



Purchase Orders

After your contact at Twence has entered the order (and it has been fully approved), you will receive a purchase order number (starting with 4400/4500) via the SAP Business Network. On this page, you can find more information about purchase orders.

Purchase order via email

[Purchase order via email - Video](#)

Creating a Service Entry Sheet (SES)

An SES is a digital form used to confirm which services you have delivered based on a purchase order.

Standard Account

Create the SES manually through the platform.

Enterprise Account

Create multiple SES documents by uploading a CSV file.

More information

[SAP Ariba Purchase Order Management](#)

[Supplier Information Package](#)