

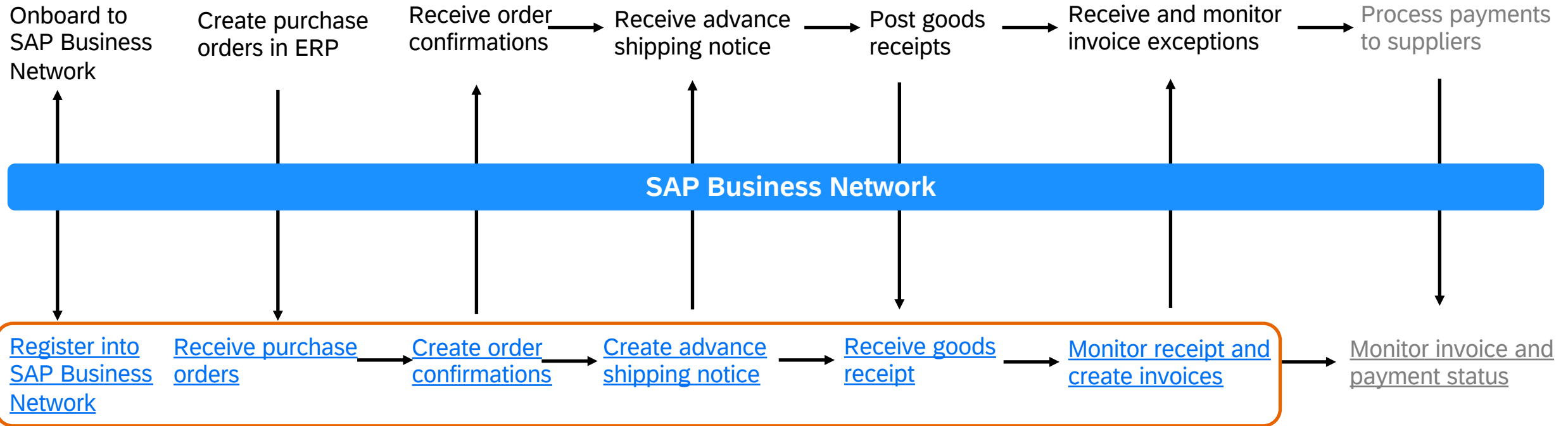
# Welcome to SAP Business Network on SAP BTP

## Service Entry Sheet



# End-to-end Collaboration in SAP Business Network on BTP

## Buyers



## Suppliers

# **Introducing:** Service Entry Sheet in SAP Business Network on SAP BTP

**Solution For:** SAP Business Network for Trading Partners

**Solution Area:** Service Sheet

**Persona:** Suppliers users

## **Description:**

- Support Services Procurement process between buyers and trading partners to capture proof of service via Service Entry sheet.

## **Key Benefits:**

- Service Entry Sheet is a key document type where the suppliers will record the services performed and submit it to their buyer for approval.
- Capture service details to buyer and speed up invoicing cycles.

# Service Entry Sheet Creation

## For Service Provider

4510127922  
Purchase Order

Details | Industry Specific | Line Items | Tax | Additional Amounts | Summary | Comments | Attachments | Order History

Referenced Documents

Document Number	Document Type	Date and Time	Status
-----------------	---------------	---------------	--------

Line Items (2)

Line	Type	Category	Description	Indicators	Supplier Part Number
10	Service		Service line		
10.10	Service		Child line		

Buttons: Create, Resend, Hide, Download, Compare Versions

Dropdown menu items: Order Confirmation, Ship Notice, Invoice, Quality Notification, **Service Sheet**



## Service Entry Sheet Create Screen

1. Create Service Sheet button in Purchase Order detail screen

# Service Entry Sheet Creation

## For Service Provider



Business Network

Test Mode

Enterprise



FL

Home Enablement Integration Discovery Workbench Planning Orders Fulfillment Quality Invoices Payments More



### New Service Sheet



Name: Leon Chu's Supplier - TEST  
Phone: +1 (650) 3902788  
Email: leon.s1@sbn.com

Subtotal  
100.00 EUR

1

Details Service Sheet Lines Additional Information Summary

### Details

#### Details

Service Sheet: \*  
[ ]

2

Service Creation Date: \*  
1 Oct 2025, 8:51:14 pm

Supplier Reference:  
[ ]

3

#### General Information

##### Supplier

Name:  
Leon Chu's Supplier - TEST  
Address:  
jUnitDummy  
Arkansas City, AR 71630  
United States

4

##### Customer

Name:  
default  
Address:  
234-123456  
Walldorf, Berlin 10243  
Germany

5

##### Reference Details

Source Document:  
Purchase Order  
Purchase Order:  
4510127922

6

##### Service Details

Service start date:  
e.g. 31 Dec 2025  
Service end date:  
e.g. 31 Dec 2025

7

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

Details Service Sheet Lines Additional Information Summary

### Contacts

#### Field Contractor

Name:  
John  
Email:  
John@abcd.com  
Phone:

8

#### Field Engineer

Name:  
Victor  
Email:  
Victor@abcd.com  
Phone:

9

#### Approver

Name:  
Daniel  
Email:  
Daniel@sap.com  
Phone:

10



## Service Entry Sheet Create Screen

- Header level subtotal amount
- Service Sheet ID
- Supplier Reference
- Supplier Details
- Customer Details
- Reference document number – Purchase Order
- Service Period Date
  - Service Start Date
  - Service End Date
- Field Contractor
- Field Engineer
- Approver
- Final SES Indicator

# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 1. Add unplanned line items

If a Purchase Order line item has a Max Amount and Expected value, then the supplier user can add unplanned line items by clicking this button to add unplanned line items

### 2. Delete line item

Delete button to delete the unplanned or planned line items

Service Sheet Lines

Service Sheet Lines (2)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un
10		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un
10		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...

Service Sheet Lines

Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quantity	Unit of Measure	Un
10		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	0	HUR	1...
		Yes	service		Service line		Unplanned Adhoc	1 Oct 2...	1 Oct 2...	1	SU	0...



# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 4. Include Line item

If a Purchase Order line item needs to be included during Service Entry Sheet creation, then the user can select the line item and click the Include line button to include the excluded line items.

The Included Column would be set to Yes

#### Service Sheet Lines

Service Sheet Lines (3)											
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						>
		No	service		Child line		Planned				>
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		>

#### Service Sheet Lines

Service Sheet Lines (3)											
PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant	
10					Service line						>
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...		>
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...		>

# Service Entry Sheet Creation – Line item detail

For Service Provider



## Service Entry Sheet Create Screen

### 5. Collapse Entire Tree

The collapse option toggles the hierarchy to display only the parent line item.

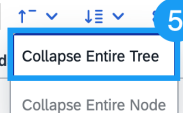
### 6. Expand Entire Tree

The entire hierarchy will be expanded to show all child line items and sub-nodes.

#### Service Sheet Lines

##### Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end d...
10					Service line				
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...



#### Service Sheet Lines

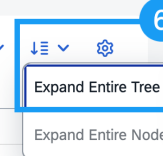
##### Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					

#### Service Sheet Lines

##### Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date
10					Service line				



#### Service Sheet Lines

##### Service Sheet Lines (3)

PO Line Item	Line Number	Included	Type	Part ID	Description	Contract	Line Type	Service start d...	Service end date	Quant
10					Service line					
		Yes	service		Child line		Planned	e.g. 31...	e.g. 31...	
		Yes	service		Service line		Unplanned Ad...	1 Oct 2...	1 Oct 2...	

# Service Entry Sheet Creation – Line item detail View

For Service Provider



## Service Entry Sheet Create Screen

### Line item Detail View

The user can view/edit the line item details like

1. Description
2. Service Start Date
3. Service End Date
4. Quantity
5. Unit Price (Editable based on rule)
6. Pricing Details(Price Basis Quantity) is editable based on rule

### New Service Sheet

Name: Leon Chu's Supplier - TEST  
Phone: +1 (650) 3902788  
Email: leon.s1@sbn.com

Subtotal  
200.00 EUR

Details | v Service Sheet Lines +2 v

#### Details

Service Sheet:\*  
SES922

Service Creation Date:\*  
1 Oct 2025, 8:51:14 pm

Supplier Reference:

1

Details | v Summary Additional Information | v

#### Other Information

Reference Line Number:  
1,00,01,00,010

Type:  
service

Line Type:  
Planned

Unit of Measure:  
HUR

Quantity:  
0

Unit Price:  
10.00 EUR

#### Pricing Details

Order Unit	Price Unit	Description	Unit Conversion	Price Information	Price Conversion
HUR	1		1 HUR = 1 HUR	10 EUR = 1 HUR	1 HUR = 10 EUR

#### Summary

Subtotal without Tax  
Subtotal: 100.00 EUR

# Service Entry Sheet Creation – Line item detail

For Service Provider

1

Details | v

Summary

Additional Information | v

## Additional Information

### Comments

Cleaning Services - tasks such as dusting, sweeping, vacuuming, mopping, sanitizing, and waste removal.

### Attachments (2)

Upload

Delete

<input type="checkbox"/> File Name	File Size
<input type="checkbox"/> CleaningServices.docx	
<input type="checkbox"/> Dusting.docx	

Feedback



## Service Entry Sheet Create Screen

### Line level comments and attachments

- Comments can be entered by the user
- Attachments can be added as supporting documents at a line item level

# Service Entry Sheet Creation – Header Level

For Service Provider

**Additional Information**

**Comments**

Header Level Comments

**Attachments (2)** Upload Delete

<input type="checkbox"/> File Name	File Size
<input type="checkbox"/> CleaningServices.docx	12.91 KB
<input type="checkbox"/> Dusting.docx	12.89 KB

**Summary**

Subtotal without Tax  
Subtotal: 200.00 EUR

*Draft updated* **Next** **Save and Close** **Discard Draft**



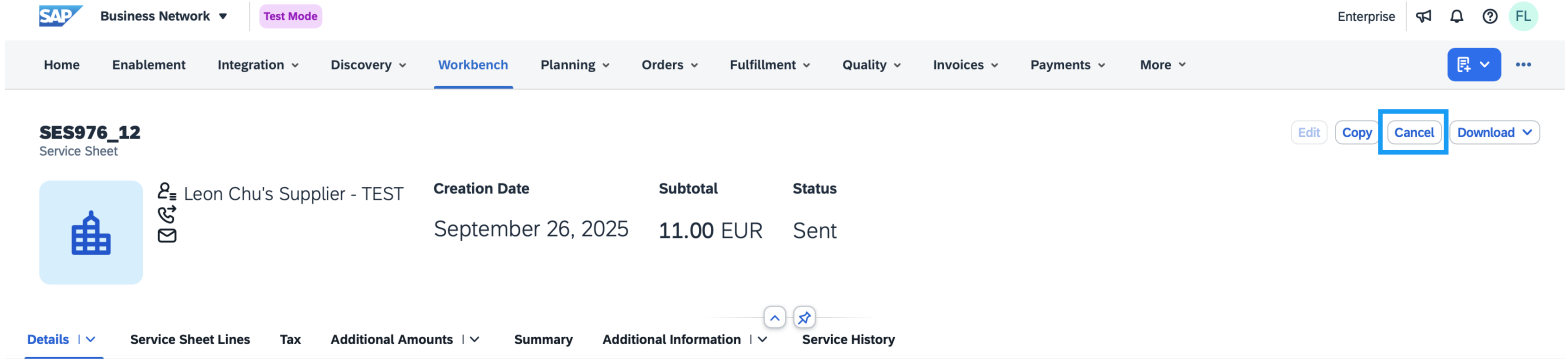
## Service Entry Sheet Create Screen

### Header level comments, attachments and Summary

- Comments can be entered by the user
- Attachments can be added as supporting documents at a header level
- Summary section
  - Subtotal
- Document get's auto saved
- Next button
- Save & Close (Draft)
- Discard Draft

# Cancel Service Sheet Functionality

## For Service Provider



SAP Business Network | Test Mode | Enterprise | Search | Notifications | Help | FL

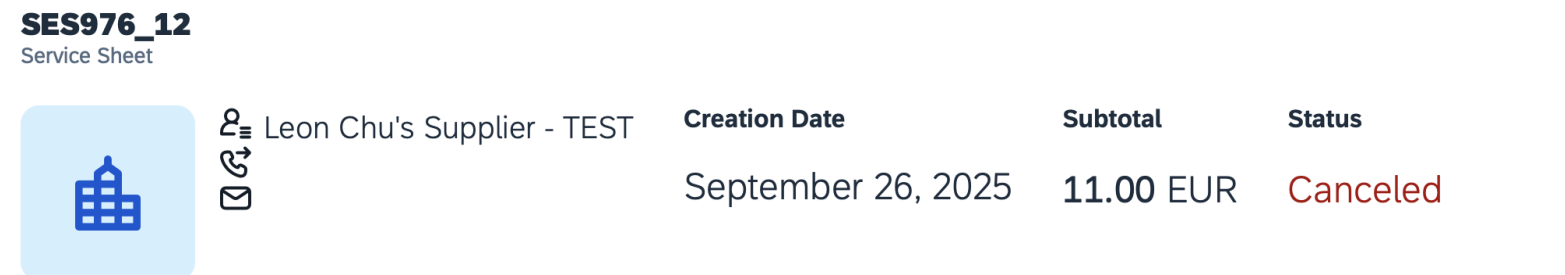
Home | Enablement | Integration | Discovery | **Workbench** | Planning | Orders | Fulfillment | Quality | Invoices | Payments | More

**SES976\_12**  
Service Sheet

Leon Chu's Supplier - TEST | Creation Date: September 26, 2025 | Subtotal: 11.00 EUR | Status: Sent

Details | Service Sheet Lines | Tax | Additional Amounts | Summary | Additional Information | Service History

Buttons: Edit | Copy | **Cancel** | Download



**SES976\_12**  
Service Sheet

Leon Chu's Supplier - TEST | Creation Date: September 26, 2025 | Subtotal: 11.00 EUR | Status: **Canceled**



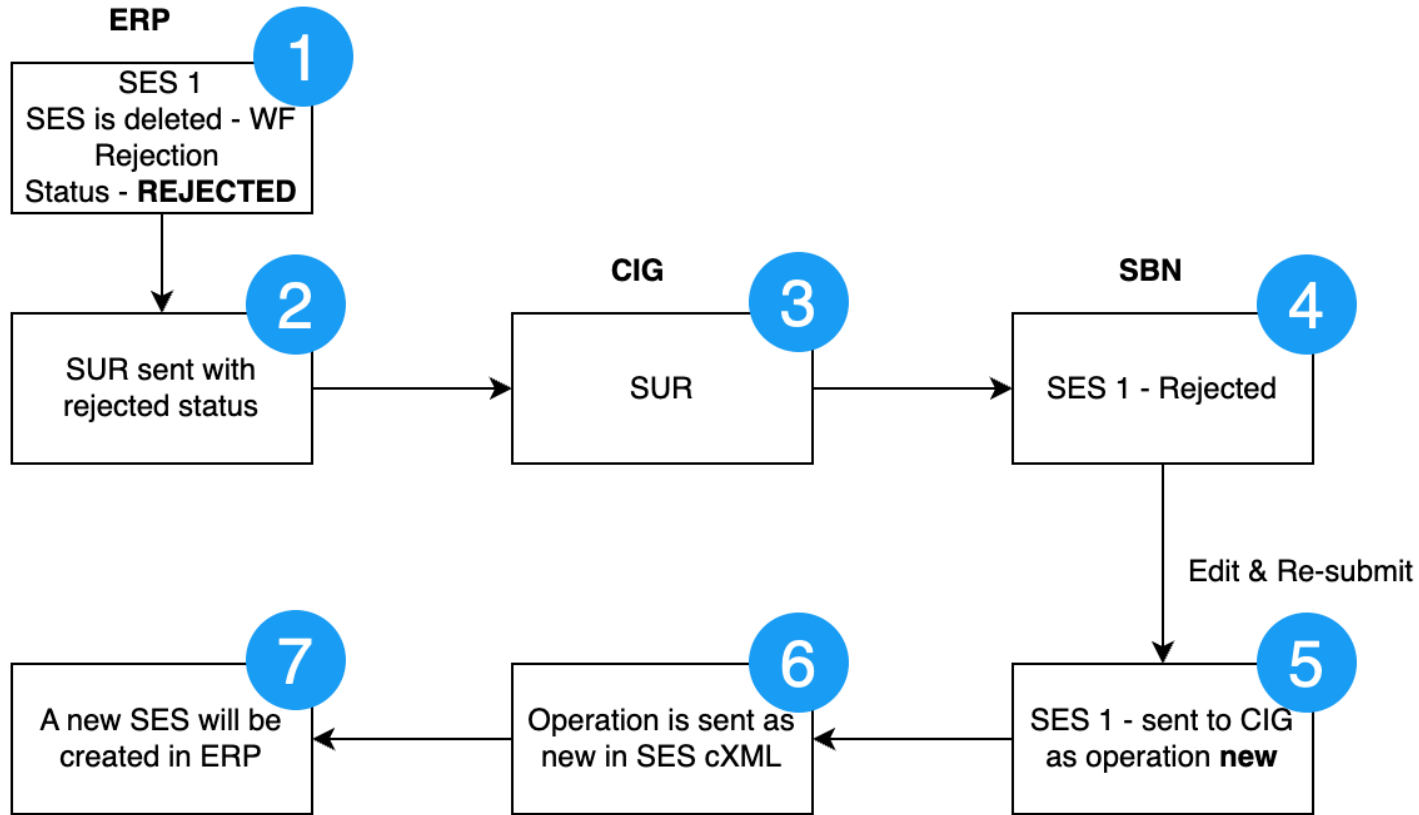
## Cancel Service Sheet

1. The user can cancel the service sheet that has been created. The popup appears, and the user can click **Yes** to cancel
2. The user can also cancel the approved SES, which is supported in the Lean / Enhanced limit scenario.
3. The Service Entry Sheet will be deleted in the backend ERP

Note: Operation would be sent as **delete** in the SES cXML

# Edit & Re-submit of Service Sheet

For Service Provider



## Edit & Re-submit

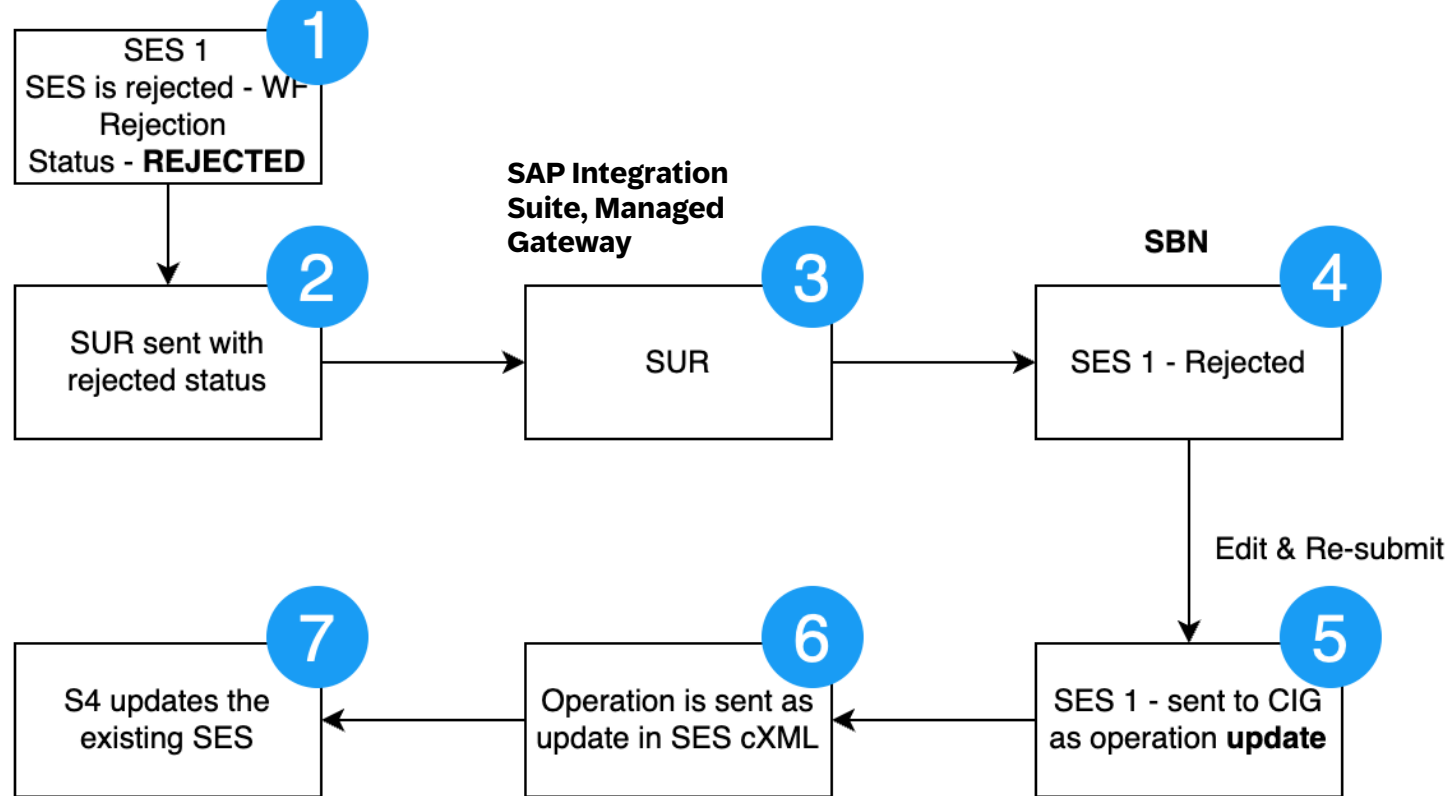
1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, resulting in the creation of a new SES in the backend ERP.

Note: Operation would be sent as **new** in the cXML

# Edit & Re-submit of Service Sheet Lean / Enhanced Limit Functionality

For Service Provider

## S4 Public/Private Cloud



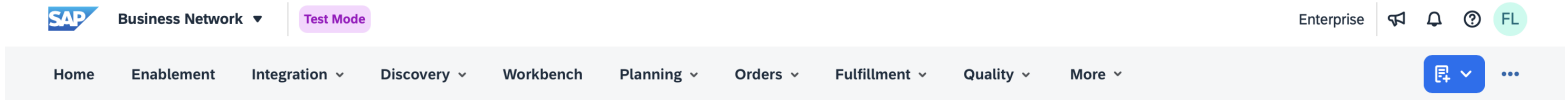
## Edit & Re-submit

1. The supplier user creates the SES, and the buyer rejects the SES in the backend ERP.
2. Status update request sent to supplier with rejection reason; supplier can edit and resubmit the document.
3. The supplier resubmits the SES, which updates the existing SES in the backend ERP.

Note: Operation would be sent as **update** in the cXML

# Edit & Re-submit of Service Sheet

## For Service Provider



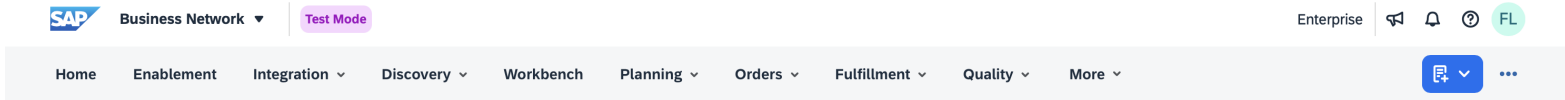
**SES44312**

Service Sheet

[Edit](#) [Copy](#) [Cancel](#) [Download](#)

Missing accounting information in service entry sheet line 1.

	Leon Chu's Supplier - TEST	Creation Date	Subtotal	Status
		September 14, 2025	20.00 EUR	Rejected



**SES80791**

Service Sheet

[Edit](#) [Copy](#) [Cancel](#) [Download](#)

PO 4500128079 does not have an order confirmation. This customer requires suppliers to create an order confirmation for the PO before creating a service sheet.

	Leon Chu's Supplier - TEST	Creation Date	Subtotal	Status
		September 19, 2025	200.00 USD	Rejected

**SES4691**

Service Sheet

[Create Invoice](#) [Edit](#) [Copy](#) [Cancel](#) [Download](#)

Comments from selbuy2509110853412h9: Sent.

The service sheet status has been successfully updated to Rejected by selbuy2509110853412h9. Description: Incorrect number of hours entered. Correct and re-submit it

	selsup250911085341aVo	Creation Date	Subtotal	Status
		October 13, 2025	20,000.00 USD	Rejected



## Edit & Re-submit

1. The rejection can happen due to transaction rule validations  
  
OR
2. The buyer user can reject the document and provide a rejection reason
3. As a final step, the supplier user can edit & re-submit the document by clicking the edit button the Service Sheet page

# Resources

Getting started?

[SAP Business Network on BTP Buyer Administration Guide](#)

More information on:

[SAP Business Network on BTP Release Readiness Portal](#)



Follow us



**[www.sap.com/contactsap](http://www.sap.com/contactsap)**

© 2026 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary. These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/trademark](http://www.sap.com/trademark) for additional trademark information and notices.