

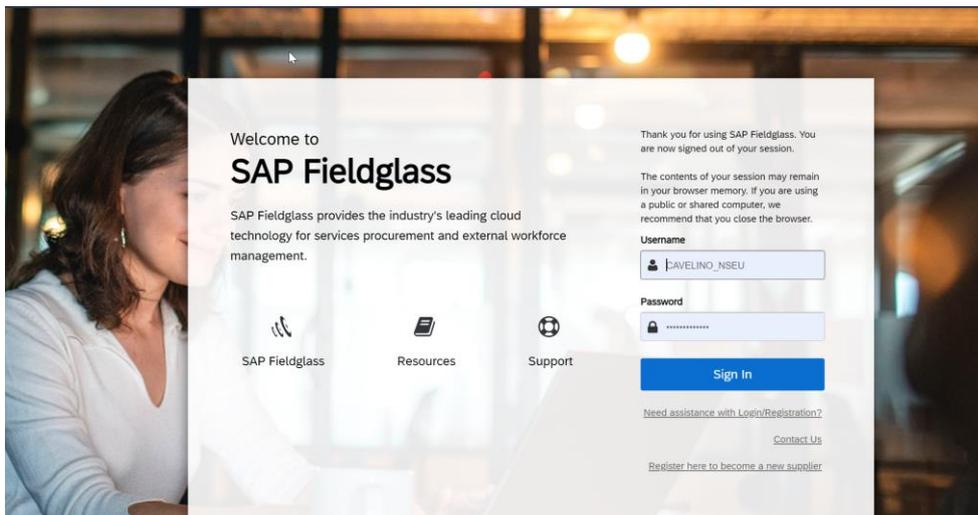
Accepting a Fieldglass SOW

A Fieldglass SOW is in effect your Purchase Order (PO) from Insight. This will contain information about the opportunity including client name, address, services required and the cost that you have provided. Once you have accepted the Fieldglass SOW, we have a billable SOW between us. Service Partners will receive an email notification that there is a Fieldglass SOW awaiting action.

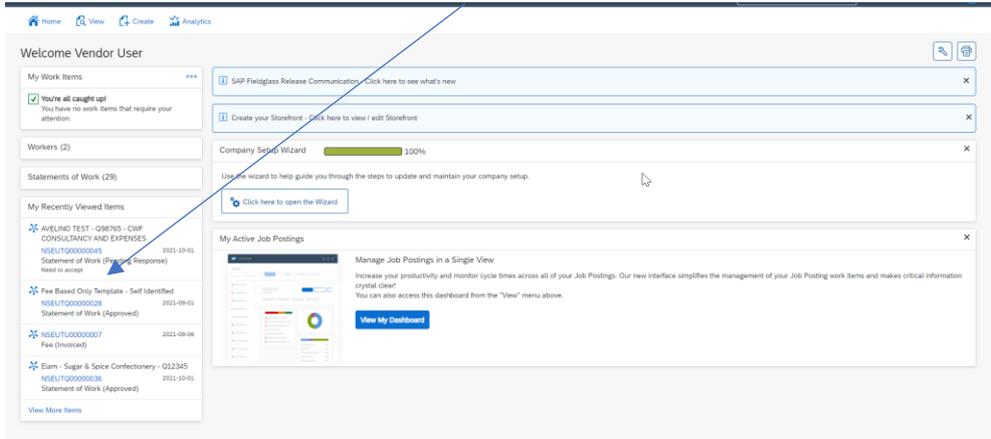
There are two types of Fieldglass SOW that we will be using; fee based, and fee based with time and expenses. The fee based with time and expenses can be used to track individual workers and time sheets. The following instructions will show step by step what is required to accept the two types of Fieldglass SOWs.

Accepting a Fee Based SOW

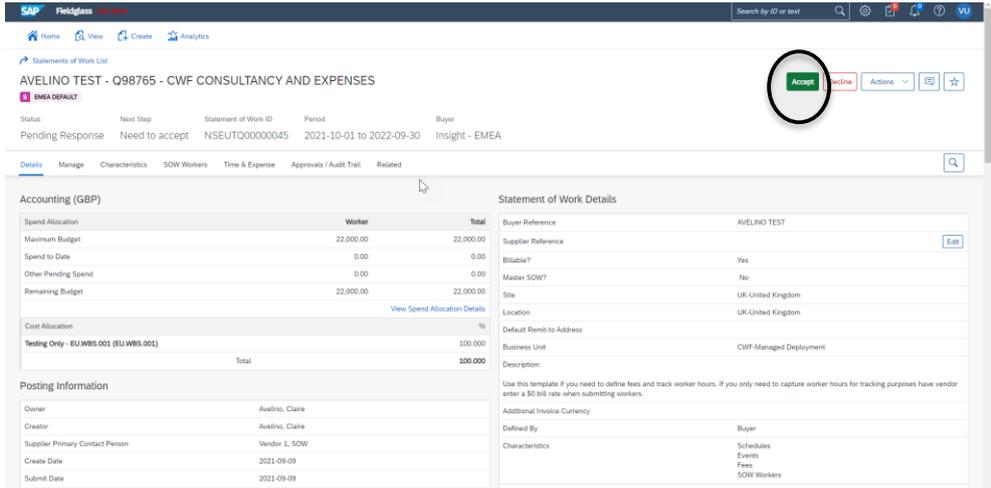
Log into Fieldglass: <https://www.fieldglass.eu/>



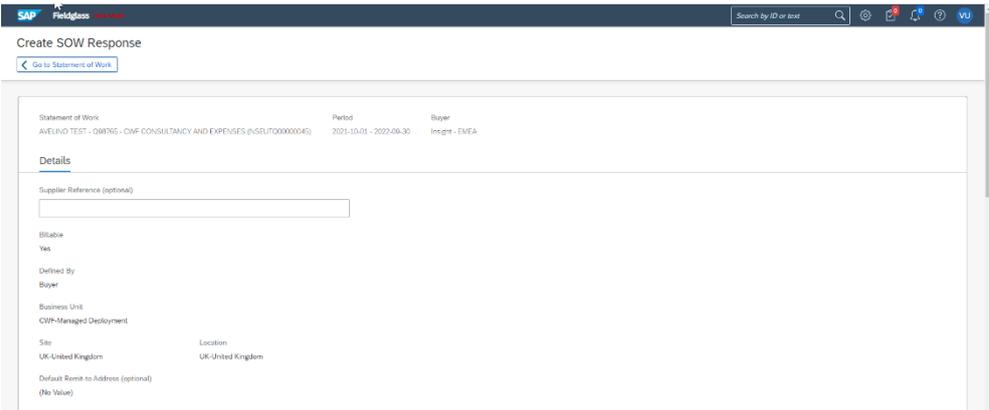
Navigate to the relevant Fieldglass SOW



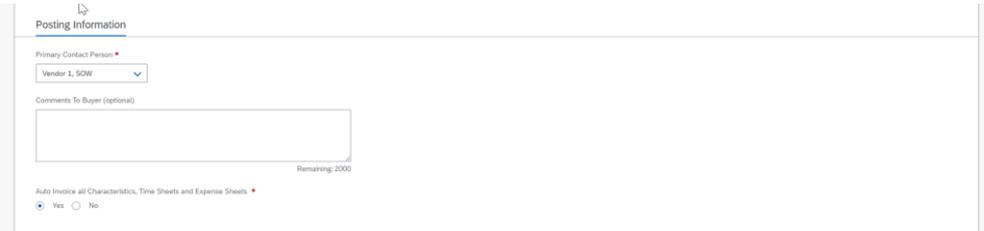
Scroll through and ensure that the amounts are correct. If you are happy the amounts are correct, Click on **Accept**.



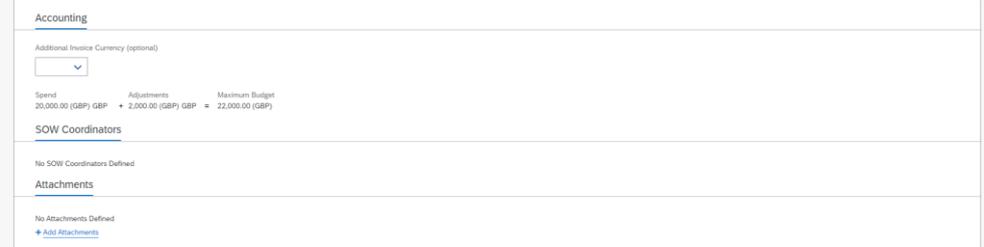
This takes you through to the **Create SOW Response** page. A Service Partner can input a reference, but this is not mandatory.



Ensure the correct primary contact person is selected, you can change the person using the drop down menu. **Auto invoice should ALWAYS be yes.**



Check that the amounts are correct, add any attachments that you want Insight to be aware of.



Check the characteristics if content click on **Continue**.

Characteristics

Events Schedules Fees

Fee Rate Type	Name	Description	Capitalized	Rate	Maximum Units	PO Number
All	Enter Criteria	Enter Criteria	All	Enter Criteria	Enter Criteria	Enter Criteria
View	Defined on Fees	Fee 1	No	5,000.00	4.00	

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Accounting

Items	Requested Amount (GBP)
Schedules	0.00
Events	0.00
Fees	20,000.00
Total	20,000.00

Continue Complete Later Cancel

This takes you through to the **Summary and Review** page. Take time to review the information, if you see anything that needs amending click on Make changes and edit accordingly.

Create SOW Response

Details SOW Workers Review

Review

Details

Make Changes

Statement of Work

ID
NSEU7000000045

Name
AVELIND TEST - Q98765 - CWF CONSULTANCY AND EXPENSES

Buyer
Insight - EMEA

Business Unit
CWF-Managed Deployment

Default Remit to Address
(No Value)

Start Date
2023-10-01

End Date
2022-09-30

Maximum Spend
22,000.00 (GBP)

Posting Information

If content, scroll to the bottom and click on **Submit**

SOW Workers

Selected SOW Workers

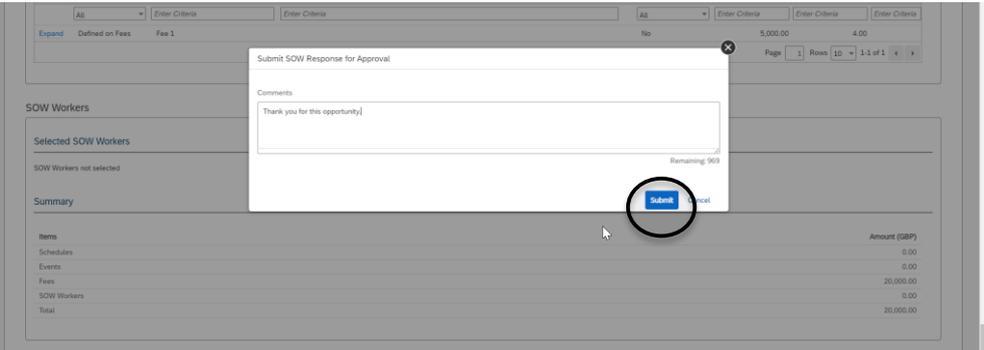
SOW Workers not selected

Summary

Items	Amount (GBP)
Schedules	0.00
Events	0.00
Fees	20,000.00
SOW Workers	0.00
Total	20,000.00

Submit Complete Later Cancel

Input any comments you want Insight to receive. Click on Submit.



Success, the Statement of Work has been submitted.

