

Top Tips

Auto Invoice

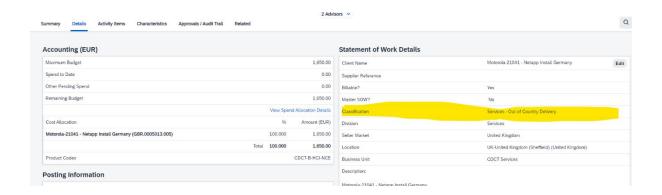
This should always be set to yes.

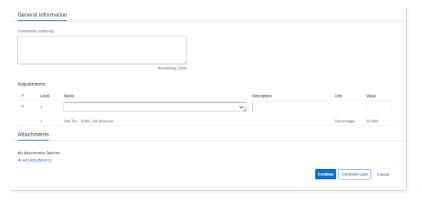
Out of Country Engagements and Self-Identified Taxes

Insight use two templates within in Fieldglass – In Country Delivery and Out of Country Delivery.

It is the responsibility of the partner to **self-identify** the correct tax when they have delivered services out of the country where they are based. For example, a UK based partner delivering work for a client in France.

To identify whether a Fieldglass SOW is an Out of Country engagement, you can check the classification by clicking on the Details tab of the relevant SOW and viewing the information in the Statement of Work Details box. The information is highlighted in yellow below.





When requesting billing against this engagement, you will need to select the drop-down box in the Adjustments section and select Self-Identified Tax. You need to input the percentage amount in the value box. Please note you *only need to do this for Out of Country Engagements*, Fieldglass will automatically add the correct tax value for In Country engagements.