

Reference Guide

Accepting Statement of Work and submitting Events [for Fixed Price Project (FPP) SOW's]

Version 3.0
October 2020

PUBLIC

Invoice settings check (mandatory)

The navigation bar at the top of the SAP Fieldglass interface. It includes the SAP logo, 'Fieldglass Beta Mode' text, a search bar with the placeholder 'Search by ID or text', a notification bell icon with '99+', a settings gear icon circled in yellow and labeled '1.', a help icon, and a user profile icon. Below the navigation bar are icons for Home, View, Create, and Analytics.

The 'Admin Configuration' menu on the left side of the interface. It features a search field labeled 'Find:' and a list of configuration categories: User, Buyer, Company Structure, Account, Business Unit, Company Details, Labor Type, and Storefront. The 'Buyer' category is highlighted with a yellow box and labeled '2.'.

The 'Buyer List' table showing a single entry for 'SAP'. The table has columns for Status, Code, Name, and Site Served. The 'Status' column is set to 'Active'. A yellow box labeled '3.' highlights the 'SAP' entry in the Name column. There are search and filter controls at the top of the table, including a search bar and an 'Apply Filters' button.

The 'Buyer Details' page for the 'SAP' buyer. It shows a breadcrumb trail: Admin Configuration / Buyer List / Buyer / Details. A note at the top states: 'Note: Some Buyer users cannot view Job Seeker name, email and related Workforce records until the Work Orders are activated.' The 'Details' section is highlighted with a yellow box and labeled '4.'. It contains a table with the following information:

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

Details

Buyer
SAP

Buyer Preferences

5.

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

Allow Buyer to Add to Workforce *

Cancel

Update

Important:

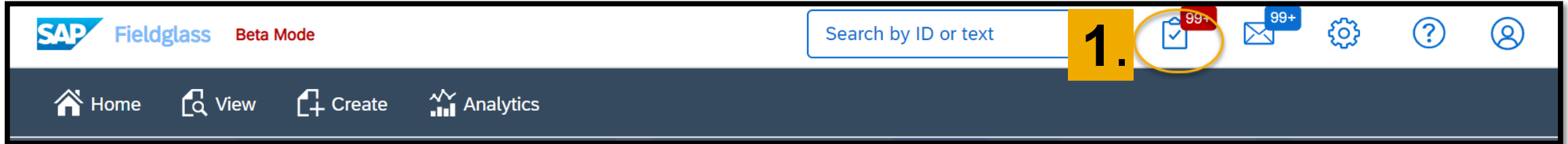
Please ensure you select the right auto invoicing setting otherwise your invoice could get rejected, delaying payments.

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.

- **Auto invoicing : Yes** – This means invoices will be automatically created by Fieldglass for timesheets / expenses which have been fully approved by SAP.
- **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.
- **Lock** : If you select Yes, 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.

Accepting Statement of Work



SAP Fieldglass Beta Mode

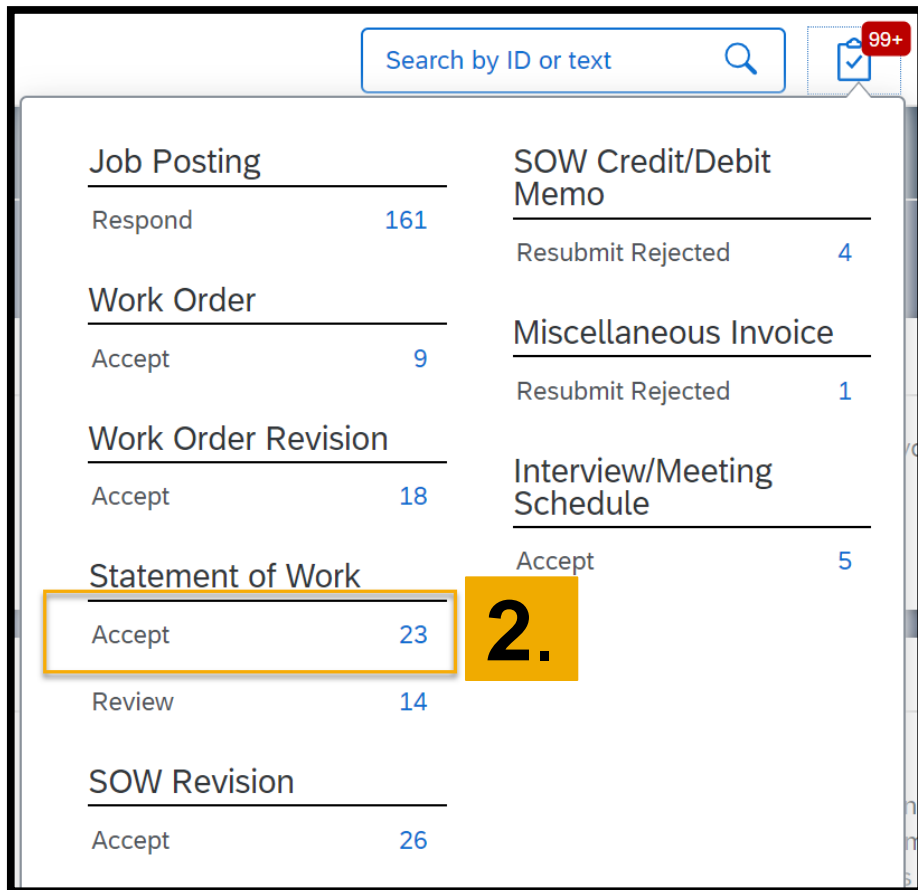
Search by ID or text

1.

99+

99+

Home View Create Analytics

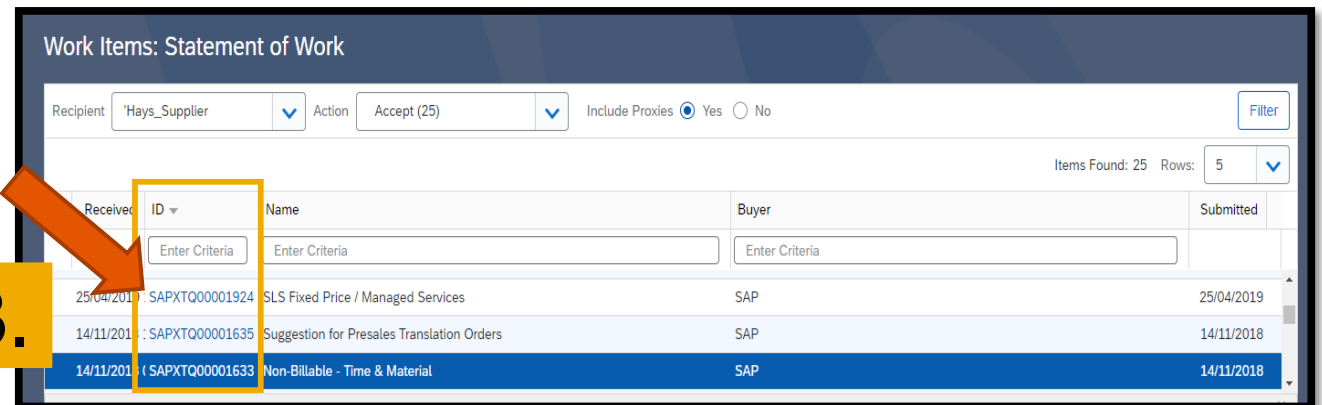


Search by ID or text

99+

Job Posting		SOW Credit/Debit Memo	
Respond	161	Resubmit Rejected	4
Work Order		Miscellaneous Invoice	
Accept	9	Resubmit Rejected	1
Work Order Revision		Interview/Meeting Schedule	
Accept	18	Accept	5
Statement of Work			
Accept	23		
Review	14		
SOW Revision			
Accept	26		

2.



Work Items: Statement of Work

Recipient: Hays_Supplier Action: Accept (25) Include Proxies: Yes No

Items Found: 25 Rows: 5

Received	ID	Name	Buyer	Submitted
25/04/2019	SAPXTQ00001924	SLS Fixed Price / Managed Services	SAP	25/04/2019
14/11/2018	SAPXTQ00001635	Suggestion for Presales Translation Orders	SAP	14/11/2018
14/11/2018	SAPXTQ00001633	Non-Billable - Time & Material	SAP	14/11/2018

3.

- 1.) Click the Work Items button
- 2.) Select "Accept" under Statement of Work (SOW)
- 3.) Select the SOW ID you want to accept

Non-Billable - Time & Material

SAPXTQ00001633 **S** STATEMENT OF WORK

Status: Pending Response Next Step: Need to accept Period: 01/06/2018 to 30/12/2018 Buyer: SAP

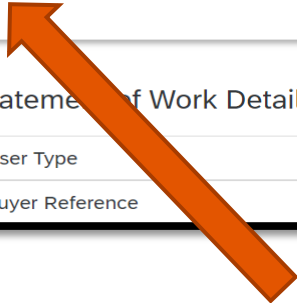
Accept **Decline** Actions ▾

Details Manage Characteristics SOW Workers Time & Expense Related

Accounting (RUB) Statement of Work Details

Spend Allocation	Worker	Total	User Type
Maximum Budget	0,00	0,00	07 Nonbillable Proj Svc Provider
			Buyer Reference

This page will appear. The tabs are explained on the table. Please check all details.



Fieldglass Statement of Work Tabs	
SoW Tab Name	Description
Details	The Details tab contains detailed information about the SOW. Review this information before responding, accepting, or declining an SOW. <u>Important: Please check the Auto Invoice all Characteristics, Time Sheets and Expense Sheets field if correct or not.</u>
Characteristics	The Characteristics tab displays information about events (deliverables and milestones), schedules, and fees. <u>(Not always present for Time and Material SOWs)</u>
SOW Workers	The SOW Workers tab displays the list of workers defined as SOW Workers, including rules, rates, and roles.
Time & Expense	The Time & Expense tab contains time sheet and expense sheet information. (remains blank until SOW workers are added)
Related	The Related tab displays documents related to the SOW, such as a work order.

Non-Billable - Time & Material

Statement of Work SAPXTQ00001633

Period 01/06/2018 to 30/12/2018 Status Pending Response Next Step Need to accept

4.

Accounting (RUB)

Statement of Work Allocation	Work
Maximum Budget	0
Start to Date	0

4.) If the tabs have been checked and you agree with the terms, then you can click accept. If you wish to decline, click decline and select a reason code. If reason codes are not maintained, please refer back to the [Supplier Account Configuration Guide](#).

Create SOW Response

Statement of Work Non-Billable - Time & Material (SAPXTQ00001633) Period 01/06/2018 - 30/12/2018 Buyer SAP

Details

Supplier Reference (optional)

Billable

Yes

Defined By

Buyer and Supplier

Business Unit

LLC SAP CIS (0235) (2351)

Site

SAP CIS LLC (0235) (2351)

Location

SAP CIS LLC (0235) (2351)

Posting Information

Primary Contact Person *

Comments To Buyer (optional)

Remaining: 2000

Auto Invoice all Characteristics, Time Sheets and Expense Sheets *

Yes No

5.) Note: Depending on the setup of a particular SOW, you may not see all the sections referenced below.

- Enter a unique code in the Supplier Reference field. (optional)
- Select the Primary Contact Person (supplier administrator)
- Enter additional information in the Comments field. (optional)

Create SOW Response

Statement of Work: Non-Billable - Time & Material (SAPXTQ00001633) | Period: 01/06/2018 - 30/12/2018 | Buyer: SAP

Details

Supplier Reference (optional):

Billable: Yes

Defined By: Buyer and Supplier

Business Unit: LLC SAP CIS (0235) (2351)

Site: SAP CIS LLC (0235) (2351) | Location: SAP CIS LLC (0235) (2351)

Posting Information

Primary Contact Person *: Administrator, Fieldglass

Comments To Buyer (optional): Remaining: 2000

Auto Invoice all Characteristics, Time Sheets and Expense Sheets *

Yes No

6.

6.) Auto Invoice all Characteristics, time sheets and expense sheets

IMPORTANT: Please check whether you are eligible for self-billing (auto invoicing) on the [How to invoice on SAP Fieldglass for each ordering country, general guideline \(English\) linked here.](#)

If you have the incorrect settings, your invoices will get rejected causing payment delays.

- If this option is not changeable, it means your auto invoice setting on master data is either **locked**, or set to **“NO”** (fixed and cannot be changed).
- If it is locked and default setting **must be changed from “Yes” to “No”**, please check the [Network registration and supplier account setup guide for SAP Fieldglass guide linked here](#), remove the lock (pages 10-11), and change the Setting to **“NO”**.

Accounting

Maximum Budget (optional)
0,00 (RUB)

Attachments

No Attachments Defined
[+ Add Attachments](#)

Cancel

7. Continue

7.) Click Continue.
8.) The next page shows the standard terms of agreement. Once read, click Continue.

Details — Clauses — Characteristics — Review

Create SOW Response

Statement of Work	Period	Buyer
Billable - Managed Service / Fixed Price Project (SAPXTQ00002038)	01/04/2019 - 30/09/2019	SAP

Clauses

[^ Collapse All](#)

Section Collaborator

Clauses Max Mustermann

Framework Agreement

Read Only No Mandatory Yes

Master Agreement for Services/ Services Agreement/ Rahmenkonditionsvereinbarung between [SAP entity] and insert Supplier Entity that signed the MSA effective SA effective

Cancel

8. Continue

9.) Here you will see the Events (Fixed Price Milestones) set by your SAP requestor. If there are none, you can add events for approval after you submit the SOW response.

10.) You can also see the maximum budget for the SOW on this page.

11.) Click Continue.

The screenshot shows the 'Events' section with a table header: Name, Description, Due On, Capitalized, Amount, Units, PO Number. Below the table, it says 'No data to display'. The 'Accounting' section shows a table with columns 'Items' and 'Requested Amount (RUB)'. The 'Total' row shows 0,00. A 'Continue' button is visible in the bottom right corner.

Name	Description	Due On	Capitalized	Amount	Units	PO Number
No data to display						

Items	Requested Amount (RUB)
Events	0,00
Total	0,00

The screenshot shows the 'Details' section of the SOW response. It includes fields for ID (SAPXTO00002038), Name (Billable - Managed Service / Fixed Price Project), Buyer (SAP), and Business Unit (SAP SE (0001)). A 'Make Changes' button is highlighted with an orange arrow. A 'Continue' button is also visible in the bottom right corner.

Statement of Work

ID
SAPXTO00002038


Name
Billable - Managed Service / Fixed Price Project

Buyer
SAP

Business Unit
SAP SE (0001)

12.) The next page shows the overview of the SOW response. If there is anything that still needs to be changed, click "Make Changes". Otherwise, proceed to "submit".

Submit SOW Response for Approval

 Warning: This Site requires Invoice Tax Information to be specified but it is missing for the Supplier. Please have your System Administrator address this prior to invoicing.

Comments

Remaining: 1000

Cancel

Submit

13.) The yellow warning is only informative and does not prevent you from Submitting the SOW response.


However, Please check if your remit-to address and Invoice Tax Information have been added correctly ([Supplier Account Configuration Guide](#)), add comments if needed and click Submit.

14.) The next screen shows your SOW ID (for future reference), and Status. It should now be sent for your SAP contact's approval.

Billable - Managed Service / Fixed Price Project

SAPXTQ00002038  STATEMENT OF WORK

Status	Next Step	Period	Buyer
Response Pending Approval	Buyer needs to approve	01/04/2019 to 30/09/2019	SAP

 **Success!**
Statement of Work has been submitted.

Actions 