

How to add the Service entry period in ARIBA.

Follow the normal steps for invoice creation. When creating a service related invoice follow the below steps.

When creating a goods related invoice the below is not applicable, as the service start and end date is only service relevant

1. Select the line item you need to invoice and select create an service line item for a blanket PO.

Blanket PO Items

Line	Quantity	UOM	Price	Part #
<input checked="" type="checkbox"/>	1	1.0	(SE) ⓘ	

Goods
Service

2. Please fill in the service period which is invoiced to the blanket PO.

Create Invoice

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1.0	(SE) ⓘ					

▼ Invoice Item * Indicates required field

Quantity: * Unit:

Unit Price: * Part #:

Subtotal: EUR

Customer Part #:

Description: 3D Printed Ebox - NRE

Pricing Details

Price Unit: Price Unit Quantity: *

Unit Conversion: * Description:

Inspection Date: Reference Date:

Service Period

Service Start Date: * Service End Date: *

Tax

Accounting Reference

Reference ID: Description: