	C219-R2	15 Mar 2019	\$25.00 USD	Acknowledged	Invoiced

Feature at a Glance

Introducing: Service entry sheet enhancements

Detailed feature information - Functional changes for suppliers

Previously, suppliers had to manually enter the service start and end dates for every service sheet line item.

Now, Ariba Network provides an option for suppliers to copy the service start and end date information specified in the service header to automatically populate the service start and end dates of service sheet line items (including ad hoc service sheet line items).

Ariba Network

Company Settings ▾ Dan Boilermaker Help Center >>

Create Service Sheet

Update Save Exit Next

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

Summary

Purchase Order: C219-R2

Service Sheet #: *

Service Sheet Date: * 18 Mar 2019

Service Description:

Subtotal: \$0.00 USD

Service Start Date:

Service End Date:

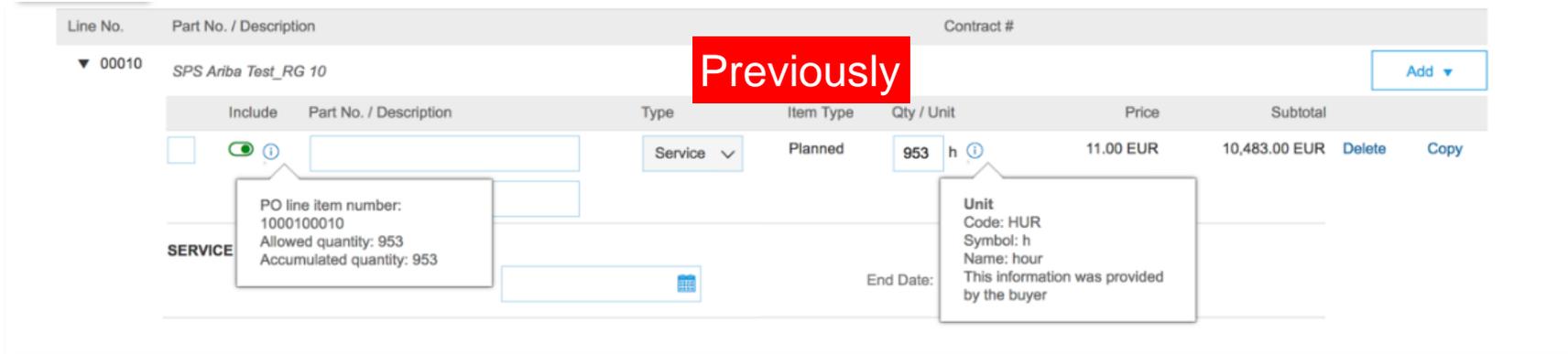
Copy the service start and end dates to the service line items

Feature at a Glance

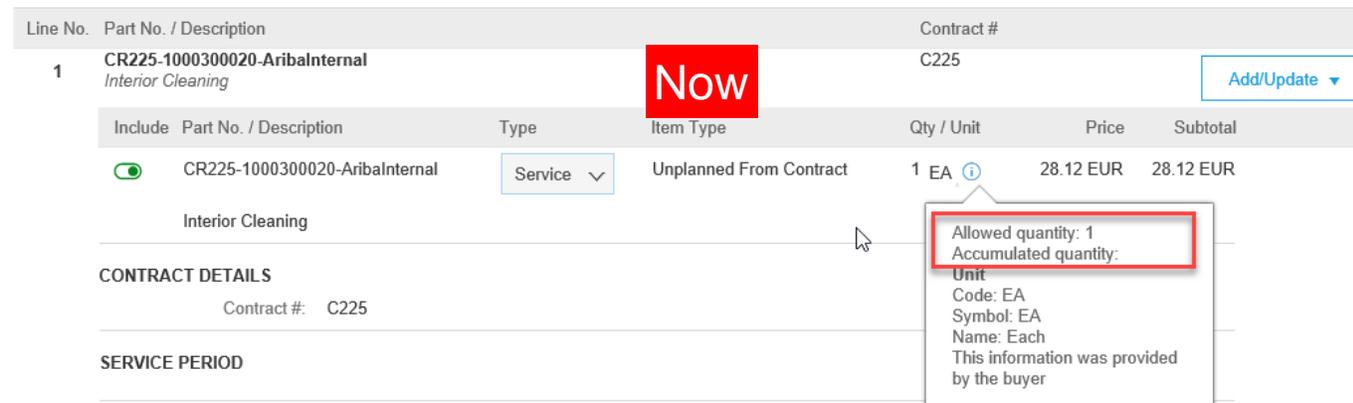
Introducing: Service entry sheet enhancements

Detailed feature information - Functional changes for suppliers

Previously, Ariba Network displayed the allowed and accumulated quantity information in the tooltip provided for the **Include** field.



Ariba Network now displays the allowed and accumulated quantity information in the tooltip provided for the **Qty/Unit** field.



Feature at a Glance

Introducing: **Service entry sheet enhancements**

Detailed feature information - Functional changes for **suppliers**

When an unplanned ad hoc line item is added in a service entry sheet, the Unit field is now mandatory.

Suppliers can specify any unit of measure (UOM) specified in the UOM file uploaded by the buyer.

If a buyer did not upload a UOM master file, then suppliers can specify any unit of measure.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal		
<input checked="" type="checkbox"/>	<input type="text" value="123456789012345678"/>	<input type="text" value="Service"/> ▾	Unplanned Adhoc	<input type="text" value="1"/>	<input type="text" value="ABC"/>	<input type="text" value="100.00 EUR"/>	<input type="text" value="100.00 EUR"/>	Delete
	<input type="text" value="description"/>				! Invalid unit of measure value.			

Feature at a Glance

Introducing: Service entry sheet enhancements

Detailed feature information - Functional changes for suppliers

On the **Create Invoice** page for suppliers, Ariba Network displays the service description field only when service and mixed purchase orders are flipped to create invoices.

Create Invoice Update

▼ Invoice Header

Summary

Purchase Order: PO2736 Subtotal: \$45.00 USD
Invoice #: * | Total Tax: \$9.45 USD
Invoice Date: * 18 Mar 2019 Total Gross Amount: \$54.45 USD
Supplier Tax ID: | Total Amount without Tax: \$45.00 USD
Total Net Amount: \$54.45 USD

[...] Line Items

Insert Line Item Options

Tax Category: 21% VAT / VAT on Shipping Shipping Documents Special Handling

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
1	<input checked="" type="checkbox"/>	MATERIAL	Not	Standing Desk		1	EA

Line Item Actions Delete Add

Service Sheet: PO2679-2 To Search Results Previous

Create Invoice Copy This SES Print Download PDF Export cXML

Detail History

Service Sheet (Approved)
PO2679-2
Date: 5 Feb 2019
Purchase Order: PO2679
Service Description: Services
Subtotal: \$360.00 USD
Service Start Date: 6 Feb 2019
Service End Date: 8 Feb 2019

Subtotal: \$360.00 USD

Create Invoice

▼ Invoice Header

Summary

Purchase Order: PO2679
Invoice #: * |
Invoice Date: * 18 Mar 2019
Service Description: |
Supplier Tax ID: |

Service Entry Sheet Lines

Line #	Type	Service # / Description	Line Type
1		Not Available Transformer replacement	
1	Service	Transformer	Unplanned Adhoc
2	Service	Truck lease	Unplanned Adhoc
3	Service	Technician	Unplanned Adhoc

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Detailed feature information - Functional changes for **suppliers**

For planned line items on a service entry sheet, suppliers cannot edit item description field.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #							
▼ 1	CR225-1000300020-AribalInternal Interior Cleaning	C225	Add ▼						
Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal			
<input type="checkbox"/>	<input type="text" value="CR225-1000300020-AribalInternal"/> <input type="text" value="Interior Cleaning"/>	<input type="text" value="Service"/>	Planned	<input type="text" value="1"/>	<input type="text" value="\$32.00 USD"/>	<input type="text" value="\$32.00 USD"/>	Delete		

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Detailed feature information - Functional changes for **suppliers**

For ad hoc line items on a service entry sheet, suppliers may be required to specify part descriptions by the buyer with a default transaction rule.

Include	Part No. / Description	Type	Item Type	Qty / Unit		Price	Subtotal	
<input checked="" type="checkbox"/>	<input type="text"/>	Service <input type="text"/>	Unplanned Adhoc	0 <input type="text"/>	<input type="text"/>	100.00 EUR	0.00 EUR	Delete
	<input type="text"/>							

! Required field

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Detailed feature information - Functional changes for suppliers

For ad hoc line items on a service entry sheet, suppliers may be limited by the buyer with a transaction rule to a specified number of characters for the part numbers.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>	<input type="text" value="12345678901234567890"/>	Service <input type="text"/>	Unplanned Adhoc	<input type="text" value="0"/>	<input type="text" value="100.00 EUR"/>	<input type="text" value="0.00 EUR"/>	Delete
	<input type="text" value="! The part number must not exceed 18 characters."/>						
	<input type="text" value="description"/>						

Feature at a Glance

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Detailed feature information - Functional changes for suppliers

For ad hoc line items on a service entry sheet, suppliers may be required by the buyer with a default transaction rule to provide line item quantity.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>	<input type="text" value="123456789012345678"/>	Service <input type="text"/>	Unplanned Adhoc	<input type="text"/> ! Required field	100.00 EUR	0.00 EUR	Delete
	<input type="text" value="description"/>						