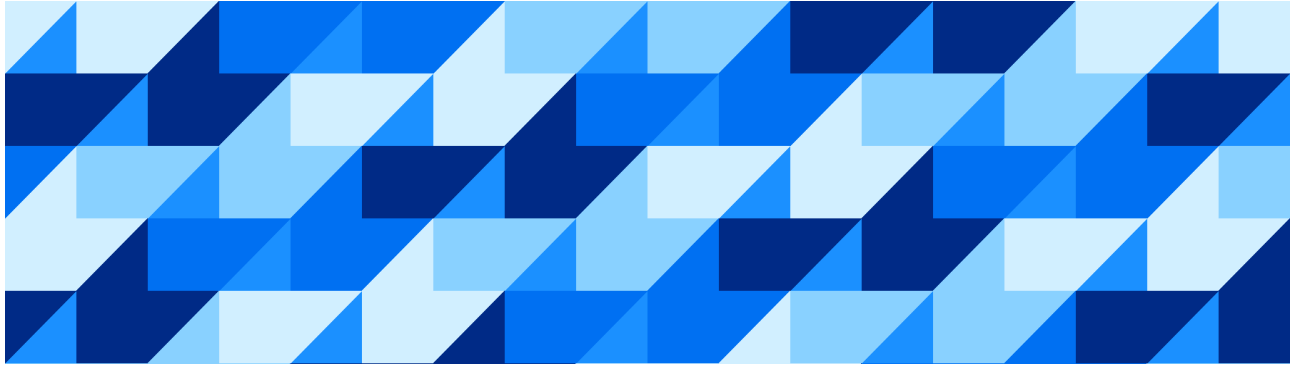




User Guide

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CONFIDENTIAL

Yara – Service Entry Sheet

Document History

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0.1	Initial Draft	Aug 26 th , 2026	Initial Draft
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1 Introduction

This guide describes the Yara Service Entry Management application built on SAP Business Technology Platform (BTP). It is written for two audiences:

1. **Supplier** Vendor Service Administrators create and manage Service Entry Sheets on behalf of their organization.
2. **Employees** Yara internal employees who monitor procurement activity and approve or reject Service Entry Sheets.

1.1 Application Modules

The application is accessed via SAP Business Network and contains three modules:

- **Purchase Order Line Items** View and act on Purchase Order line items addressed to your organization.
- **My Service Entry Sheets** Create, manage, submit, and track Service Entry Sheets.
- **Pre-Calculation Tool** Create and manage pre-calculation estimates against contract service lines.

1.2 Glossary

Term	Definition
Completion Reported	The status assigned to a Service Entry Sheet once it is submitted by the supplier. It awaits Yara approval.
Confirmation	A system-generated number is assigned to a Service Entry Sheet once it is successfully submitted to Yara.
Estimate	A PCT record containing contract service lines with planned quantities and factors.
Final Entry (FEI)	A flag on a Service Entry Sheet indicating that this is the last submission against the PO line. Signals to Yara that the line may be closed.
Open Order Quantity	The remaining quantity available for entry on a PO line item, calculated as the ordered quantity minus quantities already accepted.
Pre-Calculation Tool (PCT)	A tool for producing service quantity and cost estimates before creating a Service Entry Sheet. Estimates can be downloaded and re-uploaded to pre-populate Service Entry Sheet lines.
Service Entry Sheet (Service Entry Sheet)	The formal record of services rendered by a supplier against a Purchase Order line item.

Table 1: Glossary

2 Accessing the Application

The Yara Service Entry Management application is accessed through SAP Business Network (service.ariba.com). You must be set up as a Vendor Service Administrator for your supplier account.

2.1 Logging In

1. Open a browser and go to <https://service.ariba.com>. Enter your credentials and log in.
2. On the Business Network home page, click your profile icon (shown as your initials) in the top-right corner.
3. Select Switch to Test Mode from the dropdown menu ([Applicable for Non-Production Environments only](#))

Note: Once you switch, a yellow banner appears at the top of the page: "You are in test mode. Changes made here will not affect the live environment." This confirms you are in the correct environment to access the Yara BTP application.

4. After switching to Test Mode, scroll down to the Highlights section on the home page.
5. Locate the Application gateway tile on the right side. Click [YARA Service Entry Sheet Portal](#).

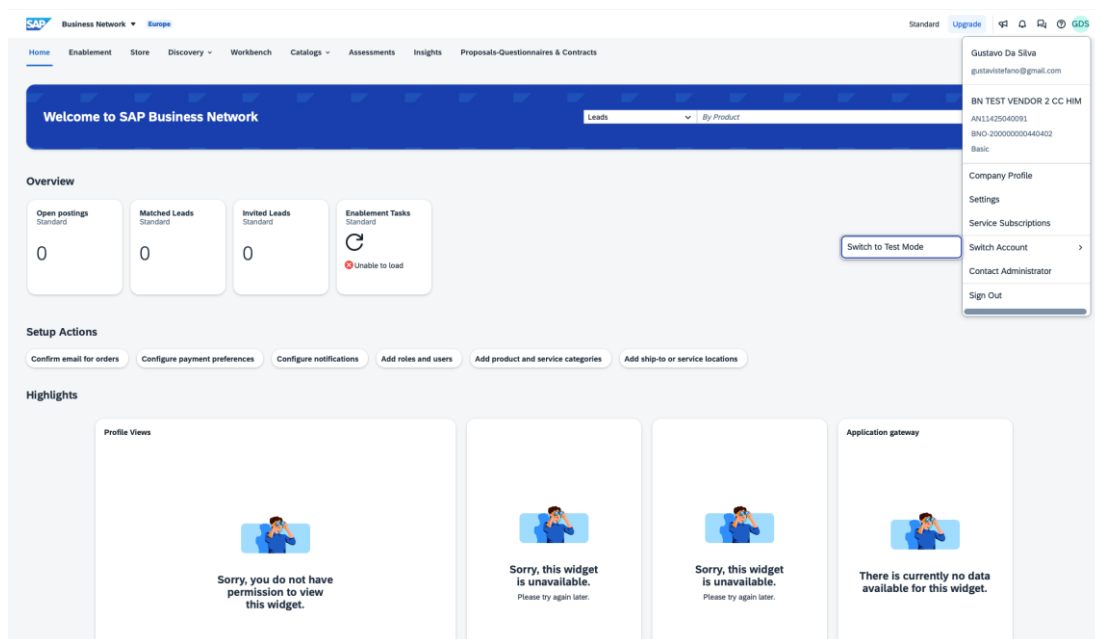


Figure 01: SAP Business Network — profile menu open with Switch to Test Mode highlighted

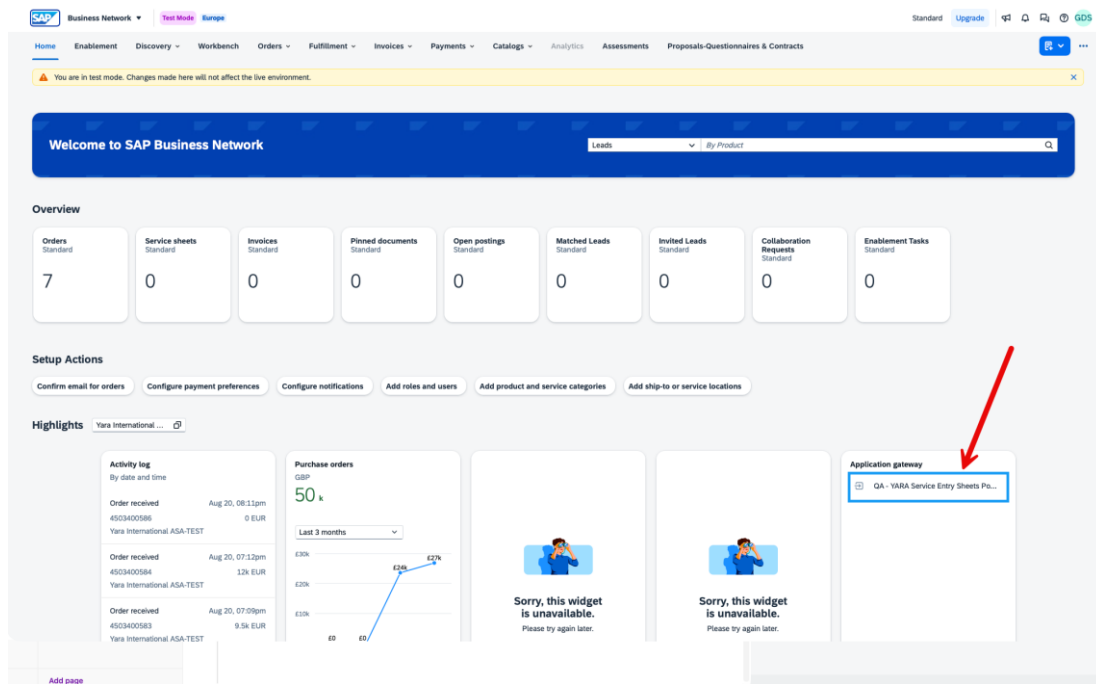


Figure 02: SAP Business Network in Test Mode — Application gateway tile highlighted

2.2 Landing Page

Clicking the portal link opens the Yara BTP application. The landing page shows the Procurement Operations section with three tiles.

1. **Purchase Order Line Items** Click to open the Purchase Order Line Items listing.
2. **My Service Entry Sheets Click** to open the My Service Entry Sheets listing.
3. **Pre-Calculation Tool Click** to open the Pre-Calculation Tool (Estimates) listing.

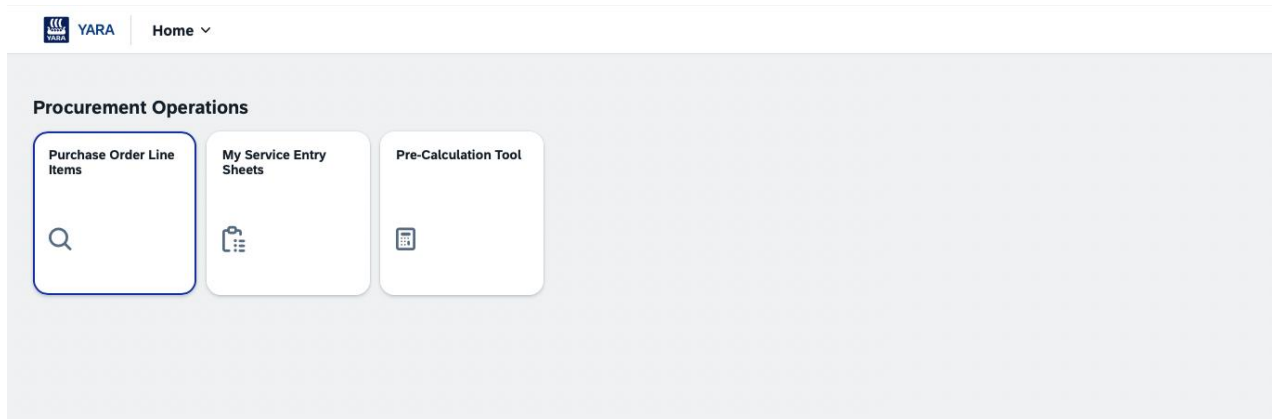
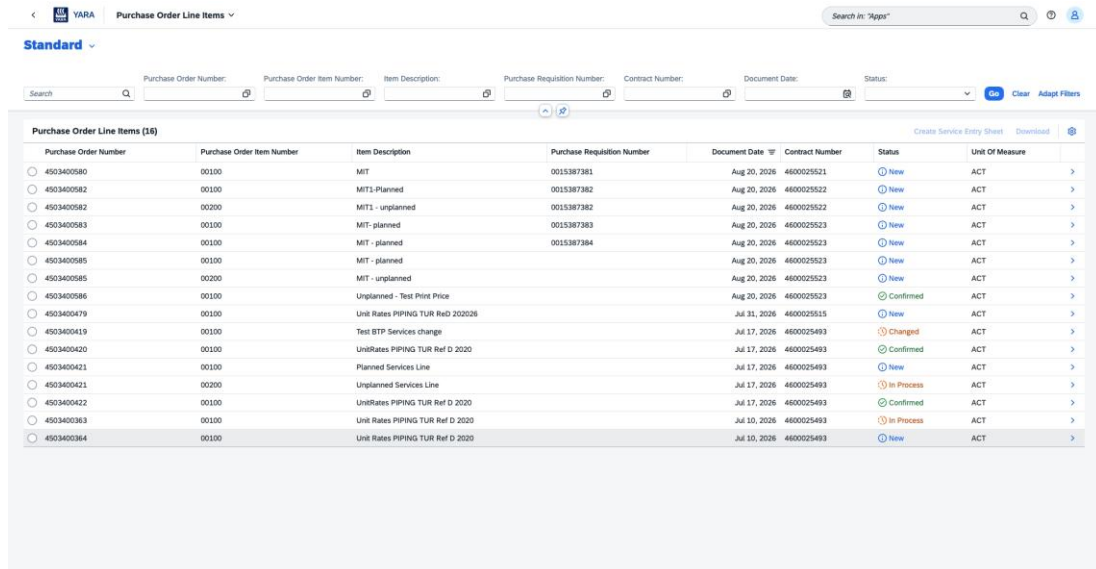


Figure 03: Yara BTP landing page — Procurement Operations section with three application tiles

3 Purchase Order Line Items

The Purchase Order Line Items page lists all PO line items replicated from SAP ECC that are addressed to your organization. From here you can search for lines, view their details, and start the Service Entry Sheet creation process.

3.1 The Listing page

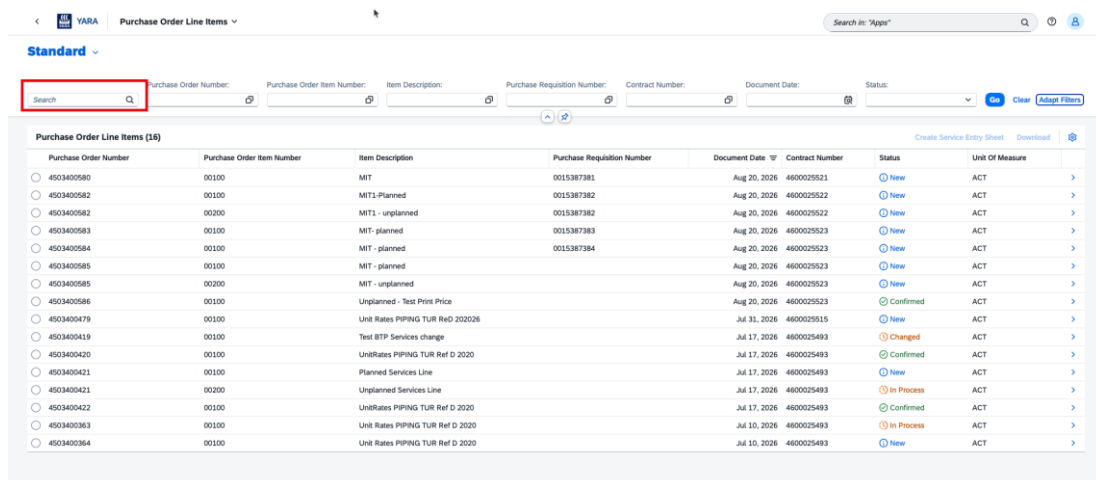


Purchase Order Number	Purchase Order Item Number	Item Description	Purchase Requisition Number	Document Date	Contract Number	Status	Unit Of Measure
4503400580	00100	MIT	0015387381	Aug 20, 2026	4600025521	New	ACT
4503400582	00100	MIT-planned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400582	00200	MIT1 - unplanned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400583	00100	MIT-planned	0015387383	Aug 20, 2026	4600025523	New	ACT
4503400584	00100	MIT-planned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400585	00100	MIT-planned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400585	00200	MIT - unplanned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400586	00100	Unplanned - Test Print Price	0015387384	Aug 20, 2026	4600025523	Confirmed	ACT
4503400479	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 31, 2026	4600025515	New	ACT
4503400419	00100	Test BTP Services change	0015387384	Jul 17, 2026	4600025493	Changed	ACT
4503400420	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 17, 2026	4600025493	Confirmed	ACT
4503400421	00100	Planned Services Line	0015387384	Jul 17, 2026	4600025493	New	ACT
4503400421	00200	Unplanned Services Line	0015387384	Jul 17, 2026	4600025493	In Process	ACT
4503400422	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 17, 2026	4600025493	Confirmed	ACT
4503400363	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 10, 2026	4600025493	In Process	ACT
4503400364	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 10, 2026	4600025493	New	ACT

Figure 04: Purchase Order Line Items — full listing view

The listing shows the following columns: Purchase Order Number, Purchase Order Item Number, Item Description, Purchase Requisition Number, Document Date, Contract Number, Status, and Unit of Measure. Records are sorted by Document Date (most recent first).

3.2 Searching & Filtering



Purchase Order Number	Purchase Order Item Number	Item Description	Purchase Requisition Number	Document Date	Contract Number	Status	Unit Of Measure
4503400580	00100	MIT	0015387381	Aug 20, 2026	4600025521	New	ACT
4503400582	00100	MIT-planned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400582	00200	MIT1 - unplanned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400583	00100	MIT-planned	0015387383	Aug 20, 2026	4600025523	New	ACT
4503400584	00100	MIT-planned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400585	00100	MIT-planned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400585	00200	MIT - unplanned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400586	00100	Unplanned - Test Print Price	0015387384	Aug 20, 2026	4600025523	Confirmed	ACT
4503400479	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 31, 2026	4600025515	New	ACT
4503400419	00100	Test BTP Services change	0015387384	Jul 17, 2026	4600025493	Changed	ACT
4503400420	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 17, 2026	4600025493	Confirmed	ACT
4503400421	00100	Planned Services Line	0015387384	Jul 17, 2026	4600025493	New	ACT
4503400421	00200	Unplanned Services Line	0015387384	Jul 17, 2026	4600025493	In Process	ACT
4503400422	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 17, 2026	4600025493	Confirmed	ACT
4503400363	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 10, 2026	4600025493	In Process	ACT
4503400364	00100	Unit Rates PIPING TUR Ref D 2020	0015387384	Jul 10, 2026	4600025493	New	ACT

Figure 05: Filter bar — Search field (left) and Adapt Filters link (right)

1. Use the filter fields at the top of the page to narrow results. Available filters include PO Number, PO Item Number, Item Description, PR Number, Contract Number, Document Date, and Status.
2. Click Go to apply the filters, or Clear to reset them.

- Use the Search field on the left for a broad similarity search across all columns when you do not know exact values.

Note: Click Adapt Filters to add or hide individual filter fields from the filter bar.

3.3 PO Line-Item Status Values

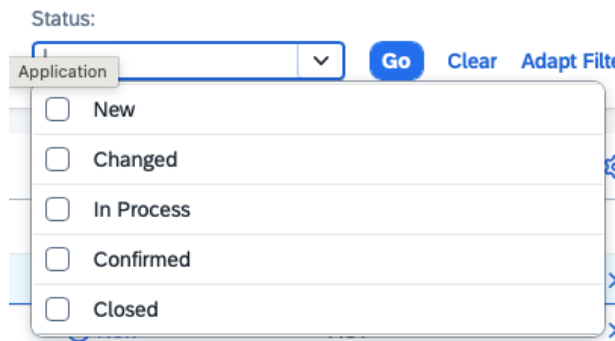
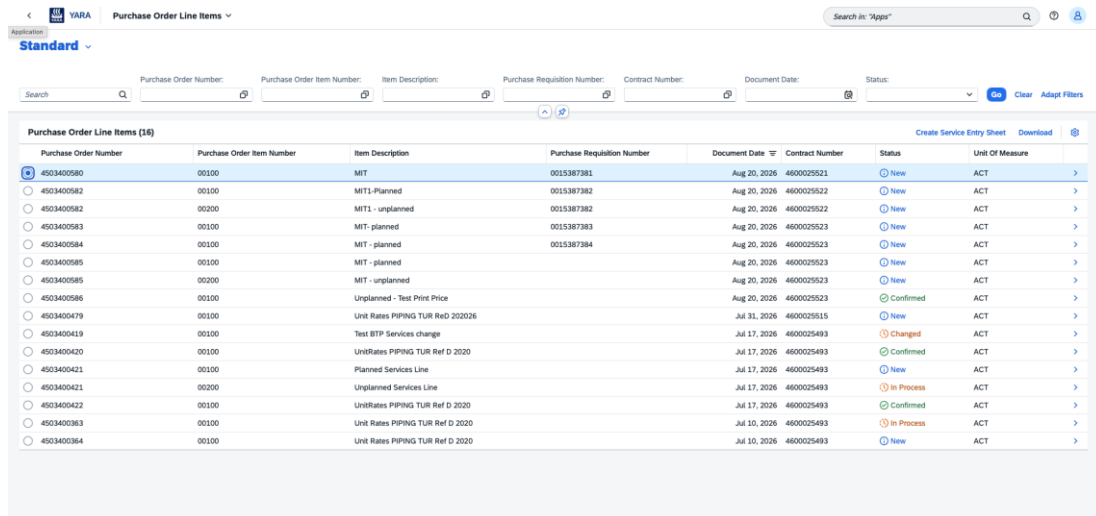


Figure 06: Status filter dropdown showing all PO Line-Item status values

Status	Meaning
New	The PO line item has been replicated from ECC. No Service Entry Sheet has been created against it yet.
Changed	The PO line item was modified in ECC after it was first replicated. Review the updated details before proceeding.
In Process	A draft of the Service Entry Sheet has been saved against this line but not yet submitted.
Confirmed	A Service Entry Sheet has been submitted against this line. The status remains Confirmed regardless of subsequent Service Entry Sheet approval or rejection.
Closed	No further Service Entry Sheets can be created against it. A line reaches Closed when the supplier marks the Final Entry indicator on a Service Entry Sheet

Table 2: PO Line-Item status values

3.4 Initiating Service Entry Sheet Creation



YARA Purchase Order Line Items

Search in: "Apps"

Standard

Purchase Order Number: Purchase Order Item Number: Item Description: Purchase Requisition Number: Contract Number: Document Date: Status: Go Clear Adapt Filters

Purchase Order Number	Purchase Order Item Number	Item Description	Purchase Requisition Number	Document Date	Contract Number	Status	Unit Of Measure
4503400590	00100	MT	0015387381	Aug 20, 2026	4600025521	New	ACT
4503400592	00100	MT1-Planned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400592	00200	MT1 - unplanned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400593	00100	MT1-planned	0015387383	Aug 20, 2026	4600025523	New	ACT
4503400594	00100	MT1 - planned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400595	00100	MT - planned		Aug 20, 2026	4600025523	New	ACT
4503400595	00200	MT - unplanned		Aug 20, 2026	4600025523	New	ACT
4503400596	00100	Unplanned - Test Print Price		Aug 20, 2026	4600025523	Confirmed	ACT
4503400479	00100	Unit Rates PIPING TUR Ref D 202026		Jul 31, 2026	4600025515	New	ACT
4503400419	00100	Test BTP Services change		Jul 17, 2026	4600025493	Changed	ACT
4503400420	00100	Unit Rates PIPING TUR Ref D 2020		Jul 17, 2026	4600025493	Confirmed	ACT
4503400421	00100	Planned Services Line		Jul 17, 2026	4600025493	New	ACT
4503400421	00200	Unplanned Services Line		Jul 17, 2026	4600025493	In Process	ACT
4503400422	00100	Unit Rates PIPING TUR Ref D 2020		Jul 17, 2026	4600025493	Confirmed	ACT
4503400363	00100	Unit Rates PIPING TUR Ref D 2020		Jul 10, 2026	4600025493	In Process	ACT
4503400364	00100	Unit Rates PIPING TUR Ref D 2020		Jul 10, 2026	4600025493	New	ACT

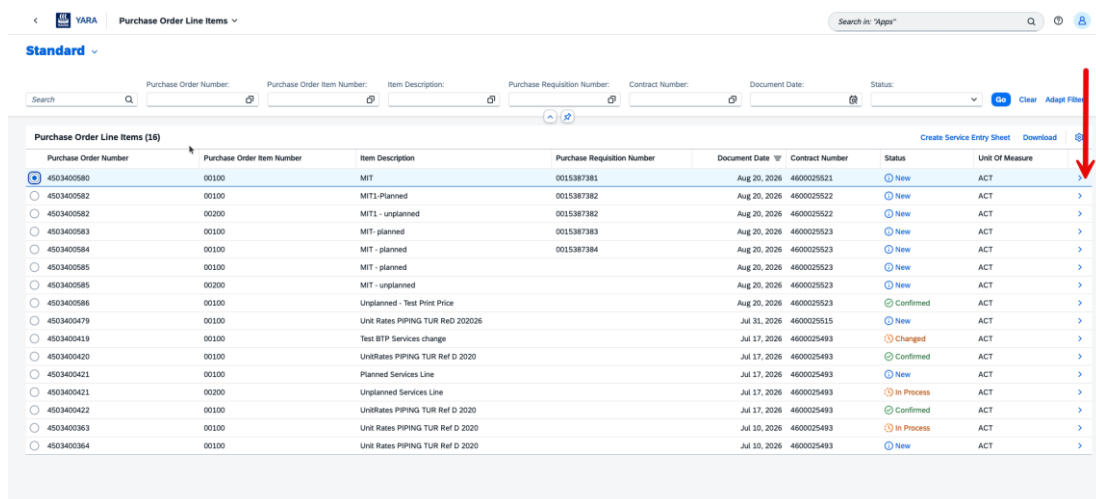
Create Service Entry Sheet Download

Figure 07: Row selected — Create Service Entry Sheet button activates in the toolbar

1. Select the radio button on the left of the PO line item you wish to work on.
2. Click Create Service Entry Sheet in the toolbar. The Service Entry Sheet creation form opens with PO context pre-populated.

Note: Only one PO line can be selected at a time. The toolbar button is greyed out until a row is selected.

3.5 Viewing PO Line-Item Detail



YARA Purchase Order Line Items

Search in: "Apps"

Standard

Purchase Order Number: Purchase Order Item Number: Item Description: Purchase Requisition Number: Contract Number: Document Date: Status: Go Clear Adapt Filters

Purchase Order Number	Purchase Order Item Number	Item Description	Purchase Requisition Number	Document Date	Contract Number	Status	Unit Of Measure
4503400590	00100	MT	0015387381	Aug 20, 2026	4600025521	New	ACT
4503400592	00100	MT1-Planned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400592	00200	MT1 - unplanned	0015387382	Aug 20, 2026	4600025522	New	ACT
4503400593	00100	MT1-planned	0015387383	Aug 20, 2026	4600025523	New	ACT
4503400594	00100	MT1 - planned	0015387384	Aug 20, 2026	4600025523	New	ACT
4503400595	00100	MT - planned		Aug 20, 2026	4600025523	New	ACT
4503400595	00200	MT - unplanned		Aug 20, 2026	4600025523	New	ACT
4503400596	00100	Unplanned - Test Print Price		Aug 20, 2026	4600025523	Confirmed	ACT
4503400479	00100	Unit Rates PIPING TUR Ref D 202026		Jul 31, 2026	4600025515	New	ACT
4503400419	00100	Test BTP Services change		Jul 17, 2026	4600025493	Changed	ACT
4503400420	00100	Unit Rates PIPING TUR Ref D 2020		Jul 17, 2026	4600025493	Confirmed	ACT
4503400421	00100	Planned Services Line		Jul 17, 2026	4600025493	New	ACT
4503400421	00200	Unplanned Services Line		Jul 17, 2026	4600025493	In Process	ACT
4503400422	00100	Unit Rates PIPING TUR Ref D 2020		Jul 17, 2026	4600025493	Confirmed	ACT
4503400363	00100	Unit Rates PIPING TUR Ref D 2020		Jul 10, 2026	4600025493	In Process	ACT
4503400364	00100	Unit Rates PIPING TUR Ref D 2020		Jul 10, 2026	4600025493	New	ACT

Create Service Entry Sheet Download

Figure 08: Navigation arrow at the right end of each row

Click the arrow (>) at the right end of a row to open the PO Line-Item detail page.

The screenshot displays the SAP PO Line-Item detail page for item 4503400586 - 00100. The header section includes the item description 'Unplanned - Test Print Price', purchase requisition number, contract number, and document date. A 'Create Service Entry Sheet' button is visible in the top right. Below the header, the 'Existing Service Entries' table lists two entries with their respective confirmation numbers, descriptions, purchase order numbers, contract numbers, document dates, payment dates, statuses, and total values.

Service Entry Sheet N...	Confirmation	Service Entry Sheet Description	Purchase Order Number	Contract Number	Document Date	Payment Date	Status	Invoicing status	Total Value
1054398147	6100000090	UNPLANNED-0824-003	4503400586	4600025523	Aug 24, 2026		Completion Reported	Invoice Sent	134.88 EUR
Draft	6100000097		4503400586				In Process	Not Invoiced	

Figure 09: PO Line-Item detail — header fields and Existing Service Entries list

The detail page shows the full header information and lists all existing Service Entry Sheets associated with the PO line, including their Confirmation number, Status, Invoicing Status, and Total Value.

Note: You can also start Service Entry Sheet creation from the detail page using the Create Service Entry Sheet button in the toolbar.

4 My Service Entry Sheets

The My Service Entry Sheets page is the central location for creating, managing, submitting, and tracking all your Service Entry Sheets.

4.1 The Listing page

Service Entry Sheet Description	Service Entry Sheet Num...	Confirmation	Purchase Order N...	Purchase Order It...	Contract Number	Purchase Requir...	Total Value	Payment Date	Status	Invoice Status
6200000082	4503400419	00100	4600025493			0.00 GBP			In Process	Not Invoiced
SES-UNPLANNED-0819-002	6200000080	4503400363	00100	4600025493		144.00 GBP	Aug 19, 2028	Submission Failure	Not Invoiced	
SES-UNPLANNED-0819-001	6200000077	4503400421	00200	4600025493		165.43 GBP	Aug 19, 2028	Submission Failure	Not Invoiced	
6200000029	4503400421	00100	4600025493			0.00 GBP		In Process	Not Invoiced	
Test123	6200000009	4503400421	00200	4600025493		430.00 GBP	Aug 14, 2028	In Process	Not Invoiced	
Test123	6200000008	4503400421	00200	4600025493		1.00 GBP	Aug 14, 2028	In Process	Not Invoiced	
6200000006	4503400422	00100	4600025493			0.00 GBP		In Process	Not Invoiced	
Test3	1014187757	6200000005	4503400422	00100	4600025493	445.00 GBP	Aug 14, 2028	Completion Reported	Not Invoiced	
Test2111	6200000004	4503400420	00100	4600025493		979.00 GBP	Aug 17, 2028	In Process	Not Invoiced	
Test2	1014187756	6200000004	4503400420	00100	4600025493	979.00 GBP	Aug 14, 2028	Completion Reported	Not Invoiced	
Substid	1014187755	6200000003	4503400420	00100	4600025493	261.11 GBP	Aug 14, 2028	Completion Reported	Not Invoiced	
6200000125	4503400586	00100	4600025523			0.00 EUR		In Process	Not Invoiced	
6200000114	4503400583	00100	4600025523	0015387383		0.00 EUR		In Process	Not Invoiced	
6200000110	4503400586	00100	4600025523			284.88 EUR		In Process	Not Invoiced	
6200000105	4503400586	00100	4600025523			0.00 EUR		In Process	Not Invoiced	
UNPLANNED-0824-003	1014188147	6200000090	4503400586	00100	4600025523	134.88 EUR	Aug 24, 2028	Completion Reported	Invoice Sent	
UNPLANNED-0824-001	6200000088	4503400421	00200	4600025493		338.75 GBP	Aug 24, 2028	Submission Failure	Not Invoiced	
6200000073	4503400420	00100	4600025493			0.00 GBP		In Process	Not Invoiced	
SES-0819-003	6200000007	4503400421	00200	4600025493		479.18 GBP	Aug 19, 2028	Submission Failure	Not Invoiced	

Figure 10: My Service Entry Sheets listing — full view with Create Multiple dropdown open

- **Columns shown:** Service Entry Sheet Description, Service Entry Sheet Number, Confirmation, PO Number, PO Item Number, Contract Number, PR Number, Total Value, Payment Date, Status, Invoice Status.
- **Records are sorted** with the most recently created Service Entry Sheet at the top.
- Available **Toolbar actions**

Action	Enabled When
Create Multiple	Always available. Opens a dropdown with two options: Import from Excel and Download Template.
Copy	One Service Entry Sheet row is selected.
Submit	One In Process Service Entry Sheet is selected.
Mark Invoice Sent	One Approved Service Entry Sheet with Invoicing Status = Not Invoiced is selected.
Download	One Service Entry Sheet row is selected.
Delete	One eligible Service Entry Sheet row is selected.

Table 3: Service Entry Sheet — Listing page — Toolbar Actions

- Service Entry Sheet **Status Values**

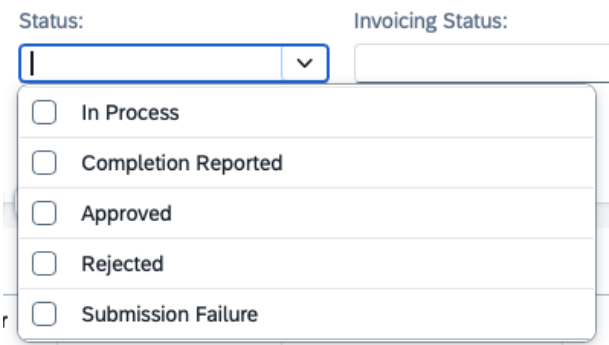


Figure 11: Status filter dropdown — all Service Entry Sheet status values

Status	Description
In Process	The Service Entry Sheet has been saved as a draft. It is not yet visible to Yara for review.
Completion Reported	The Service Entry Sheet has been submitted to Yara and is awaiting review and approval.
Approved	The Service Entry Sheet has been reviewed and approved by Yara.
Rejected	The Service Entry Sheet has been reviewed and rejected by Yara. Review the rejection reason and create a corrected Service Entry Sheet if required.
Submitting	The Service Entry Sheet is currently being transmitted to Yara. This status is transient and resolves to Completion Reported or Submission Failure.
Submission Failure	The submission encountered an error. Select the icon next to the status to view the error details, then re-submit.

Table 4: Service Entry Sheet — Status Values

• **Invoicing Status** Values

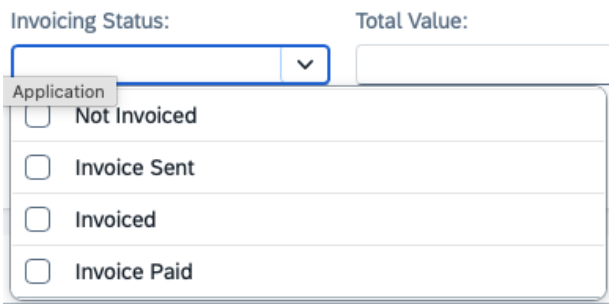


Figure 12: Invoicing Status filter dropdown

Status	Description
Not Invoiced	No invoice has been raised against this Service Entry Sheet.
Invoice Sent	The supplier has confirmed the invoice has been dispatched to Yara (via the Mark Invoice Sent action).
Invoiced	Yara has received and posted the invoice.
Invoice Paid	Yara has posted payment. The Payment Date field on the Service Entry Sheet is populated.

Table 5: Invoicing Status Values

4.2 Creating a Service Entry Sheet Manually

A Service Entry Sheet can be initiated from the Purchase Order Line Items listing, from a PO Line-Item detail page, or by copying an existing Service Entry Sheet. The creation form opens pre-populated with context from the selected PO line.

4.2.1 The Creation Form

Figure 13: New Service Entry Sheet — creation form showing all three tabs and pre-populated header fields

The form has three tabs: General Information, Line Items, and Communication and Collaboration. The header section (visible on all tabs) shows the pre-populated context fields:

- Confirmation, Purchase Order Number, Purchase Order Item Number, Contract Number
- Purchase Requisition Number (if available on the PO line; otherwise shown as "—")
- Document Date
- Service Agent Name (defaulted to the logged-in user)
- Invoicing Status (defaulted to Not Invoiced — read-only)
- Total Value (calculated automatically from line items)
- Status (shown as In Process for a saved draft)

Fields you **must complete** on the General Information tab:

Field	Required?	Notes
Service Entry Sheet Description	Yes	A free-text description for the Service Entry Sheet.
Price Reference Date	Yes	Defaults to today's date. Adjust if services were performed on a different date.
External Reference Number	No	Optional reference number from your own records.

External Reference Line-Item No.	No	Optional line-level reference.
Service Location	No	Location where the services were performed.
Final Entry	No	Tick this checkbox if this is the last Service Entry Sheet you will submit against this PO line. This signals to Yara that the line can be closed.

Table 6: Service Entry Sheet - Creation Form - Fields

4.2.2 Pre-populated Planned Service Lines

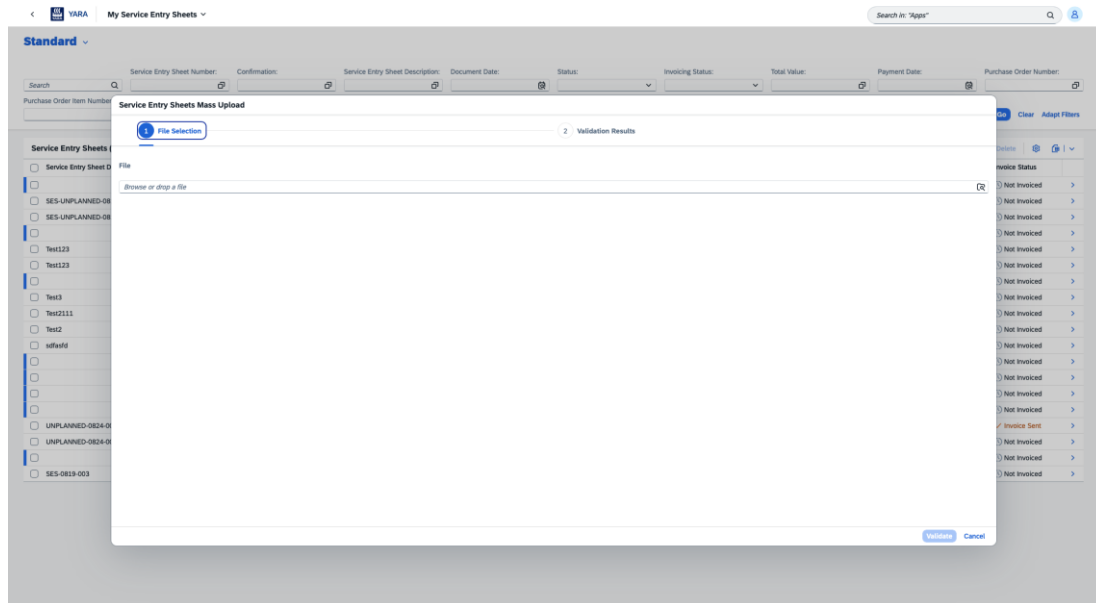


Figure 14: Example: planned service lines pre-populated — quantity defaulted to 0

For some PO line items, planned service lines from the contract are automatically loaded into the Line Items section when the form opens. These lines appear with a Quantity of 0.000.

1. Review the pre-populated lines. The Open Order Quantity column shows the maximum claimable quantity for each line.
2. Enter a quantity greater than zero for the lines you wish to include in this Service Entry Sheet.

Note: Lines left at quantity 0 are automatically excluded from the submission. You do not need to delete them.

4.2.3 Adding Service Lines from Contract

If lines are not pre-populated, or if you need to add additional lines, use the Add Items from Contract option.

1. On the Line Items tab, click Add Items from Contract in the toolbar.

New Service Entry Sheet

Confirmation: 610000107 Purchase Requisition Number: --
 Purchase Order Number: 4503400586 Contract Number: 460025523

Add Items from Contract

Search: [] Service Number: [] Description: []

Contract Service Lines (29)

Service Number	Description	Unit Of Measure	Price Unit	Unit Price	Currency
☐ SPINMECHKP010000	KONEPALJAPAL. HINTARYHMÄ 1 NORM.	HUR	1	56.20	EUR
☐ SPINMECHKP010050	KONEPALJAPAL. HINTAR. 1. YLITYÖ 50%	HUR	1	78.68	EUR
☐ SPINMECHKP010100	KONEPALJAPAL. HINTAR. 1. YLITYÖ 100%	HUR	1	101.16	EUR
☐ SPINMECHKP020000	KONEPALJAP HINTAR 2 HITSAUS-ÄLEVYTYÖ 6H	HUR	1	62.00	EUR
☐ SPINMECHKP020050	KONEPALJAPAL. HINTAR. 2. YLITYÖ 50%	HUR	1	86.80	EUR
☐ SPINMECHKP020100	KONEPALJAPAL. HINTAR. 2. YLITYÖ 100%	HUR	1	111.60	EUR
☐ SPINMECHKP030000	KONEPALJAPAL. HINTARYHMÄ 3 NORM.	HUR	1	63.20	EUR
☐ SPINMECHKP030050	KONEPALJAPAL. HINTAR. 3. YLITYÖ 50%	HUR	1	88.48	EUR
☐ SPINMECHKP030100	KONEPALJAPAL. HINTAR. 3. YLITYÖ 100%	HUR	1	113.76	EUR
☐ SPINMECHKP040000	KONEPALJAPAL. HINTARYHMÄ 4 NORM.	HUR	1	73.20	EUR
☐ SPINMECHKP040050	KONEPALJAPAL. HINTAR. 4. YLITYÖ 50%	HUR	1	102.48	EUR
☐ SPINMECHKP040100	KONEPALJAPAL. HINTAR. 4. YLITYÖ 100%	HUR	1	131.76	EUR
☐ SPINMECHKP050000	KONEPALJAPAL. HINTARYHMÄ 5 NORM.	HUR	1	89.60	EUR
☐ SPINMECHKP050050	KONEPALJAPAL. HINTAR. 5. YLITYÖ 50%	HUR	1	125.44	EUR
☐ SPINMECHKP050100	KONEPALJAPAL. HINTAR. 5. YLITYÖ 100%	HUR	1	161.28	EUR

Add Selected Items Cancel

Figure 15: Add Items from Contract popup — all available contract service lines listed

- The popup lists all service lines available on the contract. Columns shown: Service Number, Description, Unit of Measure, Price Unit, Unit Price, Currency.
- Use the Search, Service Number, or Description filters to narrow the list.
- Tick the checkboxes for each line you wish to add.

New Service Entry Sheet

Confirmation: 610000107 Purchase Requisition Number: --
 Purchase Order Number: 4503400586 Contract Number: 460025523

Add Items from Contract

Search: [] Service Number: [] Description: []

Contract Service Lines (29)

Service Number	Description	Unit Of Measure	Price Unit	Unit Price	Currency
☐ SPINMECHKP010000	KONEPALJAPAL. HINTARYHMÄ 1 NORM.	HUR	1	56.20	EUR
☒ SPINMECHKP010050	KONEPALJAPAL. HINTAR. 1. YLITYÖ 50%	HUR	1	78.68	EUR
☐ SPINMECHKP010100	KONEPALJAPAL. HINTAR. 1. YLITYÖ 100%	HUR	1	101.16	EUR
☒ SPINMECHKP020000	KONEPALJAP HINTAR 2 HITSAUS-ÄLEVYTYÖ 6H	HUR	1	62.00	EUR
☐ SPINMECHKP020050	KONEPALJAPAL. HINTAR. 2. YLITYÖ 50%	HUR	1	86.80	EUR
☒ SPINMECHKP020100	KONEPALJAPAL. HINTAR. 2. YLITYÖ 100%	HUR	1	111.60	EUR
☐ SPINMECHKP030000	KONEPALJAPAL. HINTARYHMÄ 3 NORM.	HUR	1	63.20	EUR
☒ SPINMECHKP030050	KONEPALJAPAL. HINTAR. 3. YLITYÖ 50%	HUR	1	88.48	EUR
☐ SPINMECHKP030100	KONEPALJAPAL. HINTAR. 3. YLITYÖ 100%	HUR	1	113.76	EUR
☒ SPINMECHKP040000	KONEPALJAPAL. HINTARYHMÄ 4 NORM.	HUR	1	73.20	EUR
☒ SPINMECHKP040050	KONEPALJAPAL. HINTAR. 4. YLITYÖ 50%	HUR	1	102.48	EUR
☐ SPINMECHKP040100	KONEPALJAPAL. HINTAR. 4. YLITYÖ 100%	HUR	1	131.76	EUR
☐ SPINMECHKP050000	KONEPALJAPAL. HINTARYHMÄ 5 NORM.	HUR	1	89.60	EUR
☐ SPINMECHKP050050	KONEPALJAPAL. HINTAR. 5. YLITYÖ 50%	HUR	1	125.44	EUR
☐ SPINMECHKP050100	KONEPALJAPAL. HINTAR. 5. YLITYÖ 100%	HUR	1	161.28	EUR

Add Selected Items Cancel

Figure 16: Add Items from Contract — multiple lines selected, Add Selected Items button active

- Click Add Selected Items. The lines are added to the Line Items section with Quantity defaulted to 1.000.

Line Item	Product	Description	Quantity	Unit of Measure	Open Order Quantity	Factor 1	Factor 2	Factor 3	Total Value
1	SPINMECHHKP020000	KONEPAJAP HINTAR 2 HITSAUS-ÄLEVYTYÖ GH	1.000	HUR	N/A				62.00 EUR
2	SPINMECHHKP040050	KONEPAJAPIL HINTAR 4. YLITYÖ 50%	1.000	HUR	N/A				102.48 EUR
3	SPINMECHHKP030050	KONEPAJAPIL HINTAR 3. YLITYÖ 50%	1.000	HUR	N/A				88.48 EUR
4	SPINMECHHKP020100	KONEPAJAPIL HINTAR 2. YLITYÖ 100%	1.000	HUR	N/A				111.60 EUR
5	SPINMECHHKP040000	KONEPAJAPIL HINTARYHMÄ 4 NORM.	1.000	HUR	N/A				73.20 EUR
6	SPINMECHHKP010050	KONEPAJAPIL HINTAR 1. YLITYÖ 50%	1.000	HUR	N/A				78.68 EUR

Figure 17: Line Items section after adding lines from contract — quantity defaulted to 1.000, Factor fields empty

- Adjust the Quantity for each line as required.
- Enter Factor 1, Factor 2, and Factor 3 values as applicable.

Note: The Service Description field for each line may be editable or read-only depending on the service configuration. An editable description is indicated by a dashed border beneath the text.

4.2.4 Line-Item Detail and Service Performance Times

- To view or edit a line in detail, click the navigation arrow (>) at the right end of the line row.

General Information

Product details

Product: SPINMECHHKP010050

Description: KONEPAJAPIL HINTAR 1. YLITYÖ 50%

Quantity: 1.000

Factors

Factor 1:

Factor 2:

Factor 3:

Price

Total Value: 78.68 EUR

Unit Price: 78.68

N/A

Service Performance Times

Performed On: (e.g. Dec 31, 2025)

Start Time: (e.g. 11:59:58 PM)

End Time: (e.g. 11:59:58 PM)

External Employee Number:

SAP Personnel ID:

Figure 18: Line-item detail — General Information and Service Performance Times fields

- Review and adjust the Description, Quantity, and Factor values as required.
- Optionally complete the Service Performance Times fields:
 - Performed On — the date the service was performed.
 - Start Time / End Time — the time range of the service.
 - External Employee Number — an optional identifier for the person who performed the service.
 - SAP Personnel ID — an optional SAP personnel identifier.
- Click Apply to save the line changes and return to the Service Entry Sheet form.

Note: Apply saves changes to the individual line item only. The Service Entry Sheet itself is not saved until you click Create or Create and Submit.

4.2.5 Attachment and Notes

- Select the Communication and Collaboration tab on the Service Entry Sheet form.

The screenshot shows the 'Communication and Collaboration' tab with the 'Attachments' section. It includes a table with columns: Attachment, File Size, Status, Created On, and Uploaded By. Below the table is a message: 'There are no entries yet. When there are, you'll see them here.' To the right is a 'Text Details' field with a placeholder for 500 characters remaining.

Figure 19: Communication and Collaboration tab — Attachments section and Text Details field

2. Click Upload in the Attachments section and select the file(s) to attach.
3. Each uploaded attachment is listed with its File Size, Status, Created on Date, and Uploaded By name. To remove an attachment, select it and click Delete.
4. Enter any supporting notes in the Text Details field (maximum 500 characters).

Note: The maximum total size across all attachments on a single Service Entry Sheet is 10 MB. A maximum of 15 files can be attached.

4.2.6 Saving and Submitting

The screenshot shows the 'New Service Entry Sheet' form. It includes fields for Confirmation, Purchase Order Number, Purchase Requisition Number, Contract Number, and Document Date. The 'General Information' section has fields for Service Entry Sheet Description, Price Reference Date, External Reference Number, and External Reference Line Item Number. The 'Service Information' section has fields for Service Agent Name and Service Location. The 'Invoicing Status' section has fields for Invoicing Status, Invoice Number, and Payment Date. The 'Line Items' section has a table with columns: Product, Description, Quantity, Unit Of Measure, Open Order Quantity, Factor 1, Factor 2, Factor 3, and Total Value. The 'Communication and Collaboration' section has the same attachments and text details fields as in Figure 19. At the bottom right, there are three buttons: 'Create', 'Create and Submit', and 'Discard Draft'.

Figure 20: Service Entry Sheet creation form — Create, Create and Submit, and Discard Draft

Three actions are available at the bottom-right of the form:

Button	Action
Create	Saves the Service Entry Sheet as a draft with status In Process. No submission is made to Yara. The Service Entry Sheet appears in the My Service Entry Sheets listing and remains editable. Use this when you need to return and complete it later.
Create and Submit	Saves the Service Entry Sheet and immediately submits it to Yara for review. On success, the Service Entry Sheet status transitions to Completion Reported and the PO Line-Item status transitions to Confirmed. Use this only when all details are final.

Discard Draft

Cancels the creation process after a confirmation prompt. No Service Entry Sheet record is created.

Table 7: Service Entry Sheet creation form — Actions

Important: Once Create and Submit is used, the Service Entry Sheet is locked and cannot be edited. If corrections are needed after submission, wait for the Service Entry Sheet to be processed and create a new Service Entry Sheet or a copy if required.

4.3 Creating Multiple Service Entry Sheet via Mass Upload

The mass upload feature lets you create multiple Service Entry Sheets in a single operation by completing an Excel template and uploading it.

4.3.1 Downloading the Template

1. From the My Service Entry Sheets listing, click Create Multiple in the toolbar.
2. Select Download Template from the dropdown.
3. Save the downloaded file. It is named ServiceEntrySheets_Mass_Upload_Template.xlsx.

1	PR	ERP PO	ERP PO Item	Document Name	FB	Service No.	Service Description	Quantity	Factor1	Factor2	Factor3	Ext Employee Number	SAP Pans ID	Start Time	End Time	Date
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
402																

Figure 21: Service Entry Sheet Mass Upload template — column headers shown in row 1

4.3.2 Completing the Template

Each row in the template represents one service line. Multiple rows that share the same ERP PO, ERP PO Item, and Document Name are grouped into a single Service Entry Sheet. Rows with a different combination create a separate Service Entry Sheet.

Column Header	Required?	Guidance
PR	No	Purchase Requisition Number. Include if known.
ERP PO	Yes	Purchase Order Number. Must match a PO visible to your account.
ERP PO Item	Yes	Purchase Order Item Number (e.g. 00100).
Document Name	Yes	Service Entry Sheet Description. Together with ERP PO and ERP PO Item this uniquely identifies the Service Entry Sheet.

FEI	No	Final Entry Indicator. Enter X to mark this as the last Service Entry Sheet against the PO line. Leave blank otherwise.
Service No.	Yes	Service Number from the contract.
Service Description	No	If left blank, the contract service description is used. Editable only where the service configuration permits.
Quantity	Yes	Must be greater than 0.
Factor1	No	Factor 1 value for total calculation.
Factor2	No	Factor 2 value.
Factor3	No	Factor 3 value.
Ext Employee Number	No	External employee identifier for the person who performed the service.
SAP Pers ID	No	SAP Personnel ID.
Start Time	No	Service start time (HH:MM format).
End Time	No	Service end time (HH:MM format).
Date	No	The service was performed (DD.MM.YYYY format).

Table 8: Service Entry Sheet Mass Upload template — Fields

4.3.3 Uploading and Validating

1. From the My Service Entry Sheets listing, click Create Multiple → Import from Excel.

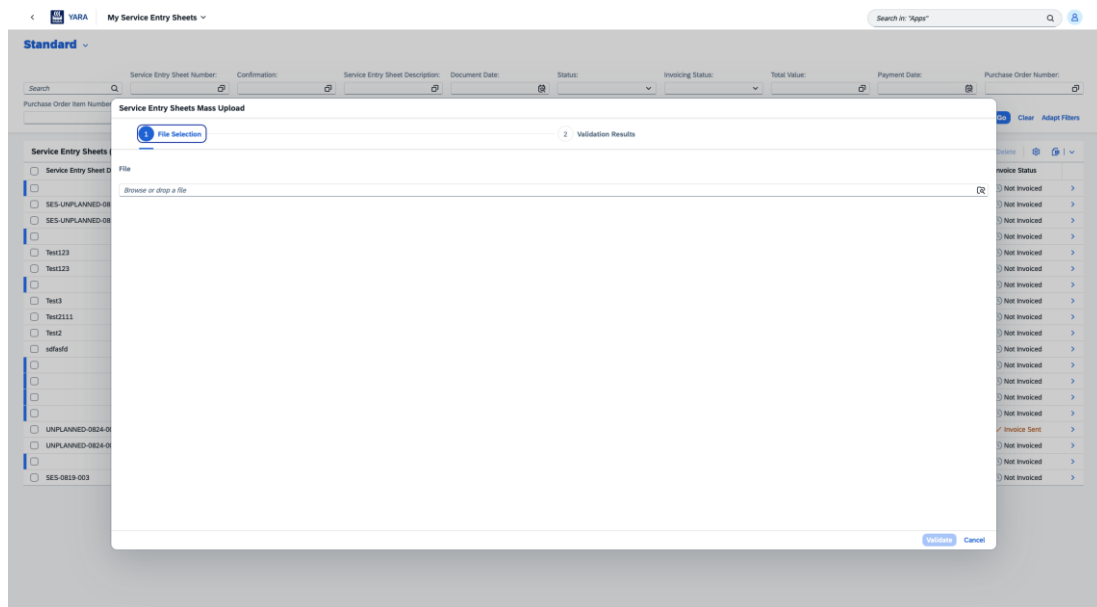


Figure 22: Service Entry Sheets Mass Upload wizard — Step 1: File Selection

2. The Service Entry Sheets Mass Upload wizard opens at Step 1: File Selection.
3. Click Browse or drop a file and select your completed template file.
4. Click Validate.

4.3.4 Handling Validation Results

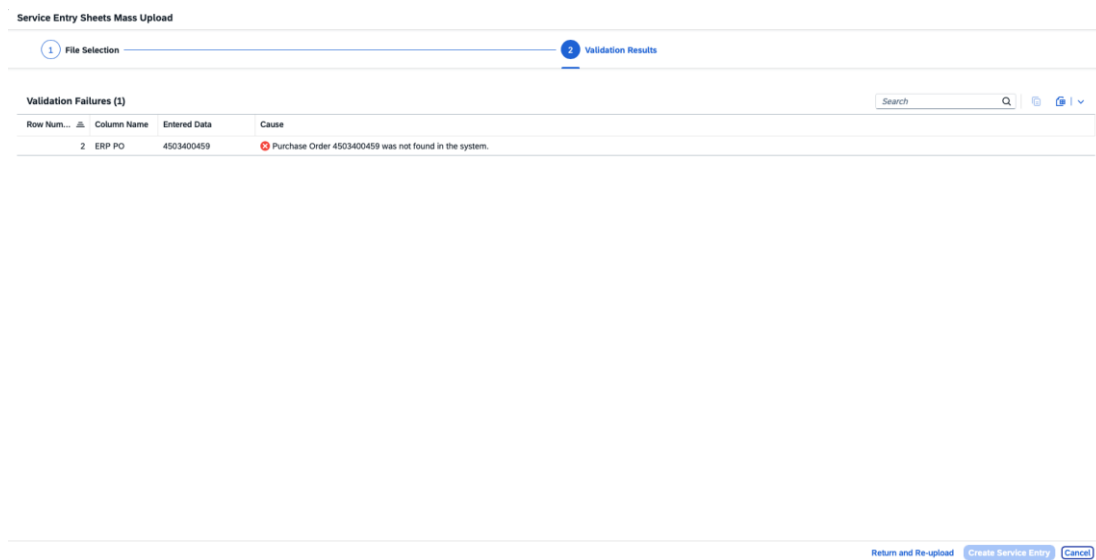


Figure 23: Step 2: Validation Results — example showing one failure

After validation, the wizard moves to Step 2: Validation Results.

- **If all rows are valid:** A "Validation successful" message is shown. Click Create Service Entry Sheet to create all Service Entry Sheet records. All Service Entry Sheet created via mass upload receive a status of In Process.
- **If there are validation failures:** A table is displayed showing each failure with its Row Number, Column Name, Entered Data, and Cause. Click Return and Re-upload to go back, correct the file, and re-upload. The Create Service Entry Sheet button remains disabled until all errors are resolved.

Note: All Service Entry Sheet records created via mass upload are given a status of In Process. Review each record in the listing and submit individually when ready.

5 Pre-Calculation Tool (Estimates)

The Pre-Calculation Tool allows you to create cost and quantity estimates against contract service lines before committing to a formal Service Entry Sheet. Estimates can be submitted to Yara for review, downloaded as Excel files, and used to pre-populate Service Entry Sheet line items.

5.1 The Estimates Listing

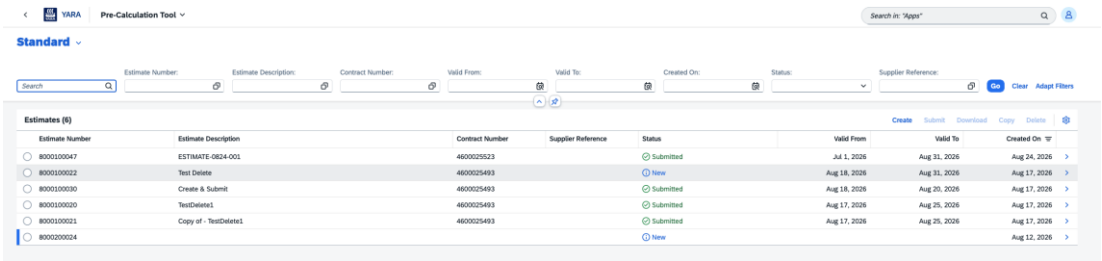


Figure 24: Pre-Calculation Tool — Estimates listing

- The list shows all Estimates for your account. Columns displayed: Estimate Number, Estimate Description, Contract Number, Supplier Reference, Status, Valid From, Valid To, Created On.
- Estimate Status Values

Status	Description
New	The Estimate has been saved but not yet been submitted to Yara.
Submitted	The Estimate has been submitted to Yara.

Table 9: Pre-Calculation Tool Listing — Status Values

- Toolbar Actions

Action	Enabled When
Create	Always available.
Submit	One Estimate with status New is selected.
Download	One Estimate is selected.
Copy	One Estimate is selected.
Delete	One eligible Estimate is selected.

Table 10: Pre-Calculation Tool Listing — Actions

5.2 Creating an Estimate

1. Click Create in the toolbar. The Estimate creation form opens.

YARA

Estimate

Search in "Apps"

TEST
8000100062

Status
New

General Information

Line Items

General Information

Basic Information

Estimate Description *

TEST

Valid From *

Aug 1, 2026

Valid To *

Aug 31, 2026

Created On:

Aug 25, 2026

Contract Information

Contract Number *

4600025493

Contract Item *

00010

References

Yara Reference:

Yara Reference 2:

Supplier Reference:

Line Items (3)

Service No.

Service Description

Quantity

Unit Of Measure

Factor 1

Factor 2

Factor 3

☐ SALLPPEU1308056

"60" / 1500_1520_8_5.6"

1.000

ACT

☐ SALLEECUW650104

Earthing Cablesplicing splice 95/95

1.000

ACT

☐ SALLVALU130012

Revision On-Off valve Gate DN500 - 20"

1.000

ACT

Draft updated

Create

Create and Submit

Discard Draft

Figure 25: New Estimate — creation form with General Information and Line Items tabs

2. Complete the fields on the General Information tab:

Field	Required?	Notes
Estimate Description	Yes	A descriptive name for the Estimate.
Valid From	Yes	Start date of the validity period.
Valid To	Yes	End date of the validity period.
Contract Number	Yes	The contract this Estimate is associated with.
Contract Item	Yes	The specific contract item.
Yara Reference	No	Optional reference field.
Yara Reference 2	No	Optional second reference field.
Supplier Reference	No	Your internal reference for this Estimate.

Table 11: Pre-Calculation Tool — Fields

3. Switch to the Line Items tab. Click Add Items from Contract to select service lines from the associated contract.
4. For each added line, enter the Quantity and Factor values as required.
5. Choose one of the following actions:

a. **Create** — Saves the Estimate with status New. Remaining editable.

b. **Create and Submit** — Saves and immediately submits the Estimate to Yara.

c. **Discard Draft** — Discards all entered data after a confirmation prompt.

Note: While editing a draft, a "Draft updated" notification appears at the bottom of the screen after a short pause. This confirms your changes have been saved automatically.

5.3 Viewing and Managing a Saved Estimate

- Once saved, the Estimate detail page is shown in read-only mode. Use the toolbar to take the following actions:

TEST-ESTIMATE-0825-001
8000100062

Search in "Apps"

General Information

Basic Information
Estimate Description: TEST-ESTIMATE-0825-001
Valid From: Aug 1, 2026
Valid To: Aug 31, 2026
Created On: Aug 26, 2026

Contract Information
Contract Number: 4600025493
Contract Item: 00010

References
Yara Reference: --
Yara Reference 2: --
Supplier Reference: --

Line Items (3)

Service No.	Service Description	Quantity	Unit of Measure	Factor 1	Factor 2	Factor 3
SALLPIPEU15008056	"60" / 1500_1520_8_5.6"	2.000	ACT			
SALLELECUW8050104	Earthing CableSplicing splice 95/95	3.000	ACT			
SALLVALVU120012	Revision On-Off valve Gate DN500 - 20"	4.000	ACT			

Figure 26: Saved Estimate detail — read-only view (status: New), toolbar actions visible

- Edit** — Opens the Estimate for editing.
 - Submit** — Submits the Estimate to Yara. Status changes to Submitted.
 - Download** — Exports the Estimate as an Excel file for use with the Upload PCT flow.
 - Copy** — Creates a new Estimate pre-populated with the same lines.
 - Delete** — Permanently removes the Estimate.
- Downloading an Estimate:

Contract No	Contract Item No	Service No.	Service Description	Quantity	Factor1	Factor2	Factor3
4600025493	00010	SALLPIPEU15008056	"60" / 1500_1520_8_5.6"	2.000			
4600025493	00010	SALLELECUW8050104	Earthing CableSplicing splice 95/95	3.000			
4600025493	00010	SALLVALVU10012	Revision On-Off valve Gate DN500 - 20"	4.000			

Figure 27: Downloaded PCT Excel file showing columns

The downloaded file is named "PCT_[[Estimate Number](#)].[[Estimate Description](#)].xlsx". It contains the contract and service line data with the quantities and factor values from the Estimate. This file is used with the Upload PCT function on the Service Entry Sheet creation form.

5.4 Applying a PCT File to Service Entry Sheet Line Items

A downloaded Estimate file can be uploaded directly onto a Service Entry Sheet creation form to pre-populate the service lines — saving you from having to add lines manually. This Upload PCT function is available within the Service Entry Sheet creation form.

Steps

- Open the Service Entry Sheet creation form (from the PO Line Items listing or My Service Entry Sheets listing).
- On the Line Items tab, click Upload PCT in the toolbar.

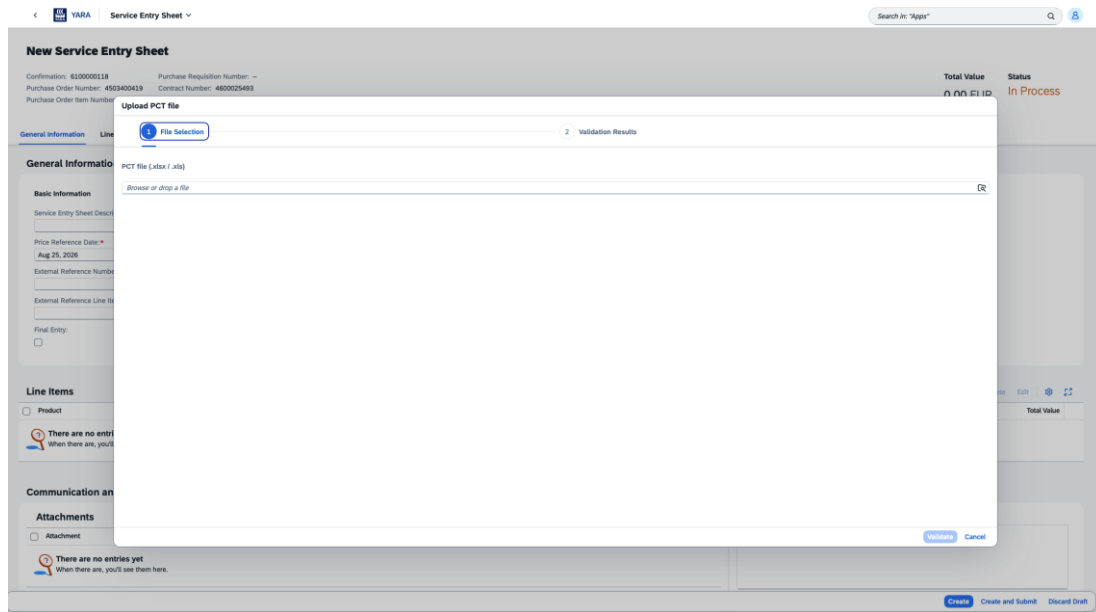


Figure 28: Upload PCT file wizard — Step 1: File Selection (empty state)

3. The Upload PCT file wizard opens at Step 1: File Selection. Click Browse or drop a file and select your downloaded PCT Excel file (.xlsx or .xls).

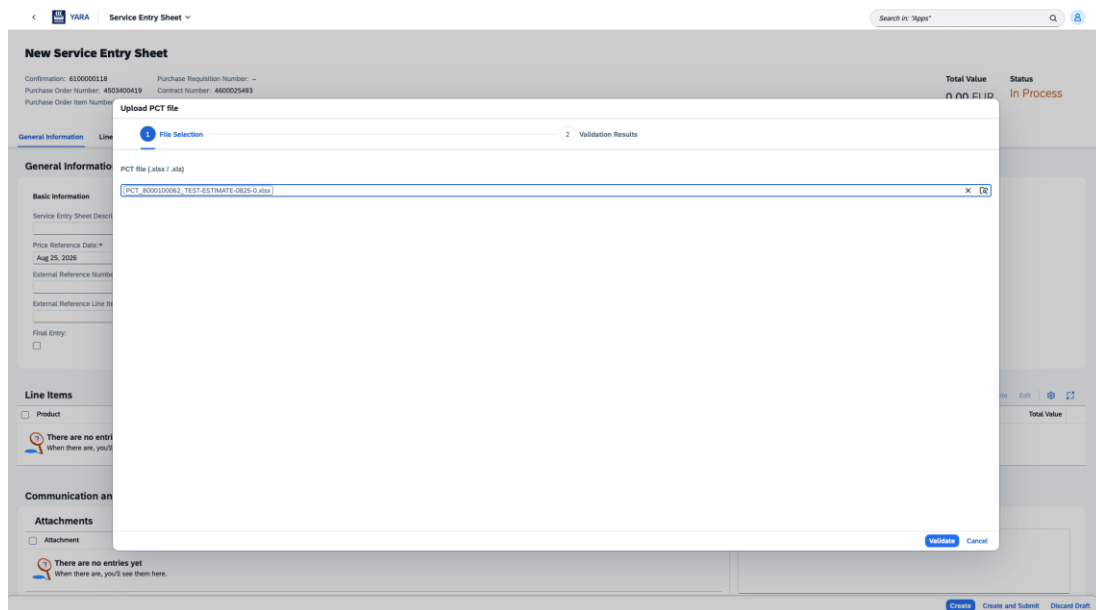


Figure 29: Upload PCT file wizard — Step 1: file selected, Validate button active

4. Once the file is selected, click Validate.

New Service Entry Sheet

Confirmation: 6100000118 Purchase Requisition Number: --
 Purchase Order Number: 4503400419 Contract Number: 4600025493
 Purchase Order Item Number: --

Total Value: 0.00 GBP Status: In Process

Upload PCT file

1 File Selection 2 Validation Results

General Information

Basic Information

Service Entry Sheet Description: --
 Price Reference Date: Aug 25, 2026
 External Reference Number: --
 External Reference Line Item Number: --
 Final Entry: ☐

Line Items

☐ Product
 There are no entries yet. When there are, you'll see them here.

Communication and Collaboration

Attachments

☐ Attachment
 There are no entries yet. When there are, you'll see them here.

Apply PCT Cancel

Create Create and Submit Discard Draft

Figure 30: Upload PCT file wizard — Step 2: Validation successful

5. If validation passes, the Step 2 panel shows "Validation successful". Click Apply PCT.

New Service Entry Sheet

Confirmation: 6100000118 Purchase Requisition Number: --
 Purchase Order Number: 4503400419 Contract Number: 4600025493
 Purchase Order Item Number: 00000 Document Date: --

Total Value: 789.00 GBP Status: In Process

General Information

Basic Information

Service Entry Sheet Description: --
 Price Reference Date: Aug 25, 2026
 External Reference Number: --
 External Reference Line Item Number: --
 Final Entry: ☐

Service Information

Service Agent Name: Gustavo Da Silva
 Service Location: --

Invoicing Status

Invoicing Status: ☐ Not Invoiced
 Invoice Number: --
 Payment Date: --

Line Items (3)

Product	Description	Quantity	Unit of Measure	Open Order Quantity	Factor 1	Factor 2	Factor 3	Total Value
☐ SALLELEC00000104	Earthling CableSplicing splice 95/95	3.000	ACT	N/A				99.00 GBP
☐ SALLVALU000012	Revision On-Off valve Gate DN500 - 30"	4.000	ACT	N/A				620.00 GBP
☐ SALLPIPEU0000056	"60" / 1500_1520_R_5_8"	2.000	ACT	N/A				70.00 GBP

Communication and Collaboration

Attachments

☐ Attachment
 There are no entries yet. When there are, you'll see them here.

Upload Discard

Text Details: --

Create Create and Submit Discard Draft

Figure 31: Service Entry Sheet creation form after Apply PCT — line items populated from the Estimate file

6. The service lines from the Estimate are added to the Line Items section with quantities and calculated Total Values. You can adjust quantities and factor values as needed before saving the Service Entry Sheet.

Note: If validation fails, the wizard displays a list of errors with Row Number, Column Name, Entered Data, and Cause. Click Cancel, correct the file, and try again.

Important: The Upload PCT wizard applies lines on top of any lines already present in the Service Entry Sheet. If you apply a PCT to a form that already has lines, the new lines will be added in addition to the existing ones.

6 Appendix

The following links provide information about keyboard handling:

- [Keyboard Handling for Basic Navigation](#)
- [Keyboard Handling for One-Dimensional Navigation](#)
- [Keyboard Handling for Two-Dimensional Navigation](#)
- [Keyboard Handling for Triggering Actions on Item Level](#)
- [Keyboard Handling for Item Selection](#)
- [Keyboard Handling for Value Help and Auto-Complete](#)