

THE DIGITAL PO & INVOICE PROCESS – SERVICE SHEET

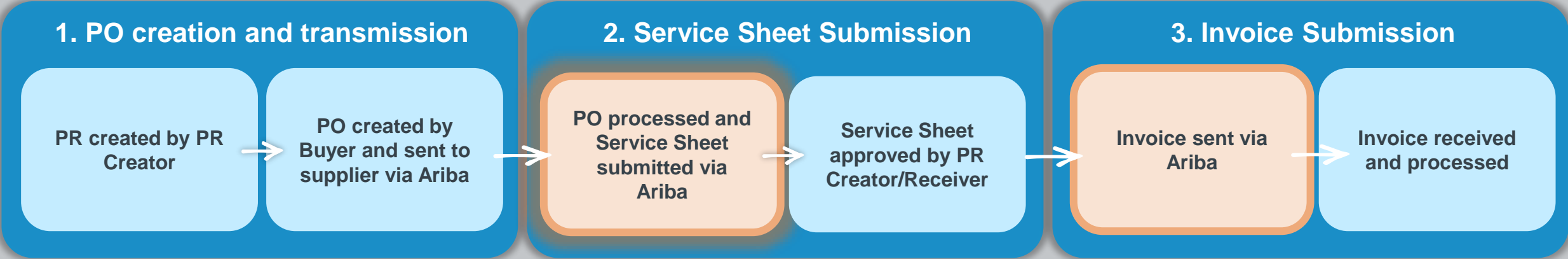
End-to-end process and supplier role in it



Julia, Supplier

This guide will show you:

- 1. How to process Service PO and create Service Sheet in Ariba
- 2. How to create Invoice for Approved Service Sheet in Ariba



■ VESTAS ■ SUPPLIER

STEP 1 | RECEIVE ORDER AND LOG IN

Step-by-step

1. Purchase orders from Vestas are received as interactive email from Ariba. Click 'Process order' to send an order confirmation to Vestas.
2. Log in to Ariba with the same user name as used in the registration as Vestas supplier.
3. If your company is already registered in Ariba, you can request access by selecting "Your company [name] is already registered. If you don't have a user account, request one now."

Illustration

The illustration shows two screenshots from the SAP Ariba system. The left screenshot is an email titled "Vestas - TEST sent a new order". It contains a message from the customer Vestas - TEST, asking the supplier to review the purchase order and confirm it within 3 days. A blue button labeled "Process order" with a circled "1" is at the bottom right of the email content. The right screenshot is the "Supplier Login" page. It features a "Login" button with a circled "2" and a link for "Having trouble logging in?". Below the login fields, there is a section for "Is your company registered?" with a search box and a circled "3" next to the text "Your company Tiina TEST is already registered. If you don't have a user account, request one now."

Tips & Tricks

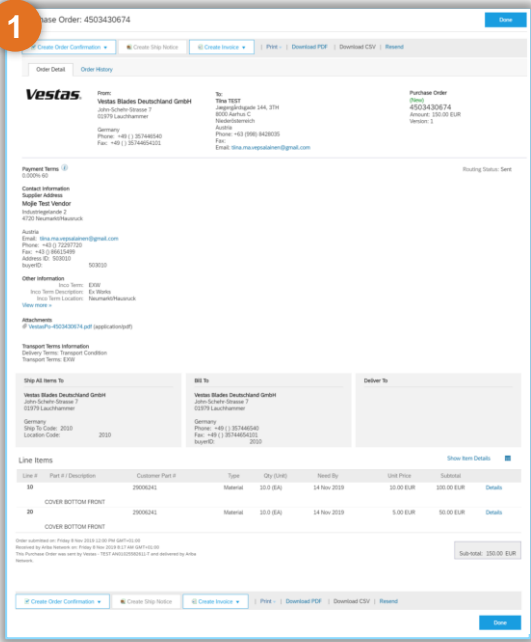
- To ensure Ariba emails are not going to your spam folder please add ordersender-prod@ansmtp.ariba.com to your 'Safe Senders' list.
- Complete your account set-up in Ariba to ensure you receive notifications for POs and invoices via the correct email address. Also, make sure to add the right users in your team, allowing them to process POs and create invoices in Ariba. More instructions are available [here](#).

STEP 2 | FIND AND REVIEW THE PURCHASE ORDER

Step-by-step

1. Review all information contained in the PO
2. In case of discrepancies (e.g. new delivery date, wrong price, missing fees etc.), please get in touch immediately with the buyer shown on the PO.
3. Standard Vestas PO copy is also available in the attachment as pdf.

Illustration



Other Information

Inco Term: EXW
Inco Term Description: Ex Works
Inco Term Location: Neumarkt/Hausruck
Payment Term: 1060
Payment Term: Current month, 60 days, due net

Description:

Buyer: T. Laustsen
Email: timve@vestas.com
Pickup: Address

Attachments

VestasPo-4503430706.pdf (application/pdf)

Tips & Tricks

- You can resend the PO to your mailbox in the dashboard by choosing 'Select' → 'Send me a copy to take an action'

STEP 3 | CREATE SERVICE SHEET (CONFIRMATION OF SERVICE)

Once the service has been done, confirm the number of hours worked by creating a Service Sheet. This Service Sheet will be routed back to Vestas for approval.

The Service Sheet reflects the PO lines including number of hours and rate.

If PO is missing a line, reach out to the Buyer to have the line added before creating a Service Sheet.

Ariba Network Company Settings Mary Grace Pocios ...

Purchase Order: 4503425204 Done

Create Order Confirmation **Create Service Sheet** Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail **Order History**

Vestas

From:
Test1
Street1
8000 Arhus
Denmark
Phone: +45 () 97300000
Fax: +45 () 97300001

To:
ABCD
Test2
Plüddemangasse 39
8010 Graz
Denmark
Phone: +44 911
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order
(New)
4503425204
Amount: 100.00 EUR
Version: 1

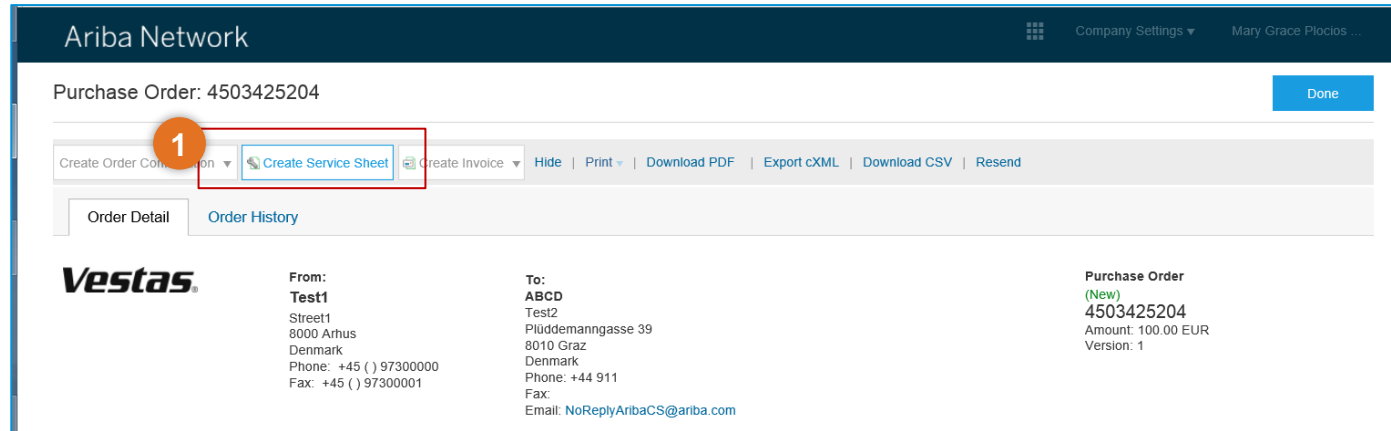
Comments
BY CONFIRMING THIS PURCHASE ORDER, THE SUPPLIER ACCEPTS THAT VESTAS' GENERAL PURCHASING TERMS FOUND AT <http://www.vestas.com/gpt> APPLY TO THE PURCHASE. HOWEVER, THESE TERMS SHALL ONLY APPLY TO THE EXTENT THE PARTIES HAVE NOT ENTERED INTO A SEPARATE AGREEMENT ... [View more >](#)

Routing Status: Sent

Contact Information
Supplier Address
Vestas Wind
Systems - Test
Vendor
Plüddemangasse 39
80-000 Graz
Z.P.
Poland

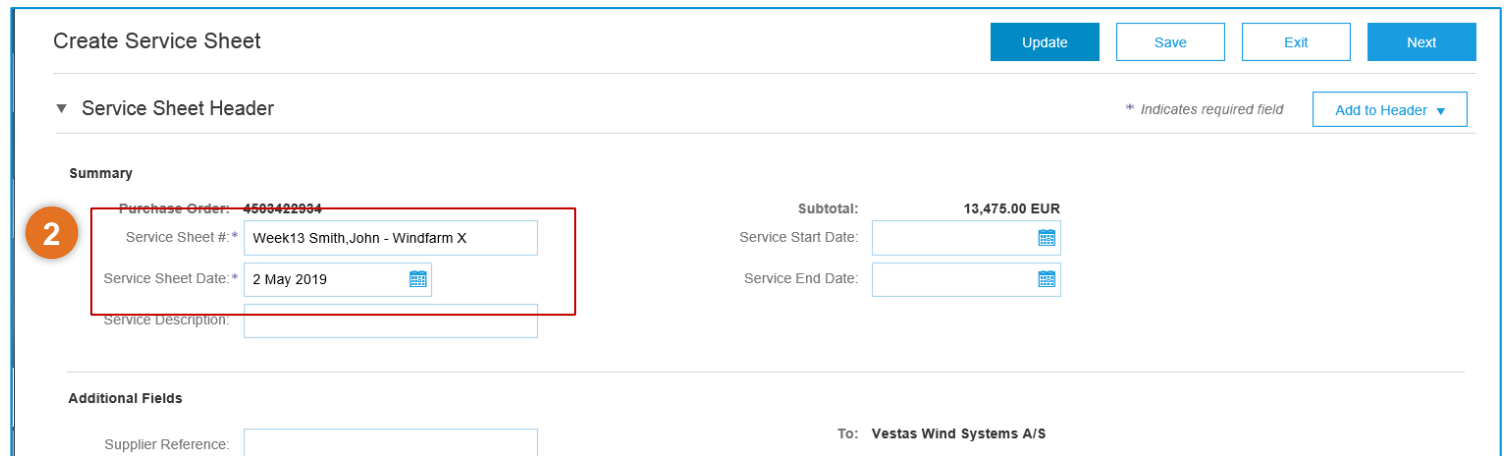
STEP 3 | CREATE SERVICE SHEET (CONFIRMATION OF SERVICE)

1. Click Create Service Sheet



2. Enter the required information such as Service Sheet no. and Service Sheet Date.

[Important! Service sheet # should contain strictly UPPER CASE alphabets & numbers only. Presence of lower case will cause rejection]



STEP 3 | CREATE SERVICE SHEET (CONFIRMATION OF SERVICE)

3. Update the quantity of the Service Sheet lines based on the actual number of hours/days worked

4. To exclude lines (hours not performed), click the green toggle button.

Service Entry Sheet Lines

Line No.	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal		
10	Mechanic > 5 yrs exp	Service	Planned	560 HUR	20.00 EUR	11,200.00 EUR	Delete	Copy

Regular hours

SERVICE PERIOD
Start Date: End Date:

COMMENTS
Add Comments:

Service Entry Sheet Lines

Line No.	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal		
10	Mechanic > 5 yrs exp	Service	Planned	560 HUR	20.00 EUR	11,200.00 EUR	Delete	Copy

Regular hours

Excluded line items cannot be modified.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text"/>	Service	Planned	380 HUR	35.00 EUR	13,300.00 EUR	Delete	Copy

Overtime hours 17.00 onwards

SERVICE PERIOD

Qty / Unit	Price	Subtotal		
380 HUR	35.00 EUR	13,300.00 EUR	Delete	Copy

STEP 3 | CREATE SERVICE SHEET (CONFIRMATION OF SERVICE)

5. To add timesheets, reference documents in the Service Sheet, click Add to Header > Add Attachments

6. Click Browse and attach the documents, click Add Attachment.

Create Service Sheet Update Save Exit Next

▼ Service Sheet Header * Indicates required field

Summary

Purchase Order: 4503422934 Subtotal: 13,475.00 EUR

Service Sheet #: * Week13 Smith, John - Windfarm X Service Start Date:

Service Sheet Date: * 2 May 2019 Service End Date:

Service Description:

5 Add to Header ▼
Add Comments
Add Attachments

Attachments

The total size of all attachments cannot exceed 10MB Remove

6 Browse... Add Attachment

Add Comments

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #	Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal	Delete	Copy
▼ 10	Mechanic > 5 yrs exp		<input type="checkbox"/>		Service ▼	Planned	560 HUR	20.00 EUR	11,200.00 EUR		

Add ▼

STEP 3 | CREATE SERVICE SHEET (CONFIRMATION OF SERVICE)

7. Click Next

Create Service Sheet

Update Save Exit **Next**

Service Sheet Header * Indicates required field Add to Header

Summary

Purchase Order: 4503422934 Subtotal: 13,475.00 EUR

Service Sheet #: * Week13 Smith,John - Windfarm X Service Start Date:

8. Review the Service Sheet. If everything is correct, click Submit

Create Service Sheet

Previous Save **Submit** Exit

Confirm and submit this document.

Service Sheet Subtotal: 13,475.00 EUR

Week13 Smith,John - ...
Date: 2 May 2019
Purchase Order: 4503422934
Subtotal: 13,475.00 EUR

From ABCD
ABCD
Test2
Plüddemangasse 39
8010 Graz
Denmark

To Vestas Wind Systems A/S
Vestas - TEST
Hedeager 42
8200 Aarhus
Denmark

Service Entry Sheet Lines Show Item Details

Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
	Mechanic > 5 yrs exp						
1	Service	Planned		380 (HUR)	35.00 EUR	13,300.00 EUR	Details
	Overtime hours 17.00 onwards						
2	Service	Planned		50 (KMT)	1.50 EUR	75.00 EUR	Details
	Travel cost						
3	Service	Planned		100 (EA)	1.00 EUR	100.00 EUR	Details
	Other costs						

Service Entry Summary

9. Below confirmation is given by the system upon submission.

Ariba Network

9 Service Sheet Week13 Smith,John - Windfarm X has been submitted.

- [Print](#) a copy of the service sheet.
- [Exit](#) service sheet creation.

STEP 4 | CREATE INVOICE (FROM APPROVED SERVICE SHEET)

You can only create an invoice for a Service Entry Sheet once the status is changed to Approved. The Create Invoice button will be grayed-out if the SES does not have this status.

The screenshot displays a web interface for a Service Sheet titled "Service Sheet: Week13". At the top right, there are "Done" and "Previous" buttons. Below the title, a toolbar contains several actions: "Create Invoice" (highlighted with a red box), "Copy This SES", "Print", "Download PDF", and "Export cXML". Below the toolbar, there are tabs for "Detail" and "History". The main content area shows the following information:

- Service Sheet (Approved)** (highlighted with a red box)
- Week13
- Date: 2 May 2019
- Purchase Order: 4503422934
- Subtotal: 230.00 EUR

Below this, there are "From" and "To" address blocks:

From:
ABCD
Test2
Plüddemanngasse 39
8010 Graz
Denmark

To:
Vestas Wind Systems A/S
Vestas - TEST
Hedeager 42
8200 Aarhus
Denmark

At the bottom right, the "Routing Status" is "Acknowledged" and "Related Documents" include a link to "4503422934".

The "Service Entry Sheet Lines" section is partially visible, showing a table with columns: Line #, Type, Service # / Description, Line Type, Contract #, Qty (Unit), Unit Price, and Subtotal. The first row shows "10" in the Line # column, "Edited" in the Type column, and "Mechanic > 5 yrs exp" in the Service # / Description column.

STEP 4 | CREATE INVOICE (FROM APPROVED SERVICE SHEET)

1. From the PO, open the approved Service Sheet to be invoiced by clicking on the SES number.

Purchase Order: 4503422934 Done

Create Order Confirmation Hide Changes | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

Vestas

From:
Vestas Wind Systems A/S
Hedeager 42
8200 Aarhus
Denmark
Phone: +45 () 97300000
Fax: +45 () 97300001

To:
ABCD
Test2
Plüddemanngasse 39
8010 Graz
Denmark
Phone: +44 911
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order
(→ Partially Invoiced)
4503422934
Amount: 34,100.00 EUR
Amount: 26,350.00 EUR
Version: 3 (Previous Version)

Comments
BY CONFIRMING THIS PURCHASE ORDER, THE SUPPLIER ACCEPTS THAT VESTAS' GENERAL PURCHASING TERMS FOUND AT <http://www.vestas.com/gpt> APPLY TO THE PURCHASE. HOWEVER, THESE TERMS SHALL ONLY APPLY TO THE EXTENT THE PARTIES HAVE NOT ENTERED INTO A SEPARATE AGREEMENT ... [View more](#)

Contact Information
Supplier Address
Vestas Wind

Routing Status: Acknowledged
Related Documents: [Week13](#)
[Week13 Smith, John](#) ... 1
[12345](#)
[More\(1\)](#)

2. On the next screen, click Create Invoice.

Service Sheet: Week13 2 Done Previous

Print | Download PDF | Export cXML

Detail History

Service Sheet
(Approved)
Week13
Date: 2 May 2019
Purchase Order: [4503422934](#)
Subtotal: 230.00 EUR

Subtotal: 230.00 EUR

STEP 4 | CREATE INVOICE (FROM APPROVED SERVICE SHEET)

3. In the Create Invoice screen, fill out the required fields such as Invoice No, Tax rate

Create Invoice

Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 4503422934 Subtotal: 230.00 EUR
Invoice #: Total Tax: 0.00 EUR
Invoice Date: 2 May 2019 Amount Due: 230.00 EUR
Service Description: View/Edit Addresses

Remit To: ABCD
Graz
Denmark
Bill To: Vestas Wind Systems A/S
Aarhus
Denmark

4. If invoice copy is required, click Add to Header > Attachment

Create Invoice

Update Save Exit Next

! This buyer requires attachments for service invoices. Add at least one attachment before submitting this invoice.

▼ Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 4503422934 Subtotal: 230.00 EUR
Invoice #: Week13 Total Tax: 0.00 EUR
Invoice Date: 2 May 2019 Amount Due: 230.00 EUR
Service Description:

Remit To: ABCD
Graz
Denmark
Bill To: Vestas Wind Systems A/S
Aarhus

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Payment Term
- Additional Reference Document
- Comment
- Attachment

STEP 4 | CREATE INVOICE (FROM APPROVED SERVICE SHEET)

5. Click Browse to upload the document, click Add Attachment to

Attachments

The total size of all attachments cannot exceed 10MB Remove

5

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test attachment.pdf	32830	application/pdf

6. Quantity and price can no longer be changed in the Invoice. Click Next.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: Discount

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10			Mechanic > 5 yrs exp					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Regular hours		10	HUR	20.00 EUR	200.00 EUR
Service Sheet Details				Service Sheet #: Week13		Service Line #: 1			
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Travel cost		20	KMT	1.50 EUR	30.00 EUR
Service Sheet Details				Service Sheet #: Week13		Service Line #: 2			

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STEP 4 | CREATE INVOICE (FROM APPROVED SERVICE SHEET)

7. Review the invoice.
Click Submit.

8. Below confirmation
is given by the system
upon submission.

Previous Save Submit Exit

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Denmark. The document's destination country is:Denmark. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: Week13		Subtotal: 230.00 EUR
Invoice Date: Thursday 2 May 2019 3:13 PM GMT+08:00		Total Tax: 0.00 EUR
Original Purchase Order: 4503422934		Amount Due: 230.00 EUR

REMIT TO:

ABCD

Postal Address:
Test2
Plüddemangasse 39
8010 Graz
Denmark

BILL TO:

Vestas Wind Systems A/S

Postal Address (Vestas Wind Systems A/S):
Hedeager 42
8200 Aarhus
Denmark

Phone : +45 () 97300000
Fax : +45 () 97300001

SUPPLIER:

ABC123

Postal Address:
Test2
Plüddemangasse 39
8010 Roth

Germany
Address ID: ABC123

CUSTOMER:

Vestas Wind Systems A/S

Postal Address:
Hedeager 42
8200 Aarhus
Denmark

Ariba Network

Invoice Week13 has been submitted.

8

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

