

The background features a vibrant pink and white color scheme. A thick, white splash of milk is shown pouring from the top left, cascading down and to the right. The splash is set against a background of several overlapping, rounded rectangular shapes in various shades of pink, creating a sense of depth and movement. The overall aesthetic is clean, modern, and fresh.

**Synlait**

**SYNLAIT TRAINING GUIDE**

**SERVICE PURCHASE ORDERS**

# *Synlait*

SERVICE ENTRY SHEETS

- CONFIDENTIAL -

# SERVICE ENTRY SHEETS

## General

This section provides step by step instructions to review Service Purchase Orders and produce Service Entry Sheets.

Prior to sending a Service Sheet, a Service Purchase Order might also require a **PO Confirmation** to be sent. Please refer to the relevant section under Material PO for detailed instructions.

Please refer to the customer-specific instructions to know which documents are transacted within each customer relationship.

If you are using a **Standard Account**, you can also visit [this page](#) or watch [this video playlist](#) for dedicated instructions

## Service Purchase Order – Locate and Review Service PO

1. Locate your Service PO, then click *Create Service Sheet* under the Actions column  
OR click the *Order Number Hyperlink* to view the Service PO,  
and then click the *Create Service Sheet* button at the top or bottom of the order.

Services will be indicated at the line level of the PO in the column *Type*.

An icon indicates if a Service Sheet is required.

### Line Items

[Show Item Details](#) 

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
▼ 10	1			 Service			2 Sep 2021		\$4,250.00 NZD	\$637.50 NZD	<a href="#">Details</a>
		Consulting services									
	10.10		3000020	Service		30.000 (HR) ⓘ		\$75.00 NZD	\$2,250.00 NZD		<a href="#">Details</a>
		Recruitment									
	10.20		3000021	Service		20.000 (HR) ⓘ		\$100.00 NZD	\$2,000.00 NZD		<a href="#">Details</a>
		Hardware support services									

# SERVICE ENTRY SHEETS

## Service Entry Sheet – Header Information

- 1. Complete any required fields that have an *asterisk (\*)* (eg 1 and 2)
- 2. Service Sheet # is your unique reference
- 3. Click 'Add Comments' to add comments if additional information is to be provided to the buyer (3)
- 4. Click 'Add Attachments' to add attachment if additional information is to be provided to the buyer (4)

Service Sheet Header

Summary

Purchase Order: 1300000121  
Service Sheet #: SES0902002 **1**  
Service Sheet Date: 2 Sep 2021 **1**  
Final Service Sheet:   
Service Description:

Subtotal: \$4,250.00 NZD  
Service Start Date: 1 Sep 2021 **2**  
Service End Date: 1 Sep 2021 **2**

Additional Fields

Supplier Reference:

From: Supplier Ariba-TEST  
1028 Hesleron Rd  
RAKAIA CAN Auckland  
7783  
New Zealand

To: Synlait Milk Limited  
1028 Hesleron Road  
Rakala CAN  
7783  
New Zealand

Field Contractor:

Name:   
Email:   
Phone: USA 1

Field Engineer:

Name:   
Email:   
Phone: USA 1

Approver:

Name:   
Email:   
Phone: USA 1

**3** **4**

Comment **3**

Comments: Backdate for work done yesterday

Attachments **4**

The total size of all attachments cannot exceed 10MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test_note.txt	9	text/plain

# SERVICE ENTRY SHEETS

## Service Entry Sheet – Line Item Section

1. Continue to *update the status for each line* item on the purchase order. Once finished, click *Next* to proceed to the review page (1).
2. Review the order confirmation > *click Submit*(4). Your service entry sheet is sent to your buyer.
3. Click *Exit*.
4. The Order Status will display as **Partially Serviced** if the total number of hours are not fully fulfilled (3).

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input type="checkbox"/>	<input type="text" value="Hardware support services"/>	3000021	Service	Planned	1 HR	\$100.00 NZD	\$2,000.00 NZ	Delete	Copy

**SERVICE PERIOD**  
 Start Date:  End Date:

**PRICING DETAILS**  
 Price Unit: HR Unit Conversion: 1 Price Unit Quantity: 1.000 Description:

**COMMENTS**  
 Add Comments:

[Add Pricing Details](#)

1

Create Service Sheet

Confirm and submit this document.

**Service Sheet** Subtotal: \$450.00 NZD  
 SES0902002  
 Date: 2 Sep 2021  
 Final Service Sheet: No  
 Purchase Order: 1300000121  
 Subtotal: \$450.00 NZD  
 Service Start Date: 1 Sep 2021  
 Service End Date: 1 Sep 2021

**From**  
 Supplier Ariba-TEST  
 Supplier Ariba-TEST  
 1028 Heslerton Rd  
 RAKAIA CAN Auckland  
 7783  
 New Zealand

**To**  
 Synlait Milk Limited  
 Synlait Milk Limit - TEST  
 1028 Heslerton Road  
 Rakaia CAN  
 7783  
 New Zealand  
 Address ID: 1000

2

Order Number	Customer	Amount	Date ↓	Order Status	Routing Status
1300000118	Synlait Milk Limit - TEST	\$6,750.00 NZD	Aug 31, 2021	Partially Serviced	Acknowledged

3



# SERVICE ORDERS

## Service Sheet Status

You can at any moment check the status of a Service Sheet.

1. Click the *Fulfilment* tab and select Service Sheets.
2. Routing (1) and Approval Status (2) will be visible on each line.
3. If a Service Sheet is rejected or failed, *view the reason* by opening the *Service Sheet* and clicking the *History Tab* (3).

Service Sheets (130) Page 1

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	1	Routing Status	2	Status
<input type="checkbox"/>	SES0831001	Synlait Milk Limit - TEST	1300000118	31 Aug 2021	\$675.00	NZD	Acknowledged		Sent
<input type="checkbox"/>	SES0824003	Synlait Milk Limit - TEST	1300000114	24 Aug 2021	\$375.00	USD	Acknowledged		Approved
<input type="checkbox"/>	SES0824003	Synlait Milk Limit - TEST	1300000114	24 Aug 2021	\$225.00	USD	Obsoleted		<b>Rejected</b>
<input type="checkbox"/>	SES0824002	Synlait Milk Limit - TEST	1300000113	24 Aug 2021	\$300.00	USD	Acknowledged		Approved

## Service Sheet: SES0824003

Create InvoiceCopy This SES

DetailHistory **3**

### Service Sheet

**(Rejected)**

SES0824003

Date: 24 Aug 2021

Final Service Sheet: No

Purchase Order: [1300000114](#)

ERP SES ID: 1000000175

Subtotal: \$225.00 USD

Service Start Date: 24 Aug 2021

Service End Date: 24 Aug 2021



**Synlait**

