

## Requesting Billing for an Event based SOW.

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

welcome to			Username
SAP Field	dglass		VUSER
			Password
technology for services management.	procurement and exter	nal workforce	<b>A</b>
			Sign In
<i>t</i> .	=	A	Need assistance with Login/Registra
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SAP Fieldglass	Resources	Support	Register here to become a new sur

Navigate to the relevant Statement of Work you want to log time/bill against

Fieldglass Beta Mode		Search by ID or text 🔍 😳 🚰 🗘 🧷 (
🎢 Home 🔀 View 🛱 Create 🕌 Analyt	3	
elcome Vendor User		<b>%</b>
/ly Work Items	I SAP Fieldglass Release Communication - Click here to see what's new	د
Vou're all caught up! You have no work items that require your attention.	Create your Storefront - Click Jarfe to view / edit Storefront	
Vorker (1)	Company Setop Wizard 100%	;
Statements of Work (19)	Use the wizard to help guide you through the steps to update and maintain your company setup.	
ly Recently Viewed Items	Standard Click here to open the Wizard	
AVELINO - Sugar and Spice Confectionary - Q121212 - Discovery, Implementation and Adoption NSEUT000000027 2021:10-01 Statement of Work (Approved)	My Active Job Postings Manage Job Postings in a Single View Increase war productivity and monitor cycle times acr	to ss all of your Job Postings. Our new interface simplifies the
Client ES01-Qorus#-SoW Test Jill NSEUTQ0000018 2021-08-04 Statement of Work (Approved)	management of your Job Posting work items and make You can also access this dashboard from the "View" my View My Dishboard	es critical information crystal clear! enu above.
KEA SHEFFIELD - OORUSID - CABLING WAREHOUSE NSEUTQ00000025 2021-08-13 Statement of Work (Approved)		
NSEUPE00000021 2021-08-19 Event (Pending Approval) Buyer needs to approve		

Click on the Characteristics tab.



🖀 Home 🔀 View 🛱 Create 🟅	Analytics				
Statements of Work List				Actions 🗸	■ ★
Status Statement of Work ID Approved NSEUTQ00000084	Period 03/01/2022 to 06/01/2022	<sub>Buyer</sub> Insight - EMEA			
Details Manage Characteristics Apr	ovals / Audit Trail Related				٩
Accounting (GBP)			Statement of Work Details		
Maximum Budget		12,000.00	Buyer Reference	EVENY ONE	
Spend to Date		0.00	Supplier Reference		Edit
Other Pending Spend		0.00	Billable?	Yes	
Remaining Budget		12,000.00	Master SOW?	No	
Cost Allocation		96	Site	UK-United Kingdom	
Testing Only - EU.WBS.001 (EU.WBS.001)		100.000	Location	UK-United Kingdom	
	Total	100.000	Default Remit-to Address		
Posting Information			Business Unit	CWF - Content & Collaboration	
Owner	Avelino, Claire		Description:		
Creator	Avelino, Claire		Choose this template for projects based	fees only (recurring charges, milestones, and per delive	erable fee). No
			moment mit be dacked under diese proj		

Scroll down and click on the link.

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tus Statement of Work ID Period Buyer proved NSEUTQ00000084 03/01/2022 to 06/01/2022 Insight - EMEA	
alls Manage Characteristics Approvals / Audit Trail Related	٩
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ımmary	
ems	Committed Amount (GBP)
chedules	0.00
vents	12,000.00
ees	0.00
otal	12,000.00
naracteristics	12,000.00
brat haracteristics rom 03/01/2022 1 to 06/01/2022 1	12.000.00 Apply Filters
haracteristics           rom         03/01/2022         Image: Comparison of the payments.           AB         Event         Schedule         Fee Perimetra.	12.000.00 Apply Filters
otal           haracteristics           rom         03/01/2022           B         06/01/2022           All         Event           Schedule         Fee Definitions           Fee Payments	12.000.00 Apply Filters 1 Item Foun
dat         haracteristics           nom         03/01/2022         Ito         06/01/2022         Ito           All         Event         Schedule         Fee Definitions         Fee Payments           atus         Type         Line Item ID         Revision         Same	12.000.00 Apply Filters 1 Item Foun Due On Submitted Requested Am Submitted Amo
deal haracteristics rom 03/01/2022  to 06/01/2022  All Event Schedule Fee Definitions Fee Payments atus Type Line Item ID Revision Name All  Time Enter Criteria	12.000.00 Apply Filters 1 Item Four Due On Submitted Requested Am Submitted Amo

Click on Mark as Complete.



SAP Fieldglass Immund			Search by ID or text	Q @ 📴 🖾 Ø 🔟
🖀 Home 🔀 View 📫 Create 📸 Analy	tics			
Statements of Work Line Items List			/	
EVENT ONE EVENT ONE			(	Mark as Complete
Status Next Step	Event ID Completed On Sequ	ence # Buyer		
Created Need to mark as complete	NSEUPE00000048 (No Value) 2	Insight - EMEA		
Details Related				Q
Accounting (GBP)		Event Details		
Requested Amount	12,000.00	Defined By	Buyer	
Cost Allocation	96	Site	UK-United	Kingdom
Testing Only - EU.WBS.001 (EU.WBS.001)	100.000	Expected Date	05/01/2023	
Total	100.000	Auto Invoice	Yes	
Posting Information		PO Number		
		Description		
Submitted By				
Submit Date				
Owner	Avelino, Claire			
Capitalized?	No			

Enter the completed date.

Setup				
Statement of Work	Name	Buyer		
EVENT ONE (NSEUTQ00000084)	EVENT ONE	Insight - EMEA		
Details				
Statement of Work				
EVENT ONE				
Name				
EVENT ONE				
Date			2	
05/01/2022				
Comienzo #				
2				
BAN I				
(No Value)				
$\frown$				
Completed Date *				
DD/MM/YYYY				
Auto - sice *				
<ul> <li>Yes O No</li> </ul>				
Site *				
UK-United Kingdom		~		

If content, click on Continue.



		Remaining: 1000				
Adjustments						
× Level	Name			Description	Unit	Value
× 1			~			
1	Site Tax - SOW - All Modules	5			Percentage	20.000
Attachments						
No Attachments Define	i					

This will take you to the Review and Submit page, you can scroll down and check the information you have inputted, if you see an error or want to add something else, click on Make Changes.

Event       Setup     2	
Review	
Statement of Work Name Buyer EVENT ONE (NSEUTCO00000084) EVENT ONE Insight - EMEA Setup Details	Make Changes
Statement of Work. EVENT ONE Name EVENT ONE Description (No Value)	
Date 05/01/2022 Sequence # 2	
PO Number (No Value) Completed Date	Submit Cancel

If content, click on Submit.



Setup 2 Revie	w		
Statement of Work	Name	Buyer	
EVENT ONE (NSEUTQ00000084)	EVENT ONE	nsight - EMEA	
Setup			Make Changes
Details			
Statement of Work EVENT ONE			
Name EVENT ONE			
Description (No Value)			
Date 05/01/2022			
Sequence # 2			
PO Number (No Value)			

This will take you back to the Characteristics page, you can see that the status has changed to Pending Approval. This will change to Invoiced once this has been approved by Insight.

S EMEA DEFAU	LT									
Status	Statement of Work ID	Period		Buyer						
Approved	NSEUTQ00000	084 03/01/2022 to 0	6/01/2022	Insight - EME/	A					
etails Man	age Characteristics	Approvals / Audit Trail	Related							C
Summary										
Items									Commi	ted Amount (GBP
Schedules										0.00
Events										12,000.00
Fees										0.00
Total										12,000.00
Characteris	stics	01/2022								Apply Filters
All Event	Schedule Fee Defin	itions Fee Payments				ß				
										1 Item Four
Status	Туре	Line Item ID	Revision Name				Due On	Submitted	Requested Am	Submitted Amo.
All	+] [All	▼ ] Enter Criteria	Enter	Criteria						
Pending Appr	oval Event	NSEUPE00000048	0 EVEN	TONE			05/01/2022	05/01/2022	12,000.00	12,000.00
Clear Sort C	lear Filters									
								Page	1 Rows 1 -	1-1 of 1 🐳 🕨