Service Entry Flip How to guide Enterprise Account

SAP Ariba

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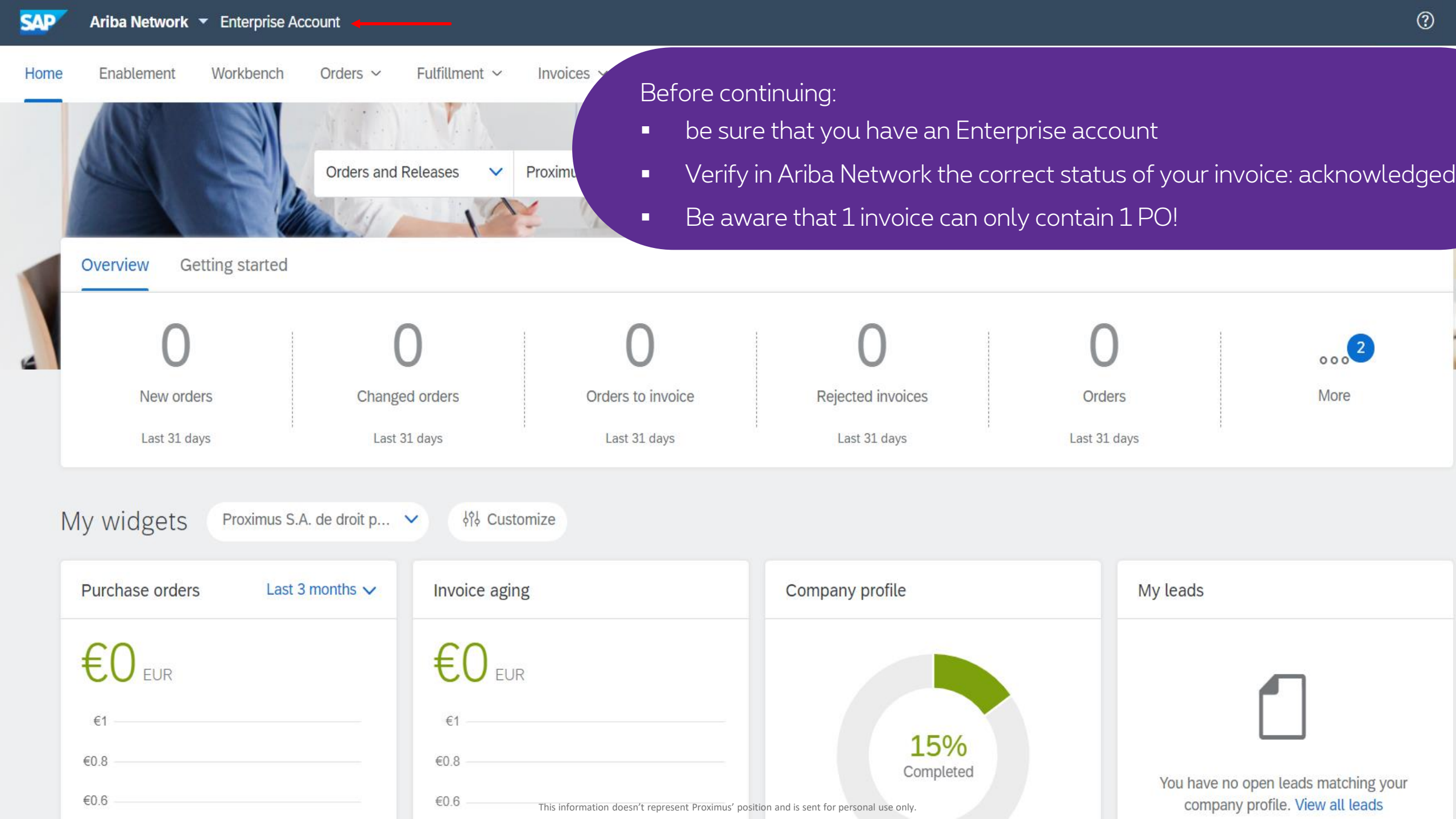

Before continuing:

- be sure that you have an Enterprise account
- Verify in Ariba Network the correct status of your invoice: acknowledged
- Be aware that 1 invoice can only contain 1 PO!

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Prerequisites

1. Service JMS PO's
2. Active on Ariba
3. Activated for SE Flip by Proximus

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To flip a service entry sheet (SE) into an invoice via Ariba Network, there are 3 possibilities:

1. Flip 1 SES into 1 invoice
2. Flip multiple SES (from the same PO) into 1 invoice (via Orders)
3. Flip multiple SES (from the same PO) into 1 invoice (via Fulfillment)

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1. Flip 1 SE into 1 invoice

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1. Flip 1 SES into 1 invoice

In the “Orders” , click “Purchase Orders”

← Back to classic view

TR

Home | Enablement | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports

- Contracts
- Purchase Orders
- Order Inquiries

Purchase Orders

Purchase Orders | Items to Confir | Return Items

▶ Search Filters

Purchase Orders (0)

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions

None found in the date range

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1. Flip 1 SES into 1 invoice

- Search on your PO number
- Select the PO number and open the corresponding PO

← Back to classic view

TR

Home | Enablement | Workbench | Orders | Fulfillment | Invoices | Payments

Purchase Orders

Purchase Orders | Items to Confirm | Items to Ship | Return Items

⚠ This page will be replaced with our new Workbench concept soon. Try the new Workbench

Search Filters

Customer: All Customers

Order Number:* ○ Partial number ◉ Exact number

Search | Reset

Purchase Orders (0)

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions

None found in the date range

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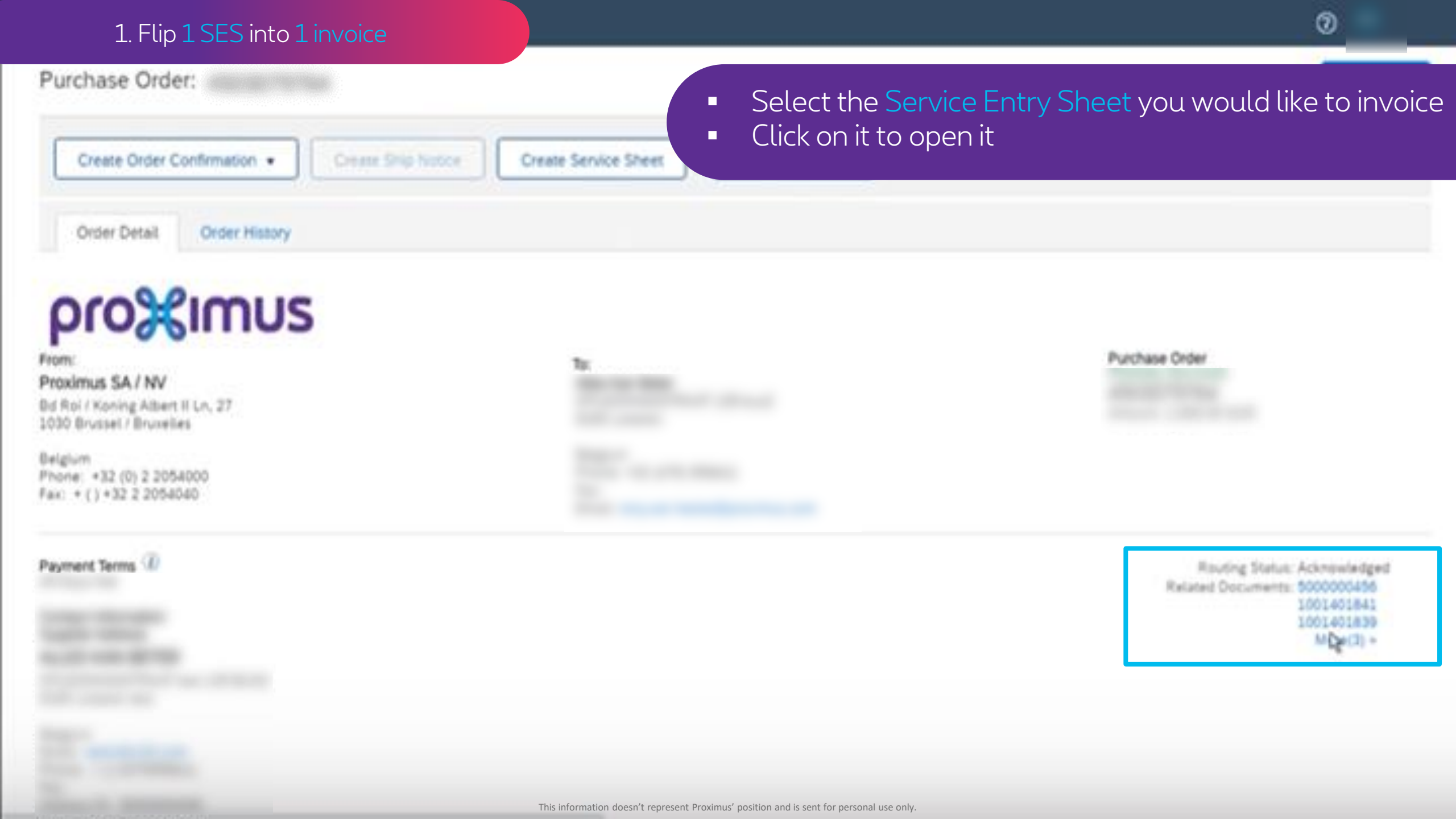
1. Flip 1 SES into 1 invoice

- Select the Service Entry Sheet you would like to invoice
- Click on it to open it



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1. Flip 1 SES into 1 invoice

- When you have the Service Sheet open, click on "Create Invoice"
- Make sure the status of your Service Sheet is "Approved"

Service Sheet:

Create Invoice | Copy This SES

Detail | History

Service Sheet
(Approved)

Subtotal: 10.00 EUR

To
Proximus
Proximus S.A. de droit public - TEST
Koning Albert II laan, 27
1030 Brussel / Bruxelles

Belgium
Phone: + () +32 2 2054000
Fax: + () +32 2 2054040
Address ID: BELG

Supplier Reference:

Comments

Routing Status: Acknowledged
Related Documents:

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1. Flip 1 SES into 1 invoice

Update | Save | Exit | Next

Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order:
Invoice #:
Invoice Date:
Service Description:
Remit To
Bill To:

Subtotal: 215.00 EUR
Total Tax: 45.15 EUR
Amount Due: 260.15 EUR

View/Edit Addresses

Shipping

Header level shipping | Line level shipping

Ship From:

- Fulfil the required fields
- Include the Tax category to the line item by selecting the tax category and clicking on “Add to included Lines”
- Make sure you include the line item you want to invoice
- Click on “Next”

Insert Line Item Options

Tax Category: 6% VAT / 6% Belgium Tax rate

Discount

Add to Included Lines

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00030				test sE					
		SERVICE		Kabelleggingen: geplande werken		50	LE	1.00 EUR	50.00 EUR

Service Sheet Details Service Sheet #: 1001401815 Service Line No.: 10

Remove

Comments

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1. Flip 1 SES into 1 invoice

Previous | Save | Submit | Exit

- Review all information & click on "Submit"

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice is:Belgium. The document's destination country is:Belgium.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note service.

Standard Invoice

Invoice Number:
Invoice Date:
Original Purchase Order:

Subtotal:
Total Tax:
Total Gross Amount:
Total Net Amount:
Amount Due:

REMIT TO:

BILL TO:

Proximus SA / NV

Postal Address:
Bd Roi / Koning Albert II Ln, 27
1030 Brussel / Bruxelles

Belgium
Address ID: BELG

Phone : +32 (0) 2 2054000

SUPPLIER:

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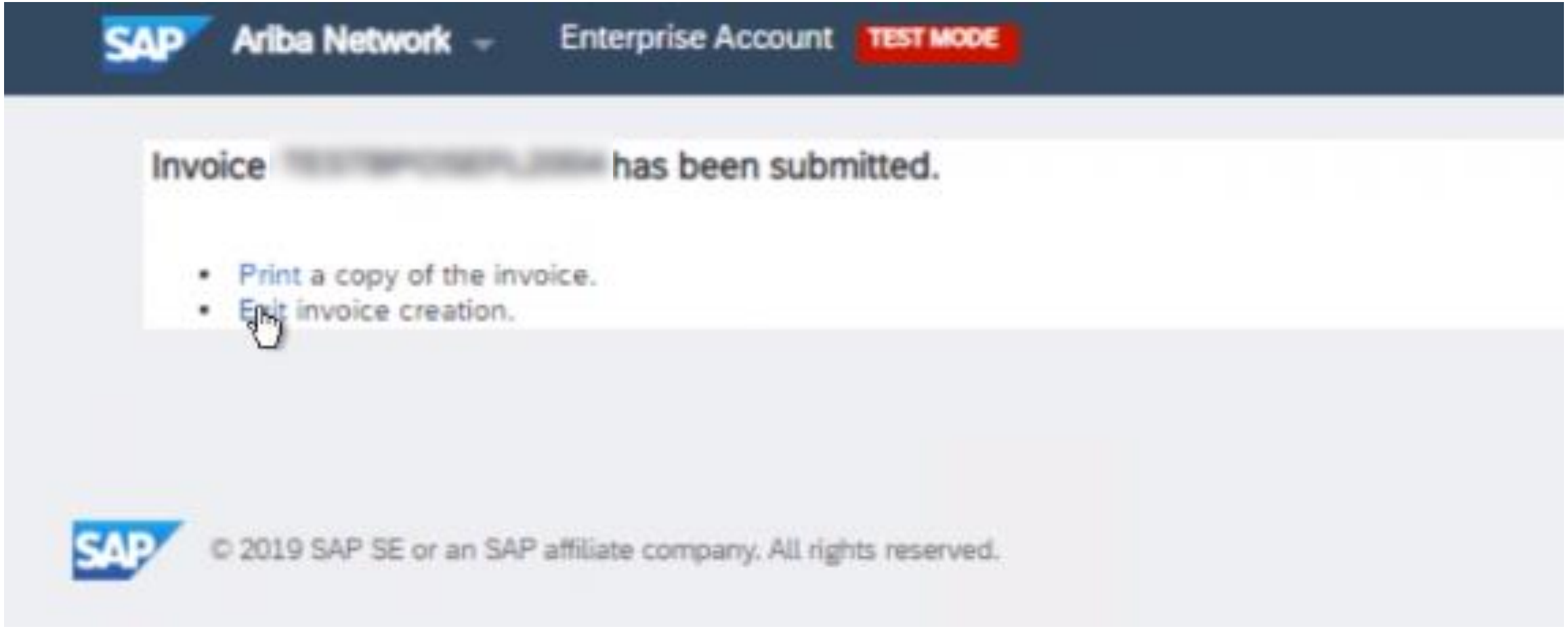
Your invoice is now successfully submitted



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2. Flip multiple SES (from the same PO) into 1 invoice (via Orders)

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2. Flip multiple SES into 1 invoice (via Orders)

In the “Orders” , click “Purchase Orders”

Back to classic view

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Purchase Orders

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▶ Search Filters

Purchase Orders (0)

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions

None found in the date range

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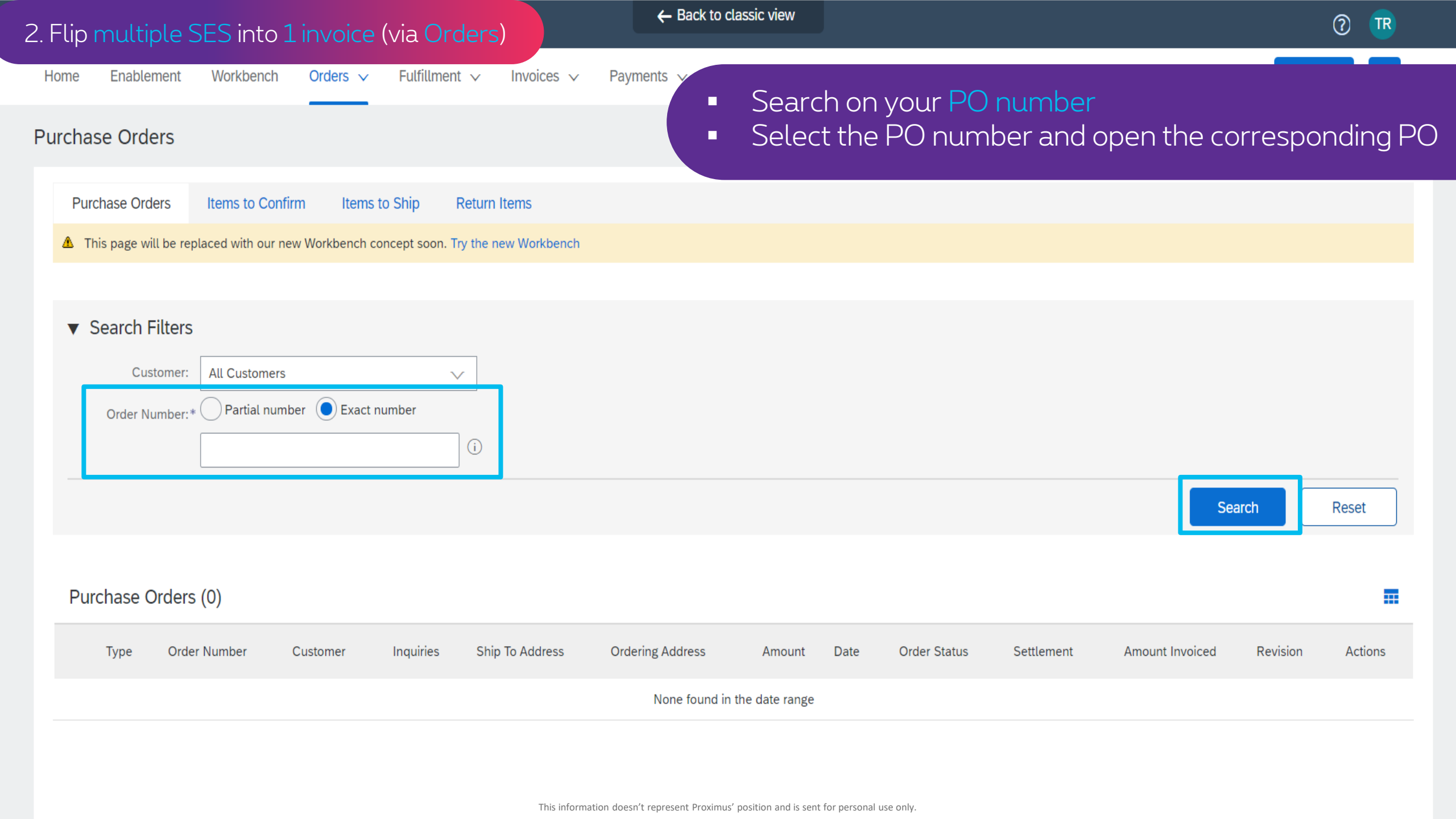
2. Flip multiple SES into 1 invoice (via Orders)

- Search on your PO number
- Select the PO number and open the corresponding PO



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Purchase Order: 4503079660

Done

Create Order Confirmation ▾ | Create Ship Notice | Create Service Sheet | Create Invoice ▾

Order Detail | Order History

- Make sure you are at PO level
- Click on "Create Invoice"

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From:
Proximus SA / NV
Bd Roi / Koning Albert II Ln, 27
1030 Brussel / Bruxelles

Belgium
Phone: +32 (0) 2 2054000
Fax: + ( ) +32 2 2054040

To:

Purchase Order

(Previous Version)

Payment Terms

Routing Status: Sent

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Follow the remaining steps from Use case 1 (Flip 1 SE into 1 invoice) to continue the creation of your invoice

- Fulfil all required data
- Select the Service Entries you would like to invoice
- Include the correct Tax Categories
- Click on “Next”
- Review the Summary
- Click on “Submit”
- Your invoice has been successfully submitted

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3. Flip multiple SES (from the same PO) into 1 invoice (via Fulfillment)

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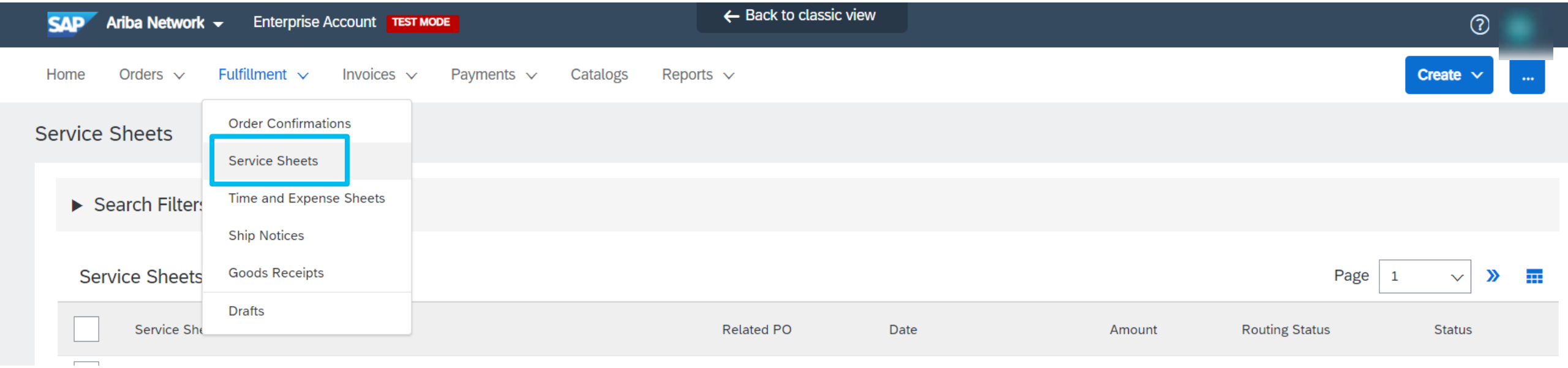
3. Flip multiple SES into 1 invoice (via Fulfillment)

- Click on “Fulfillment” and “Service Sheets”



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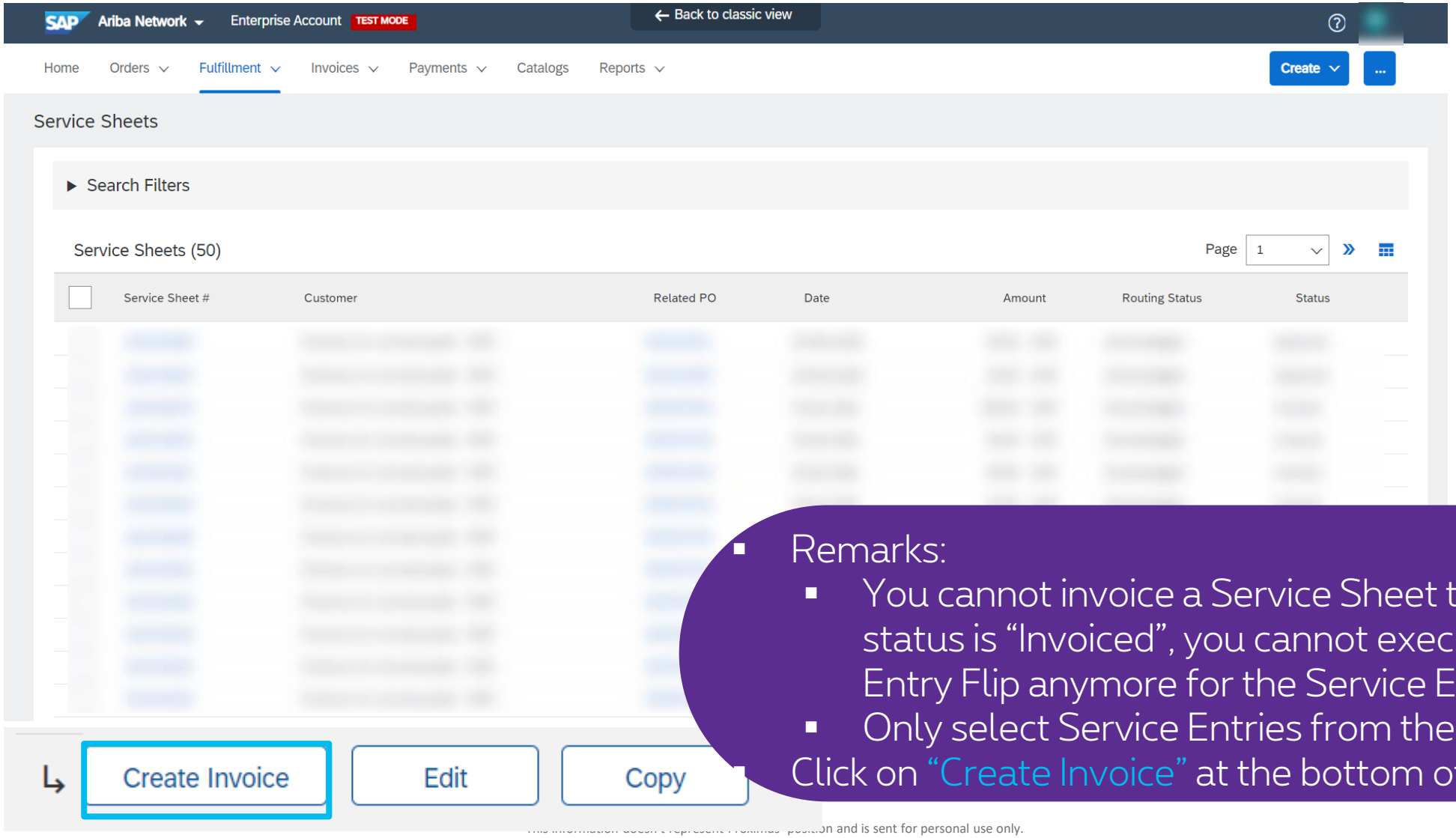
Select the Service Sheets (from the same PO!) that you would like to invoice



- Remarks:
  - You cannot invoice a Service Sheet twice! In case the status is "Invoiced", you cannot execute a Service Entry Flip anymore for the Service Entry.
  - Only select Service Entries from the same PO.
- Click on "Create Invoice" at the bottom of the page.

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Thank You

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