

Guide for suppliers: How to cancel a Service Entry Sheet (SES)

SAP

Public



How to cancel Service Entry Sheet (SES)

After creating a Service Sheet (SES), Supplier can cancel/ delete SES if the status is Sent or Failed

Supplier create SES as usual step from Purchase Order

Purchase Order: 5500000022

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice ▾

Create Service Sheet Update Save Exit Next

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

Summary

Purchase Order: 5500000022 Subtotal: \$160.00 SGD

Service Sheet #:* TestSES Service Start Date:* 15 Aug 2022

Service Sheet Date:* 16 Aug 2022 Service End Date:* 16 Aug 2022

Service Description: Copy the service start and end dates to the service line items

Additional Fields

Supplier Reference:

From: Ariba SE - Home - Enterprise - TEST

To: SATS Catering Pte Ltd

Address 1
Address 2
Address 3
Address 4
Singapore 117440
Singapore

Singapore Changi Airport
Singapore 918141
Singapore

Supplier create SES as usual step from Purchase Order, fill in all necessary details and click “Submit”.

Create Service Sheet

Confirm and submit this document.

Service Sheet
TestSES
Date: 16 Aug 2022
Final Service Sheet: No
Purchase Order: 5500000022
Subtotal: \$160.00 SGD
Service Start Date: 15 Aug 2022
Service End Date: 16 Aug 2022

Subtotal: \$160.00 SGD

From
Ariba SE - Home - Enterprise - TEST
Ariba SE - Home - Enterprise - TEST
Address 1
Address 2
Address 3
Address 4
Singapore 117440
Singapore

To
SATS Catering Pte Ltd
SATS Ltd - TEST
Singapore Changi Airport
Singapore 918141
Singapore
Address ID: 1003

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

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1	Service	Planned		8 (HUR)	\$20.00 SGD	\$160.00 SGD	
		<i>first floor - cleaning</i>					

Service Entry Summary
Subtotal: \$160.00 SGD

Buttons: Previous, Save, **Submit**, Exit

Service Sheet TestSES has been submitted.

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

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Once submitted, click “Exit”

Click into the PO, click the SES number at “Related Document” section

Purchase Order: 5500000022 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) ↓ ☰ ...

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



From:
Customer
SATS Catering Pte Ltd
Singapore Changi Airport
Singapore 918141
Singapore
Phone:
Fax: + () (65) 65418133

To:
Ariba SE - Home - Enterprise - TEST
Address 1
Address 2
Address 3
Address 4
Singapore 117440
Singapore
Phone:
Fax:
Email: chaiyaprug.sap@gmail.com

Purchase Order
(New)
5500000022
Amount: \$160.00 SGD
Version: 1

Payment Terms ⓘ
0.000% 30
Due in 30 days

Contact Information
Supplier Address
Ariba SE - Home - Enterprise
20 Airport Boulevard
819659 SINGAPORE
Singapore
Email: chaiyaprug.sap@gmail.com
Phone: + () 65
Fax:
Address ID: 0000303561
Buyer ID: 0000303561

Other Information
Company Code: 1003
Purchase Group: F16
Purchase Organization: 1000
Party Additional ID: 0000303561
[View less >>](#)

Attachments
📎 [Purchase_Order_5500000022.pdf](#) (application/pdf; charset=UTF-8)

Routing Status: Sent
External Document Type: FWK PO w/o Ref (ZFO1)
Effective Date: 22 Mar 2021
Expiration Date: 29 Sep 2021
Related Documents: [123Test](#)



In the SES submitted, if status is “Sent” or “Failed”, SES can be cancelled. Click the dots menu on right side of the screen. Supplier will see “Cancel” option. Click “Cancel”

Service Sheet: 123Test

Done Previous

Create Invoice Copy SES

Cancel

Detail History

Service Sheet (Sent) 6

Subtotal: \$160.00 SGD

123Test
Date: 16 Aug 2022
Final Service Sheet: No
Purchase Order: 5500000022
Subtotal: \$160.00 SGD
Service Start Date: 15 Aug 2022
Service End Date: 16 Aug 2022

From
Ariba SE - Home - Enterprise - TEST
Address 1
Address 2
Address 3
Address 4
Singapore 117440
Singapore

To
SATS Catering Pte Ltd
Singapore Changi Airport
Singapore 918141
Singapore
Address ID: 1003

Step 4: Click “Yes” to confirm to cancel SES (Click “No” if otherwise), then click “Done”. Supplier will be brought back to Dashboard (Home Page)

Done Previous

Cancel Service Sheet?

Are you sure you want to cancel this service sheet?
Yes No 8

Step 5: to verify, go back in the purchase order, under “Related Documents”, the cancelled SES will have the name with “_1”

Purchase Order: 5500000022

Done

- Create Order Confirmation
- Create Ship Notice
- Create Service Sheet
- Create Invoice



Order Detail | Order History



From:
Customer
SATS Catering Pte Ltd
Singapore Changi Airport
Singapore 918141
Singapore
Phone:
Fax: + () (65) 65418133

To:
Ariba SE - Home - Enterprise - TEST
Address 1
Address 2
Address 3
Address 4
Singapore 117440
Singapore
Phone:
Fax:
Email: chaiyaprug.sap@gmail.com

Purchase Order
(New)
5500000022
Amount: \$160.00 SGD
Version: 1

Payment Terms ⓘ
0.000% 30
Due in 30 days

Contact Information
Supplier Address
Ariba SE - Home - Enterprise
20 Airport Boulevard
819659 SINGAPORE
Singapore
Email: chaiyaprug.sap@gmail.com
Phone: + () 65
Fax:
Address ID: 0000303561
Buyer ID: 0000303561

Routing Status: Acknowledged
External Document Type: FWK PO w/o Ref (ZFO1)
Effective Date: 22 Mar 2021
Expiration Date: 29 Sep 2021
Related Documents: [123Test_1](#)



Step 6: when click into the cancelled SES, check “History” tab, supplier will see a comment that SES is deleted. This means the SES has been cancelled.

Service Sheet: 123Test_1

Done

Previous

Detail

History

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Service Sheet: 123Test_1
Routing Status: Acknowledged
Received By Ariba Network On: 16 Aug 2022 12:44:37 PM GMT+08:00

To: SATS Ltd - TEST

History

Status	Comments	Changed By	Date and Time
Acknowledged	Success	PropogationDispatcher-125003043	16 Aug 2022 12:44:46 PM
	Comments from SATS Ltd - TEST: Success	PropogationProcessor-125001056	16 Aug 2022 12:44:46 PM
	Comments from SATS Ltd - TEST: Entry sheet 1000000357 deleted	PropogationProcessor-124998043	16 Aug 2022 12:44:48 PM

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Done

Previous

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Click “Done” to go back

Step 7: If supplier create a new SES, it will show in “Related Documents” on top of the cancelled SES

Purchase Order: 5500000022 Done

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice ▾ ↓ ☰ ...

Order Detail Order History



From:
Customer
SATS Catering Pte Ltd
Singapore Changi Airport
Singapore 918141
Singapore
Phone:
Fax: + () (65) 65418133

To:
Ariba SE - Home - Enterprise - TEST
Address 1
Address 2
Address 3
Address 4
Singapore 117440
Singapore
Phone:
Fax:
Email: chaiyaprug.sap@gmail.com

Purchase Order
(Serviced)
5500000022
Amount: \$160.00 SGD
Version: 1

Payment Terms ⓘ
0.000% 30
Due in 30 days

Contact Information
Supplier Address
Ariba SE - Home - Enterprise
20 Airport Boulevard
819659 SINGAPORE
Singapore

Routing Status: Acknowledged
External Document Type: FWK PO w/o Ref (ZFO1)
Effective Date: 22 Mar 2021
Expiration Date: 29 Sep 2021
Related Documents: [TestSES](#)
[123Test_1](#)

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Thank you.

Contact information: