

# How to merge **multiple service entry sheets (SES) in one invoice**

As explained in the invoice submission training for service Purchase Orders (POs), a **Service Entry Sheet (SES) is always required**.

If you have multiple SESs and you wish to **submit only one (1) invoice** for them, you have the **option to include these SESs in one (1) single invoice***.

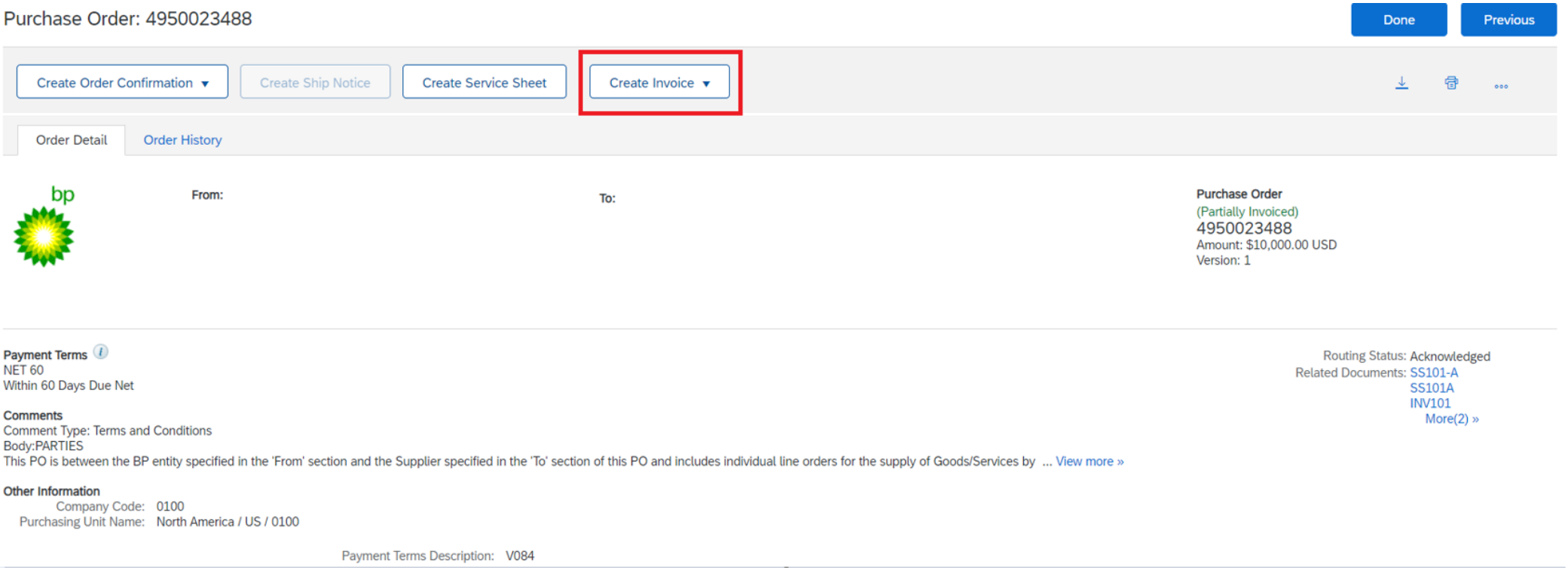
**Exception for suppliers located in the **ANZ region** as you can only submit one (1) SES per one (1) invoice.*



# What **actions** do you need to take?

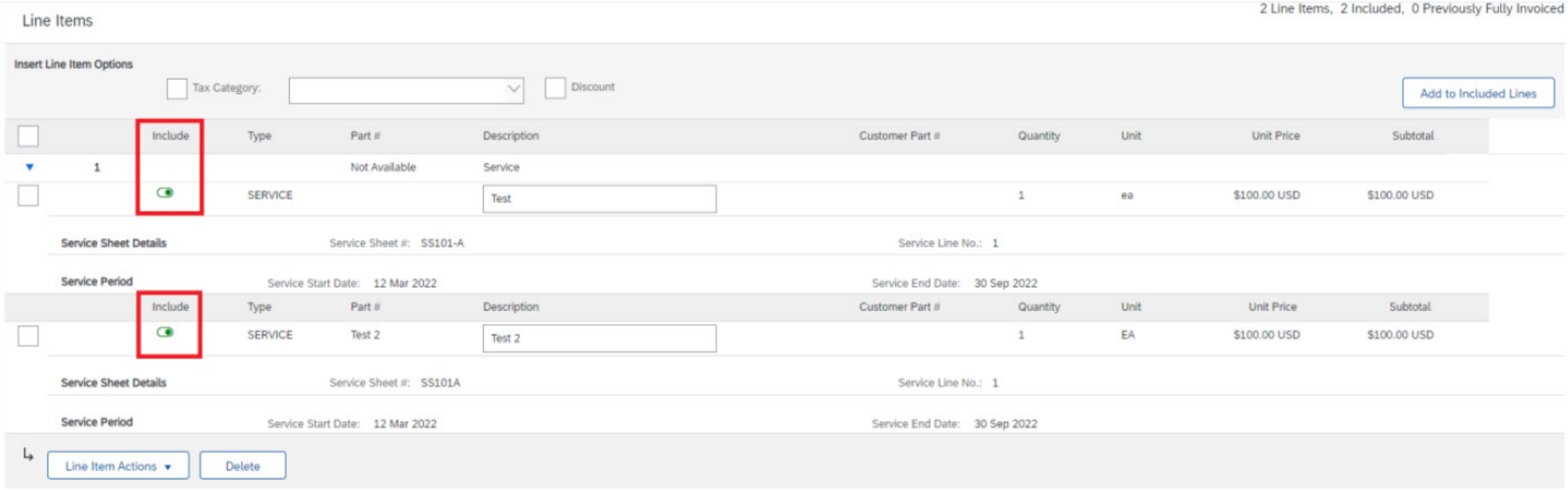
To start the invoice submission process, first **open the PO by clicking on the PO order number in Ariba**. **IMPORTANT:** In this case, you must **create the invoice from the PO page** and not from the related Service Entry Sheet.

1. Click on the **"Create Invoice" button** and select **"Standard Invoice".** The invoice creation page will be displayed.



# What **actions** do you need to take? (Cont'd)

2. Please **fill in all the required information in the header field** by following the instructions covered in the training material. After navigating to the **Line – item section**, all **approved SESs will be visible** in the list. At the beginning of each line, there is an **"Include"** button.




3. To include or exclude a line from the invoice, click the line item's **green slider** in the **"Include" column**. For the lines that you exclude, you can generate another invoice at a later date.

4. Adding the Tax information to these lines will follow the same steps as previously demonstrated.

# Thank you

You are receiving this guideline because you have registered on the **bp Supplier Portal.**
Please click **this link** to visit the portal