

Standard Operating Procedure: Automated SES Creation via EMB Portal for Planned Services in SAP MM

Purpose

To ensure consistent, accurate creation and management of Service Entry Sheets (SES) for planned services through the EMB portal, leveraging the SAP MM module's processes for Service Purchase Orders (PO) and Outline Agreements (OLA).

Scope

Applicable to all users involved in the procurement and management of planned service contracts and SES creation in SAP MM for the organization.

Procedure

1. Service Entry Sheet (SES) Creation Prerequisites

- SES creation via the EMB portal is mandatory and feasible **only** for planned services.
- Plan all service requirements accurately prior to creating related OLAs and POs.

2. Outline Agreement (OLA) Creation

- Create OLAs exclusively for planned services.
- Quantify services precisely in the sub-service line items.
- Input sufficient quantities in sub-service line items to cover all fractional payments that may occur in the future.
- Proper quantification ensures that corresponding line item details reflect in EMB portal for SES generation.

3. Secondary Work-Order Purchase Order (PO) Creation

- For planned and quantified services included in OLAs:
 - Create Secondary work order POs by adopting through contracts.
 - Ensure PO values appear under the "limits" tab against the contract as planned services.
- For planned but unquantified services in OLAs:
 - Quantify the services under the service tab of the Secondary work order PO before SES creation.

4. For Short-term Services

- For all short-term (direct PR and PO) service cases, planned and fully quantified services are required for standard, automated SES creation via e-MB portal.

5. Audit and Compliance Controls

- Every SES record must reference a valid, unique e-MB number, securing traceability and preventing duplicate or erroneous service entries.
- System-enforced validation creates a clear linkage between SAP, EMB portal, and contractual data for audit purposes.

6. Vendor Actions in EMB Portal

- Vendor logs in using vendor code and OTP.
- Vendor can see PO details only if it includes planned services.
- Vendor enters quantity of work done, uploads photos and documents, and submits for review.

7. Site Engineer Review

- Site engineer logs in, reviews details and documents submitted by vendor.
- If satisfied, forwards the SES request to the Project Manager for approval.

8. Project Manager Approval

- Project Manager reviews the submission and approves the request if all details are correct.

SES Creation and Release

- After approval, Site Engineer creates SES through EMB portal.
- The SES can then be released and processed in SAP system.