

User Guide

Supplier – Service Entry Sheets in Ariba Network

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1 Using this Document

This User Guide is designed to be used as a reference document for suppliers for the creation of service entry sheets in Ariba Network for Ingka Group (IKEA) Purchase Orders.

2 Introduction to Ariba for Suppliers

Ariba Network connects suppliers and buyers, buyers and sellers, enabling them to do business together.

Ingka Group uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Ariba Network is the recommended method for suppliers to transact with Ingka Group, e.g. send invoices.

3 Service Entry Sheets in Ariba Network

What?

Service Entry Sheets (SES) are used to record services performed/provided by a supplier as ordered on an Ingka Group Purchase Order.

Who?

Suppliers should create Service Entry Sheets in Ariba Network.

When?

Service Entry Sheets should be created when appropriate e.g. when work has been completed and always created in preparation for invoicing.

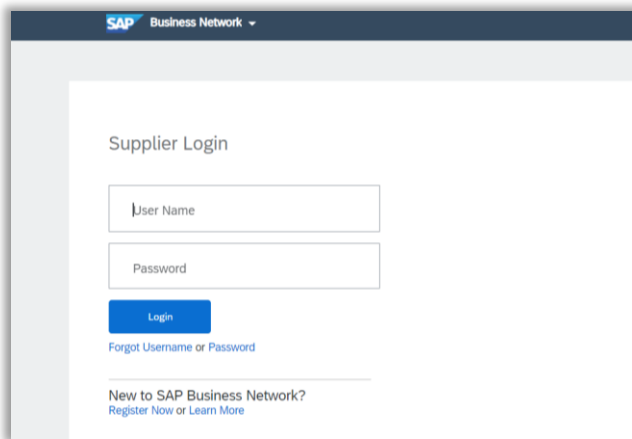
Multiple service entry sheets can be created against a Purchase Order item as required.

4 Logging on to Ariba Network

1. Access the Ariba Network by using the link below:

service.ariba.com

2. The **Supplier Login** page is displayed.

The image shows a screenshot of the SAP Business Network Supplier Login page. At the top, there is a dark blue header with the SAP logo and the text 'Business Network'. Below the header, the page title 'Supplier Login' is centered. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue 'Login' button. Underneath the button, there is a link for 'Forgot Username or Password'. At the bottom of the form area, there is a section for new users: 'New to SAP Business Network?' followed by links for 'Register Now' and 'Learn More'.

3. Enter your user name in the **User Name** field.

Hint: User name is in email format.

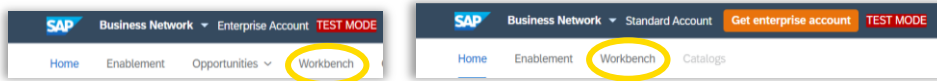
4. Enter your password in the **Password** field.

5. Click **Login**.

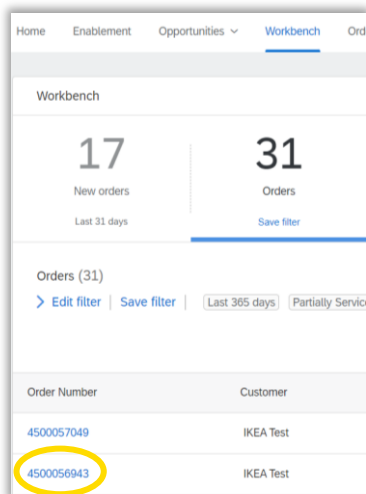
5 How do I? Create a Service Entry Sheet

5.1 Open the Purchase Order

1. On the **Business Network** screen click on **Workbench**.



2. Click on the **Orders** tile.
3. A list of Purchase Orders is displayed.



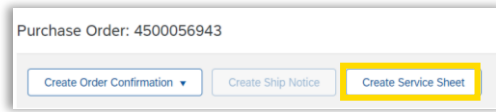
4. Click on the Order Number 45nnnnnnnn of the Purchase Order for which a Service Entry Sheet needs to be created.

Tip: Edit filter search criteria if the required Purchase Order is not shown e.g. update Creation date range.

5. The selected Purchase Order (PO) is displayed.
Review the PO details to check that it is the correct PO.

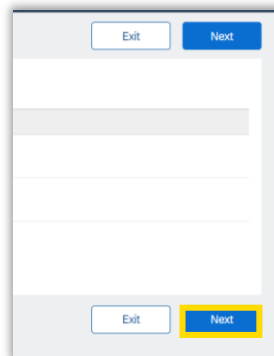
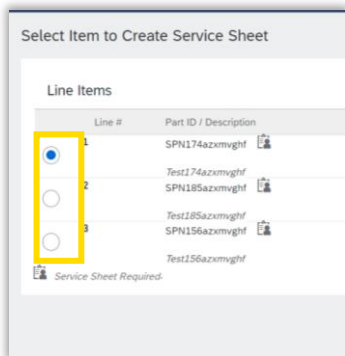
5.2 Create Service Entry Sheet

1. Click **Create Service Sheet**.



5.2.1 Multi Line Purchase Orders

1. The **Select Item to Create Service Sheet** screen is displayed for multi-line Purchase Orders.
2. Click on the radio button to select the appropriate line item for the Service Sheet then click **Next**.



5.3 Complete Service Sheet Header - Summary

1. The **Create Service Sheet** screen is displayed.
Note: Fields marked with * must be completed.

The screenshot shows the 'Create Service Sheet' interface. At the top right are 'Update' and 'Save' buttons. Below is a section titled 'Service Sheet Header' with a dropdown arrow and a note '* Indicates required'. Underneath is a 'Summary' section with the following fields:

- Purchase Order: 4500056943
- Service Sheet #: [text input]
- Service Sheet Date: 23 Jun 2022 [calendar icon]
- Final Service Sheet: [checkbox]
- Service Description: [text input]
- Subtotal: 0.00 EUR
- Service Start Date: [calendar icon]
- Service End Date: [calendar icon]
- Copy the service start and end dates to the service line items: [checkbox]

2. **Service Sheet#:**
Enter your service sheet number.
Note: Service sheet number must be unique.
3. **Service Sheet Date#:**
Defaults to current date.
4. **Final Service Sheet**



Important

Select the **Final Service Sheet** checkbox if this is the final SES to be entered against the Purchase Order. This indicates to Ingka Group that no further SES should be expected.

5. **Services Description**
Enter a description of the services that have been provided.
6. **Service Start Date#**
Enter the date from which services were provided.
Tip: Use the calendar to select a date or enter the date manually.
7. **Service End Date#**
Enter the date when services were completed.
Tip: Use the calendar to select a date or enter the date manually.

8. If the service start and end dates apply to all items then select the checkbox **Copy the service start and end dates to the service line items**.

Subtotal: 0.00 EUR

Service Start Date: 2 May 2022

Service End Date: 31 May 2022

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

5.4 Complete Service Sheet Header – Additional Fields

1. Complete the fields in this section that are relevant to the type of service provided e.g. Field Contractor/Engineer name of person who completed the work.

Additional Fields

Supplier Reference:

To: **IKEA Ireland Ltd.**
0 St Margaret's Road, Ballymun
Dublin
D11FW18
Ireland

From: **OMVMZIBWZ AWEMZ TBL-TEST1**
FOXBRIDGE WAY NORMANTON IND ES
WAKERFIELD
Aberdeen City
WF6 1TW
United Kingdom

Field Contractor:

Name:

Email:

Phone: GBR 44

Field Engineer:

Name:

Email:

Phone: GBR 44

Approver:

Name:

Email:

Phone: GBR 44

2. Enter **Comments** as applicable:
 - a. Click the **Add Comments** button.
 - b. Enter comments

Comment

Comments:

3. Add **Attachments** as applicable e.g. signed timesheet, proof of work completion record.
 - a. Click the **Add Attachments** button.
 - b. Click **Choose file** then navigate to the document to be uploaded
 - c. Click the **Add Attachment** button.

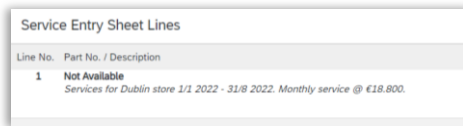
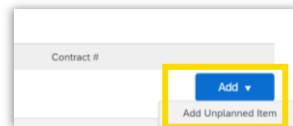
Attachments

The total size of all attachments cannot exceed 100MB

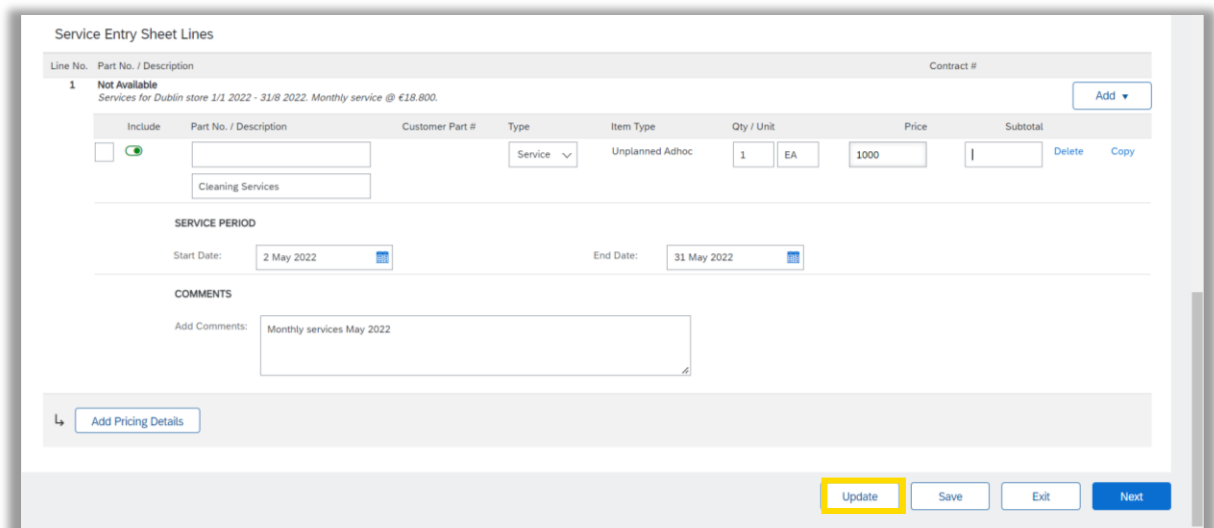
No file chosen

5.5 Complete Service Entry Sheet Lines

1. Click **Add** then select **Unplanned Item**.

2. **Part No. / Description**
Enter a description of the service provided.
3. **Qty / Unit**
Update the quantity as required and enter the corresponding unit of measure e.g. EA (each).
Note: Unit must be in upper case.
4. **Price**
Enter the price.
Note: Currency will be automatically populated.
5. **Service Period**
Enter the Start and End Dates if not populated by default from the entries made in the service entry sheet header.
6. **Comments**
Enter comments as applicable.



7. Click **Update**.

- The currency is defaulted, and the **Subtotal** updated.

Qty / Unit	Price	Subtotal	
1 EA	1,000.00 EUR	1,000.00 EUR	Delete Copy

2022

Update Save Exit Next

- Click **Next**.

5.6 Review Service Sheet

- Review the **Service Sheet** details.
- If having reviewed the service sheet you:
 - Need to make corrections go to section **5.6.1**
 - Want to save the service sheet created so far to complete later go to section **5.6.2**
 - Want to cancel the service sheet go to section **5.6.3**
 - Are ready to submit the service sheet go to section **5.6.4**

5.6.1 Service Sheet Correction Required

If you have identified that there are errors in the service sheet that need to be corrected:

- Click **Previous** to return to the previous screen and make the required changes.

Previous Save Submit Exit

5.6.2 Complete Service Sheet Later

If you want to save the service sheet created so far to complete later:

1. Click **Save** to save the service sheet to continue working on it later.



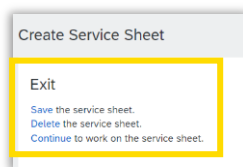
5.6.3 Exit Service Sheet Creation

If you want to cancel creation of the service sheet:

1. Click **Exit**.



2. Click the appropriate link from the list of options presented:



5.6.4 Service Sheet is Ready for Submission

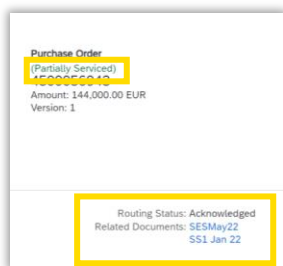
If the service sheet is ready to send to Ingka Group:

1. Click **Submit** to submit the service sheet.



2. Message “Service Sheet xxxxxxxx has been submitted” is displayed with the options to:
Print a copy of the service sheet
or
Exit service sheet creation
3. To return to the Purchase Order click **Exit** service sheet creation.
4. The Purchase Order status shows as **Partially Serviced/Serviced** depending on how much of the PO value the service entry sheet has consumed.

The Service Sheet is shown in the **Related Documents** section of the Purchase Order.



5.7 What happens next?

The service sheet is automatically submitted to Ingka Group via Ariba Network.

The service sheet is subject to review and approval by Ingka Group.



Suppliers will not be able to create an invoice for the service sheet until the service sheet has been approved by Ingka Group.

For further support:

Please visit the [Vendor Portal - Vendor Portal \(ingka.com\)](https://ingka.com), you will be able to get support via the Procurement page