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

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

Create Service Sheet   Previous   Save   Submit   Exit

③

Confirm and submit this document.

Service Sheet   Subtotal: $160.00 SGD
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

From   **To**
Ariba SE - Home - Enterprise - TEST   **SATS Catering Pte Ltd**
Ariba SE - Home - Enterprise - TEST   SATS Ltd - TEST
Address 1   Singapore Changi Airport
Address 2   Singapore 918141
Address 3   Singapore
Address 4   Address ID: 1003
Singapore 117440
Singapore

Service Entry Sheet Lines   Show Item Details

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
▽ 10							
		Cleaning					
1 Service		Planned			8 (HUR) ⓘ	$20.00 SGD	$160.00 SGD	Details
first floor -cleaning							

Service Entry Summary
Subtotal: $160.00 SGD

Previous   Save   Submit   Exit

Service Sheet TestSES has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

④

Once submitted, click "Exit"

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

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   **(7)**

Detail   History

Service Sheet   **(6)**
(Sent)
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

Subtotal: $160.00 SGD

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

(9)

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"

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.

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

SAP Ariba

Thank you.

Contact information:

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