THE DIGITAL PO & INVOICE PROCESS – SERVICE SHEET

End-to-end process and supplier role in it

1. PO creation and transmission
   - PR created by PR Creator
   - PO created by Buyer and sent to supplier via Ariba

2. Service Sheet Submission
   - PO processed and Service Sheet submitted via Ariba
   - Service Sheet approved by PR Creator/Receiver

3. Invoice Submission
   - Invoice sent via Ariba
   - Invoice received and processed

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

Julia, Supplier
STEP 1 | RECEIVE ORDER AND LOG IN

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.”

Tips & Tricks

• To ensure Ariba emails are not going to your spam folder please add ordersender-prod@anssmtp.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.

Tips & Tricks

• You can resend the PO to your mailbox in the dashboard by choosing ‘Select’ → ‘Send me a copy to take an action’
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.
**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]**
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.
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.
**STEP 3** | **CREATE SERVICE SHEET (CONFIRMATION OF SERVICE)**

7. Click Next

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

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

- 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.
**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.

2. On the next screen, click Create Invoice.
**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

4. If invoice copy is required, click Add to Header > Attachment
5. Click Browse to upload the document, click Add Attachment to.

6. Quantity and price can no longer be changed in the Invoice. Click Next.
7. Review the invoice. Click Submit.

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

- 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**