



## Reference Guide

Create a Miscellaneous Invoice in Fieldglass (Temp Staff Suppliers)

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## **Guide Overview**

This guide provides a basic understanding of how to use the Fieldglass application to manage invoicing for temp staff services delivered to SAP.

This guide focuses on the most commonly used features of the Fieldglass application. The steps described in this guide are designed to serve as a basis for understanding the application functionality and may not fully represent the actions required by all suppliers.

## **Learning Objectives/Agenda**

When you have reviewed this guide, you should have a better understanding of the Fieldglass application and how it works. You will learn how to use the tool for items for invoicing.

To accomplish this goal, the following topics will be discussed:

- Miscellaneous Invoicing for orders created for temp staff services.

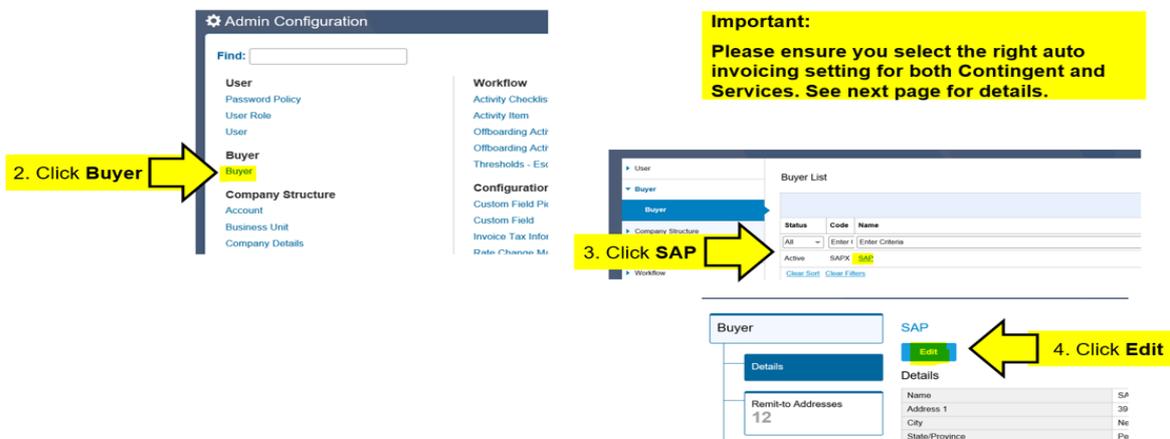
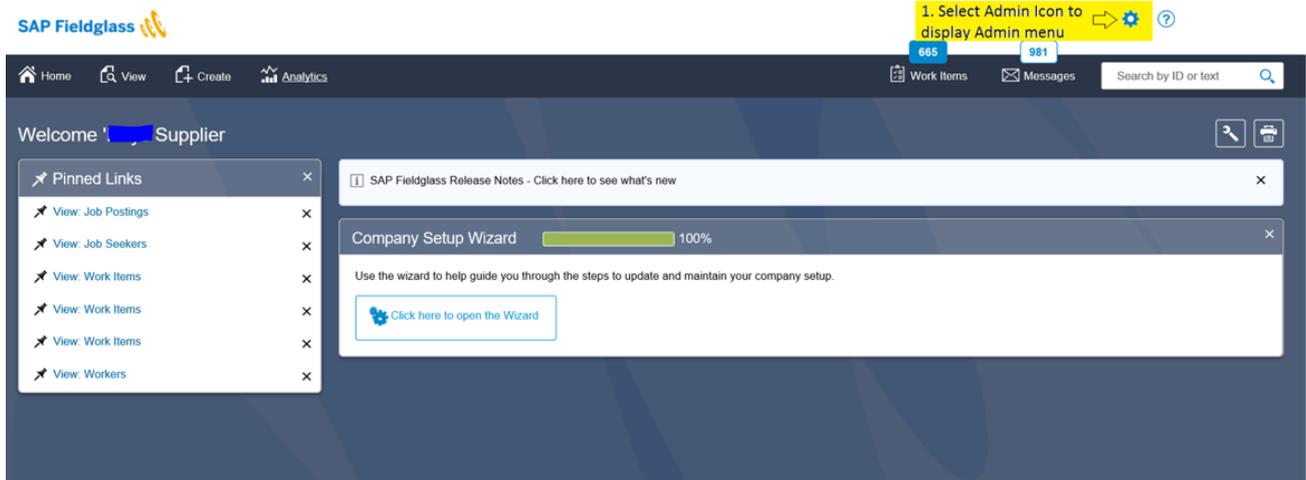
## Introduction to SAP Fieldglass

SAP Fieldglass became a leader in vendor management systems by developing the first unified technology platform that provides transparency into an organization's entire contingent workforce program and helps companies optimize program performance and make more strategic labor decisions. Fieldglass is the software application used to support an organization's contingent workforce management program.

When an organization implements a contingent workforce management program that uses the Fieldglass application, the suppliers (or vendors) providing workers will be asked to use Fieldglass to accept job postings and submit candidates **for SAP approval. Once SAP has approved the candidate, the invoicing process can start.**

### Important:

- **For Temp Staff Services delivered to SAP the miscellaneous invoices must be manually created by the supplier directly in Fieldglass, to trigger the SAP invoice posting process.**
- Check your auto invoice setting in your supplier Fieldglass account configuration. See below steps:



Edit Buyer: SAP

Details

Buyer  
SAP

Buyer Preferences

Auto Invoicing for Contingent * ⚡	Lock *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Auto Invoicing for Services * ⚡	Lock *
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

5. Click **Auto Invoicing** as "Yes" or "No"

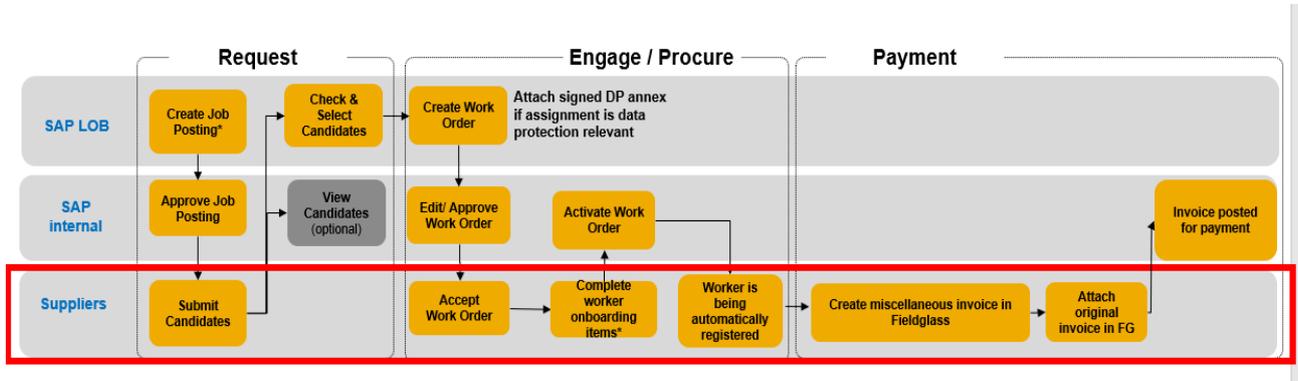
6. Click **Lock** as "Yes" or "No"

For Temp Staff Suppliers – Please set all fields to "No" and click on "Update".

## Fieldglass Standard Process Flow

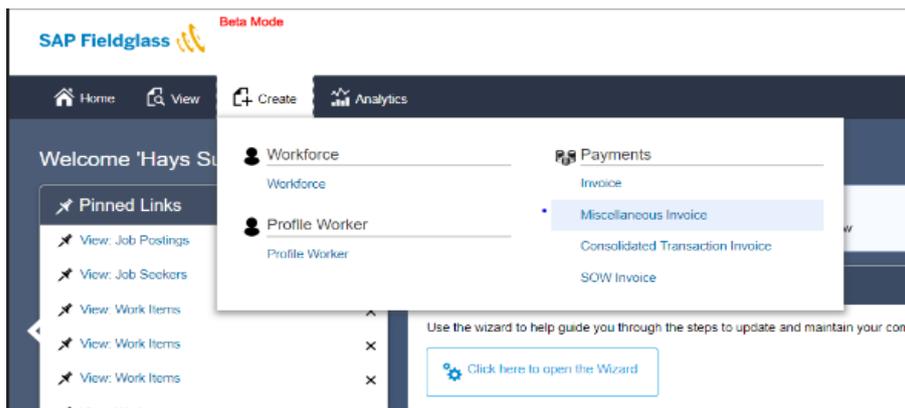
### Introduction

The following illustrations represent possible workflow configurations between a buyer and supplier. While these examples may not represent your configuration, they are included here to provide a baseline understanding of the Fieldglass application and the possible interactions between buyers and suppliers.



### Creating Miscellaneous Invoice in Fieldglass

1. From the **Create** menu, click **Miscellaneous Invoice** in the Payments section.



2. Select the desired worker by clicking its ID.

Create Miscellaneous Invoice - Select Worker

Period: 27/08/2018 to 10/12/2018

Status	ID	Name	Buyer
All	Enter Criteria	Enter Criteria	Enter Criteria
Open	<a href="#">SAPXWK00001853</a>	Invoicer, Manuel	SAP
Open	<a href="#">SAPXWK00001852</a>	Invoicer, Manuel	SAP
Open	<a href="#">SAPXWK00001851</a>	Invoicer, Manuel	SAP
Open	<a href="#">SAPXWK00001849</a>	Leno, Bernd	SAP

3. Enter an Invoice Code. The invoice code the original invoice number from your own ERP – system.
4. Select the Remit-to Address.
5. Select “Temp Staff Invoice” as Reason.

Details Review

Create Miscellaneous Invoice

Buyer: Winner Business Unit: SAP  
 SAP Invoice: Manual SAP SE (2001)

Setup

Miscellaneous Invoice Code \*

Remit-to Address \*

123 - Strake Houston DEU

Amounts

X Miscellaneous Reasons  
 (Select a Reason) Amount (EUR) 0.00

Total  
 (Select a Reason) Amount (EUR) 0.00

Adjustments

MA Commission Fee Amount (EUR) 0.00

X Flat Over Amount (EUR) 0.00

Subtotal  
 Temp Staff Invoice Amount (EUR) 0.00

Summary (EUR)

Line Items 0.00  
 Adjustments 0.00  
 Total Amount Due 0.00

6. Enter the requested information about the SOW invoice:
  - Select **Adjustments for the tax level**.
  - Enter **Comments**, if desired.
  - Confirm the **Invoice Date**.
  - **IMPORTANT: Attach the original invoice under Attachments.**

Details Review

Create Miscellaneous Invoice

Details [View Change](#)

Setup

Code  
 123124

Remit-to Address  
 123 - Strake Houston DEU

Amounts

Miscellaneous Reasons Amount (EUR)

Temp Staff Invoice 20,000.00

Total 20,000.00

Adjustments

Level	Name	Description	Adjustable Amount	Adjustment	Unit	Amount (EUR)
1	DCU Variable IPI, IG	Proposed value	20,000.00	18,000	Percentage	3,000.00
Total						3,800.00

Summary

Line Item Amount 20,000.00  
 Adjustments 3,800.00  
 Total 23,800.00

General Information

Comments (16/164)

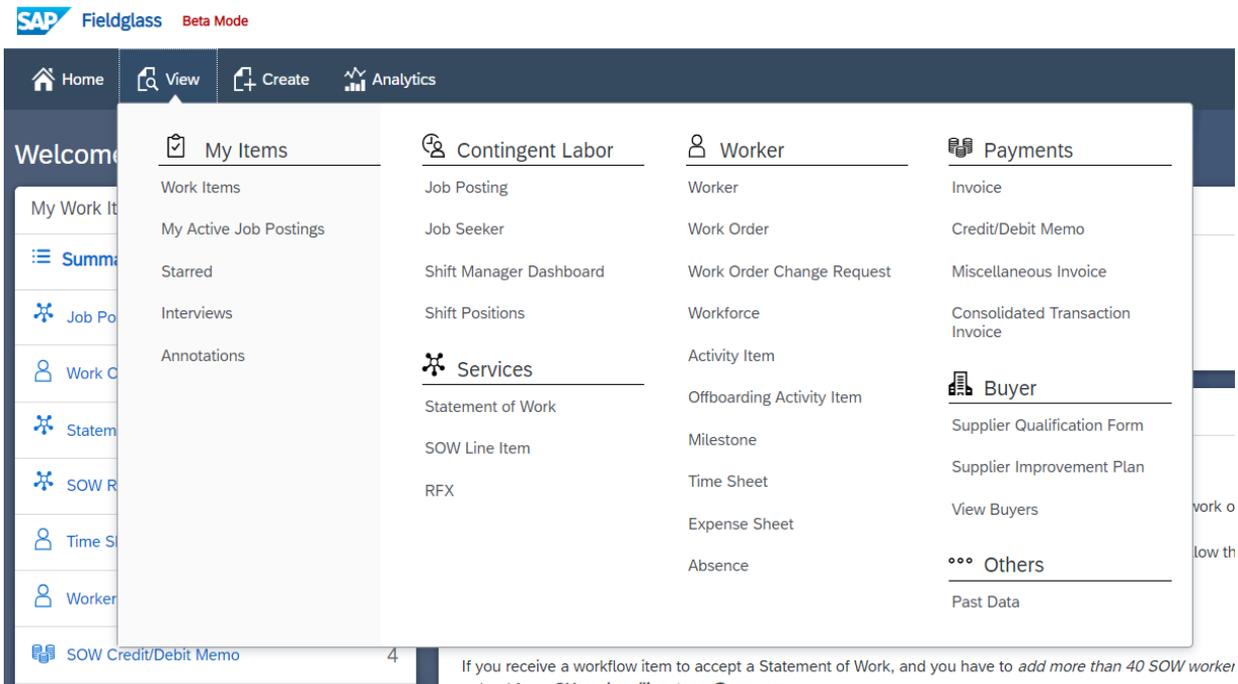
Supplier Invoice Date  
 10/02/19

Cancel [Complete Later](#) [Submit](#)

7. Click **Submit**. The miscellaneous Invoice is created and routed to the Buyer (SAP) for invoice posting.

## View, print, and/or correct submitted invoices

In order to see your submitted invoices and the invoice status, please go to your Fieldglass Homepage -> View -> Payments -> Invoice.



An overview of your invoices will appear. In order to select a particular invoice, please select the invoice ID.

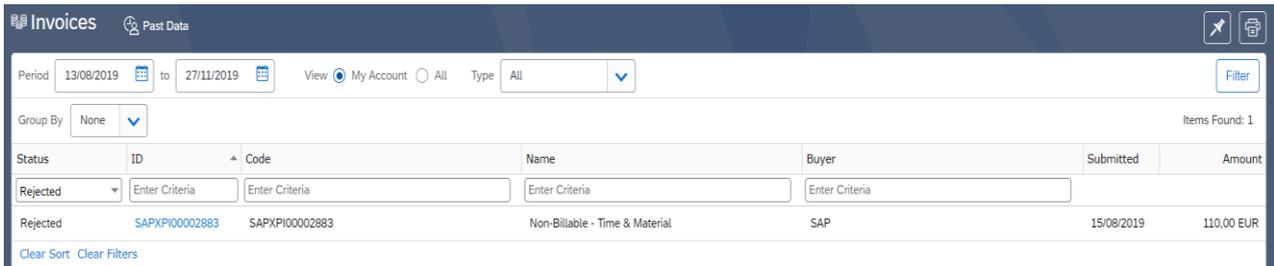
In order to **print the invoice**, please click on the print icon.



The PDF will be created and ready to be downloaded.



When an **invoice gets rejected**, you will receive an e-mail notification from Accounts Payable with the rejection reason. In order to **correct an invoice**, please search for the invoice ID. The status will be “rejected”.



The screenshot shows the 'Invoices' search interface. At the top, there are filters for 'Period' (13/08/2019 to 27/11/2019), 'View' (My Account selected), and 'Type' (All). Below the filters, a table displays the search results. The table has columns for Status, ID, Code, Name, Buyer, Submitted, and Amount. One invoice is listed with a status of 'Rejected', ID 'SAPXPI00002883', Code 'SAPXPI00002883', Name 'Non-Billable - Time & Material', Buyer 'SAP', Submitted '15/08/2019', and Amount '110,00 EUR'. There are also 'Clear Sort' and 'Clear Filters' links at the bottom left of the table.

Status	ID	Code	Name	Buyer	Submitted	Amount
Rejected	SAPXPI00002883	SAPXPI00002883	Non-Billable - Time & Material	SAP	15/08/2019	110,00 EUR

You can open the invoice by clicking on the Invoice ID. You will see an “Edit” button:



The screenshot shows the 'Invoice' detail page for ID 'SAPXPI00002883'. The status is 'Rejected - Rejected', which is highlighted with a red box. Other details include 'Submit Date: 15/08/2019 16:43', 'Next Step: Resubmit', 'Statement of Work: Non-Billable - Time & Material', and 'Buyer: SAP'. There is a link to 'SAPXTQ00002107'. At the bottom, there are 'Edit' and 'Remove' buttons.

Based on the feedback from Accounts Payable, you can now edit and re-submit the invoice.

Important is to **attach the original invoice** from your own ERP – system under “attachments in the bottom left corner.

## Attachments

No Attachments Defined

[+ Add Attachments](#)

[Cancel](#)