

Service Entry Flip How to guide Standard Account

SAP Ariba

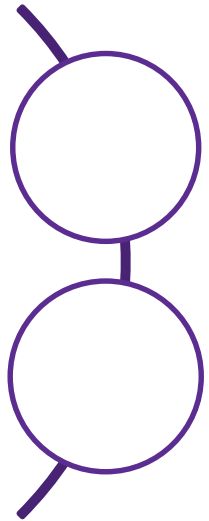


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Prerequisites

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

To flip a service entry sheet (SE) into an invoice via Ariba Network, there are 2 possibilities:



1. Flip 1 SES into 1 invoice

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

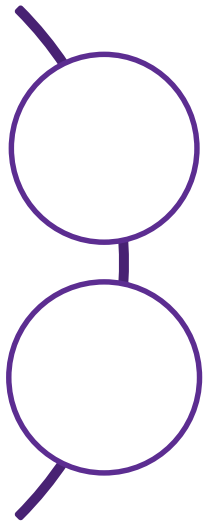


1. Flip 1 SE into 1
invoice



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Steps to follow



1. Open the mail you received from Ariba Network : “Approved – Service sheet ...”

2. Click on the link to open your Service Sheet in Ariba Network

1. Flip 1 SES into 1 invoice



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:

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

1. Flip 1 SES into 1 invoice

Update Save Exit **Next**

Invoice Header

* Indicates required field Add to Header ▾

Summary

Purchase Order: [blurred]
Invoice #: [blurred]
Invoice Date: [blurred]
Service Description: [blurred]
Remit To: [blurred]
Bill To: [blurred]

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

[View/Edit Addresses](#)

- 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**”

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: [blurred]

Insert Line Item Options

Tax Category: 6% VAT / 6% Belgium Tax rate Discount Add to Included Lines

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>			00030	test sE					
<input checked="" type="checkbox"/>		SERVICE		Kabelleggingen: geplande werken		50	LE	1.00 EUR	50.00 EUR

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

Comments

[Remove](#)

1. Flip 1 SES into 1 invoice

Previous

Save

Submit

Exit

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.

- Review all information & click on "Submit"

Standard Invoice

Invoice Number: [blurred]
Invoice Date: [blurred]
Original Purchase Order: [blurred]

Subtotal: [blurred]
Total Tax: [blurred]
Total Gross Amount: [blurred]
Total Net Amount: [blurred]
Amount Due: [blurred]

REMIT TO:

BILL TO:

SUPPLIER:

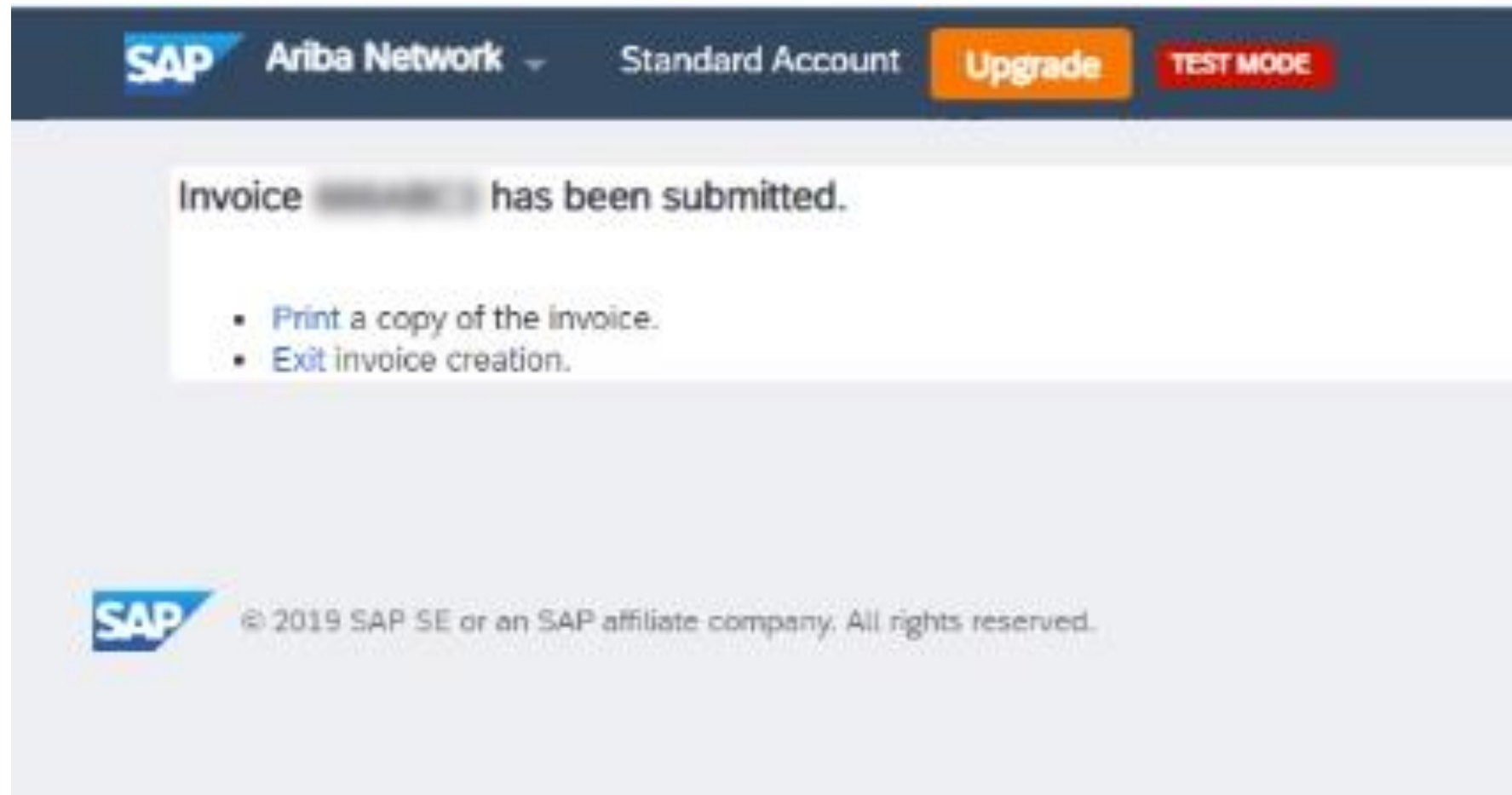
Proximus SA / NV

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

Belgium
Address ID: BELG

Phone : +32 (0) 2 2054000

Your invoice is now successfully submitted

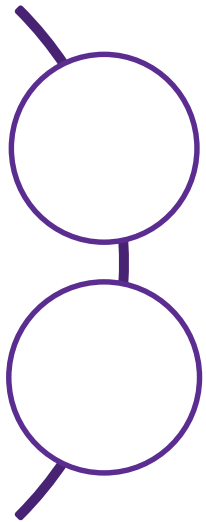


2. Flip **multiple SES**
(from the same PO)
into **1 invoice**



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Steps to follow



1. Open the mail you received from Ariba Network for your Purchase Order (note: always start from the latest mail you received for that particular PO)

2. Click on the button “Process Order” to open your Purchase Order in Ariba Network

Purchase Order: 4503079660

Done

Create Order Confirmation ▾

Create Ship Notice

Create Service Sheet

Create Invoice ▾



Order Detail

Order History

- Click on "Create Invoice"



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:

[Blurred recipient information]

Purchase Order

[Blurred purchase order details]

[\(Previous Version\)](#)

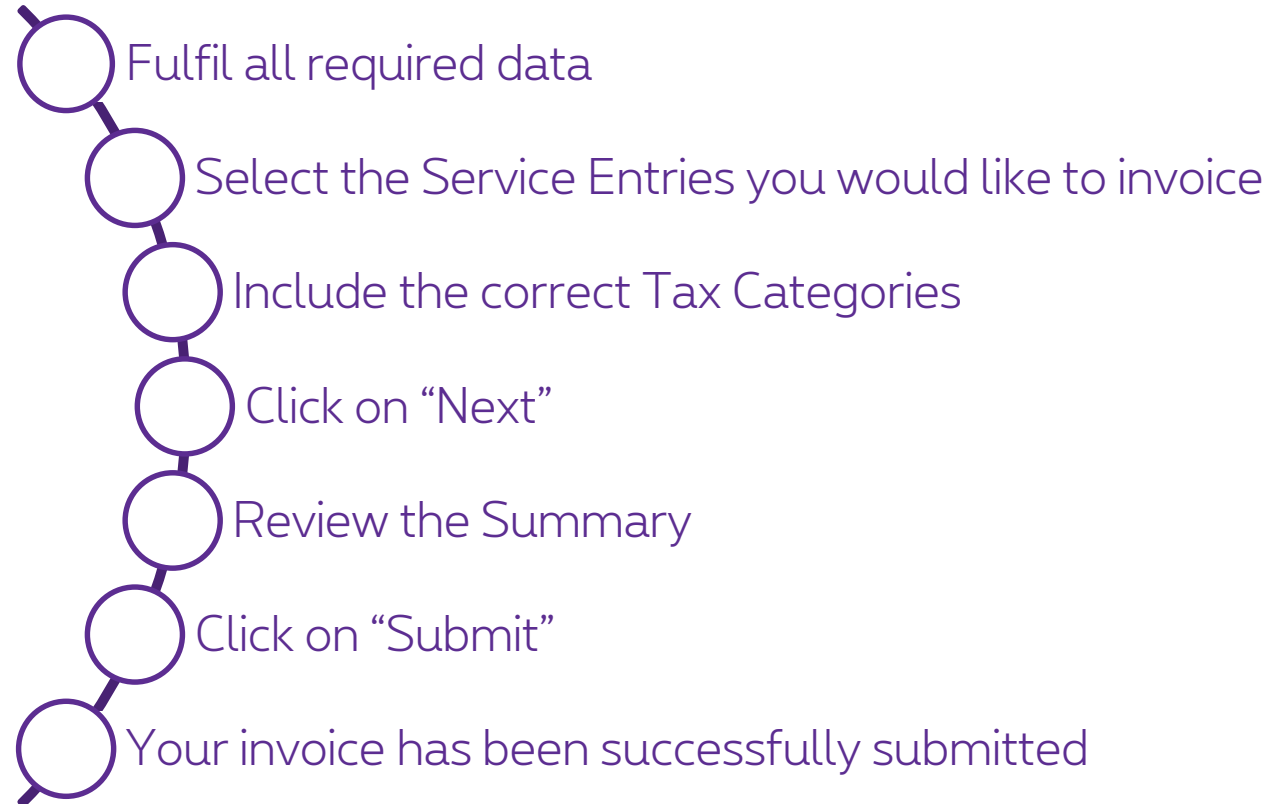
Payment Terms ⓘ

[Blurred payment terms and conditions]

Routing Status: Sent

2. Flip multiple SES into 1 invoice

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



Thank You

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