How to create a Service Entry Sheet

elia group
Elia | 50Hertz | EGI

Applies **exclusively** to suppliers who participate in the credit note procedure. To be able to create a **Service Entry Sheet (SES)** supplier must be assigned to the **ERS/Self Billing group.** In case of confusion kindly check with support (**purchasing@50hertz.com**) which group you are assigned to.
If you have a **service PO**, you must send a **Service Entry Sheet (SES)** to notify 50Hertz of the performed service details. After the SES has been approved by 50Hertz, a **credit note** will be automatically created and send.
It is also mandatory to confirm the Order before sending SES (Check Manual create order confirmation SAP BN).

1. On the order, check if the order confirmation is sent then click on **"Create Service Sheet"** on the top-left or bottom-left of the screen

2. Fill in the **"Service Sheet #"-field** with the value of your choice and select the "**Service Sheet Date**"

3. To the right, fill in the **Service Start and End Dates**. These dates refer to the period in which the service was provided. If not applicable, you can also enter the Service Sheet Date once more

4. On the item-level, you can change the **"Quantity"** to the value you wish to invoice for **planned services**

5. **For unplanned services**, click on **'add'**, then **'add unplanned item'.** The fields '**description**', '**quantity**', '**unit**' (can always be 'SU' - short for 'service unit') and '**price**' (price per unit, **without VAT**) have to be filled in

To add attachments, see appendix 1 at the end of this guide.

Finally, click **"next"** and **"submit"**.

Purchase Order: 0048148678

Create Order Confirmation ▾   Create Ship Notice   Create Service Sheet

Order Detail   Order History

▼ Service Sheet Header

Summary

Purchase Order: 0048148678

Service Sheet #: *

Service Sheet Date: * 5 Sep 2022

Subtotal:

Service Start Date: *

Service End Date: *

Service Entry Sheet Lines

Line No.	Part No. / Description						
▼ 00001	*Ariba test Service PO*						
	Include	Part No. / Description	Customer Part #	Type	Item Type		Qty / Unit
	● ⓘ			Service ∨	Planned		10 SU ⓘ
	test						

Service Entry Sheet Lines

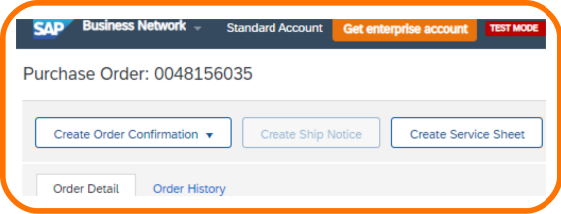| Line No.	Part No. / Description						Contract #	
00001	*TRA2865*							Add ▾
								Add Unplanned Item
	Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtot
	●			Service ∨	Unplanned Adhoc			Delete Copy

Next ➡ Submit

You can configure an e-mail message to be sent whenever an SES is **approved** by clicking on the **initials on the top-right** of the screen, then '**settings**' and '**notifications**'. On the top-left, choose '**Network**' and scroll down until you see '**Service sheet**'. Check one of the boxes and enter an e-mail address.

The technical or administrative contact may require you to send the **necessary documents** with the service sheet, to be able to approve your service. You should **add these in attachment when you create your service sheet** (this would also avoid unnecessary rejection and recreation of service sheets).
(**Material goods** are normally first received by 50Hertz. You will receive a "goods receipt" document afterwards, which will appear on the PO and which approves your invoice beforehand.)

1. After clicking on "**create service sheet**" on the order, click on the button "**add attachments**" in the middle of the screen.

2. A new field appears, right above the line items. You can click on "**choose file**" to select the attachment from your PC, then click on "**Add attachment*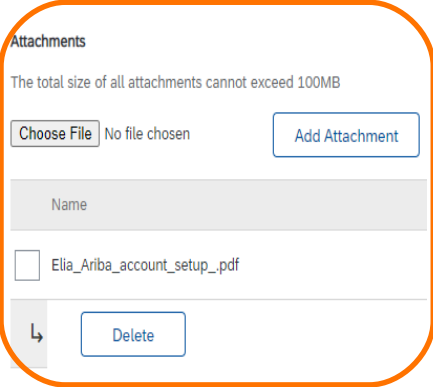*" to attach them to the service sheet.