



# How to flip a Service Entry sheet to an invoice with an ARIBA enterprise account



# Prerequisites

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

# 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)



# 1. Flip 1 SE into 1 invoice

In the "Orders", click "Purchase Orders"

## Purchase Orders

Contracts

**Purchase Orders**

Purchase Orders

[Items to Confir](#)

Order Inquiries

[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

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

## 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

# 1. Flip 1 SES into 1 invoice

Purchase Order: [blurred]

- Select the [Service Entry Sheet](#) you would like to invoice
- Click on it to open it

Create Order Confirmation ▾

Create Ship Invoice

Create Service Sheet

Order Detail

Order History



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]

Payment Terms ⓘ

[blurred payment terms and conditions]

Routing Status: Acknowledged  
Related Documents: 5000000486  
1001401841  
1001401839  
MDe(3) -



# 1. Flip 1 SES into 1 invoice



Service Sheet: **XXXXXXXXXX**

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: [XXXXXXXXXX](#)

- 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:

Invoice #:

Invoice Date:

Service Description:

Remit To:

Bill To:

Subtotal: 215.00 EUR  
Total Tax: 45.11 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:

#### 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 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

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]

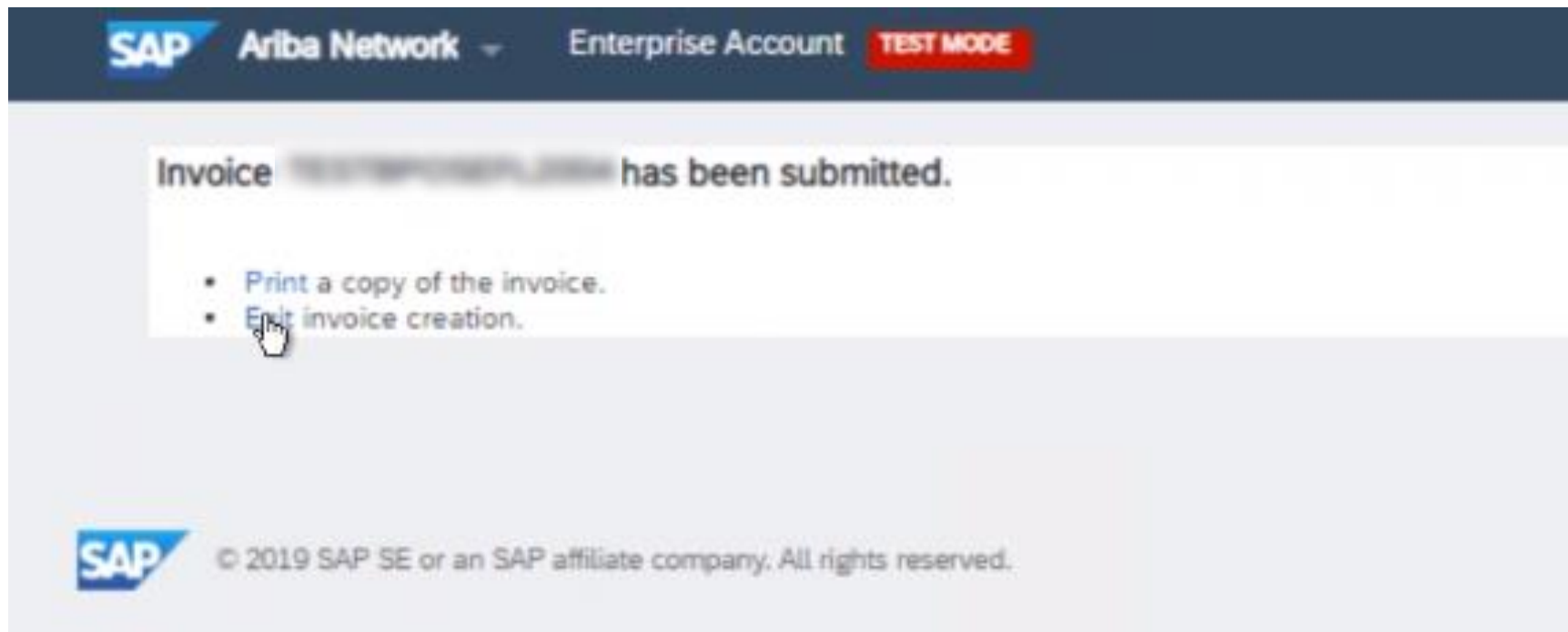
#### REMIT TO:

#### 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 (via Orders)**

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

← Back to classic view



TR

Home Enablement Workbench **Orders** ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾

In the "Orders", click "Purchase Orders"

### Purchase Orders

Contracts

Purchase Orders

Purchase Orders

Items to Confir

Order Inquiries

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



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

← Back to classic view

TR

Home Enablement Workbench **Orders** Fulfillment Invoices Payments

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

### 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

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”**

**proximus**

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:  
[Redacted]

Purchase Order


(Previous Version)

Payment Terms ⓘ

Routing Status: Sent



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

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

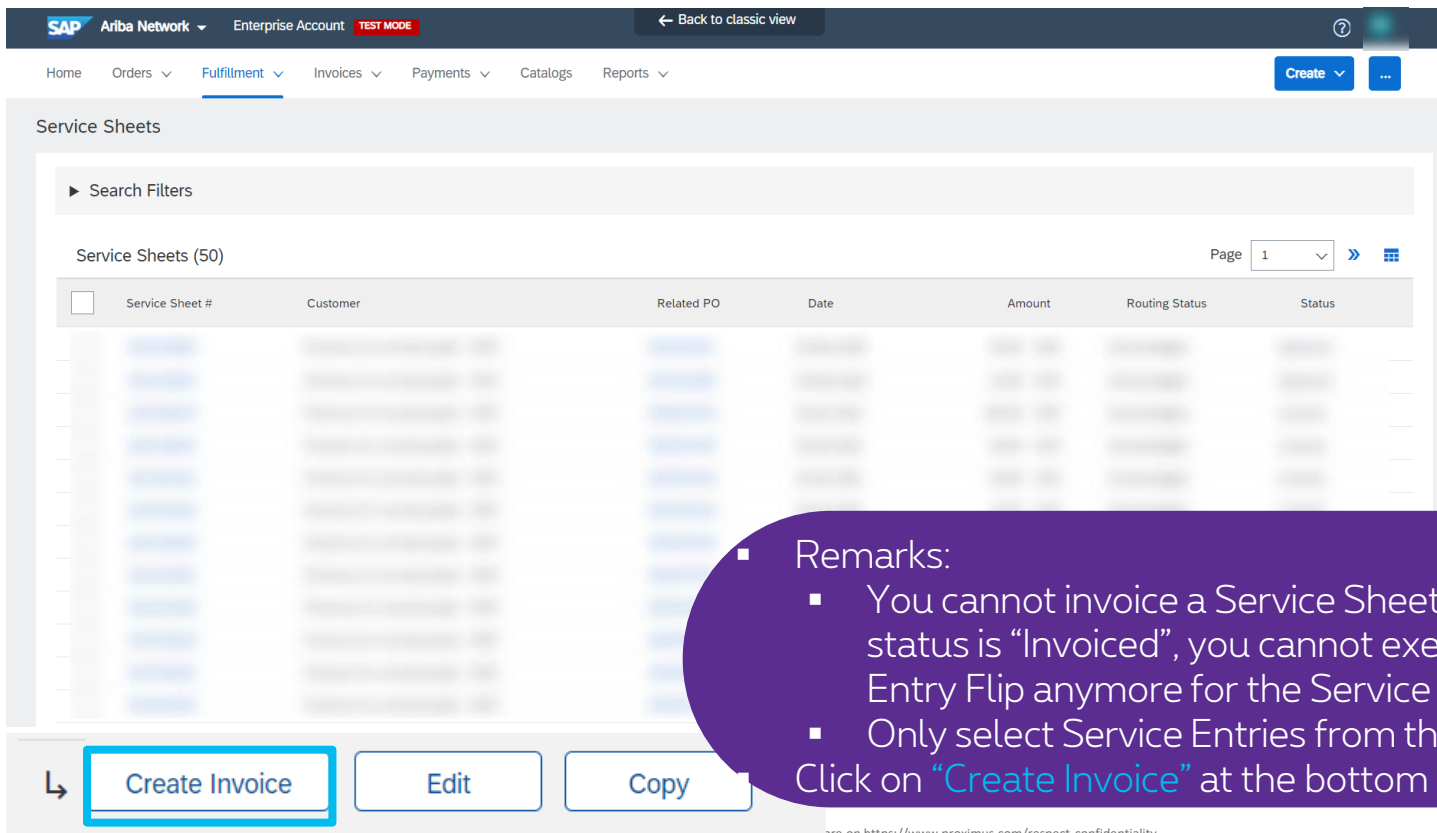
### 3. Flip multiple SES into 1 invoice (via Fulfillment)

- Click on “Fulfillment” and “Service Sheets”

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' button is also present. The main navigation menu includes 'Home', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Fulfillment' menu is open, showing a dropdown with options: 'Order Confirmations', 'Service Sheets' (highlighted with a red box), 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', and 'Drafts'. The 'Service Sheets' page is partially visible, showing a search filter and a table with columns: 'Service Sheets', 'Related PO', 'Date', 'Amount', 'Routing Status', and 'Status'. The page number is '1'.

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


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



The screenshot shows the SAP Fulfillment 'Service Sheets' interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below this is a menu with 'Home', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible on the right. The main content area is titled 'Service Sheets' and includes a 'Search Filters' section. Below that, it shows 'Service Sheets (50)' with a 'Page 1' dropdown and navigation icons. A table with columns for 'Service Sheet #', 'Customer', 'Related PO', 'Date', 'Amount', 'Routing Status', and 'Status' is displayed. At the bottom of the interface, there are three buttons: 'Create Invoice' (highlighted with a red box), 'Edit', and 'Copy'.

- 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.

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

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

# Thank You

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