

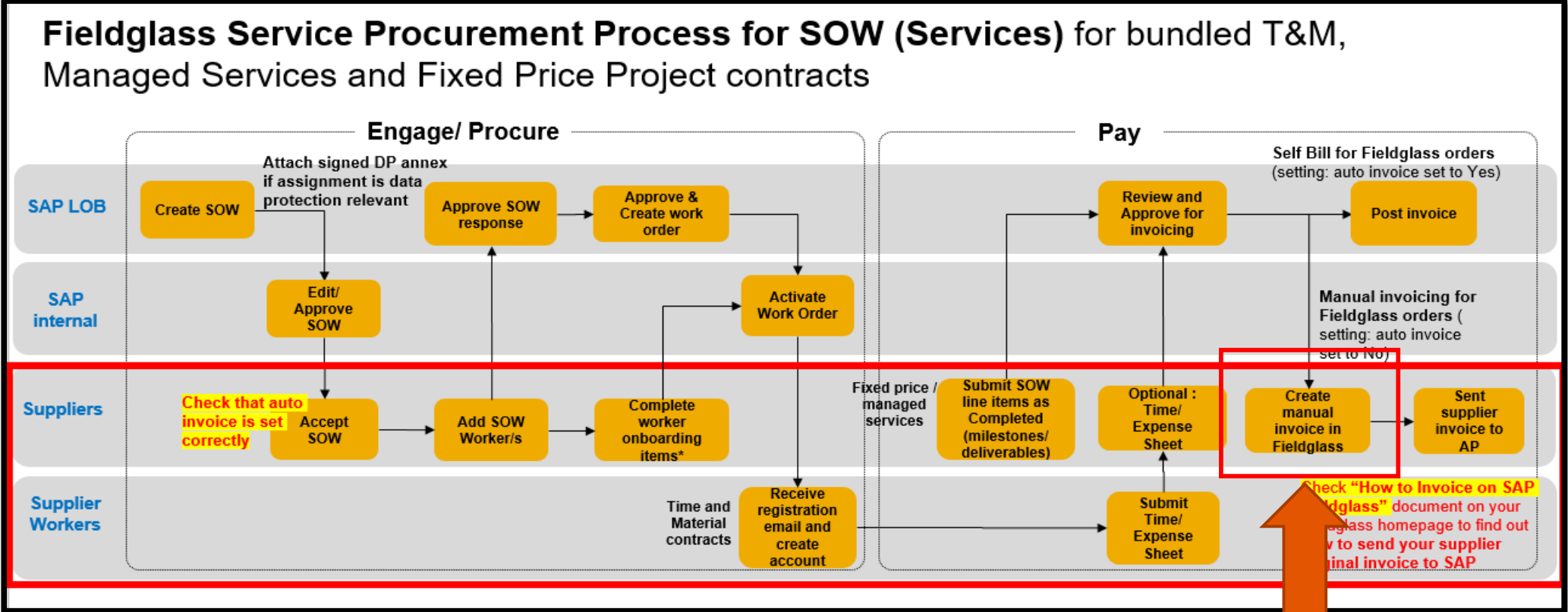
Reference Guide

Creating a Manual Invoice for a Statement of Work

Version 3.0
October 2020

PUBLIC

Please see below the step in the process which will be explained in this guide



Invoice settings check (mandatory)

SAP Fieldglass Beta Mode

Search by ID or text

99+

1.

Home View Create Analytics

SAP Fieldglass Beta Mode

Home View Create

Admin Configuration

Find:

- User
 - Password Policy
 - User Role
 - User
- 2.** Buyer
- Company Structure
 - Account
 - Business Unit
 - Company Details
 - Labor Type
 - Storefront

Buyer List

Items Found: 1 [Apply Filters](#)

Status	Code	Name	Site Served
All	Enter Crit	Enter Criteria	
Active	3. SAP		

[Clear Sort](#) [Clear Filters](#)

Admin Configuration / Buyer List / Buyer / Details

Buyer

4. Edit

Details

Note: Some Buyer users cannot view Job Seeker name, email and related Workforce records until the Work Orders are activated.

Details	
Name	SAP
Address 1	3999 West Chester Pike
City	Newtown Square
State/Province	Pennsylvania
Country/Region	USA
ZIP/Postal Code	19073

Edit Buyer: SAP

Details

Buyer

SAP

Buyer Preferences

5.

Auto Invoicing for Contingent * 

Yes No

Lock *

Yes No

Auto Invoicing for Services * 

Yes No

Lock *

Yes No

Allow Buyer to Add to Workforce *

Cancel

Update

Important:

Please ensure you select the right auto invoicing setting for both Contingent and Services modules.

To determine if you must have auto invoice or manual invoice when using SAP Fieldglass, please check the „[HOW TO INVOICE IN SAP FIELDGLASS LINK HERE](#)“ document, which is also accessible from your SAP Fieldglass homepage in the reference library section. **If those settings are not correctly maintained, your invoices might get rejected and hence we might have delays in the payments.**

- **Auto invoicing : Yes** – This means invoices will be automatically created by Fieldglass for timesheets / expenses which have been fully approved by SAP (for orders created in Fieldglass).
- **Auto invoicing : No** – This means the invoices will have to be manually created by you in Fieldglass after the timesheets / expenses have been fully approved by SAP (for orders created in Fieldglass).
- **Lock** : If you select Yes here, the auto invoice settings on SOWs cannot be changed anymore. Whichever auto invoice setting you choose; it will be defaulted if the lock is on Yes. We recommend to select “No” here in order to have sufficient flexibility in the future.

6.

Once the Invoice Settings are checked, the Invoicing can take place.

The screenshot displays the SAP Fieldglass user interface. At the top left, the SAP logo and 'Fieldglass Beta Mode' are visible. A search bar with the text 'Search by ID or text' is located at the top right. Below the search bar, there are notification icons for '99+' on a clipboard and '99+' on an envelope, along with settings, help, and user profile icons. The main navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The 'Create' button is highlighted with a red box and a yellow '1.' label. A dropdown menu is open, showing options under 'Workforce' and 'Payments'. The 'SOW Invoice' option is highlighted with a red box and a yellow '2.' label. The background shows a 'Welcome' message and a list of work items.

- 1.) On the Fieldglass Supplier Home Page, click “Create”
- 2.) Select “SOW Invoice”

Create Invoice - Select Statement of Work



End Date 16/01/2020



Apply Filters

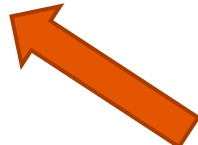
Group By None



Items Found: 51

ID	Name	Buyer	Statement of Wor..	Item Type	Revised?	Original Item	Total Items
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	All	All		<input type="text" value="Enter Criteria"/>
SAPXTQ00001466	Non-Billable - Time ...	SAP	SAP THAILAND LTD...	Time Sheets	No		1

3.



3.) Select the desired SOW by clicking its ID.

Important Note: only SOWs with approved time/expense sheets or line items/events be available here, ready for invoicing.

Also, please note that you can only invoice items AFTER their period end date.
E.g. June 2019 timesheet can only be invoiced starting 1 July 2019.

Create Statement of Work Invoice

End Date	Statement of Work	Buyer
05/07/2018	Non-Billable - Time & Material	SAP

Statement of Work Information

Invoice Code *

Remit-to Address *

4.) Enter a **Supplier Invoice Code**. The invoice code is the number of your **original invoice** from your own internal invoicing system. This is a free text field. (mandatory)

5.) Select the **Remit-to Address** relevant for the invoice for the order. If you are unable to see your Remit-to Address here, please check your master data settings. The steps are described on pages 21-35 of the [Supplier Set up Guide](#). (mandatory)

Time Sheets

<input checked="" type="checkbox"/>	ID	Worker	Business Unit	Line Item Site	End Date ▾	Amount (INR)
<input checked="" type="checkbox"/>	SAPXTS00032328		SAP LABS INDIA PVT. LTD. (0076)	SAP LABS INDIA PVT. LTD. (0076)	01/07/2018	4.000,00
Total						4.000,00

[Cancel](#)

Continue

Create Statement of Work Invoice

End Date Statement of Work Buyer
05/07/2018 Non-Billable - Time & Material SAP

Statement of Work Information

Invoice Code *

Remit-to Address *

6.) Select the items to include on the invoice by placing a check in the desired check boxes. To remove items, clear the related check boxes. Only approved items for the specific SOW are available for selection.

Important: For SOW items, you cannot combine time and expense sheets in one SOW invoice. However, you can combine timesheets from multiple SOW workers in one invoice.

7.) Click Continue.

Time Sheets

<input checked="" type="checkbox"/>	ID	Worker	Business Unit	Line Item Site	End Date ▼	Amount (INR)
<input checked="" type="checkbox"/>	SAPXTS00032328		SAP LABS INDIA PVT. LTD. (0076)	SAP LABS INDIA PVT. LTD. (0076)	01/07/2018	4.000,00
Total						4.000,00

6.

7.

Continue

[Cancel](#)

Invoice Code: bbbbb6798
End Date: 03/09/2019
Statement of Work: Non-Billable - Time & Material 0036 THB
Buyer: SAP

8.) Select the tax code under Adjustments, if not already selected (mandatory).

If you are not sure which tax adjustment to apply, please refer to the [Supplier Tax Guide \(click here to access\)](#).

Adjustments

8.

Level	Name	Description	Module	Adjustable Amount	Adjustment	Unit	Amount (THB)
1	THA,DOMESTIC STANDARD RATE 7%		Statement of Work In voice	134.600,00	7,000	Percentage	9.422,00

Subtotal 9.422,00

Calculate Totals

Summary (THB)

Line Items	134.600,00
Adjustments	9.422,00
Total Amount Due	144.022,00

Example only

General Information

Comments (optional)

9.

9.) Enter Comments, if desired. (optional)

Remaining: 2000

10.

Supplier Invoice Date *

DD/MM/YYYY



11.

Work Delivery Location (City) *

Bangkok



12.

Attachments

No Attachments Defined

+ Add Attachments



Cancel

Complete Later

Continue

Submit

13.

10-11.) Add the Supplier Invoice Date and Work Delivery Location (City). (mandatory).

Note: It is possible to back date the Supplier Invoice Date.

Attention: For orders from company codes in INDIA only:
Add the SAC code (mandatory).

12.) **IMPORTANT:** Attach your original supplier invoice in the “Attachments” section. Please make sure that your original invoice matches exactly with the Fieldglass invoice, i.e. all information and the amount need to be exactly the same. **Failure to comply will cause the rejection of your invoices, delaying payments.**

13.) Once you have entered all information shown correctly, click **Submit**.

If you see a yellow warning sign, please ignore and click “submit” once more.

If you see a red warning sign, please view your error and correct, before submitting.

Invoice | HCM Education 23

SAPXPI00003054



14.

Status	Next Step	Submit Date	Statement of Work ID	Buyer
Pending Approval	Buyer needs to approve	17/01/2020 15:06	SAPXTQ00001607	SAP



Success!

Statement of Work Invoice has been submitted.

Actions

14.) The SOW Invoice is created and routed to the Buyer (SAP) for invoice posting. Your reference is the invoice ID and status.

Please contact the accounts payable (AP) team if you have more questions regarding your invoice. For the AP team's contact details please check the appropriate contact section on the [SAP Supplier Portal](#).