SAP Fieldglass

Reference Guide

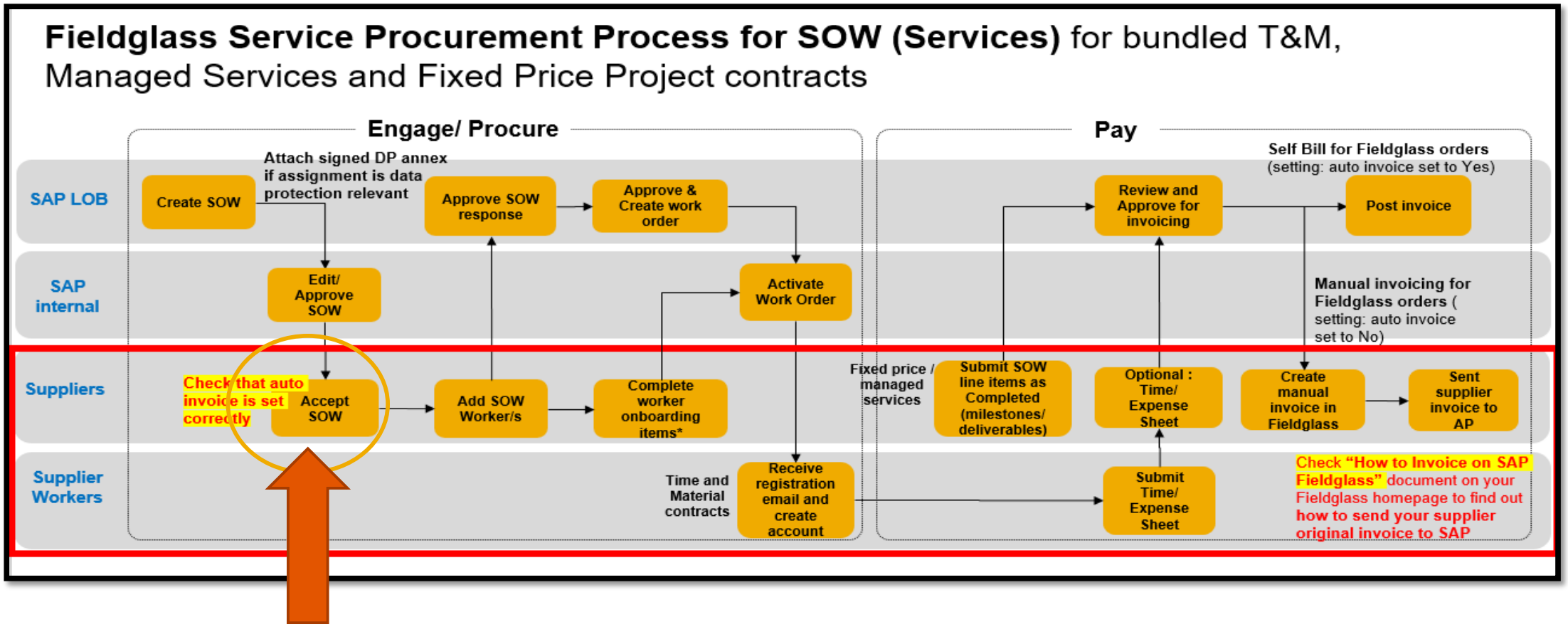
Accepting Statement of Work and Adding SOW Workers (for Time and Material SOWs)

Version 3.0
October 2020

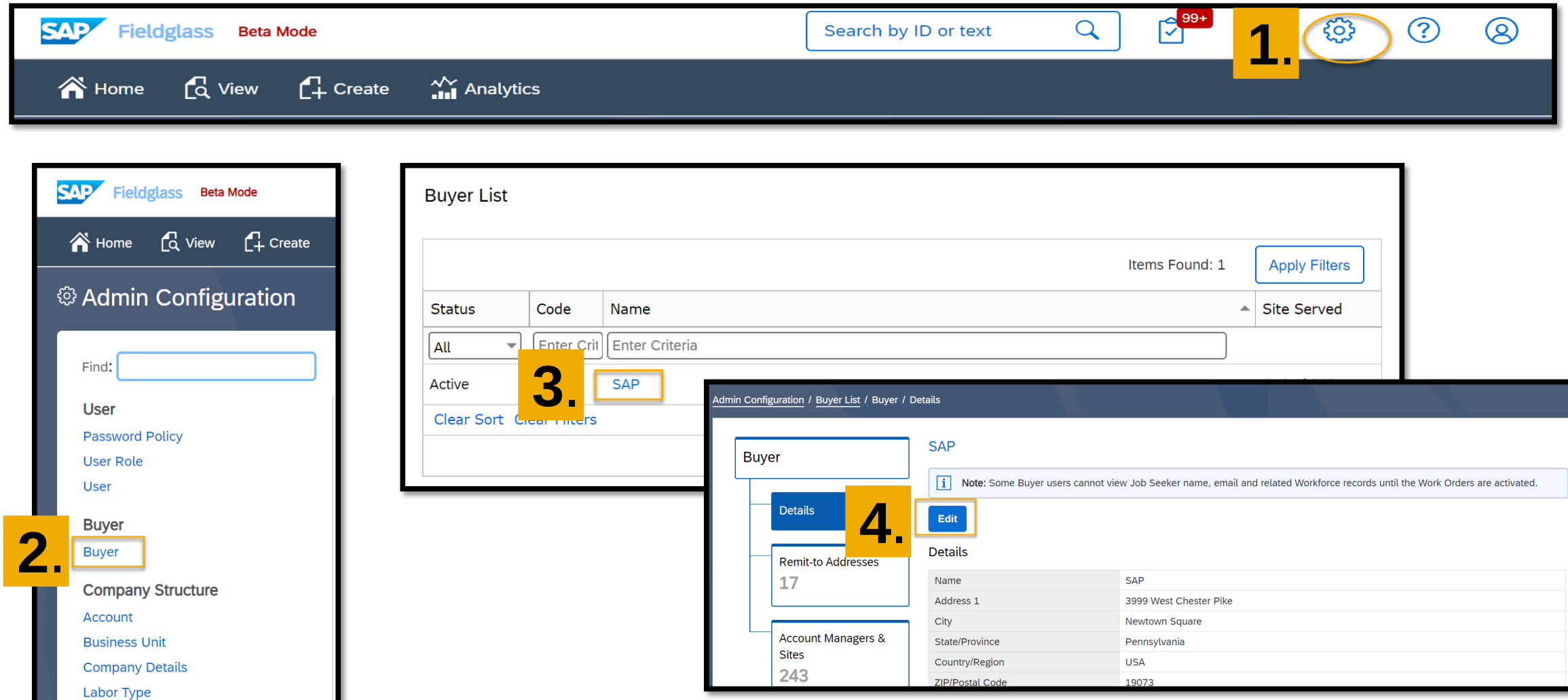
PUBLIC

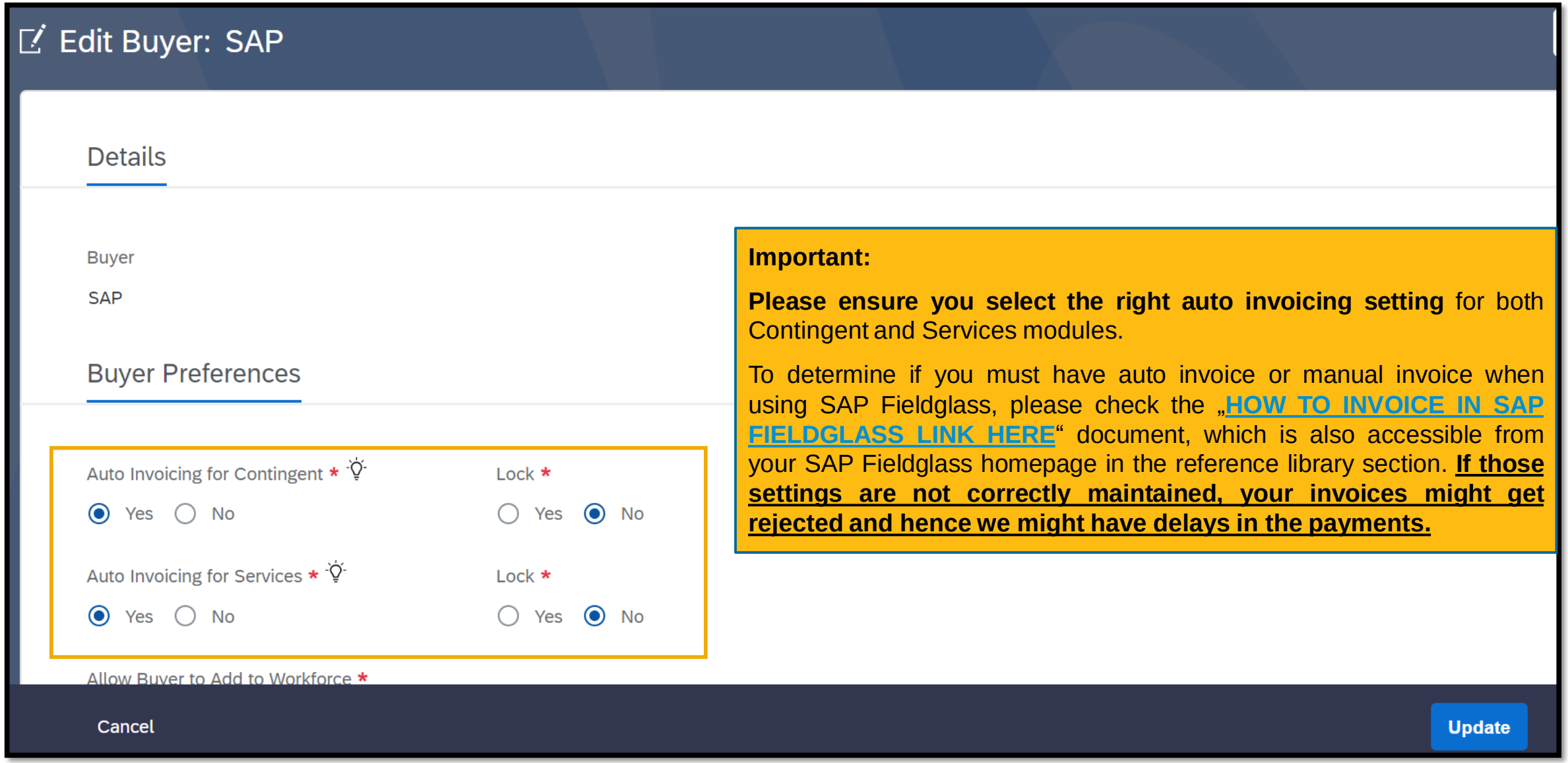
THE BEST RUN SAP

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



Invoice settings check (mandatory)

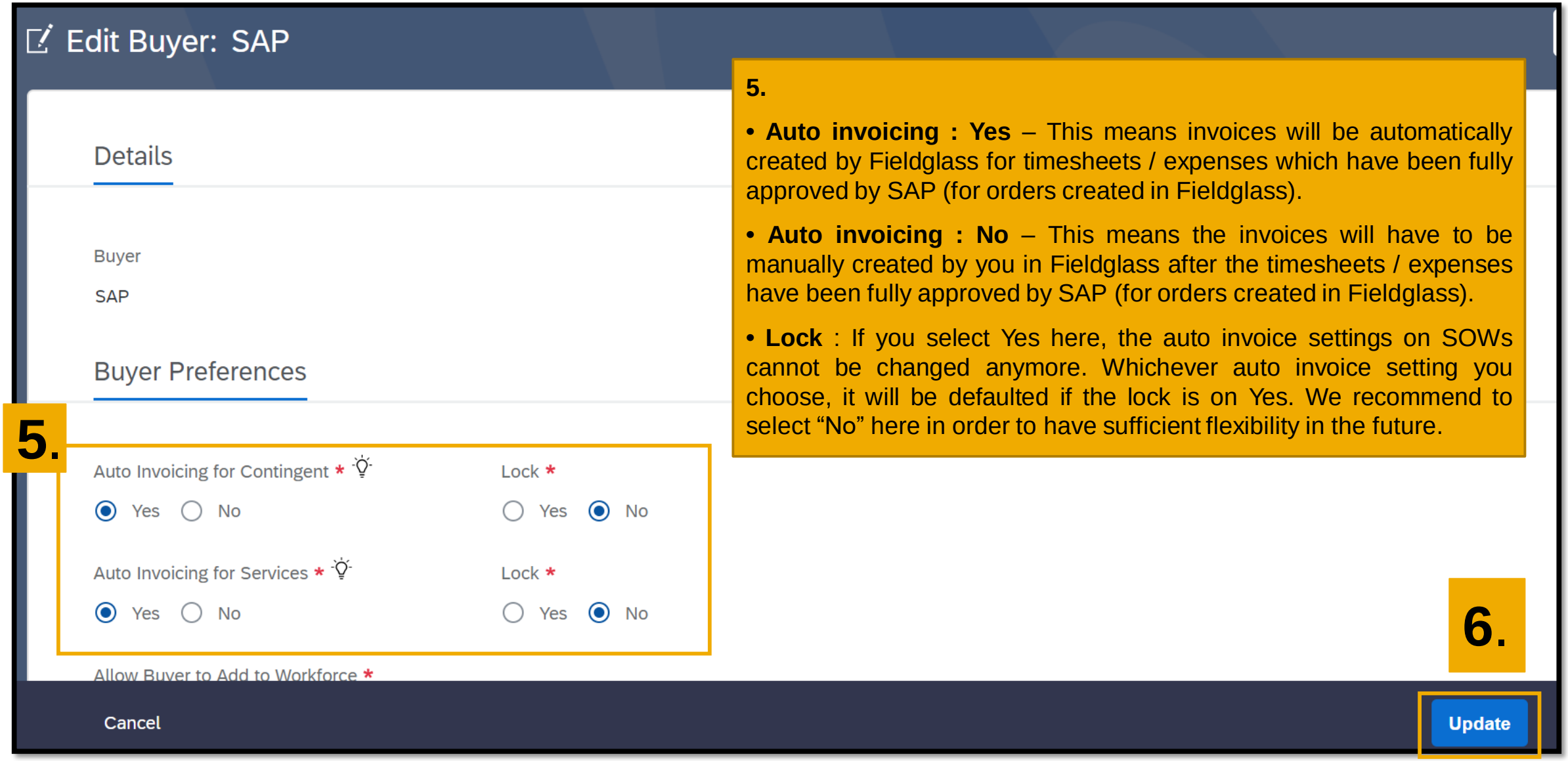




Important:

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

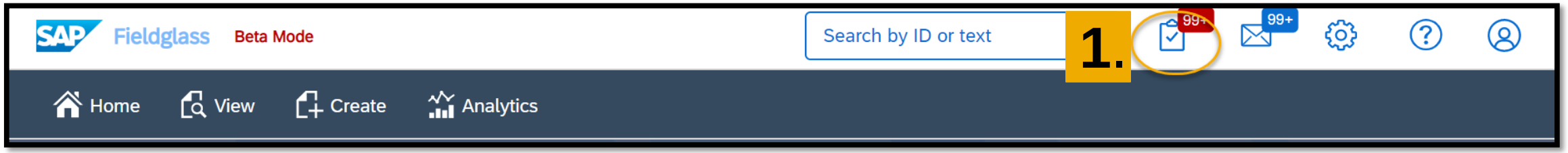
To determine if you must have auto invoice or manual invoice when using SAP Fieldglass, please check the „**HOW TO INVOICE IN SAP FIELDGLASS LINK HERE**“ document, which is also accessible from your SAP Fieldglass homepage in the reference library section. **If those settings are not correctly maintained,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

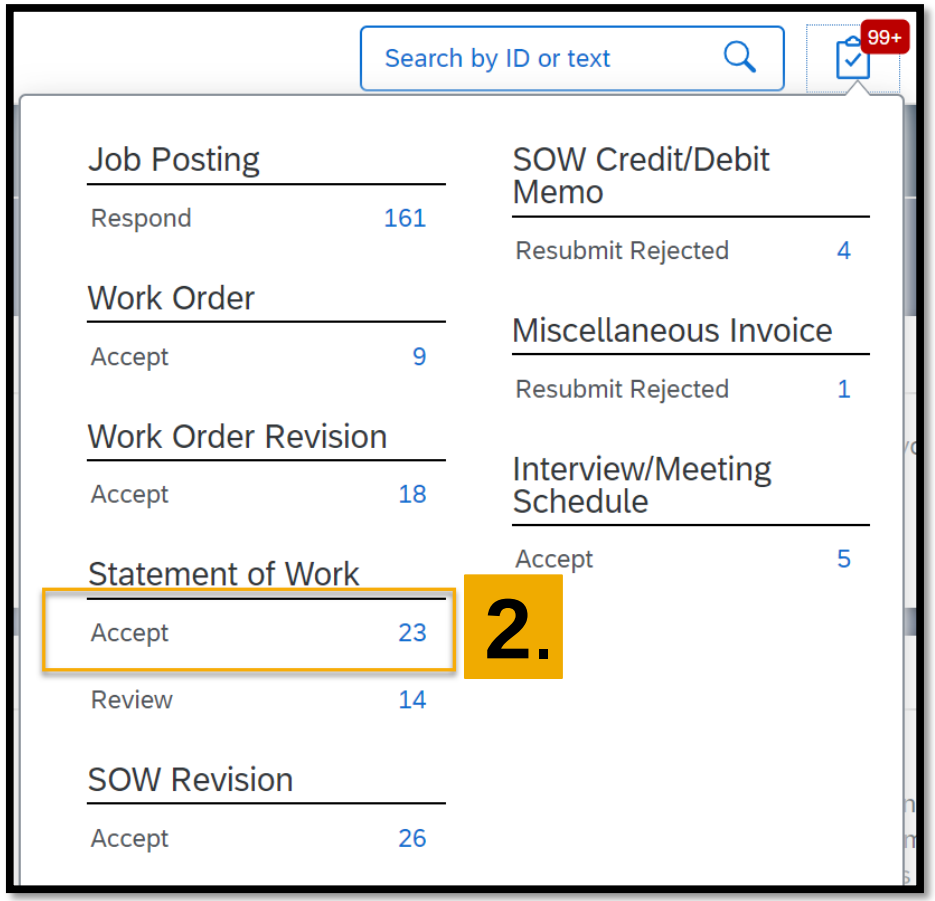


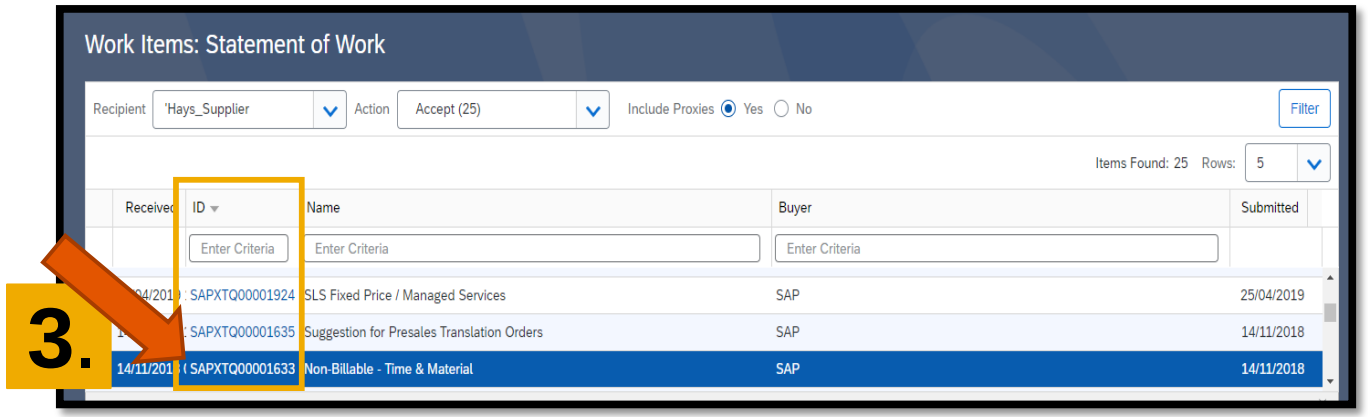
5.

- **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.

Accepting Statement of Work



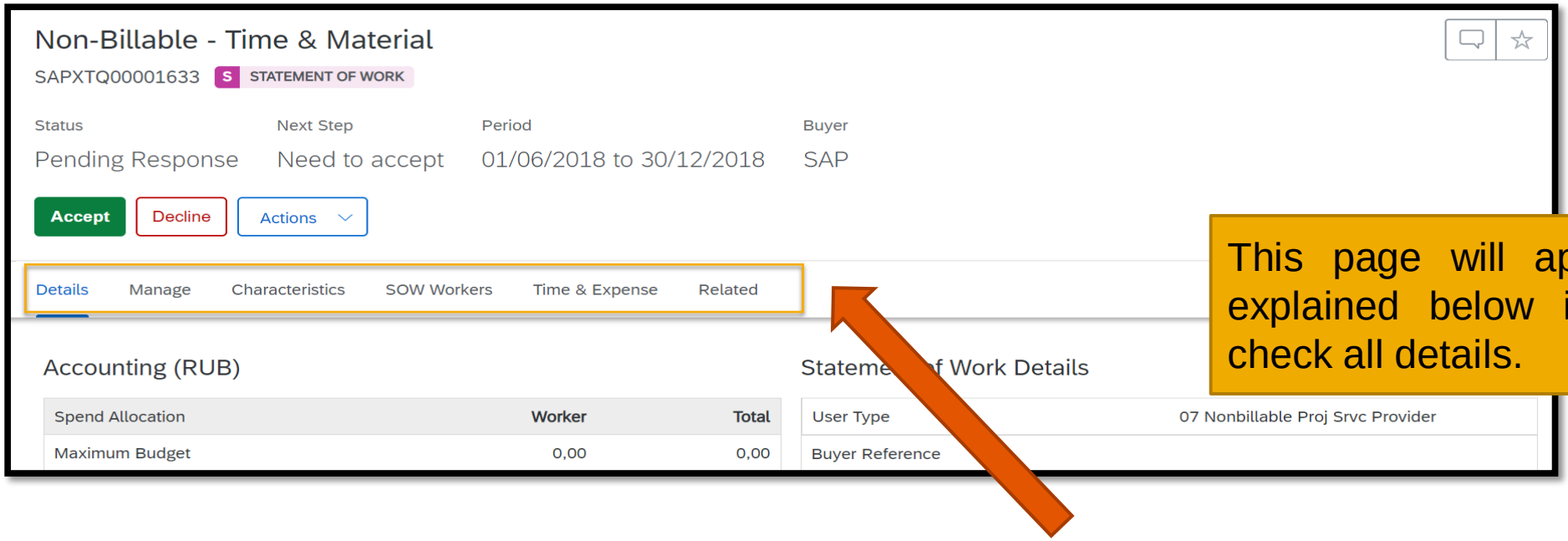




1.) Click the Work Items button

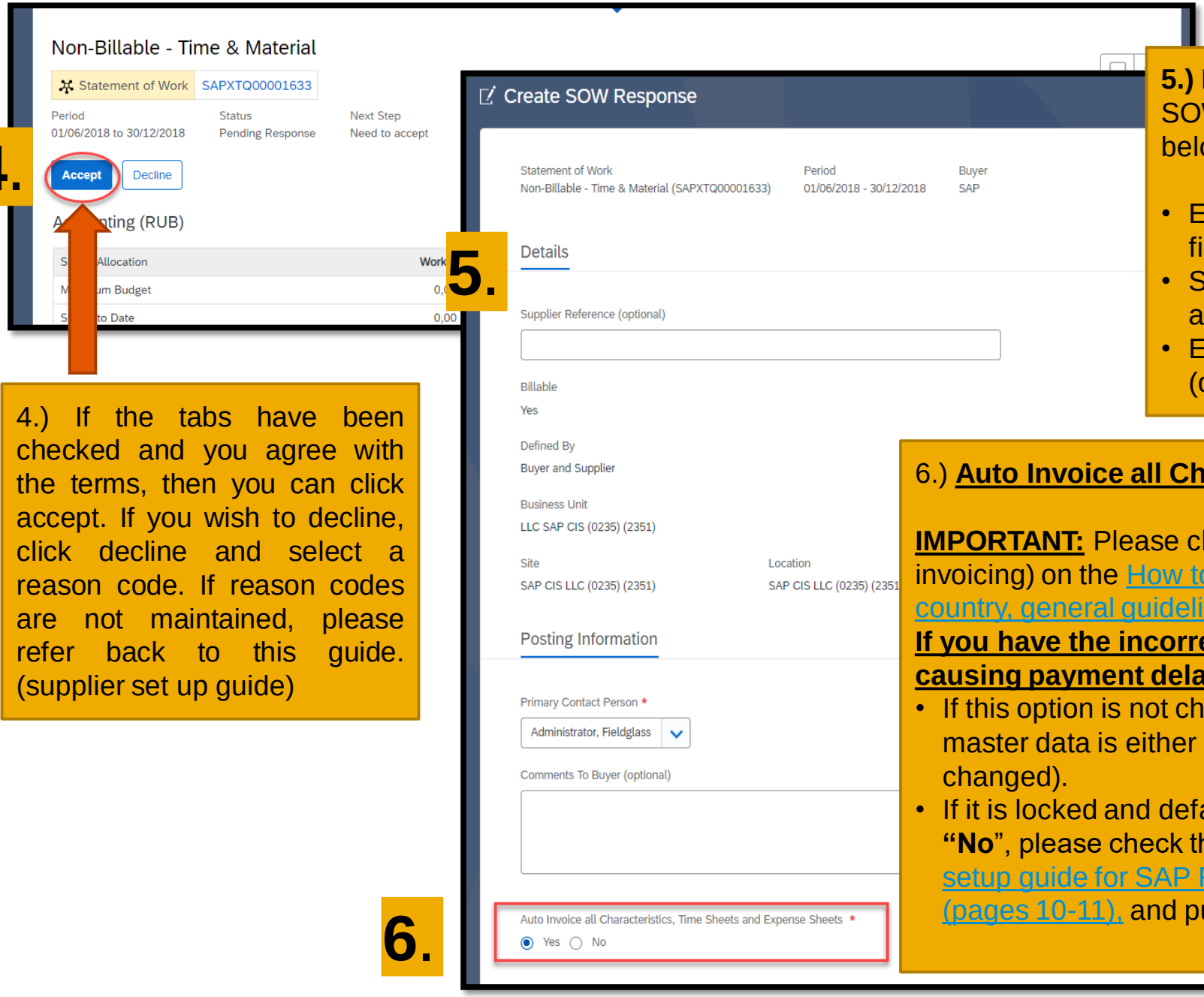
2.) Select “Accept” under Statement of Work (SOW)

3.) Select the SOW ID you want to accept



This page will appear. The tabs are explained below in 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. **Important: Please check the Auto Invoice all Characteristics, Time Sheets and Expense Sheets field if correct or not.**
Characteristics	The Characteristics tab displays information about events (deliverables and milestones), schedules, and fees. **(Not always present for Time and Material SOWs)**
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.



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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 this guide. (supplier set up guide)

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)

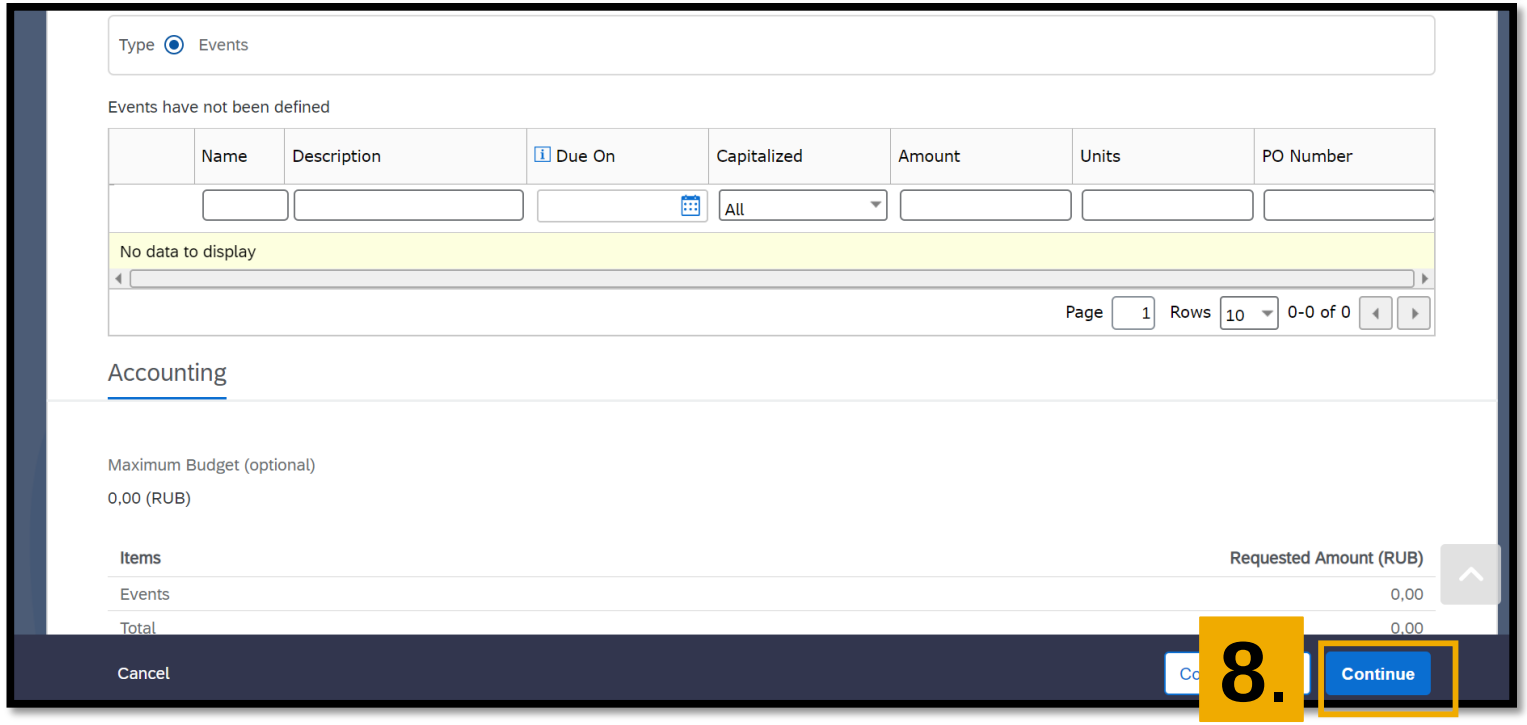
6.) **Auto Invoice all Characteristics, time sheets and expense sheets**

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 setting, 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 put setting to "NO".

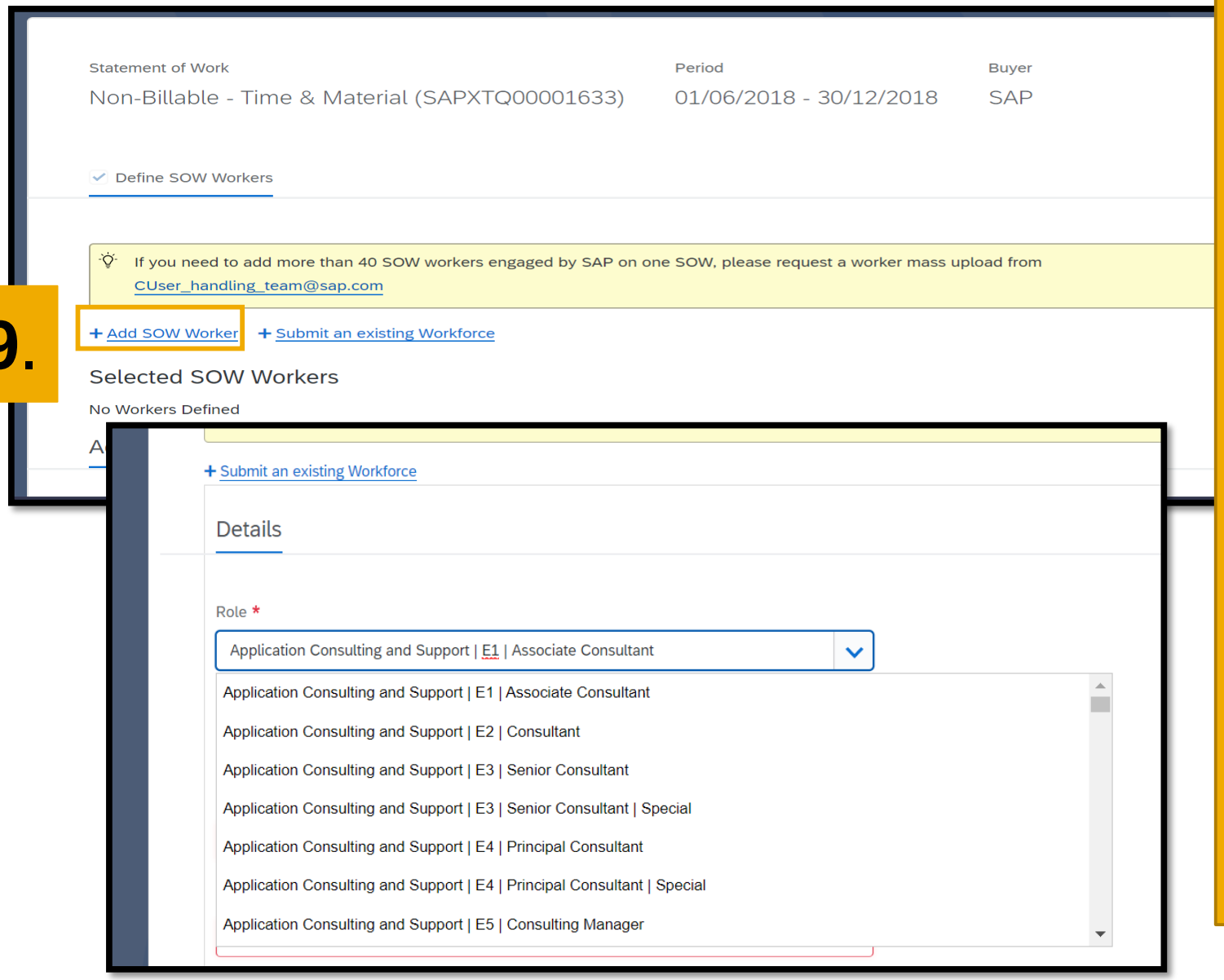
Page continued.



7. Click Continue.

8. Click Continue once more to skip events (Those are only used for fixed price projects).

9.

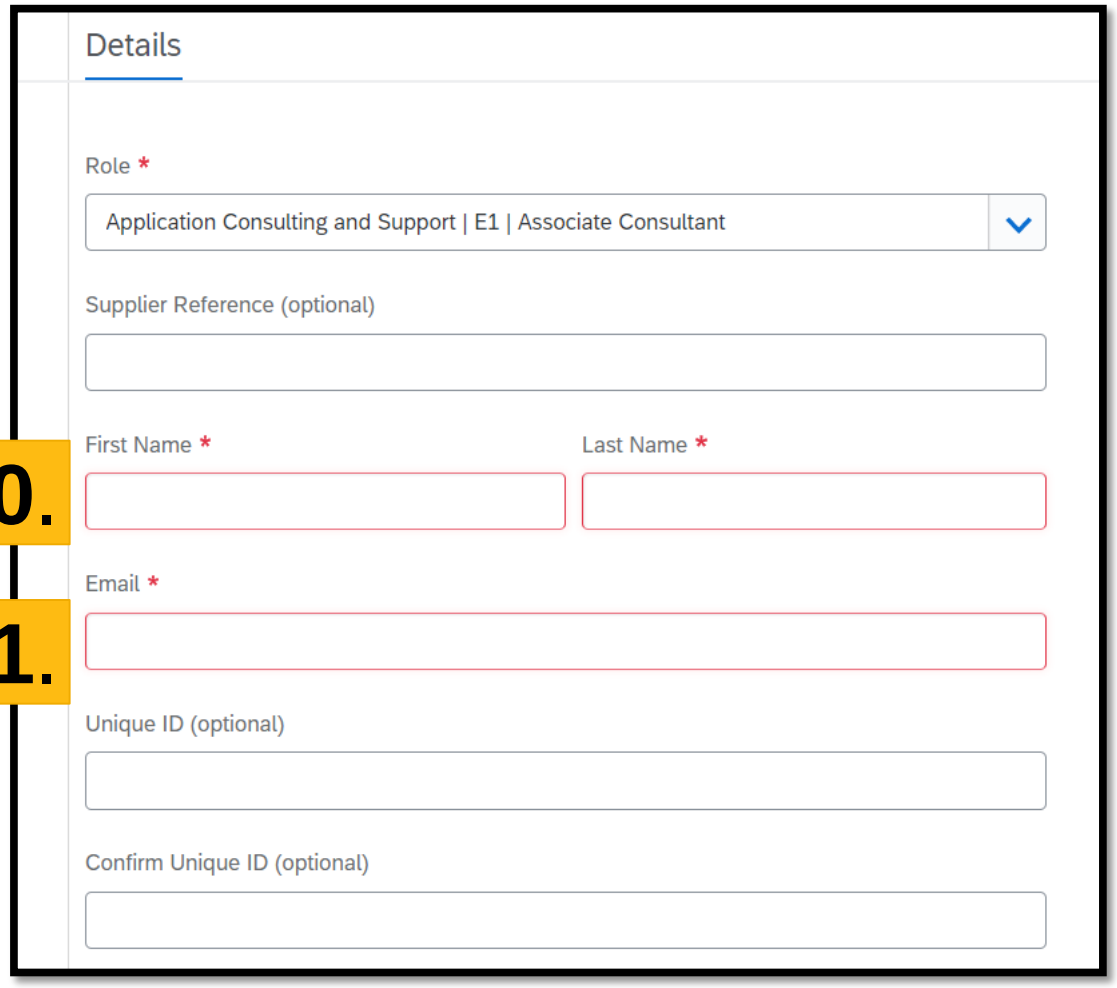


9.) The next screen shows the **Define SOW Workers** section. Here you can add your workers to the SOW.

The option "**Add SOW Worker**" is used for onboarding workers that have never been submitted before via Fieldglass. (recommended option).

"**Submit an existing Workforce"** is used to onboard consultants which have already been previously added via Fieldglass.

If you have more than 40 SOW workers needed, please reach out to **CUser_Handling_team@sap.com** **after you have accepted the SOW (status must be "Approved")**



10.

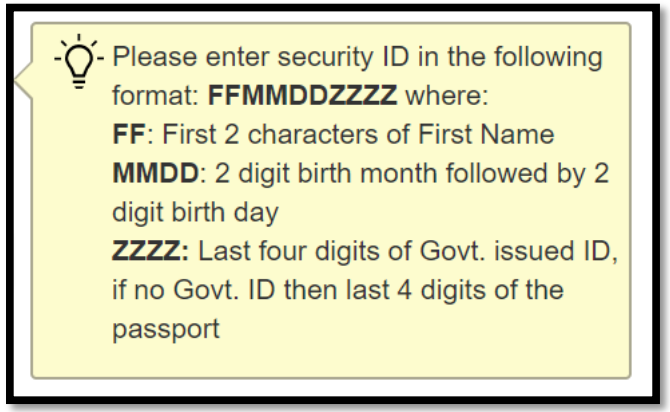
11.

10. Enter here the worker's name.

Attention: please use only Latin characters, and don't use special characters (ä, ö, …). Also, in case the name is normally written in a different script than Latin, please be consistent with the transcription.

The background is that this information needs to match the information we have in our back-end system 1:1, otherwise we might have duplicate user IDs, which would lead to the worker not being able to start in time.

11.) Enter the correct personal **Worker Email** address. Here you need to enter the unique e-mail address of the worker. This information is used to identify the worker as a unique worker.
Note: Here, you should **NOT** enter the administrator's email. If you wish to enter time and expenses as an administrator instead of the worker, have the worker send the worker registration email sent to you.



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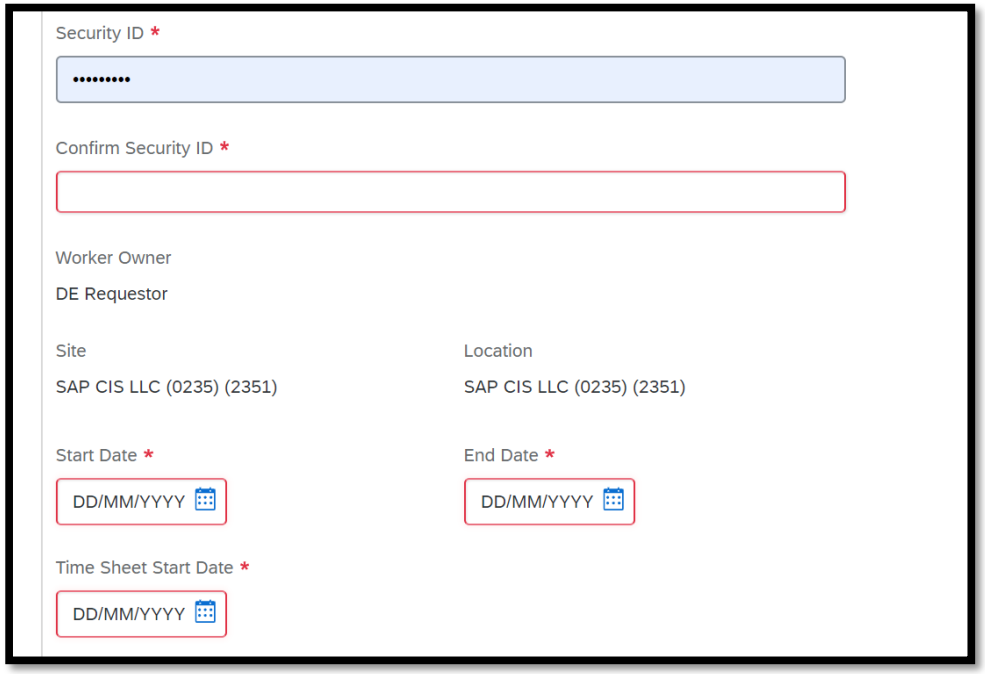
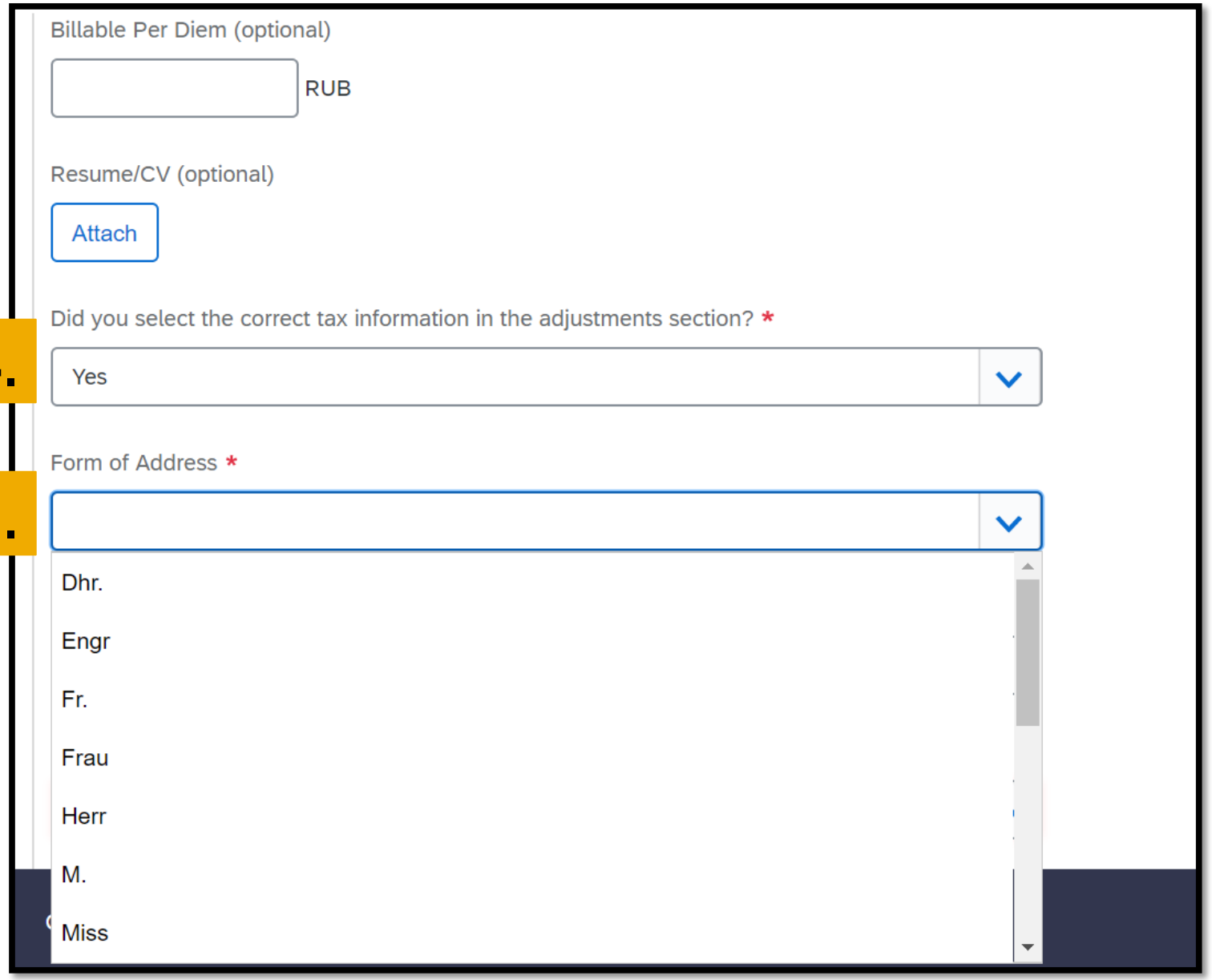


12. Please enter the security ID, according to the helping textbox which will appear. Attention: the security ID is unique for each worker, and always needs to be entered in the same way. As this is something where mistakes are easily made, we recommend our suppliers to take offline note of the security IDs of their workers.

13.

13. Enter here the start date and end date when the worker is available. Those dates should be within the time range for which the SOW is valid. Also, enter here the date from which on the worker will need to complete timesheets.



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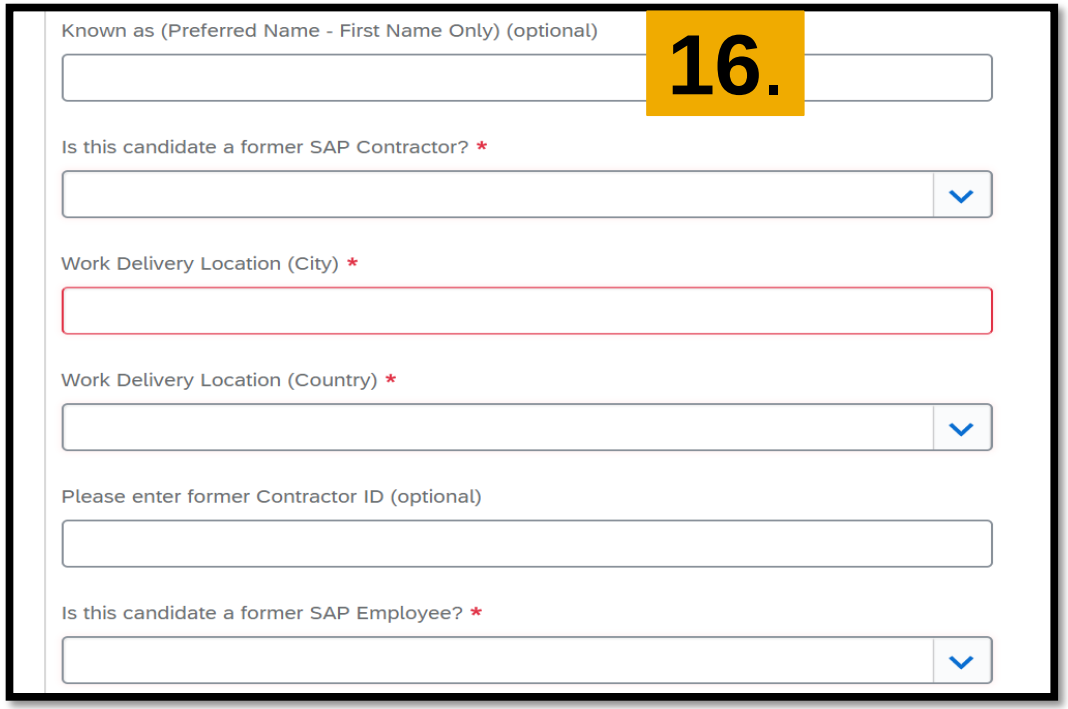
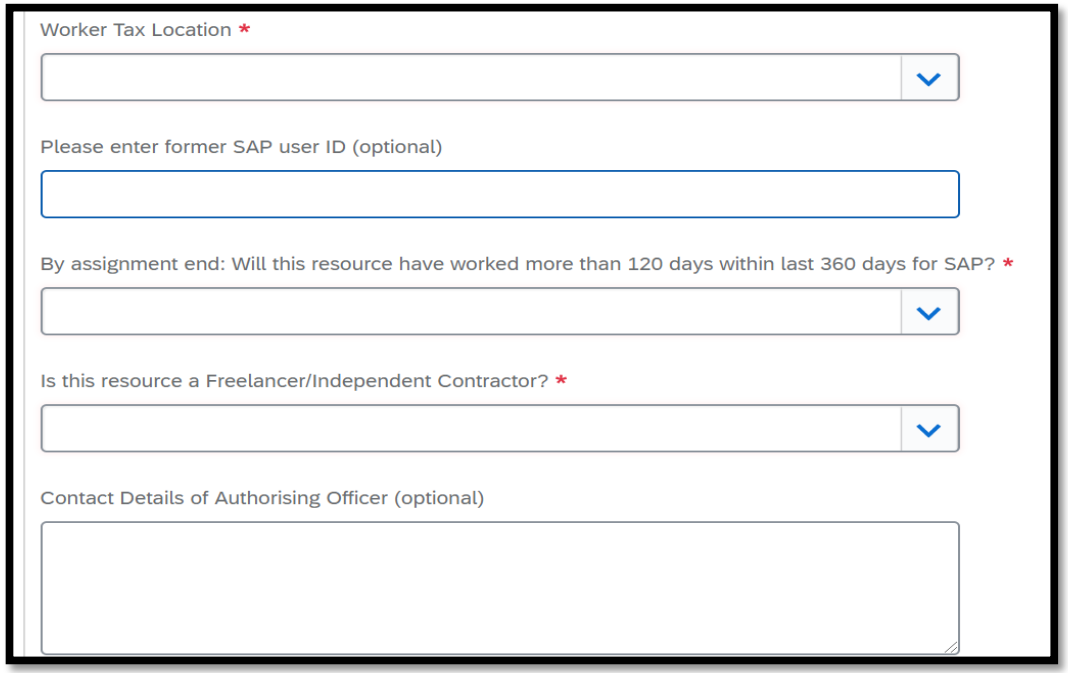
14. Please select “Yes” here.

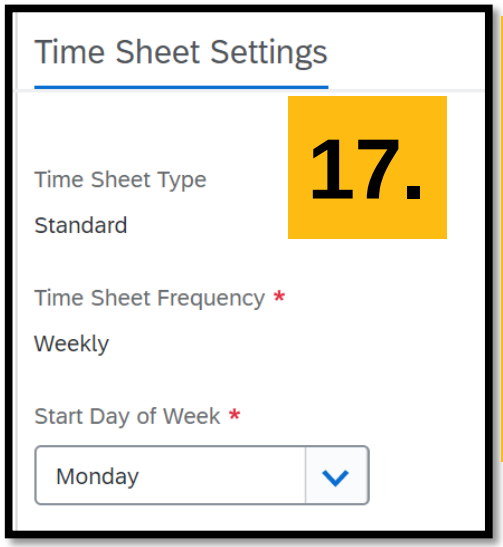
15. The Form of Address is how the person would like to be called. Please make a selection from the drop-down section.

16. Next you will see a list of questions, mostly regarding the past relationship of the worker with SAP. Those questions are to ensure that the contract we have with the worker will be legal and internal compliant.

- Is this candidate a former SAP Contractor? Please select Yes or No.
- Work Delivery Location: please enter here the location where the project is being delivered.
- Is this candidate a former SAP Employee? Please select Yes or No.
- Worker Tax Location: this is the location where the worker is physical based and paying his/her taxes. It can be the same or different than the Work Delivery Location.
- By assignment end: Will this resource have worked more than 120 days within last 360 days for SAP? Please select Yes or No.
- Is this resource a Freelancer/Independent Contractor? Please select Yes or No.





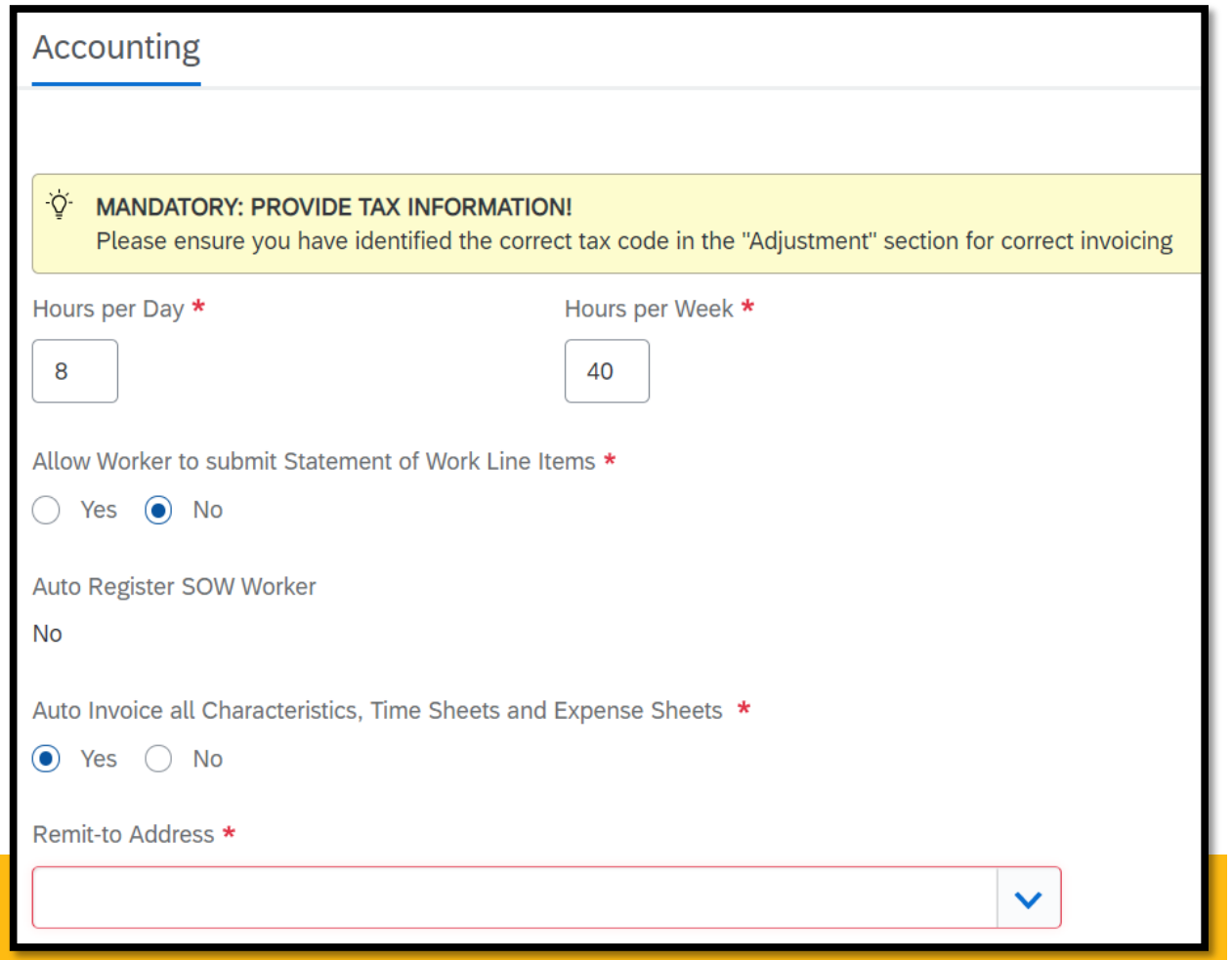


17. The time sheet frequency is predefined by your requestor. You can select here the start day of your work week.

18.

19.

20.

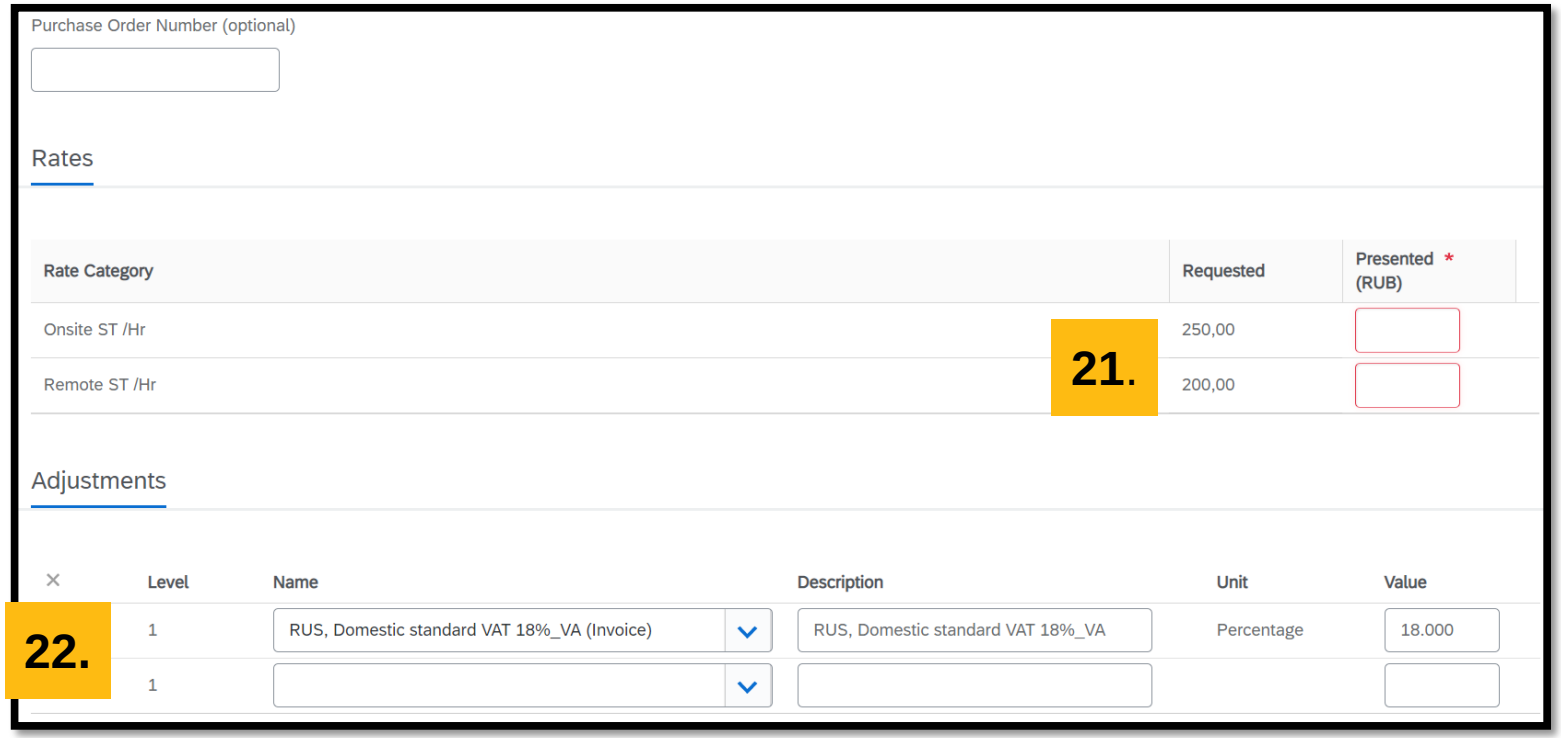


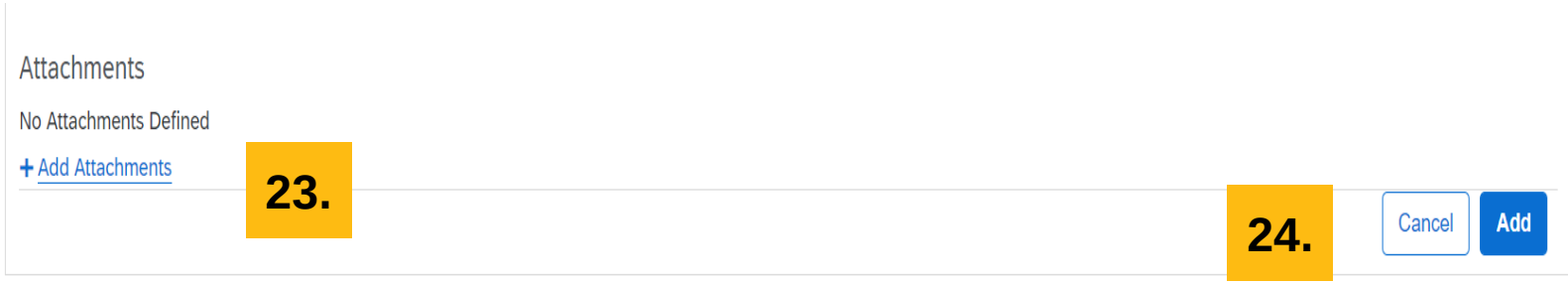
18. Please select the hours per day and hours per week.

19. Allow Worker to submit Statement of Work Line Items: please keep this on “No”.

20. **Please ensure you select the right auto invoicing setting.**

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.





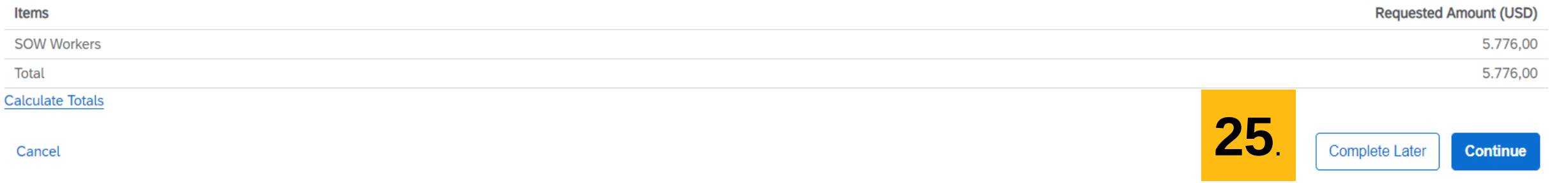
21. Please enter the rates here.

22. Please select the correct tax adjustment. If you are not sure which adjustment to select, please consult the Tax Guidance Document which is available in the reference library on your Fieldglass homepage.

This is a very important step. If the tax is missing or incorrect, the invoice will be incorrect and rejected.

23. You can attach optional further attachments.

24. Click “Add”. Now the worker has been added to the SOW.



25. Click on the bottom of the page on “Continue”.

26. You will arrive on the final page with all information which you have entered. Click “Submit” on the bottom of the page. You have now completed all steps.