

VENDOR Process: Service Entry Sheets in Ariba

Team(s): External Vendor

Role(s): Contact at external vendor

Process Value: To confirm a service to GE has been completed to initiate timely invoicing

Frequency: As Needed

Volume: N/A

Trigger: Process occurs after vendor confirms PO in Ariba

Background Information:

To invoice GE for materials or services, vendors must first confirm the appropriate PO lines. The vendor will use the Ariba system to locate the proper POs and confirm POs/PO lines. Before vendors can generate an invoice to be sent to GE, proof of material received or services performed must be confirmed in the form of a Goods Receipt creation OR Service Entry sheet confirmation in the system PowerMax. Finally, the vendor will generate an invoice to be sent to GE for payment.

If there’s an error on the PO (i.e. quantities, prices, etc.), contact your GE buyer and request a correction prior to confirmation. If a PO is confirmed with an error, the PO will need to be reconfirmed after amending the PO.

Links Used:

Ariba Dashboard – External facing portal for vendor use to manage POs and invoices

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Search, Find & Confirm PO

□ Vendor opens PO details

1. Log into the Ariba portal and locate the PO. Open your PO number from the search results by clicking on the blue hyperlinked number.

Note: If you're unsure how to locate the PO, please reference the Vendor Search, Find & Confirm User Guide.

Orders and Releases (1)

Type	Order Number ↓	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status
Order	4101887455	5	General Electric Company POWER - TEST		GE Renewable Energy Canada Inc. Brossard, QC Canada	USINAGE DEUX RIVES INC Sainte Victoire Qc, QC Canada	\$7,000.00 CAD	15 Dec 2021	New

↳


Note: Watch out for the “Order Status” column – All workable POs will state “New” or “Current”. If a PO status was revised, the current version is rendered obsolete. Watch for any “Obsolete” order status; the PO will just be a “snapshot” and not actions can be taken against that PO.

□ Vendor creates service sheet

2. Once the order has been confirmed, return to the PO details page shown below. Click on the “Create Service Entry” button.

Purchase Order: 4102208333

Order Detail Order History



From:
Customer
GE Renewable Energy Canada Inc.
boulevard Lapinière, Suite 6000-5005
Brossard QC J4Z 0N5
Canada
Phone: + () 579-886-2222
Fax: + () 579-886-2223

To:
ASSEMBLAGE PARO INC
83947 3 First Street
Trois-Rivieres QC G8V 1S9
Canada
Phone: +1 9999999999
Fax:
Email: NoReplyAribaCS@ariba.com

Note: If the “Create Service Sheet” button is greyed out (shown below), this is because the PO hasn't been confirmed, which is required before creating service sheets. For more details on confirming a PO, follow these set of instructions: [Vendor Search, Find & Confirm PO Desktop Instructions](#).

Purchase Order: 4102208333

The screenshot shows a software interface for creating a service sheet. At the top, there are buttons for 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', with options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. Below this is the GE logo. To the right, there are 'From' and 'To' sections with contact information for GE Renewable Energy Canada Inc. and ASSEMBLAGE PARO INC. At the bottom left, there is a 'Payment Terms' section indicating '120 days due net invoice receipt date'.

3. Select the line item you want to create a service entry sheet for, then click “Next”. You can create a service entry sheet for only 1 line item at a time.

The screenshot shows a screen titled 'Select Item to Create Service Sheet'. It features a table of 'Line Items' with columns for 'Line #', 'Part ID / Description', and a selection radio button. The items listed are: 00010 (LL Installation of camera and monitor), 00020 (LL Electrical work services at site), and 00030 (LL Internet & toilet services). A yellow box highlights the radio button for line item 00020. At the bottom right, there are 'Exit' and 'Next' buttons, with 'Next' highlighted in yellow.

4. Enter in the “Service Sheet #” –this can be any value, i.e. a number that aligns to the vendor’s system.

Note: Most vendors choose to put the invoice number here, so the invoice and service sheets are easily linked.

The screenshot shows the 'Create Service Sheet' form. It has a header with 'Previous', 'Update', 'Save', 'Exit', and 'Next' buttons. Below is a 'Service Sheet Header' section with an 'Add to Header' button. The 'Summary' section contains fields for 'Service Sheet #' (highlighted in yellow), 'Service Start Date' (19 Jan 2022), and 'Service End Date'. There is a checkbox for 'Copy the service start and end dates to the service line items'. The 'Additional Fields' section includes a 'Supplier Reference' field and a 'To:' section with the address of GE Renewable Energy Canada Inc. and ASSEMBLAGE PARO INC.

5. Under “Service Sheet Date”, enter today’s date. Under “Service Start Date” and “Service End Date”, enter the period the services were rendered (this can be in the past).

Create Service Sheet

Previous Update Save Exit Next

Service Sheet Header * Indicates required field Add to Header

Summary

Purchase Order: 4102208333

Service Sheet #: *

Service Sheet Date: * 19 Jan 2022

Service Description:

Subtotal:

Service Start Date: *

Service End Date: *

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

Additional Fields

Supplier Reference:

From: ASSEMBLAGE PARO INC

83947 3 First Street
Trois-Rivieres QC G8V 1S9
Canada

To: GE Renewable Energy Canada Inc.

boulevard Lapinière, Suite 6000-5005
Brossard QC J4Z 0N5
Canada

- The "Additional Fields" section is optional.
- Under the "Attachments" section, attachments **up to 1MB are allowed**. The service sheet on Ariba is to be as simple as possible and only reflect the total amount to be invoiced. Any breakdown can be provided in this attachment.

If you have an attachment greater than 1MB, please email it to the MSC ahead of time.

- Scroll down to the "Service Entry Sheet Lines" section.

If there are no line item fields available, as shown below, use the "Line-Item Fields Unavailable" instructions.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Add Pricing Details

Add Unplanned Item

If there are line-item fields available, as shown below, use the "Line-Item Fields Available" instructions.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	Your Part No. / Description here		Service	Unplanned Adhoc	1			Delete Copy
	Description							

! Required field ! Required field

SERVICE PERIOD

Start Date: 6 Dec 2021 End Date: 10 Dec 2021

COMMENTS

Add Comments:

Line-Item Fields Unavailable

- If the "Service Entry Sheet Lines" appear like the image below with no fields to fill out, an unplanned item will need to be added. Click the "Add" button and select "Add Unplanned Item".

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Add Unplanned Item

Add Pricing Details

- b. Populate the “Part No. / Description” fields. Both fields must be populated.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	Your Part No. / Description here		Service	Unplanned Adhoc	1		

! Required field ! Required field

DESCRIPTION

! Required field

SERVICE PERIOD

Start Date: 6 Dec 2021 End Date: 10 Dec 2021

COMMENTS

Add Comments:

- c. “Type” should say “Service’ and “Quantity” should always be 1 – the price will reflect the total PO value.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	Your Part No. / Description here		Service	Unplanned Adhoc	1		

! Required field ! Required field

DESCRIPTION

! Required field

SERVICE PERIOD

Start Date: 6 Dec 2021 End Date: 10 Dec 2021

COMMENTS

Add Comments:

- d. Populate the order units – i.e. “AU” (Activity Unit), “EA” (Each), or another two letter abbreviation. This field must be populated.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	Your Part No. / Description here		Service	Unplanned Adhoc	1		

! Required field ! Required field

DESCRIPTION

! Required field

SERVICE PERIOD

Start Date: 6 Dec 2021 End Date: 10 Dec 2021

COMMENTS

Add Comments:

- e. Populate the price of the unit, which will be equal to the total dollar value of the invoice. Click on the “Update” button below to auto-calculate the “Subtotal”. Check that this matches the amount you intend to invoice.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	LL Installation of camera and monitor	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input type="text" value="Your Part No. / Description here"/>		Service	Unplanned Adhoc	1	<input type="text"/>	<input type="text"/>	Delete Copy

! Required field ! Required field

Description:

! Required field

SERVICE PERIOD
Start Date: 6 Dec 2021 End Date: 10 Dec 2021

COMMENTS
Add Comments:

Previous **Update** Save Exit

Note: Do not use commas as they will be disregarded by the system. If you are trying to add in cents, use ".". i.e. \$284,93 CAD is incorrect and will appear as \$28,493 CAD. \$284.93 is correct.

- f. Click "Next". Check the subtotal page to ensure it matches what you want to invoice. If correct, click "Submit".

Service Entry Sheet Lines

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
00010		LL Installation of camera and monitor					
1	Service	Your Part No. / Description here Description	Unplanned Adhoc		1 (EA)	\$585.83 CAD	\$585.83 CAD

Service Entry Summary
Subtotal: \$585.83 CAD

Previous Save **Submit** Exit

Line-Item Fields Available

- a. Update the "Qty" field to match the net total invoice price. You can spot check the amount by clicking the "Update" button below to auto-calculate the "Subtotal". Check that this matches the amount you intend to invoice.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00020	LL Electrical work services at site	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input type="text" value="00000000003000133"/>		Service	Planned	10,000 LE	\$1.00 CAD	\$10,000.00 CAD	Delete Copy

SITE - ERECTION SUPERVISION


SERVICE PERIOD
Start Date: End Date:

PRICING DETAILS
Price Unit: LE Price Unit Quantity: 1.000
Unit Conversion: 1 Description:

Previous **Update** Save Exit

Note: Do not use commas as they will be disregarded by the system. If you are trying to add in cents, use ".". i.e. \$284,93 CAD is incorrect and will appear as \$28,493 CAD. \$284.93 is correct.

- b. Click “Next”. Check the subtotal page to ensure it matches what you want to invoice. If correct, click “Submit”.

Service Entry Sheet Lines Show Item Details 

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
▼ 00010		<i>LL Installation of camera and monitor</i>					
1	Service	Your Part No. / Description here <i>Description</i>	Unplanned Adhoc		1 (EA)	\$585.83 CAD	\$585.83 CAD Details

Service Entry Summary
Subtotal: \$585.83 CAD

9. A GE employee will approve the service entry sheet before invoicing is permitted. The approver will notify the vendor that the service entry sheet was approved, in addition to an automated message from Ariba.