

# Ariba Network Commerce Automation User Manual

## Create Service Entry Sheet

### Objective

The goal of this user manual is to:

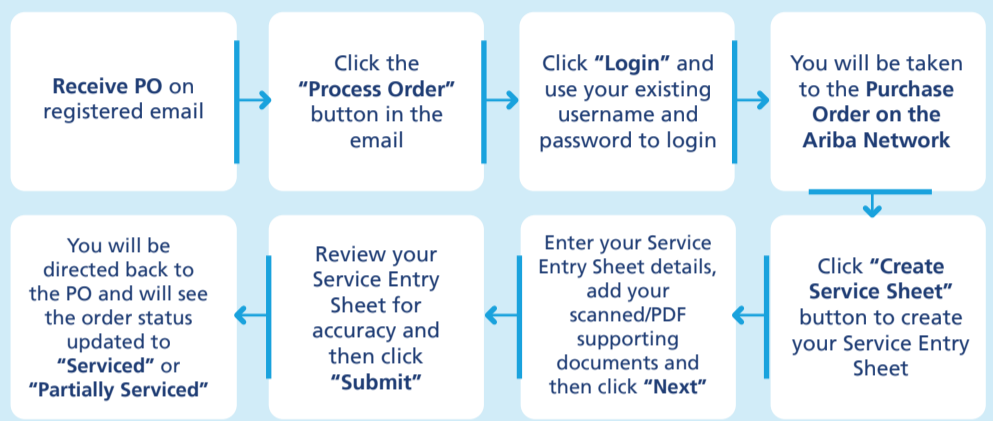
- Understand the process of how to Create a Service Entry Sheet on Ariba Network for **Planned** and **Unplanned** items on Service Orders
- Each line item will require a separate Service Sheet

### Target Audience:

Supplier User

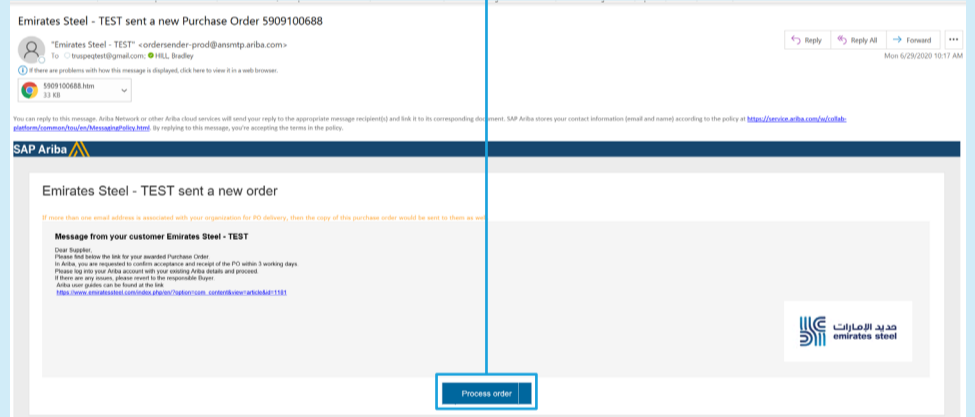


### Order Confirmation Process

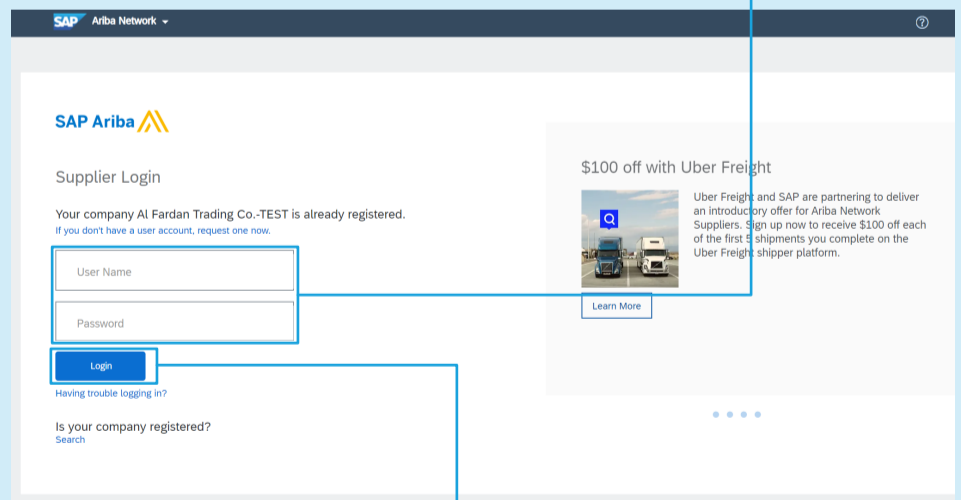


You will receive an email notification of the PO on Ariba Network each time Emirates Steel sends you a PO

### 1. Click the "Process Order" button to sign in with your existing Emirates Steel Ariba Account

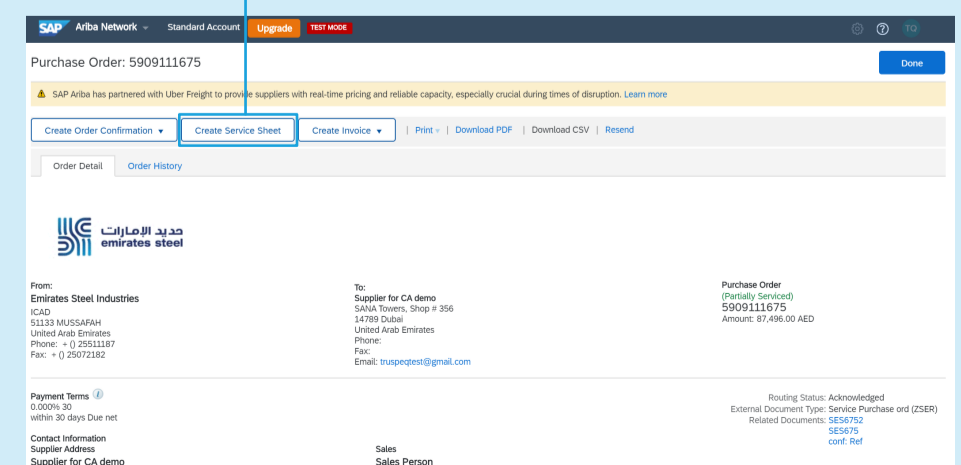


### 2. Enter your existing Username and Password



### 3. Click "Login" button

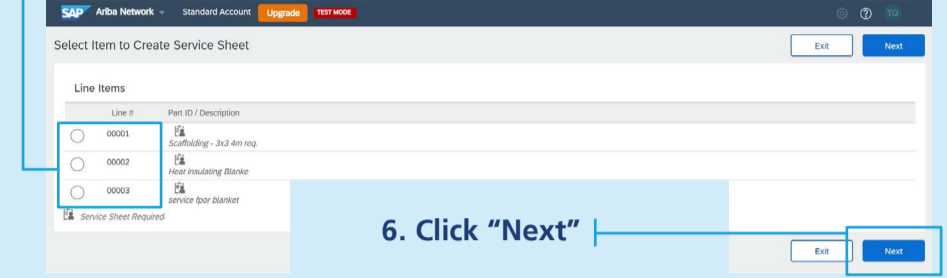
### 4. Click "Create Service Sheet" button to create your Service Entry Sheet



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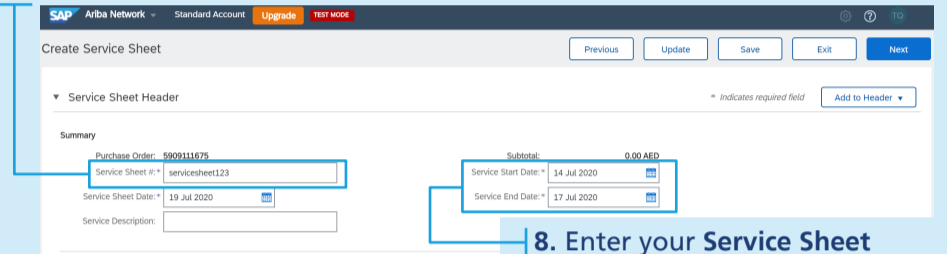
## Create Service Entry Sheet

5. Select the relevant Line Item # to create the Service Sheet against



6. Click "Next"

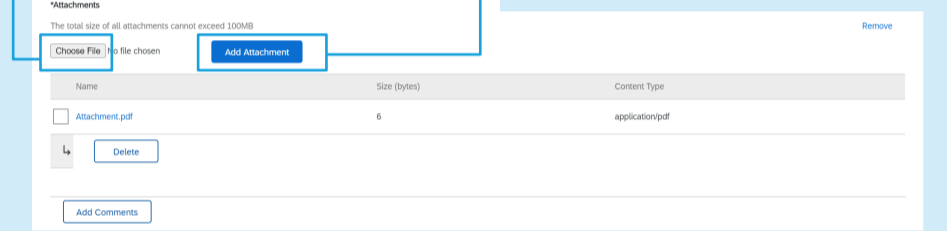
7. Click "Add to Header" button then select "Attachment"



8. Enter your Service Sheet Start and End Dates

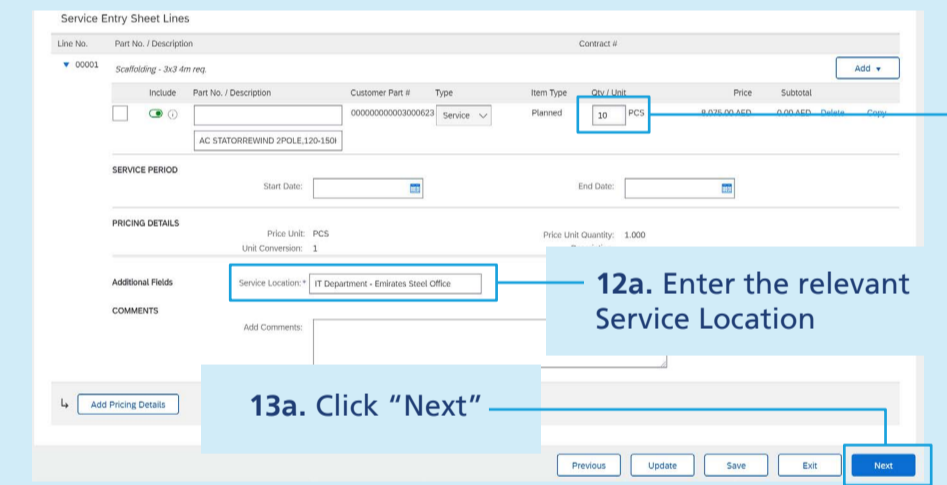
9. Click "Choose File" to attach your Service Sheet supporting scanned/PDF documents

10. Click "Add Attachment" button to add your attachment



Planned Items (a)

11a. Review quantity and adjust if applicable to submit a Partial SES




12a. Enter the relevant Service Location

13a. Click "Next"

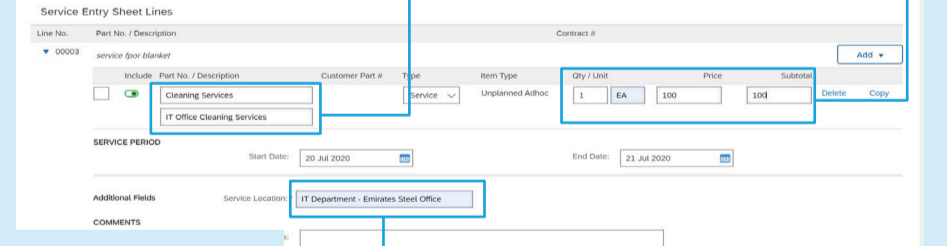
Unplanned Items (b)

11b. Click "Add" then "Add Unplanned Item" for unplanned items



12b. Enter your Description for the unplanned item

13b. Enter your Qty / Unit of Measure / Price / Subtotal



14b. Enter your Service Location

15b. Click "Next"

16. Click "Submit" to submit your Service Sheet

