What is a service sheet?
BHP requires a supplier to complete and submit a service sheet before sending an invoice for those services. A service sheet or Service Entry Sheet (SES) confirms a supplier has completed Planned or Unplanned services as agreed in the Purchase Order. People in your company create and send service sheets to customers to describe the services they performed. Service sheets can include contact information for the field contractor, field engineer, and approver.

Create SES
Suppliers who do not have the Create Invoice button available. These suppliers have agreed for Evaluated Receipt Settlement (ERS) where BHP will create an invoice based on the approved SES.

- In the IEPO, click the Process order button. You must have confirmed the PO before proceeding.
- Log in to your Ariba Network Standard account.
- Click Create service sheet.
- On the Select Item to Create Service Sheet page, choose an item to add to the service sheet.
- In the Service Sheet Header area, perform the following actions:
  - Enter information such as the service sheet number, service dates, and contact information for the field contractor, engineer, and approver.
  - To add a comment, click Add Comment and enter comment text.
  - To add attachments, click Add Attachment, browse to the attachment file, and click Add Attachment. You must have an attachment or the document will fail.
- In the Service Sheet Line Items area, choose any purchase order lines you don’t want to include in the service sheet, and then click de-select them.
- Enter information such as the service sheet number, service dates, and other fields with an asterisk*.
- Review SES and Submit. SES sent to BHP for approval. BHP will issue an ERS invoice when this is approved.

Adding Unplanned Lines.
- If the Purchase Order has no service lines then you may be able to add ad hoc items to service sheets,
  - Click Add/Update button and Add Contract/Catalog Item
  - If no Catalog or Contract Items are listed you can Create a Non Catalog Item

Auto generate SES from an INV
Available only when Supplier creates SES AND Invoices for BHP. Your Ariba account will create an Auto-Flipped Service Sheet. The invoice will be held until the SES is submitted and approved by BHP and then released.

- In the IEPO, click the Process order button. You must have confirmed the PO before proceeding.
- Log in to your Ariba Network Standard account.
- Click Create Invoice. On Create Invoice page a Warning Message appears advising that this invoice will be converted into an SES. Click on Don’t show this message again.
- In the Select Line Items, perform the following actions:
  - Select the Parent and Child Lines to invoice (See image above).
  - Enter information such as the service sheet number, service dates, and other fields with an asterisk*.
  - To add attachments, click Add Attachment, browse to the attachment file, and click Add Attachment. You must have an attachment or the document will fail.
- Review Invoice and Submit. SES sent to BHP for approval. INV held pending SES approval.

Planned Lines
Line 10 is the Parent Line
Line 10.10 & 10.20 are Child Lines