

### What is a service sheet?

BHP require 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.

The screenshot shows a table of Line Items with columns: Line #, Part #, Customer Part #, Type, Return, Revision Level, Qty (Unit), Need By, Price, Subtotal, Tax, and Details. Line 10 is highlighted as the parent line, with lines 10.10 and 10.20 as child lines. A red callout box points to these lines with the text: "Planned Lines Line 10 is the Parent Line Line 10.10 & 10.20 are Child Lines". Below the table, there is a summary section with "Sub-total: \$ 606.00 AUD", "Est. Total Tax: \$ 0.00 AUD", and "Est. Grand Total: \$ 606.00 AUD".

### 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 **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.

**WARNING!**  
This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.  
 Don't show me this message again.

### 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 **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**
- Review [Ariba Unplanned Service Order Guide](#) for detail before proceeding

The screenshot shows a form titled "Create Service Sheet: Add Non-Catalog Item". Fields include: Full Description (Building construction and support and...), Quantity (1), Unit of Measure (each), Price (\$200.00 USD), and Amount (\$200.00 USD). There are buttons for "Update Amount", "Save", and "Cancel".