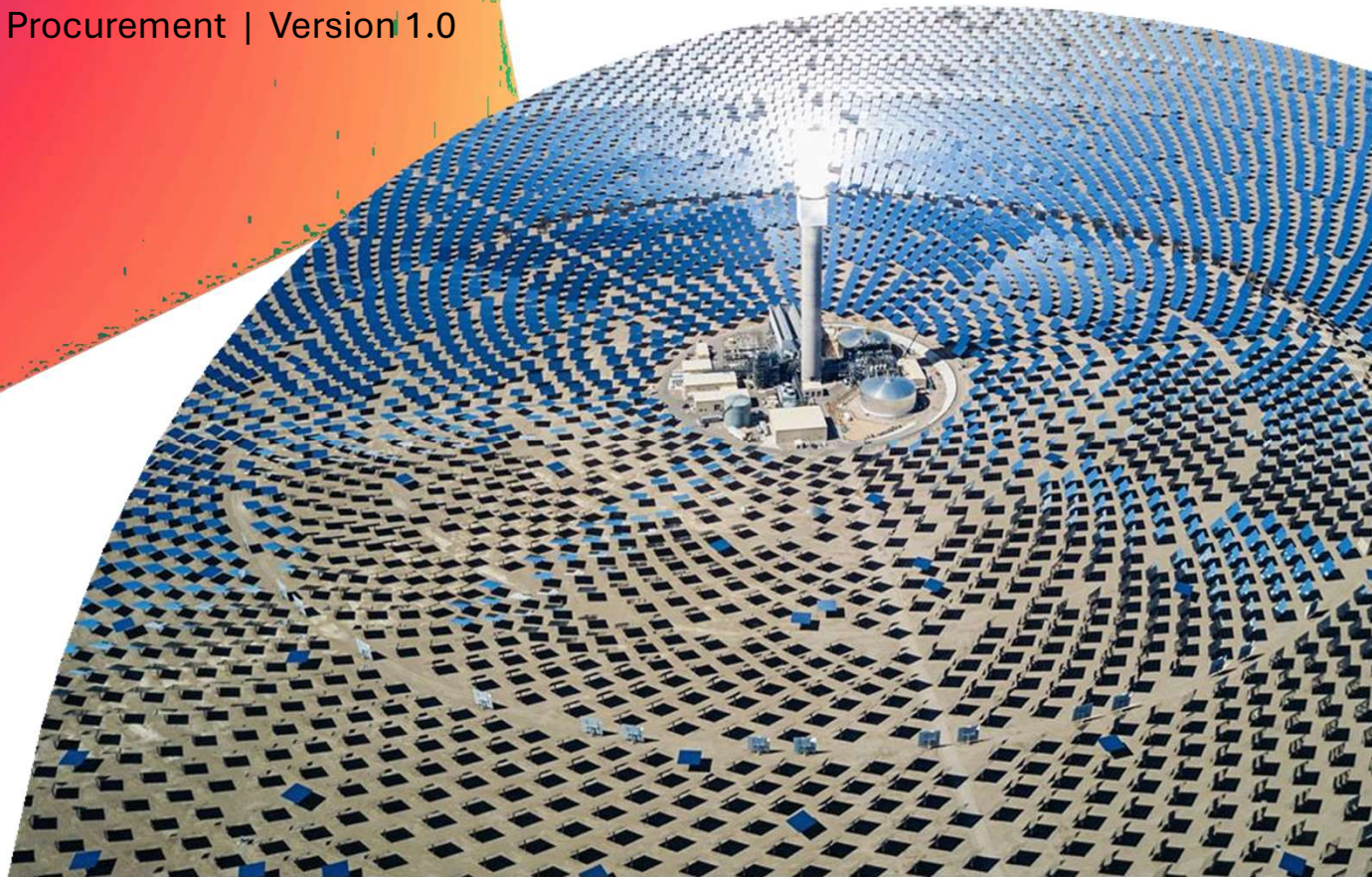


SAP Ariba Supplier Guide

How to Create a Service Entry Sheet

ArcelorMittal Belval & Differdange | Procurement | Version 1.0



Purpose of this Document

This guide explains how to create a Service Entry Sheet (SES) in SAP Ariba step by step. Please follow each step carefully to ensure accurate and timely processing of your service entries.

A correctly completed Service Entry Sheet ensures faster approval and timely payment.



ArcelorMittal

Step 1. Navigate to the Purchase Order

Log in to SAP Ariba Business Network and navigate to Orders from the top menu.

The screenshot shows the SAP Ariba Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders' (highlighted with a red box), 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below the navigation bar, the 'Orders' section displays a summary card with the following data:

Orders	Items to confirm	Items to ship	Return items	New orders	Changed orders	Orders to invoice
18	4	0	0	6	4	15
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

Below the summary card, the 'Orders (18)' section shows filter options: 'Edit filter', 'Last 31 days', 'Customers', 'Order numbers', 'Creation date', and 'Order status'. The 'Order numbers' filter is set to 'Partial match'. The 'Creation date' filter is set to 'Last 31 days'. The 'Order status' filter is set to 'Include'. The 'Show more' button is visible. The 'Apply' and 'Reset' buttons are also present.

At the bottom, a table lists the orders with a red border around it:

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
0045034633	ArcelorMittal Europe Long Products S.A. - TEST	€15350 EUR	May 5, 2026	Changed		...
0045034632	ArcelorMittal Europe Long Products S.A. - TEST	€15350 EUR	May 5, 2026	Changed		...

Follow these actions to open the Service Entry Sheet creation:

1. Click on the relevant Purchase Order from the orders list
2. Click on the three-dot menu (...) on the right side of the order row
3. Select "Create service entry sheet" from the dropdown menu

Show more

Order Number	Customer	Amount	Date ↓	Order Status	Actions
0045034624	ArcelorMittal Europe Long Products S.A. - TEST	€6140 EUR	Apr 28, 2026	New	...
0045034623	ArcelorMittal Europe Long Products S.A. - TEST	€30700 EUR	Apr 28, 2026	New	...
0045034622	ArcelorMittal Europe Long Products S.A. - TEST	€30700 EUR	Apr 28, 2026	New	...
0045034618	ArcelorMittal Europe Long Products S.A. - TEST	€30700 EUR	Apr 27, 2026	Confirmed	...
0045034607	ArcelorMittal Europe Long Products S.A. - TEST	€30700 EUR	Apr 23, 2026	Partially Shipped	...
0045034606	ArcelorMittal Europe Long Products S.A. - TEST	€5760 EUR	Apr 22, 2026	Partially Serviced	...
0045034598	ArcelorMittal Europe Long Products S.A. - TEST	€1000 EUR	Apr 16, 2026	Changed	...
0045034596	ArcelorMittal Europe Long Products S.A. - TEST	€0 EUR	Apr 15, 2026	Changed	...
0045034590	ArcelorMittal Europe Long Products S.A. - TEST	€5760 EUR	Apr 14, 2026	Confirmed	...
0048038835	ArcelorMittal Europe Long Products S.A. - TEST	€872.8 EUR	Apr 14, 2026	Shipped	...
0048038834	ArcelorMittal Europe Long Products S.A. - TEST	€872.8 EUR	Apr 10, 2026	Shipped	...
0045034580	ArcelorMittal Europe Long Products S.A. - TEST	€1000 EUR	Apr 9, 2026	Serviced	...

Apply Reset

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide

 **Tip:** Make sure the Purchase Order status is "Confirmed", "New" or "Partially Serviced" before creating a Service Entry Sheet.

If the purchase Order status is "Serviced", System will not allow further service sheet creation.

Step 2. Complete the Service Sheet Header

The Service Sheet Header contains key identification and date information. All fields marked with * are mandatory.

SAP Business Network Enterprise Account TEST MODE

Create Service Sheet

Update Save Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 0045034606

Service Sheet #: *

Service Sheet Date: * 5 May 2026

Service Description:

Subtotal: 4,560.00 EUR

Service Start Date:

Service End Date:

Additional Fields

Supplier Reference:

From: POLSKA IZBA KONSTRUKCJI STALOWYCH

IT Long Carbon Europe | 66, Rue de Luxembourg
4221 Esch-sur-Alzette
Luxembourg

To: ArcelorMittal Belval & Differdange

66, rue de Luxembourg
4221 Esch-sur-Alzette
Luxembourg

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name:

Email:

Phone: USA 1

2.1 Service Sheet Name / Title

The Service Sheet Name must follow the naming convention below. This is mandatory for approvers to validate and understand the service entry.

Format:

ACXX + Short Description

Use the correct site code based on the location of the service:

ACBE + Short Description For services performed at Belval

ACDB + Short Description For services performed at Differdange

ACTMB + Short Description For services performed at other sites

⚠ Note: An incorrect naming format may delay the approval process. Always use the correct site code prefix.

2.2 Service Dates

Enter the Service Start Date and Service End Date for the period in which the services were performed.

- Service Start Date – The date on which the service was started
- Service End Date – The date on which the service was completed

2.3 Add Comments (Optional but Recommended)

Use the Comments section to provide any additional information that may help the approver understand the service entry.

SAP Business Network Enterprise Account TEST MODE

Create Service Sheet

Update Save Exit Next

Service Sheet Header

* indicates required field

Add to Header Add Comments

Summary

Purchase Order: 0045034606 Subtotal: 4,560.00 EUR

Service Sheet #: Service Start Date: Service End Date:

Service Sheet Date: 5 May 2026

Service Description:

Additional Fields

Supplier Reference:

From: POLSKA IZBA KONSTRUKCJI STALOWYCH

To: ArcelorMittal Belval & Differdange

IT Long Carbon Europe | 66, Rue de Luxembourg
4221 Esch-Sure-Alzette
Luxembourg

66, rue de Luxembourg
4221 Esch-sur-Alzette
Luxembourg

Field Contractor:

Name: Email: Phone: USA 1

Field Engineer:

Name: Email: Phone: USA 1

Approver:

Name: Email: Phone: USA 1

Add Comments

Tip: Adding a comment is optional, but highly recommended when services span multiple phases or require additional context for the approver.

Step 3. Enter Service Entry Sheet Line Details

The Service Entry Sheet Lines contain the details of the actual work or services delivered. Fill in the following fields accurately.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00001	TEST111	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☐		00000000003001531	Service	Planned	38 HUR	120.00 EUR	4,560.00 EUR	Delete Copy
DIF Déchargement wagon au sol et net								

SERVICE PERIOD

Start Date: End Date:

PRICING DETAILS

Price Unit: HUR Price Unit Quantity: 1.000
Unit Conversion: 1 Description:

COMMENTS

Add Comments:

[Add Pricing Details](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

3.1 Quantity Delivered

Enter the quantity of service that has been performed or delivered up to the current date.

- This should reflect the actual quantity serviced, not the total planned quantity
- The unit of measure (e.g. HUR for hours, EA for each) is pre-filled from the Purchase Order

3.2 Service Period

Enter the Start Date and End Date for the specific service period covered by this line item.

- Service period dates may differ per line if multiple services are being reported
- Ensure the dates align with the actual period of service delivery

3.3 Line Comments

Use the Comments field on the service line to provide additional details about the specific service delivered.

 Note: All mandatory fields on the lines must be completed before you can proceed to the review screen.

Step 4. Review and Submit

Before submitting, review all the information on the confirmation screen carefully to ensure accuracy.

SAP Business Network - Enterprise Account - TEST MODE

Create Service Sheet

Confirm and submit this document.

Service Sheet
AMBD1234
Date: 5 May 2026
Final Service Sheet: No
Purchase Order: 0045034606
Subtotal: 4,560.00 EUR
Service Start Date: 5 May 2026
Service End Date: 31 May 2026

Subtotal: 4,560.00 EUR

From
POLSKA IZBA KONSTRUKCJI STALOWYCH
POLSKA IZBA KONSTRUKCJI STALOWYCH
IT Long Carbon Europe | 66, Rue de Luxembourg
4221 Esch-sur-Alzette
Luxembourg

To
ArcelorMittal Belval & Differdange
ArcelorMittal Europe Long Products S.A. - TEST
66, rue de Luxembourg
4221 Esch-sur-Alzette
Luxembourg
Address ID: 9050

Comments
TEST COMMENTS FOR SUPPLIER

Service Entry Sheet Lines

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
▼ 00001			TEST111					
	1	Service	000000000003001531 DIF Déchargement wagon au sol et nettoyage	Planned		38 (HUR)	120.00 EUR	4,560.00 EUR

Service Entry Summary
Subtotal: 4,560.00 EUR

Previous Save Submit Exit

On the review screen you will see a summary of:

- Service Sheet number and associated Purchase Order
- Supplier and buyer company details
- Service start and end dates
- Service line items with quantities, unit prices, and subtotals
- Any comments submitted

✓ SUBMIT	◀ PREVIOUS
Click SUBMIT to finalise and send the Service Entry Sheet for approval. You will receive a confirmation once submitted.	Click PREVIOUS if you need to go back and correct any information before submitting.

Quick Reference Summary

Step	Action	Key Points
1	Navigate to PO	Orders → Click PO → ... → Create service entry sheet
2	Service Sheet Header	Naming: ACBE / ACDB / ACTMB + Description Dates: Start & End date Comments: Optional but recommended
3	Line Item Details	Qty delivered, Service period dates, Line comments
4	Review & Submit	PREVIOUS to edit · SUBMIT to finalise and send for approval

Need Help?

If you have any questions or face difficulties creating a Service Entry Sheet, please contact the Supplier helpdesk team (supplier.helpdesk@arcelormittal.com).