



# Feature at a Glance

**Support for automatic generation of invoices from approved service entry sheets**

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Target GA: November 2021

PUBLIC

# Feature at a Glance

Introducing: **Support for automatic generation of invoices from approved service entry sheets**

Ease of implementation ● High-Touch  
Geographic relevance ● Global

## Customer challenge

Suppliers are required to manually create invoices from service entry sheets, costing them time and money to process, causing potential delays and errors in creating the invoice, and negatively impacting their cash flows.

## Meet that challenge with

### SAP Ariba

This feature enables automatic generation of invoices from approved service entry sheets in Ariba Network in the Service Procurement with Ariba Network and SAP Fieldglass (4R2) integration scenario. Invoices are generated only for those service entry sheets that are associated with purchase order line items containing planned lean-service items and have tax information.

## Experience key benefits

Auto-flip removes a manual step of creating invoices from service entry sheets, thus increasing productivity and reducing manual labor.

It also reduces the time lag between service entry sheet and invoice, thereby adding to suppliers' cash flows.

## Solution area

Ariba Network

## Implementation information

This feature is automatically on for all customers with the applicable solutions but requires **customer configuration**.

## Prerequisites and Restrictions

Please see the following slide for a complete listing.

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## Prerequisites and Restrictions

### Prerequisites

- Ensure that the following integration scenarios have been implemented:
  - Automation of Source-to-Pay with Ariba Network (42K)
  - Service Procurement with Ariba Network and SAP Fieldglass (4R2)
- Ensure that the **Enhanced order confirmation integration capabilities for hosted and integrated suppliers** entitlement is enabled.
- Ensure that the following transaction rules are enabled in the Ariba Network buyer account:
  - Allow exchange of documents between Ariba Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud, for services procurement
  - Require suppliers to fully confirm line items before fulfillment
  - Require delivery dates for order confirmations
- Ensure that the country-region-based invoice rule, **Enable automatic generation of invoices from approved service entry sheets** is enabled.
- Ensure that the **Ignore country-based invoice rules** transaction rule is disabled in the Ariba Network buyer account.
- Ensure that the **Auto-generate service sheets from service invoices** transaction rule is disabled in the Ariba Network buyer account.

### Restrictions

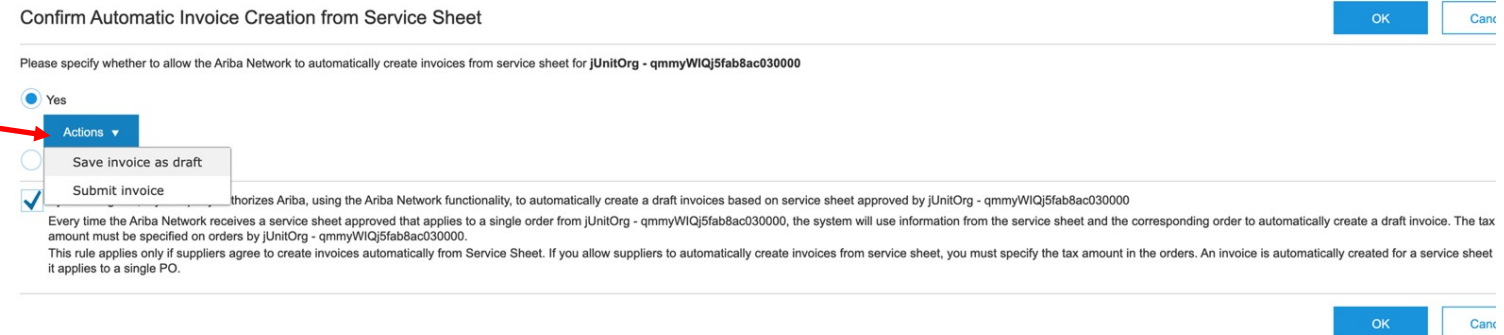
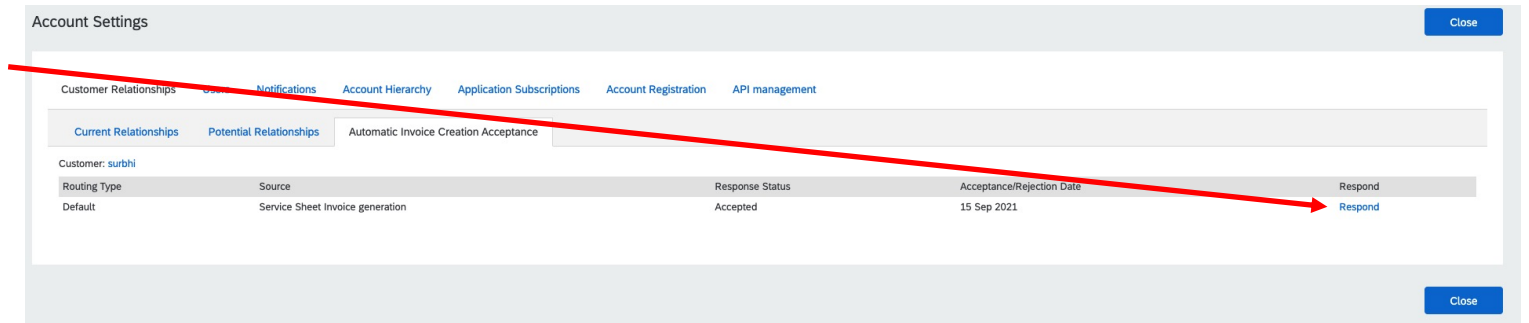
- This feature is not applicable to suppliers who invoice through an integrated ERP system.
- Automatic generation of credit memos from correction service entry sheets is not supported.
- Allowances and charges information in the purchase orders is not carried over to the automatically created invoices.
- Service entry sheets originating from SAP Fieldglass cannot be edited in Ariba Network.
- Enabling the **Allow suppliers to create invoices directly from service POs without a service sheet** rule takes no effect when the **Allow exchange of documents between Ariba Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud, for services procurement** rule is enabled.
- **SAP S/4HANA and SAP S/4HANA Cloud** are not sending taxes in the Purchase Order in this release. If the buyer wants to send tax information, then integration changes will be required in order to send it to Ariba Network

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## Generate invoice Supplier Settings

- The supplier must accept the option of automatic invoice creation in the system to enable this capability.
- The supplier can choose to send the invoice automatically or create a draft. If they choose to send automatically and do not include tax information, the invoice will be created as a draft regardless.



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## A buyer creates a purchase order in SAP S/4HANA or SAP S/4HANA Cloud

- Buyer fills in purchase order details.
- Tax information, including proper tax code and county specific information must be included in order for auto-flip to occur.

The screenshot displays the SAP S/4HANA interface for creating a new purchase order. The top navigation bar shows 'Purchase Order' and the user 'JT'. The main header reads 'New Purchase Order' with a 'Display Commitments' button. The 'General Information' tab is active, showing fields for 'Purchasing Doc. Type' (Standard PO (NB)), 'Currency' (EUR), 'Purchasing Group' (Group 001 (001)), 'Supplier' (10300091), 'Language Key' (English (EN)), 'Purchasing Organization' (Purch. Org. 1010 (1010)), and 'Company Code' (Company Code 1010 (1010)).

The 'Items' section shows 'Purchase Order Item' with a red error indicator '1'. The 'Tax' tab is selected, showing 'Tax Code' (V1) and 'Tax Date' (23.09.2021). A dropdown menu for 'Tax Code' is open, displaying 'Recently Used' with the entry 'V1 OTXD Input Tax (Full Tax Rate)'. Below the dropdown is a table with columns: Condition Type, Description, Amount, Currency, Pricing Unit, Condition Unit, Condition Basis, Condition Basis Unit, Value, Document Currency, and Changed Manually. The table contains one row with values: DMP0, Manual, 10.00, EUR, 1, AU, 10, AU, 100.00, EUR, and a red error indicator '2'. An 'Apply' button is visible at the bottom right.

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## Cloud Integration Gateway confirms the purchase order was sent

- Looking up the purchase order via Cloud Integration Gateway shows status completed, indicating purchase order was sent.

The screenshot displays the SAP Cloud Integration Gateway Transaction Tracker interface. The top navigation bar includes the SAP logo and the title 'Cloud Integration Gateway'. Below the navigation bar, there are several menu items: Home, My Configurations, Document Validator, Connectivity Tool, Transaction Tracker (highlighted), Resources, Master Characteristics, Test Central, Http Logs, and Audit Logs. The main content area is titled 'Transaction Tracker' and contains search filters and a table of transactions.

Search filters include:

- Environment:  TEST  PRODUCTION
- Search From: Sep 22, 2021 00:00
- To: Sep 23, 2021 23:59
- Transaction Number: 4500042287
- Document Status: Select a document status
- Document Type: Select a document type
- Sender: Ariba Network ID
- Receiver: Ariba Network ID

Buttons for '10' (dropdown), 'Reprocess', 'Results Export', 'Download', 'Search', and 'Clear' are visible.

Transaction Number	Document Type	Sender	Receiver	Document Status	Destination	Date Last Modifie...
<input type="checkbox"/> 4500042287	OrderRequest	AN02005084848-T Buyer 4R2 Nagendra	10300091	COMPLETED	https://certsvscsc1man...	9/23/21, 11:09 PM

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## Supplier views purchase order on Ariba Network and confirms

- The supplier is able to search for the purchase order on Ariba Network.
- Opening the purchase order, the supplier is able to confirm it.

The screenshot displays the SAP Business Network interface. At the top, there is a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below this is a search bar with filters for 'Orders and Releases', 'All customers', 'Exact match', and a search ID '4500042287'. The search results show a summary of 23 orders, 378 items, \$0.0 USD, 42 invoices, and 2 payments. Below the summary, there is a 'Purchase Order: 4500042287' section with a 'Done' button. A dropdown menu is open under 'Create Order Confirmation', with 'Confirm Entire Order' highlighted. The interface also shows contact information for the customer and supplier, and a routing status of 'On Hold'.

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**The buyer can now see purchase order confirmation in SAP S/4HANA or SAP S/4HANA Cloud**

The screenshot displays the SAP S/4HANA interface for a Purchase Order Item. The header shows the item number 4500042287 / 10 and the description 'Standard'. The 'Supplier Confirmations' tab is active, showing a table with one confirmation entry. The table columns include Sequential N..., Confirm. Ca..., Start Date, End Date, Service Performer, Delivery Date, Time, and Quantity. The entry shows a quantity of 10,000 AU, a start date of 23.09.2021, and an end date of 23.09.2021. Below the table, there are details for the confirmation, including the reference number 4500042287\_OC1, expected value of 0,00 EUR, and creation date of 23.09.2021.

Sequential N...	Confirm. Ca...	Start Date	End Date	Service Performer	Delivery Date	Time	Quantity	
1	AB	23.09.2021	23.09.2021		23.09.2021	00:00:00	10,000	AU

Reference: 4500042287\_OC1  
Expected Value: 0,00 EUR  
Delivery:  
Batch:  
Creation Date: 23.09.2021  
Creation indicator: 3  
Creation Time: 17:45:09  
Deletion Indicator: No  
Deliv. Date Category: 1



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## Logging into SAP Fieldglass

- The buyer can see the purchase order details as a statement of work.

The screenshot displays the SAP Fieldglass interface for a purchase order. At the top, the PO number 4500042287 is shown, along with a 'DLAB' tag and an 'Actions' menu. Below this, a progress bar indicates the status 'Approved' with a 'DLABTQ00001370' ID and a period from 09/23/2021 to 09/23/2021. The supplier is identified as 'Inlandslieferant DE (ARB FG Integration) - 10300091'. A navigation bar includes tabs for 'Summary', 'Details', 'Manage', 'Characteristics', 'SOW Workers', 'SOW Worker Cost Allocation', 'Approvals / Audit Trail', and 'Related'. The 'Details' tab is active, showing two main sections: 'Accounting (EUR)' and 'Statement of Work Details'. A red box highlights the 'Statement of Work Details' section, which includes fields for Buyer Reference, Supplier Reference, Billable?, Master SOW?, Classification, Legal Entity, Purchase Unit, Site, and Location. A red arrow points from the bullet point in the text to the 'Statement of Work Details' section.

Accounting (EUR)		
Maximum Budget		100.00
Spend to Date		0.00
Other Pending Spend		0.00
Remaining Budget		100.00
Cost Allocation		
	%	Amount (EUR)
Admin 4R2 (10101001)		
3rd party material (61002000)	100.000	100.00
Total	100.000	100.00

Statement of Work Details	
Buyer Reference	4500042287
Supplier Reference	
Billable?	Yes
Master SOW?	No
Classification	AribaNetworkClassification
Legal Entity	Company Code 1010 (1010)
Purchase Unit	Purch. Org. 1010 (1010)
Site	1010
Location	1010

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## Logging into SAP Fieldglass

- The supplier can also log in to SAP Fieldglass to create a fee.
- Fee information is shown in the characteristics section.
- The fee ID will match the service entry sheet ID in Ariba Network, SAP Fieldglass, and SAP S/4HANA or SAP S/4HANA Cloud.

The screenshot displays the SAP Fieldglass interface for a 'Statement of Work List' with ID 4500042287. The interface includes a navigation bar with 'Home', 'View', 'Create', and 'Analytics' options. A search bar is present at the top right. The main content area shows details for a 'Statement of Work' with status 'Approved' and a period from 09/23/2021 to 09/23/2021. A dropdown menu is open, showing options like 'Add Management Event', 'Add and Complete Management Event', 'Add Schedule', 'Add and Complete Schedule', 'Add Event', 'Add and Complete Event', and 'Create Fee', which is highlighted with a red box. Below this, there are sections for 'Accounting (EUR)' and 'Statement of Work Details'. The 'Summary' section shows a table with columns for 'Items' and 'Committed Amount (EUR)', listing Schedules, Events, Fees, and a Total of 100.00. The 'Characteristics' section includes filters for 'From' and 'to' dates (09/23/2021) and tabs for 'All', 'Event', 'Schedule', 'Fee Definitions', 'Fee Payments', and 'Management Event'. A table below shows 2 items found, with columns for Status, Type, Line Item ID, Revision, Sequence Number, Name, Due On, Submitted, Requested Am..., and Submitted Am... The first item is a 'Pending Approval' 'Fee Payment' with Line Item ID 'DLABTU00000823' and a 'Requested Am...' of 100.00.

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## Buyer Approval

- Buyer Approver logs in to SAP Fieldglass.
- Searches for the ID.
- And approves.

The screenshot displays the SAP Fieldglass interface for a Buyer Approver. The top navigation bar includes the SAP logo, 'Fieldglass' title, a search bar, and user information 'ApproverDLAB | DLAB'. The main content area is titled 'Your Work Items | Fee' and shows a list of work items. The first item is selected, and its details are expanded below. The 'Approved' button is highlighted with a red box, and a red arrow points to it from the text 'And approves.' in the list on the left. The interface also shows filters for 'Received Within' and 'Action' (set to 'Approve (27)').

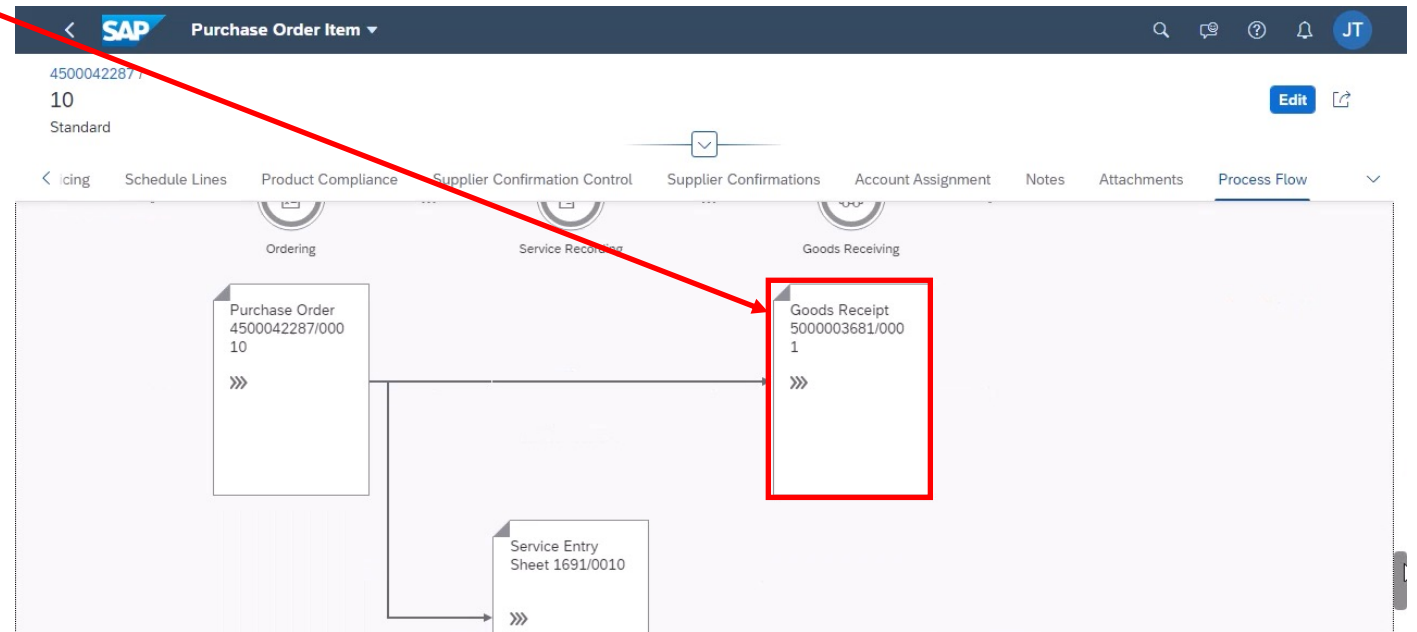
Received	ID	Statement of Work	Supplier	Effective On	Amount
09/23/2021	DLABTU00000823	4500042287	Inlandsieferant DE (ARB FG Integration) - 10300091	09/23/2021	100.00 EUR
08/03/2021	DLABTU00000731	4500041199	Inlandsieferant DE (ARB FG Integration) - 10300091	06/24/2021	0.00 EUR
07/27/2021	DLABTU...				
07/23/2021	DLABTU...				
07/16/2021	DLABTU...				

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## Goods Receipt

- Logging into SAP S/4HANA or SAP S/4HANA Cloud, we see that the goods receipt is visible.
- This is due to the fact that the service entry sheet is automatically approved in SAP S/4HANA or SAP S/4HANA Cloud.



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## Generate invoice

- Because the service entry sheet is approved, the supplier can now generate an invoice.
- The supplier clicks the purchase order link to access it.

SAP Business Network - Enterprise Account ← Back to classic view

Service Sheet: DLABTU00000823

[Create Invoice](#) [Copy This SES](#)

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

**Service Sheet** Subtotal: 100.00 EUR  
(Approved)  
DLABTU00000823  
Date: 23 Sep 2021  
Final Service Sheet: No  
[Purchase Order: 4500042287](#)  
ERP SES ID: 1691  
Subtotal: 100.00 EUR  
Service Start Date: 23 Sep 2021  
Service End Date: 23 Sep 2021

**From**  
**DLAB**  
Nagendra Supplier - TEST  
1000 West Avenue  
Chicago , IL 60606  
United States  
Address ID: DLAB

**To**  
**DLAB**  
Buyer 4R2 Nagendra  
1000 West Avenue  
Chicago , IL 60606  
United States  
Address ID: DLAB

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### Generate invoice

- Ariba Network already generated a draft invoice when the service entry sheet was approved.
- Suppliers also receive an email, letting them know the invoice was created in Ariba Network.
- The supplier can click the link to open and modify as needed.

Purchase Order: 4500042287

From: Customer  
Company Code 1010 - Address Name 1  
Dietmar-Hopp-Allee 16  
69190 Walldorf  
BW  
Germany  
Email: noreply@sap.com  
Company Code 1010  
Dietmar-Hopp-Allee 16  
69190 Walldorf  
BW  
Germany

To: Nagendra Supplier - TEST  
UnitDummi  
Sunnyvale, CA 94085  
United States  
Phone: +1 (650) 3902788  
Fax: +1 (650) 3902788  
Email: nagendra.srinivasa.murthy@sap.com

Purchase Order (Served)  
4500042287  
Amount: 100.00 EUR

Contact Information  
Supplier Address  
Inlandslieferant DE (ARB FG Integration)  
Holzweg 30  
69190 Walldorf  
BW

Routing Status: Acknowledged  
Related Documents: 100000823  
Draft Invoices: Invoice: AKTX8JL3

Create Invoice

Invoice Header

Summary

Purchase Order: 4500042287  
Invoice #1: AKTX8JL3  
Invoice Date: 23 Sep 2021  
Service Description:  
Supplier Tax ID:  
Remit To: Nagendra Supplier - TEST  
Sunnyvale, CA  
United States  
Bill To: Company Code 1010  
Walldorf  
BW  
Germany

Subtotal: 100.00 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 100.00 EUR  
Total Net Amount: 100.00 EUR  
Amount Due: 100.00 EUR

Tax: Header level tax (selected) | Line level tax

Category: VAT | Taxable Amount: 100.00 EUR | Tax Rate Type:

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