



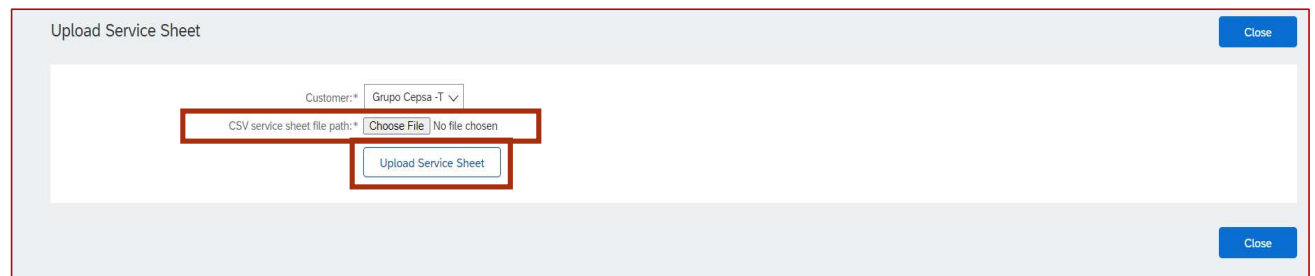
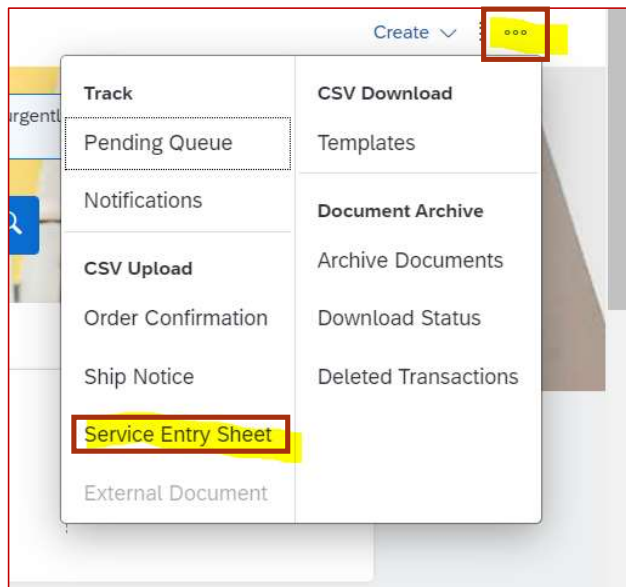
Bulk loading of service entry sheets

BULK LOADING OF SERVICE ENTRY SHEET

The process of bulk registration of service entry sheets (SES) from the Ariba Network portal is detailed, so that they are assigned to the corresponding purchase orders, registered and posted in the SAP ECC target system for subsequent approval.

1 Input the menu for functionality selection

From the main menu, you will select the option of CSV upload – Service Entry Sheet where the file will be indicated in CSV format with the HES to be created:



The file will be selected using the Choose file option and Upload will be clicked to load the file.

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2 File data verification

Once the file is loaded, two things can happen:

- File with errors: In this case, the errors contained in the file will be shown on the screen and therefore the HES contained will not be created. It is possible to download the errors to Excel file using the Download Errors option. Once the file is corrected, it is necessary to select Close and start the process again.
- File loaded correctly: In this case, a log will be returned with the detail of HES to be created as a previous confirmation step. From here, it is possible to either load each sheet individually using the Upload Related Document option or send all the HES of the file using Submit. When you send the HES for creation, an informational message will appear. In this way, the process will be finished, and the HES will be created and sent to the target system.

The screenshot shows the 'Upload Service Sheet' interface with a table of errors. A warning message at the bottom states: 'WARNING: The uploaded CSV uses a deprecated format. Please upgrade to the latest version (_csv_serial: 1651029700515)'. A 'Download Errors' button is visible at the bottom left of the table.

Document Number	Error ↑
PRUEBAVIRORDEN17	Service sheet number (PRUEBAVIRORDEN17) already exists
PRUEBAVIRORDEN18	Service sheet number (PRUEBAVIRORDEN18) already exists
PRUEBAVIRORDEN19MAL	Service sheet number (PRUEBAVIRORDEN19MAL) already exists
PRUEBAVIRORDEN20	Service sheet number (PRUEBAVIRORDEN20) already exists

A. File with errors

The screenshot shows the 'Upload Service Sheet' interface after a successful upload. It displays a list of 4 documents with their respective purchase orders and document dates. Each document row includes a 'Choose File' button and an 'Upload Related Document' button. A 'Submit' button is located at the bottom right of the interface.

Document Number	Purchase Order	Document Date	Choose File	Upload Related Document
PRUEBAVIRORDEN21	7730002246	21 Apr 2022	No file chosen	
PRUEBAVIRORDEN22	7730002246	21 Apr 2022	No file chosen	
PRUEBAVIRORDEN23MAL	7730002246	21 Apr 2022	No file chosen	
PRUEBAVIRORDEN24	7730002246	21 Apr 2022	No file chosen	

B. File loaded correctly

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3 Service entry sheet uploaded successfully

Once the SES has been successfully uploaded it will appear on Ariba Network in the Related Documents section.

Pedido de compra: 7730002246 Completado

Crear confirmación de pedido ▾ | Crear aviso de expedición | Crear hoja de entrada de servicios | Crear factura ▾

Desde: Cliente: COMPAÑIA ESPAÑOLA DE PETRÓLEOS, S.A. Paseo De La Castellana, 259 A 28046 MADRID Madrid España Teléfono: +34 () 913376000 Fax: +34 () 913376225

Para: ACCENTURE, S.L. PZA. PABLO RUIZ PICASSO, S/N T 28020 Madrid España Teléfono: Fax: Correo electrónico: nino.p.g.ragusante@accenture.com

Pedido de compra (Facturado parcialmente) 7730002246 Importe: 100.000,00 EUR Versión: 1

Estado del emrutamiento: Recepción confirmada
Tipo de documento externo: Pedido Cepsa sísolic (2P3)
Fecha de vigencia: 15 mar 2022
Fecha de caducidad: 25 may 2022
Documentos relacionados: PRUEBAVIRORDEN22 PRUEBAVIRORDEN21

Condiciones de pago 60 Días F. Documento DFP 10 60 Días F. Documento DFP 10

Número de contrato 9010020754

Información de contacto

If you access the document, all the information that has been uploaded via file will appear, in the same way as if it was created directly on Ariba Network.

Hoja de entrada de servicios: PRUEBAVIRORDEN18 Completado Anterior

Crear factura | Copiar hoja de entrada de servicios (HES) | Crear hoja de entrada de servicios de conexión

Subtotal: 632.19 EUR

De ACCENTURE, S.L. ACCENTURE, S.L. PZA. PABLO RUIZ PICASSO, S/N T 28020 Madrid España

a COMPAÑIA ESPAÑOLA DE PETRÓLEOS, S.A. Grupo Cepsa - T Paseo De La Castellana, 259 A 28046 MADRID MADRID España

Estado del emrutamiento: Recepción confirmada
Documentos relacionados: 7730002246

Líneas de la hoja de entrada servicios

Línea de hoja de entrada de servicios (HES)	Tipo	Nº de servicio/Descripción	Tipo de línea	Nº de contrato	Canit. (Unidad)	Precio por unidad	Subtotal
00010			CP3		9010020754		
1	Servicio	0051109-9010020754-00030-0010-00000000004 PRUEBA	Sin planear de contrato		1 (E48)	632.19 EUR	632.19 EUR

Resumen de entrada de servicio
Subtotal: 632.19 EUR

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SES upload file structure

Field	Description	Values	Optional/ Required	Lenght
OriginPurchaseOrder*	Origin of the PO: ECC or Ariba	(A for Ariba, E for ECC)	Required	Max Character '1' Always in capital letters
sesID	Service Entry Sheet Id		Required	Max Character '40'
sesDate	SES submitted Date	(INPUT FORMAT: YYYY-MM-DD)	Required	Max Character '10'
sesStartDate	SES Start Date	(INPUT FORMAT: YYYY-MM-DD)	Required	Max Character '10'
sesEndDate	SES End Date	(INPUT FORMAT: YYYY-MM-DD)	Required	Max Character '10'
xmlLang	XML Language code	eg: en, en-us	Required	Max Character '10'
fromName	From Name()		Required	
fromStreet	From Street()		Required	
fromCity	From City()		Required	
fromState	fromState		Optional	
fromPostalCode	From PostalCode()		Required	
fromCountry	From Country()		Required	
toName	To Name()		Required	
toStreet	To Street()		Required	
toCity	To City()		Required	
toState	To State()		Required	

NOTE: The name of the HES cannot be repeated in each load, that is, it must be a unique value.

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Field	Description	Values	Optional/ Required	Lenght
toPostalCode	To PostalCode()		Required	
toCountry	To Country()		Required	
exchangeRate	Header Extrinsic ()		Required	
serviceDescription	Header Extrinsic		Required	Max Character '40'
headerComments	Header Level Comments		Optional	
currency	Currency		Required	Max Character '3'
orderID	Purchase Order ID		Required	Max Character '5'
orderLineID	Purchase Order line number		Required	Max Character '10'
contractNumber	Contract ID	if PO on AN has Contract Reference field) Unplanned from Contract	Required	Max Character '10'
sesLineID	Service Entry Sheet Line Number		Required	Max Character '5'

BULK LOADING OF SERVICE ENTRY SHEET

Field	Description	Values	Optional/ Required	Lenght
supplierPartID	Supplier part Number	OriginPurchaseOrder is 'A' and itemType is 'Planned' and 'Unplanned From Contract' , OriginPurchaseOrder is 'E' and itemType is 'Unplanned From Contract'	Required	Max Character '110'
buyerPartID	Buyer Part Number	OriginPurchaseOrder is 'A' and itemType is 'Unplanned Adhoc' , OriginPurchaseOrder is 'E' and itemType is 'Planned'	Required	Max Character '20'
itemDescription	Description		Required	Max Character '120'
quantity	Quantity ()		Required	
unitOfMeasure	Unit of Measure ()		Required	
unitPriceAmount	Unit Price ()		Required	
itemType*	itemType	Planned/Unplanned Adhoc/Unplanned From Contract	Required	Max Chareacter '1' Always in capital letters
lineLevelComments	Line Level Comments		Optional	
priceBasisQuantity	Price Basis Quantity		Optional	
priceBasisConversionFactor	Price Basis Conversion		Optional	

BULK LOADING OF SERVICE ENTRY SHEET

Field	Description	Values	Optional/ Required	Lenght
priceBasisUnitOfMeasure	Price Basis Unit Of Measure		Optional	
priceBasisDescription	Price Basis Description		Optional	
CostCenter	Cost Center	[OriginPurchaseOrder = 'A' and 'E', and Item Type = Unplanned From Contract][:If AccountingID is 'K']	Required	Max Character '10'
GeneralLedger	General Ledger	[OriginPurchaseOrder = 'A' and 'E', and Item Type = Unplanned From Contract][:If AccountingID is 'K', 'F', 'P']	Required	Max Character '10'
SAPSerialNumber	SAP Serial Number		Optional	
AccountingID	Accounting ID	[OriginPurchaseOrder = 'A' and 'E', and Item Type = Unplanned From Contract][: AccountingID contains only 'U', 'K', 'F', 'P']	Required	Max Character '1'

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Field	Description	Values	Optional/ Required	Lenght
WBSElement	WBS Element	[OriginPurchaseOrder = 'A' and 'E', and Item Type = Unplanned From Contract][:If AccountingID is 'P']	Required	Max Character '24'
InternalOrder	Internal Order	[OriginPurchaseOrder = 'A' and 'E', and Item Type = Unplanned From Contract][:If AccountingID is 'F']	Required	Max Character '12'
Percentage	Percentage	[OriginPurchaseOrder = 'A' and 'E', and Item Type = Unplanned From Contract][]	Required	Max Character '3'
parentPOLineNumber	Line Level Extrinsic		Optional	
punchinItemFromCatalog	Line Level Extrinsic		Optional	
isLineFromPO	Line Level Extrinsic	The value is 'yes' when it is planned PO else 'no' for unplanned PO	Optional	

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- **Combination of values for “OriginPurchaseOrder” and “itemType”:**
 - - *OriginPurchaseOrder = 'A' and itemType = 'UNPLANNED ADHOC'*: delegated purchase order.
 - - *OriginPurchaseOrder = 'A' and itemType = 'PLANNED'*: order against contract known imputation.
 - - *OriginPurchaseOrder = 'A' and itemType = 'UNPLANNED FROM CONTRACT'*: order against contract imputation 'U' unknown.
 - - *OriginPurchaseOrder = 'E' and itemType = 'PLANNED'*: order against contract known imputation.
 - - *OriginPurchaseOrder = 'E' and itemType = 'UNPLANNED FROM CONTRACT'*: order against contract imputation 'U' unknown.
- **Types of SES**
 - Shopping from Ariba Buying:
 - BUYING COMPRA DELEGADA - **Unplanned Adhoc**
 - BUYING CONTRATO - **Planned**
 - BUYING CONTRATO - **Unplanned from Contract**
 - Shopping from Commerce Automation:
 - COMMERCE CONTRATO – **Planned**
 - COMMERCE CONTRATO – **Unplanned from Contract**



Fichero CSV HES
ejemplo.csv