PO Collaboration – Create SES and SES Tracking Details

Objective

The goal of this user manual is to:

◦ Understand the process of Submit Service Entry Sheet(SES) and SES details tracking.
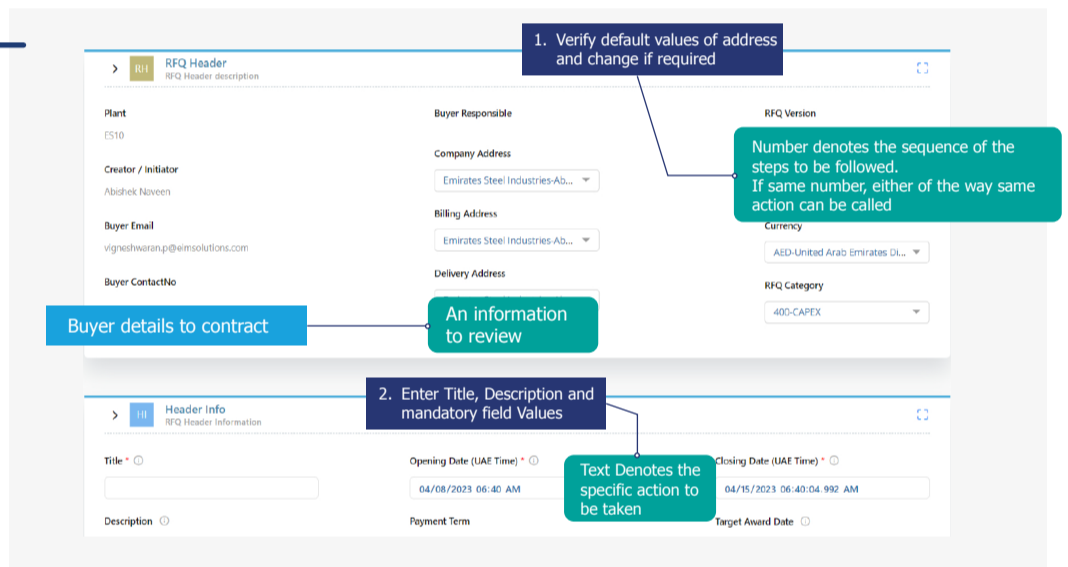
Target Audience:

Suppliers

Course Pre-requisites:
ESA-SCH-User Guide-01-PO - Acknowledgement

Notations Used in Training Manual

Submit Service Entry Sheet

Search PO → Filter Acknowledged PO → Create SES → Submit and check Status

SES Created and Approved → Copy Create Cancelled SES → Cancel SES
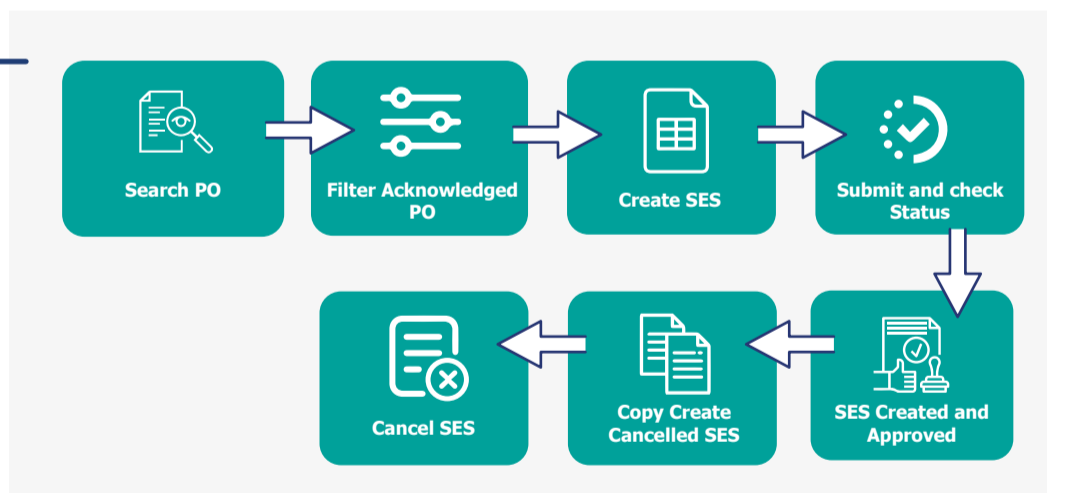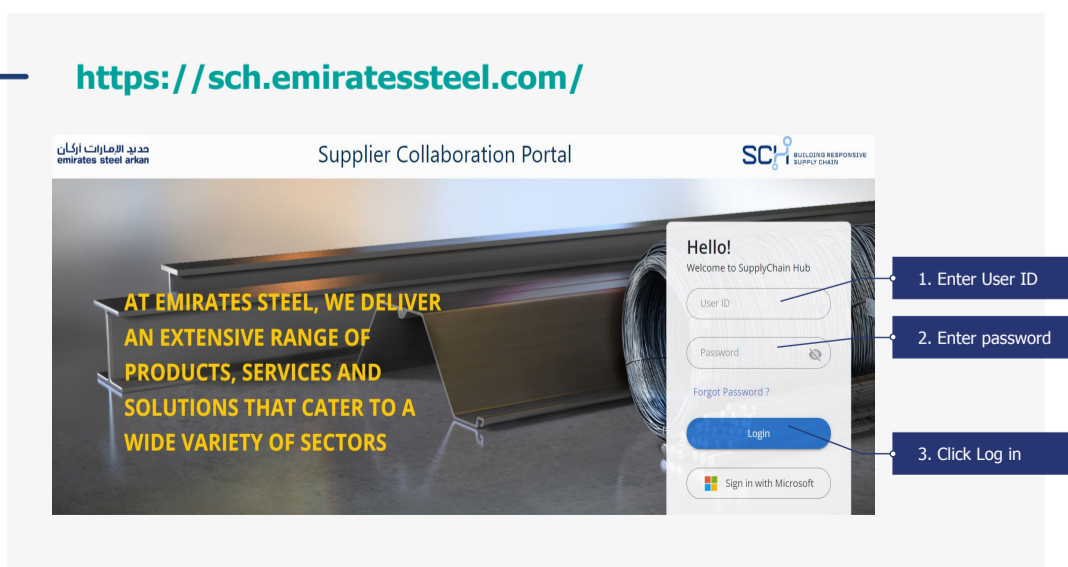
Login To SCH Portal

Login Page

https://sch.emiratessteel.com/

Supplier Collaboration Portal

Hello!
Welcome to SupplyChain Hub

User ID

Password

Forgot Password ?

Login

Sign in with Microsoft

AT EMIRATES STEEL, WE DELIVER AN EXTENSIVE RANGE OF PRODUCTS, SERVICES AND SOLUTIONS THAT CATER TO A WIDE VARIETY OF SECTORS

1. Enter User ID

2. Enter password

3. Click Log in
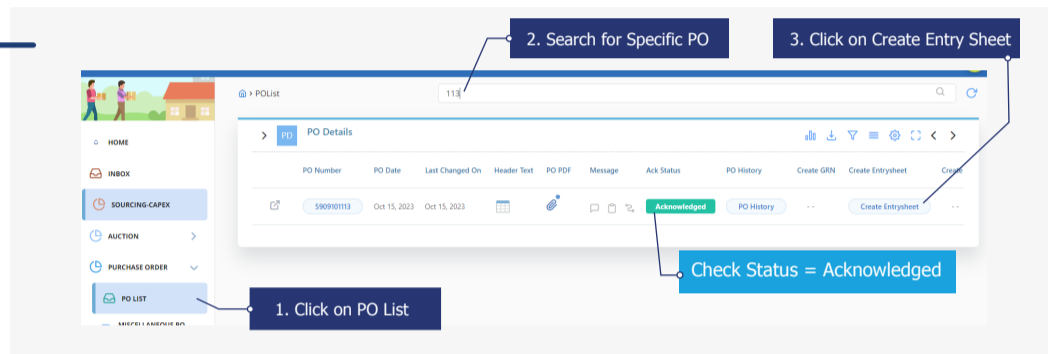
حديد الإمارات أركان
emirates steel arkan

SUPPLY CHAIN HUB

Create Service Entry Sheet

Create SES

- Only when PO Status = "Acknowledged", "Partially Acknowledged" - Entry Sheet can be submitted
- PO Status set to Acknowledged when the SES is updated by ESA team directly in SAP.
- Once the SES submitted, it will be sent for approval.
- Upon approval Entry sheet gets posted & invoice submission gets enabled.
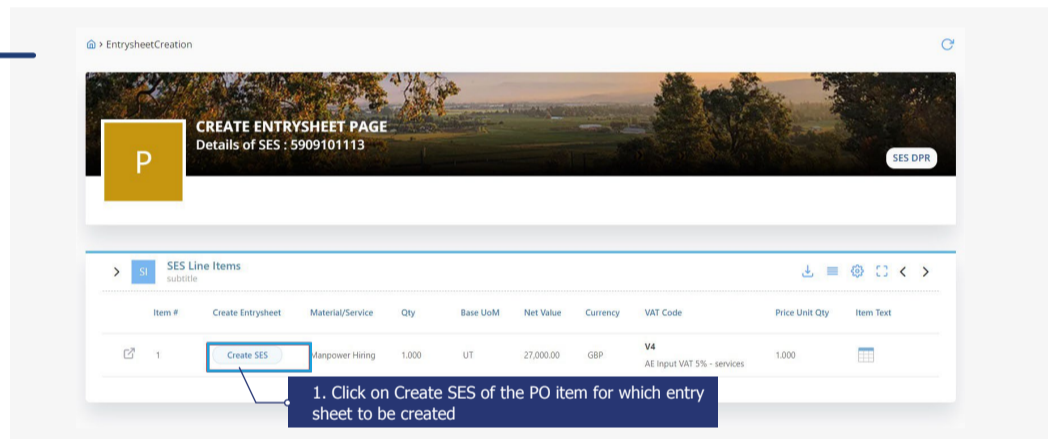- Entry sheet can be withdrawn before approval.

Create SES

2. Search for Specific PO
3. Click on Create Entry Sheet
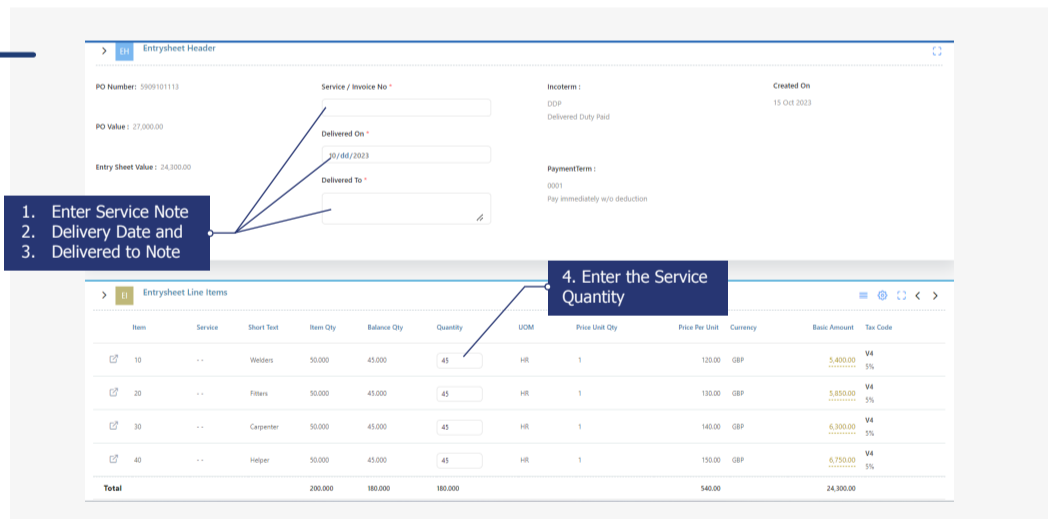. Check Status = Acknowledged
1. Click on PO List

Create Entry Sheet – Select PO Item

CREATE ENTRYSHEET PAGE
Details of SES : 5909101113

1. Click on Create SES of the PO item for which entry sheet to be created

Create Entry Sheet – Select Services
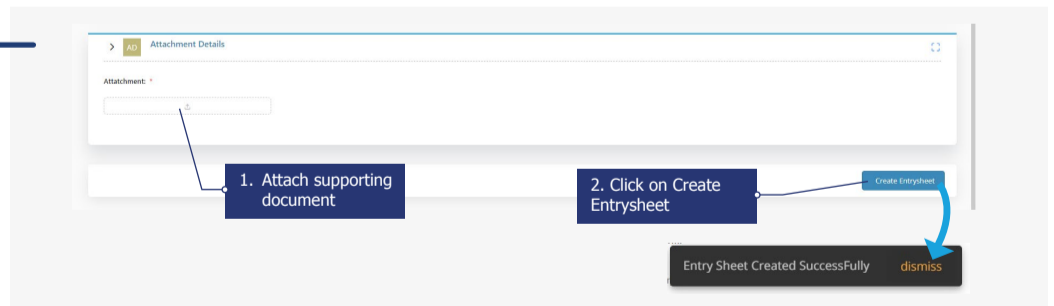
1. Enter Service Note
2. Delivery Date and
3. Delivered to Note
4. Enter the Service Quantity

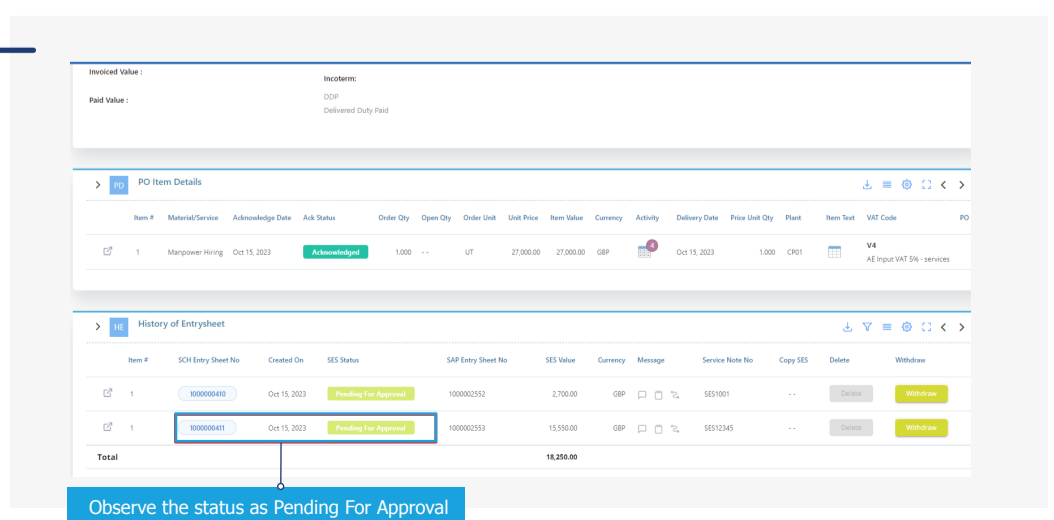**Create Entry Sheet – Select Services**

1. Attach supporting document
2. Click on Create Entrysheet

Entry Sheet Created SuccessFully   dismiss

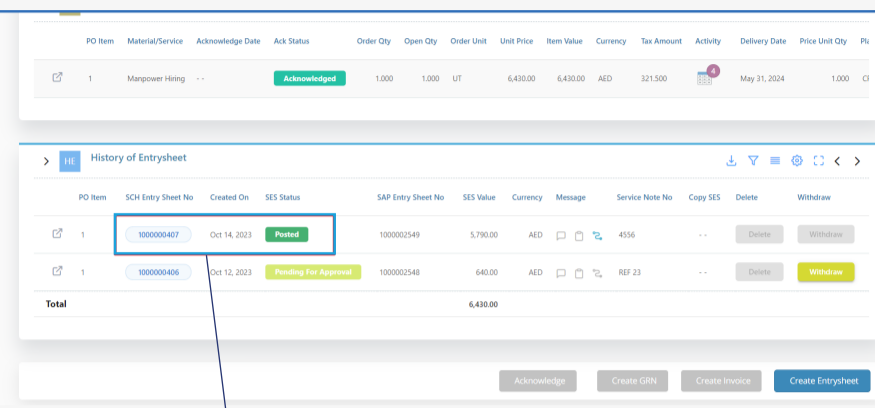**SES in PO Details Page**

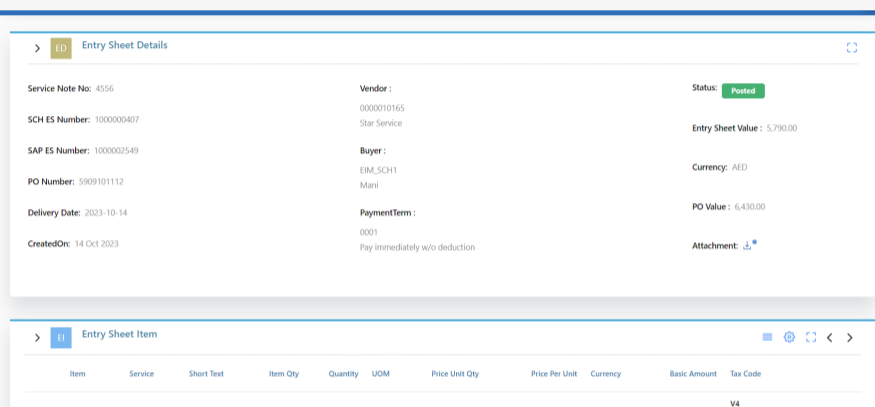Observe the status as Pending For Approval

SES status after Approved

	PO Item	Material/Service	Acknowledge Date	Ack Status	Order Qty	Open Qty	Order Unit	Unit Price	Item Value	Currency	Tax Amount	Activity	Delivery Date	Price Unit Qty	PU
	1	Manpower Hiring	- -	Acknowledged	1.000	1.000	UT	6,430.00	6,430.00	AED	321.500		May 31, 2024	1.000	C

History of Entrysheet

	PO Item	SCH Entry Sheet No	Created On	SES Status	SAP Entry Sheet No	SES Value	Currency	Message	Service Note No	Copy SES	Delete	Withdraw
	1	1000000407	Oct 14, 2023	Posted	1000002549	5,790.00	AED		4556	- -	Delete	Withdraw
	1	1000000406	Oct 12, 2023	Pending For Approval	1000002548	640.00	AED		REF Z3	- -	Delete	Withdraw
Total						6,430.00						

Acknowledge | Create GRN | Create Invoice | Create Entrysheet
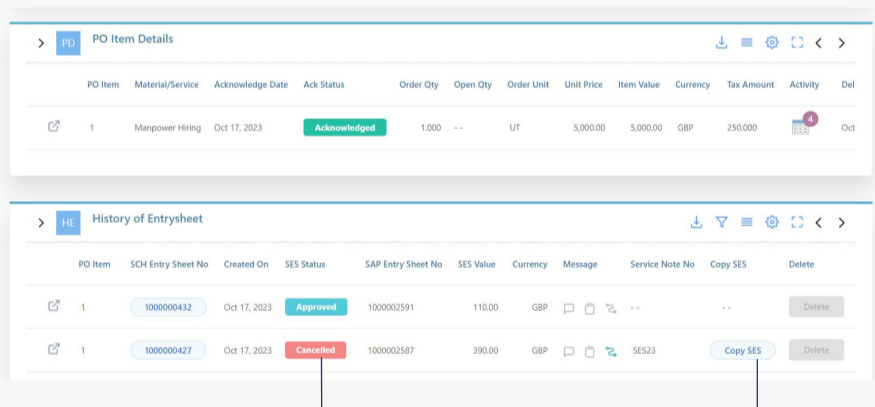
Observe the status as Posted after Approval

SES details

Entry Sheet Details

Service Note No: 4556

SCH ES Number: 1000000407

SAP ES Number: 1000002549

PO Number: 5909101112

Delivery Date: 2023-10-14

CreatedOn: 14 Oct 2023

Vendor :
0000010165
Star Service

Buyer :
EIM_SCH1
Mani

PaymentTerm :
0001
Pay immediately w/o deduction

Status: Posted

Entry Sheet Value : 5,790.00

Currency: AED

PO Value : 6,430.00

Attachment:

Entry Sheet Item

	Item	Service	Short Text	Item Qty	Quantity	UOM	Price Unit Qty	Price Per Unit	Currency	Basic Amount	Tax Code
											V4

Resubmit Cancelled SES

Resubmit Cancelled SES

PO Item Details

	PO Item	Material/Service	Acknowledge Date	Ack Status	Order Qty	Open Qty	Order Unit	Unit Price	Item Value	Currency	Tax Amount	Activity	Del
	1	Manpower Hiring	Oct 17, 2023	Acknowledged	1.000	- -	UT	5,000.00	5,000.00	GBP	250.000		Oct

History of Entrysheet

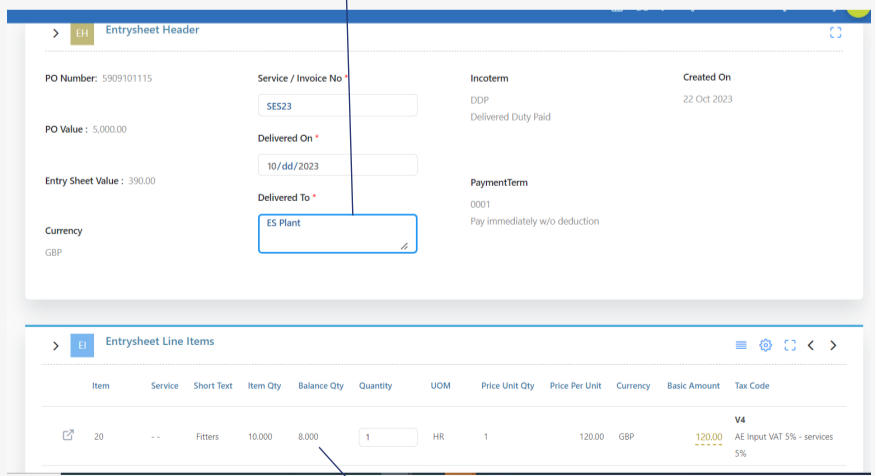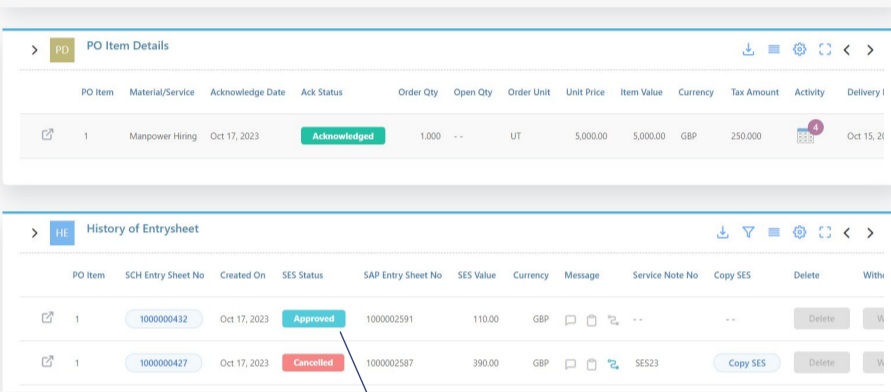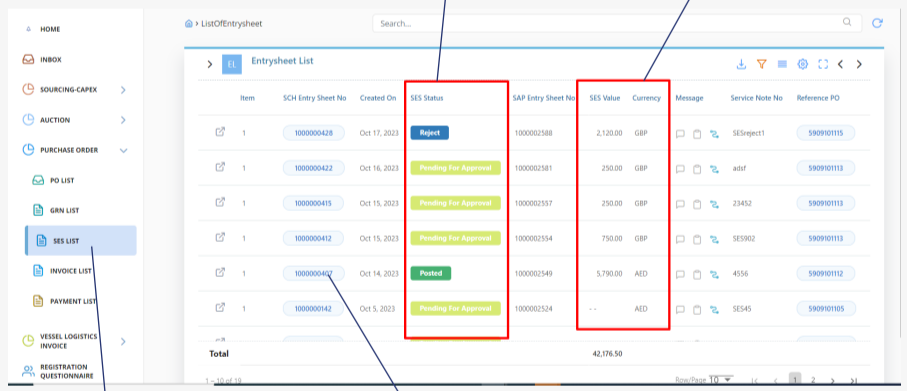|	PO Item	SCH Entry Sheet No	Created On	SES Status	SAP Entry Sheet No	SES Value	Currency	Message	Service Note No	Copy SES	Delete
	1	1000000432	Oct 17, 2023	Approved	1000002591	110.00	GBP		- -	- -	Delete
	1	1000000427	Oct 17, 2023	Cancelled	1000002587	390.00	GBP		SES23	Copy SES	Delete

Check SES Status = Cancelled

1. Click on Copy SES
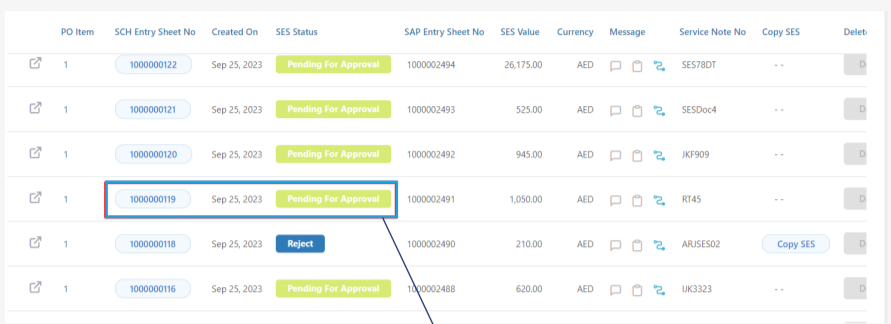
Observe details prefilled from already submitted SES

1. Click on create SES after fill all the details

Entrysheet Header

PO Number: 5909101115

PO Value : 5,000.00

Entry Sheet Value : 390.00

Currency
GBP

Service / Invoice No
SES23

Delivered On *
10/dd/2023

Delivered To *
ES Plant

Incoterm
DDP
Delivered Duty Paid

PaymentTerm
0001
Pay immediately w/o deduction

Created On
22 Oct 2023

Entrysheet Line Items

	Item	Service	Short Text	Item Qty	Balance Qty	Quantity	UOM	Price Unit Qty	Price Per Unit	Currency	Basic Amount	Tax Code
	20	- -	Fitters	10.000	8.000	1	HR	1	120.00	GBP	120.00	V4 AE Input VAT 5% - services 5%

Observe the balance Qty after Cancellation of SES

New SES document Created

Observe new SES Document created with status "Pending for Approval"

After SES Approval

SES Status after Approval

SES List

Status for the Submitted SES

SES Value for the List

1. Click on SES List

2. Click to view SES details

Thank You