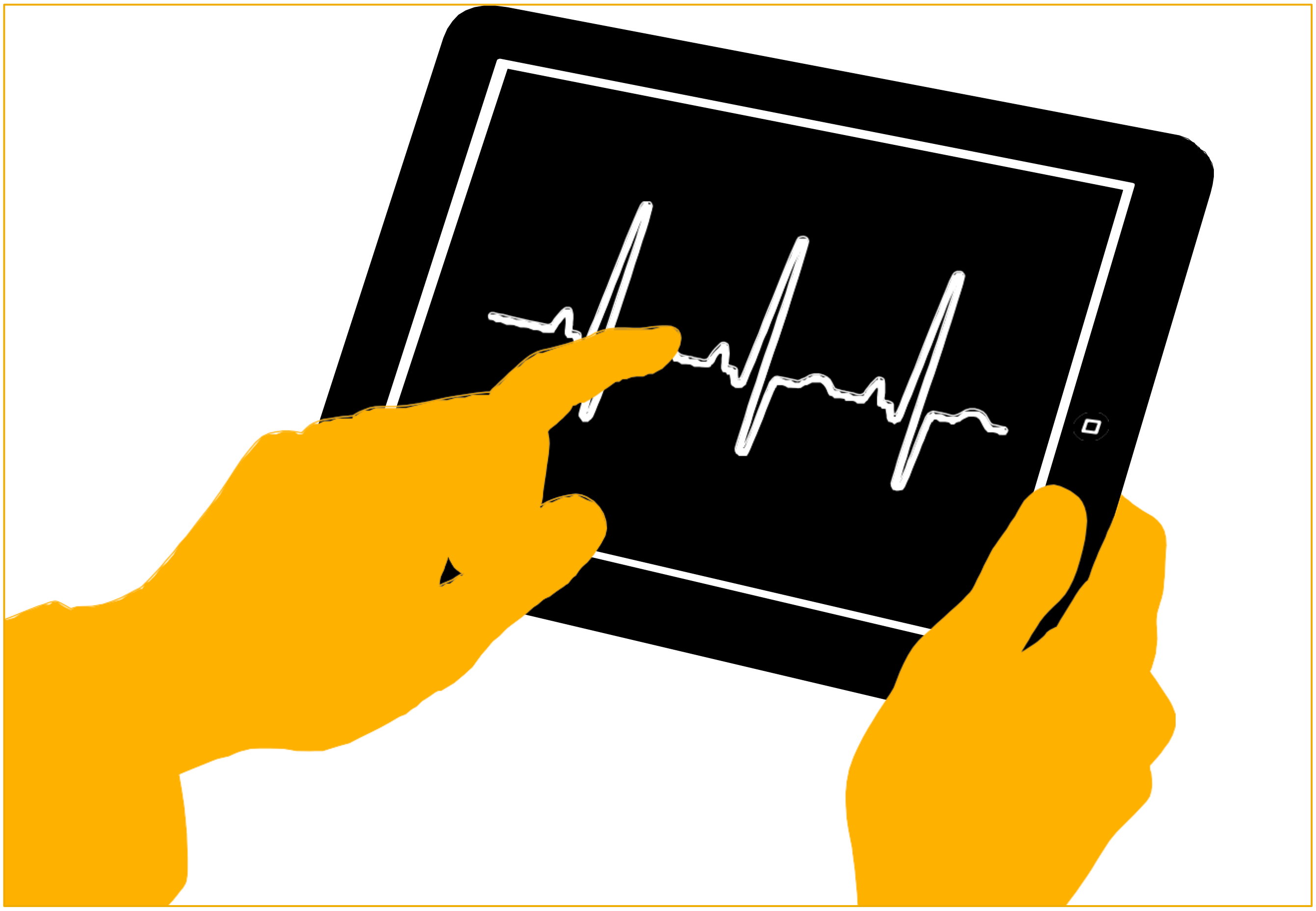
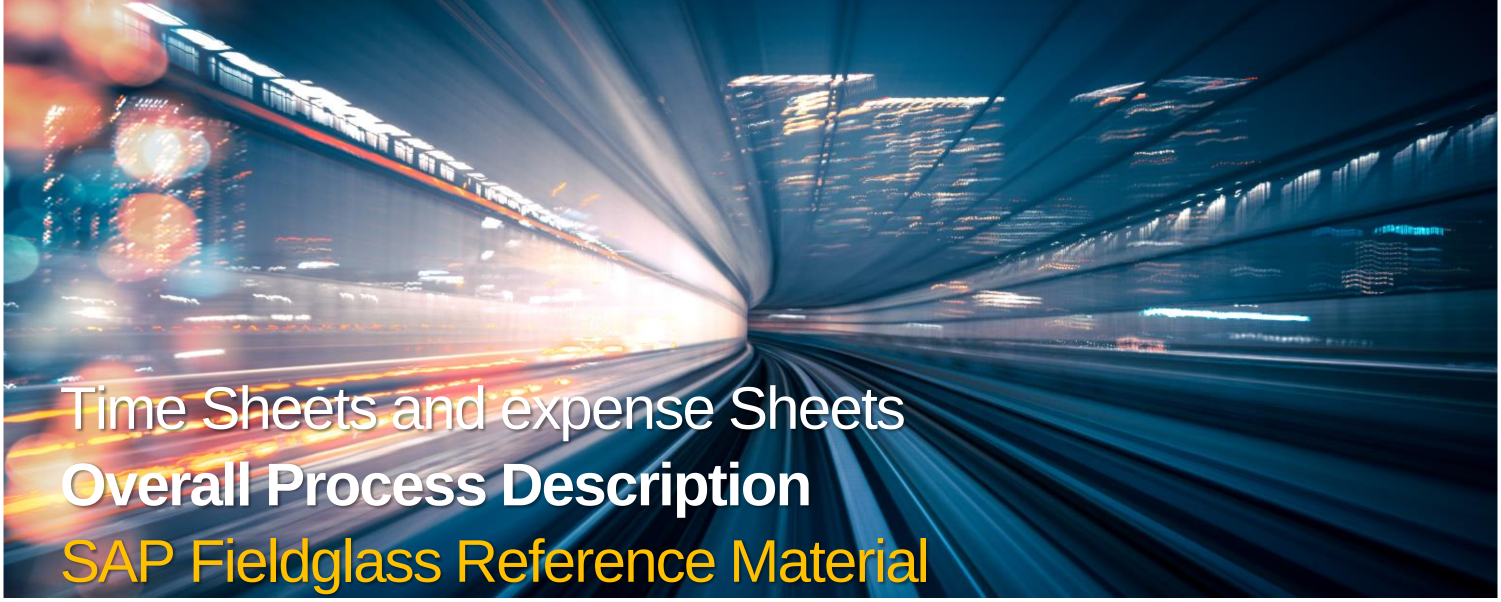


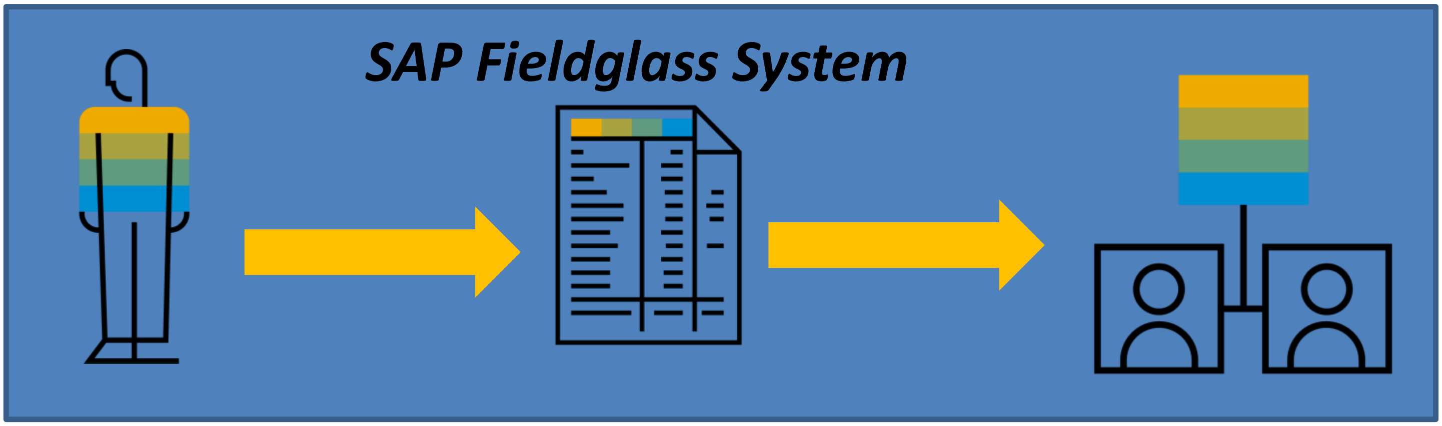
Supplier
Quick Reference Guide
Time Sheets and Expense Sheets

Version 1.0

CONTENTS



Time Sheets and expense Sheets
Overall Process Description
SAP Fieldglass Reference Material



The worker will sign into SAP Fieldglass and fill out the necessary hours worked (time sheets = TS), and create expense sheets (ES) on work orders created in SAP Fieldglass.

When completing the time sheets, the worker need to select the respective cost center code(s) to capture time worked against, and submit the time sheet (TS) and expense sheets for SAP approval.

For the time sheets, **the worker has the option to enter respective free text entries per day to describe the activities.**

Optional - After submitting the time sheets and expense sheets, it can be reviewed and approved by the supplier before sending the TS and ES to SAP.

After reviewing the time sheets and expense sheets from the supplier, SAP will internally approve or reject the times sheets and expense sheets.

**For the purposes of this guide, only key notes will be highlighted. Please be sure to complete all mandatory fields marked in red boxes*

Supplier (Worker): Create Time sheets and Expense sheets

1. The worker signs into SAP Fieldglass with his individual External Worker Log-in data. Each worker needs to individually sign up to make sure to be able to complete its Timesheets in SAP Fieldglass.
2. This can optionally be completed by a dedicated person or team on supplier's side, but it is still necessary to login using the supplier's credentials in order to submit the Timesheets correctly.

Once you are logged onto your account in Fieldglass, the homepage is displayed. From this page, the worker can:

- Capture time sheets
- Create expense sheets

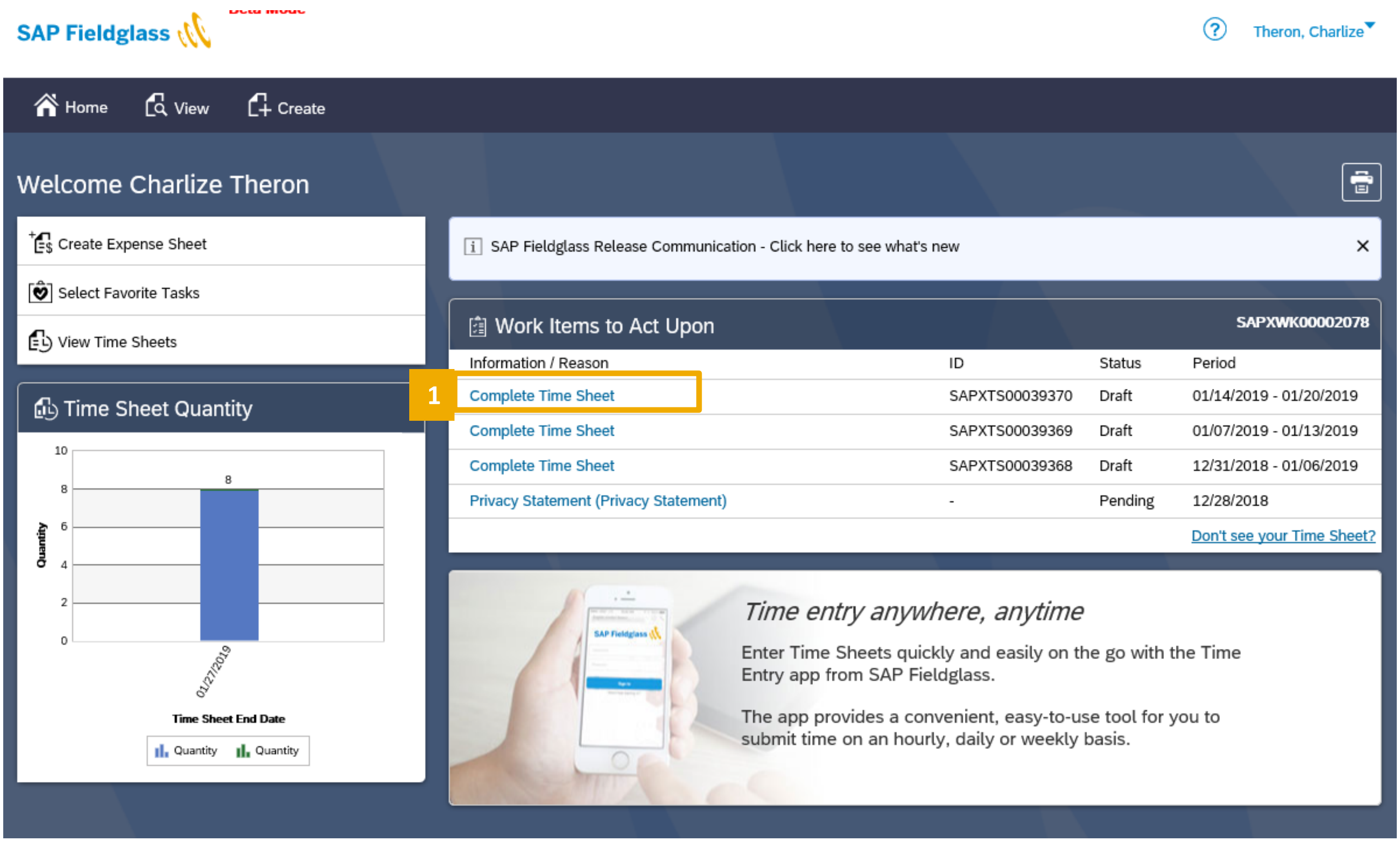
Supplier (Worker): Capture Time Sheets

Important Note:

- Time sheet frequencies are specified in the work order as **weekly or monthly.**
- Time is captured in hours, except for education suppliers (using daily rates).
- **Time sheets in status „draft"** can be saved, completed and submitted at a later stage.

Key Steps to capture the timesheet:

1. Select «Complete Time Sheet» for the period (based on time sheet frequency)



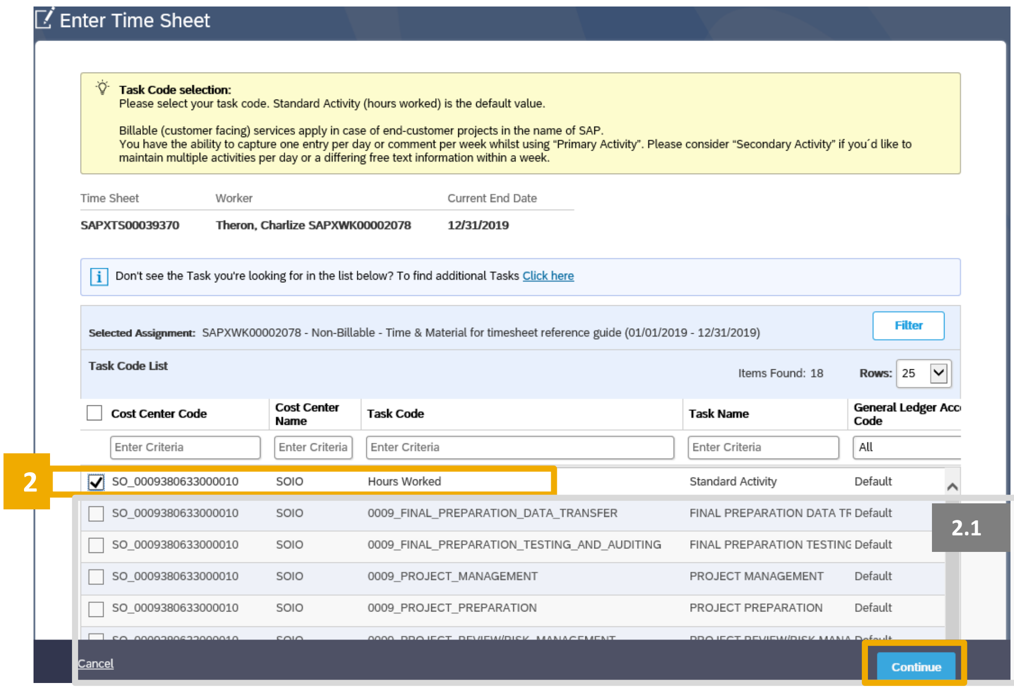
Supplier (Worker): Capture Time Sheets

Key Steps to capture the time sheet (continue)

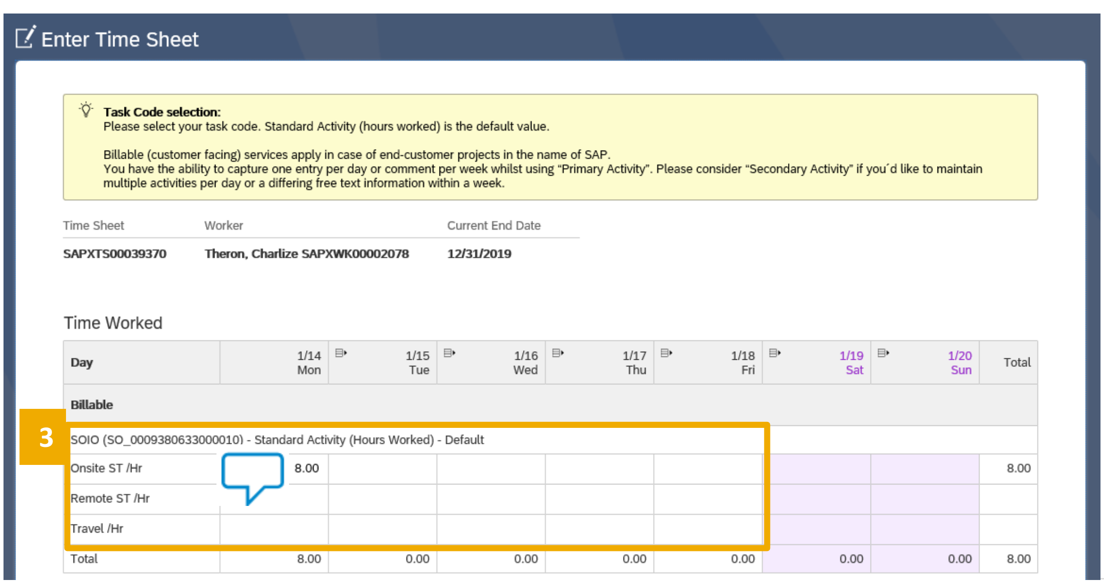
2. Select the **respective cost center(s)** and **task code.** Click «Continue»

   Select task code "Hours Worked" – as shown in step 2. Exception : Only for US and Canada Billable services orders - **shown in step 2.1**

3. Capture worked hours per week for each cost center code line item (as selected on the screen before). Different line items are displayed per cost center code for onsite and remote time worked.



2.1 **Only for US and Canada company code orders for Billable services** - where SAP will invoice a SAP end customer for the service delivered, please select only the **relevant sub task code(s) e.g. Project Management**



Comments per activity per day can be captured – see next page

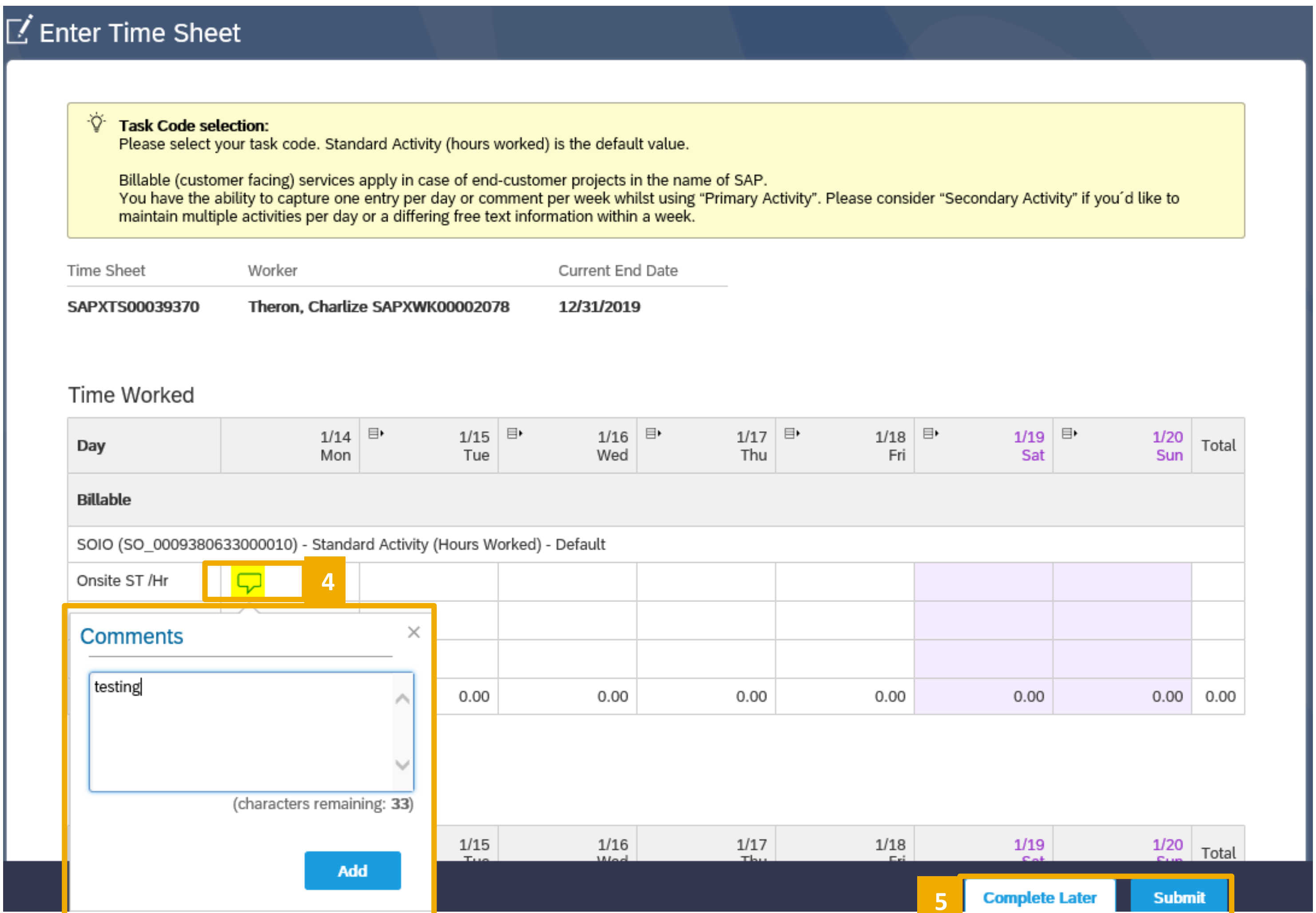
Supplier (Worker): Capture Time Sheets

Key Steps to capture the time sheet (continue)

4. To add free text **comments** – per activity per day, click on the bubble within each time entry field. The comments field caters for 40 characters (max). Comments are optional, but helps the SAP approvers when approving the timesheets.

   Add Attachments if supporting documents needs to be uploaded (optional)

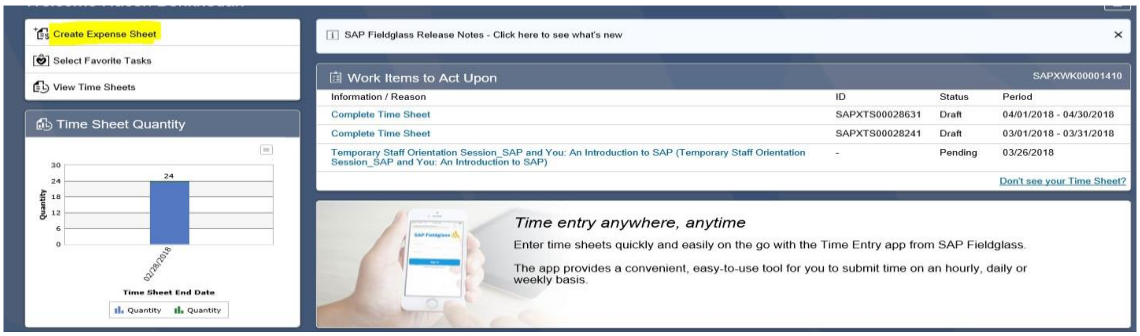
5. Click **Submit** to submit the timesheet for approval, or Click **Complete later** to save the time sheet and submit at a later stage

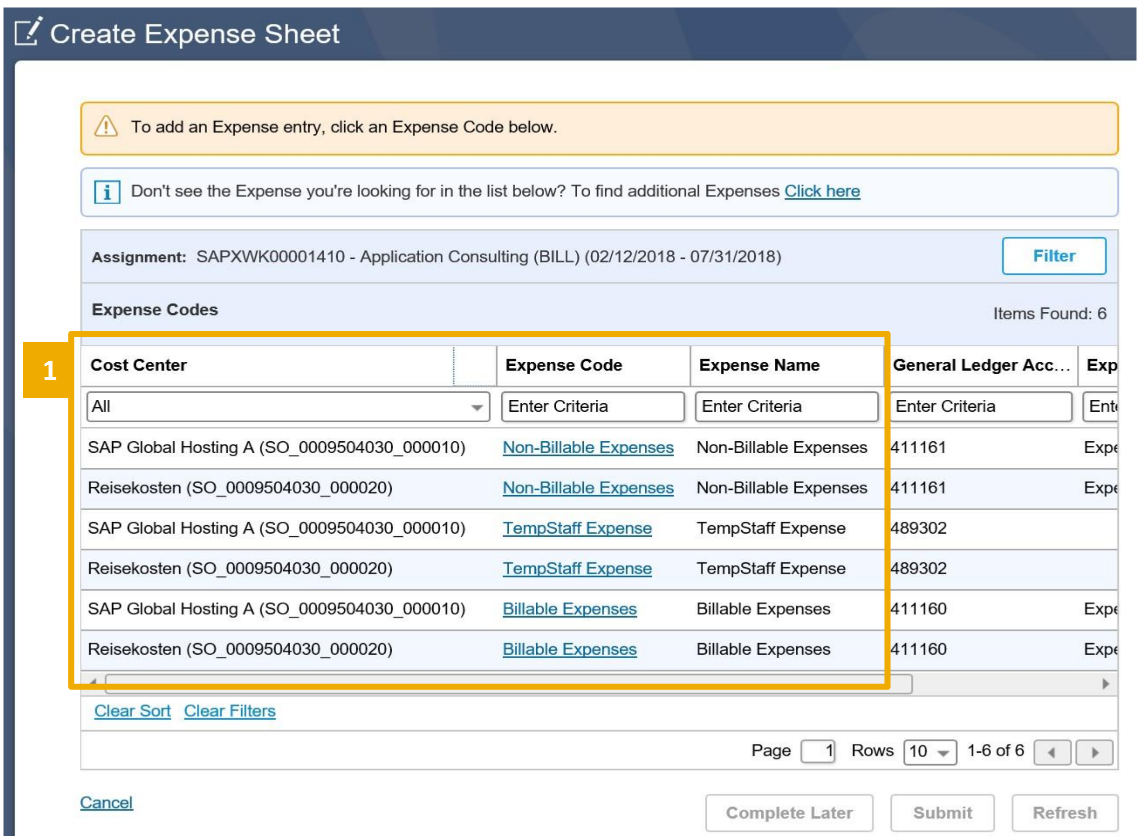


Supplier (Worker): Create Expense Sheet

Important: For expense sheets on Fieldglass, please **convert the expense currency into the work order currency** and capture the **nett expense amount** (without tax). Also attach a copy of the receipt to the expense entry before you submit the expense for buyer (SAP) approval.

1. Select «Create Expense Sheet» from the overview page to capture expense





The ***Expense Code*** must be selected depending if your order was created for a SAP non-billable project (not billed to a SAP Customer), temporary staff or a SAP Customer facing project (billed to a SAP Customer).

- Select the ***Expense Code*** per cost object to create the Expense Sheet.

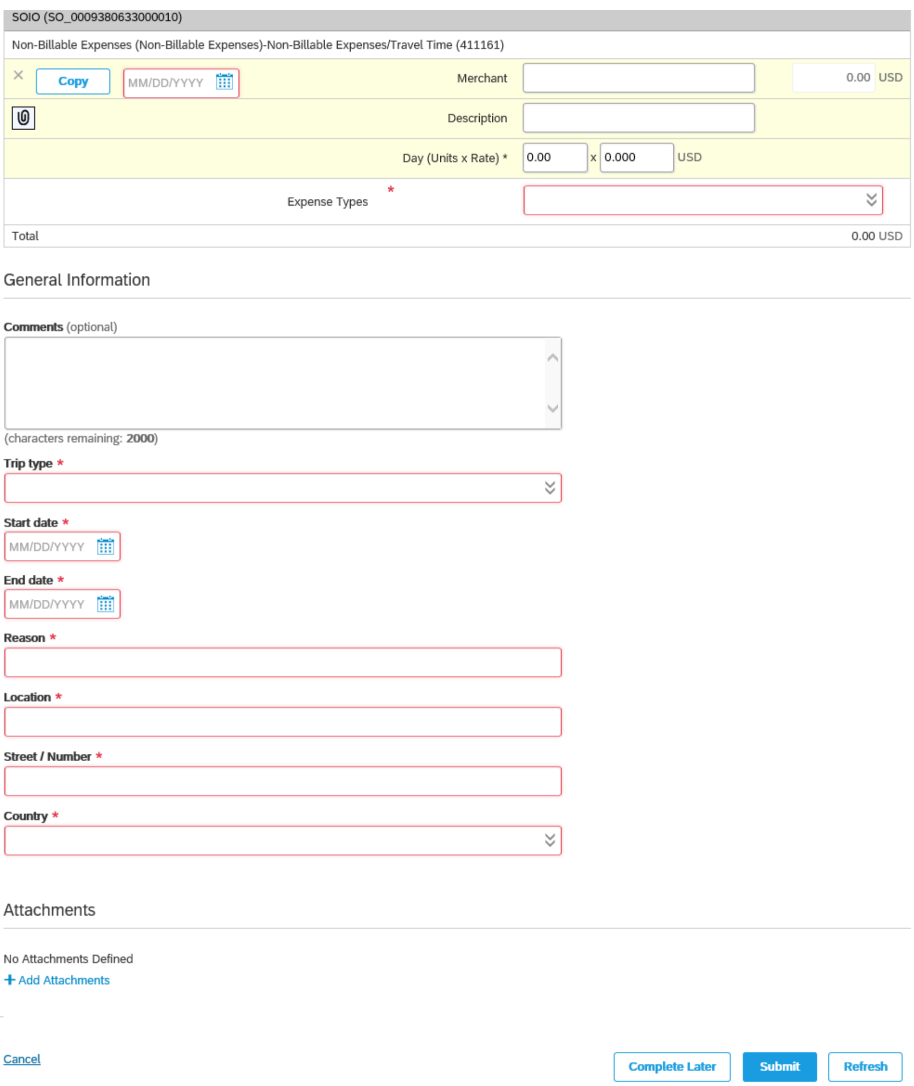
Supplier (Worker): Create Expense Sheet

Important: Please convert the expense currency into the work order currency and capture the **nett expense amount** (without tax). Also attach a copy of the receipt to the expense entry before you submit the expense for buyer (SAP) approval.

2. Create expense sheet by capturing the required fields:

- **Expense date**
- **Expense type**
- **Trip Type**
- **Trip Start date & end date**
- **Reason for the trip**
- **Location, Street number, Country**
- Click **Add Attachments** if support documents need to be uploaded (e.g. receipt copy) .
- To submit the expense sheet for approval, click **Submit.** Click **Complete later** if you want to save the expense sheet and submit at a later stage.

Note: All expense sheets and timesheets submitted are subject to SAP approval before the invoice can be created, either automatically or manual.



Supplier (Administrator user): View and Review Time Sheets. View and Create Expense Sheets

Introduction

When your worker has started an assignment and the work order is activated by the buyer, the worker will receive registration emails that will allow the worker to log into the Fieldglass system in order to access time sheets and create expense sheets. Time sheets will become available to the worker based on the assignment start date. Your supplier administrator users in Fieldglass have the ability to view and review all timesheets and expenses of your workers before the timesheets and expenses are submitted to SAP for approval. Optional step only.

In this Chapter

In this chapter, you will learn to:

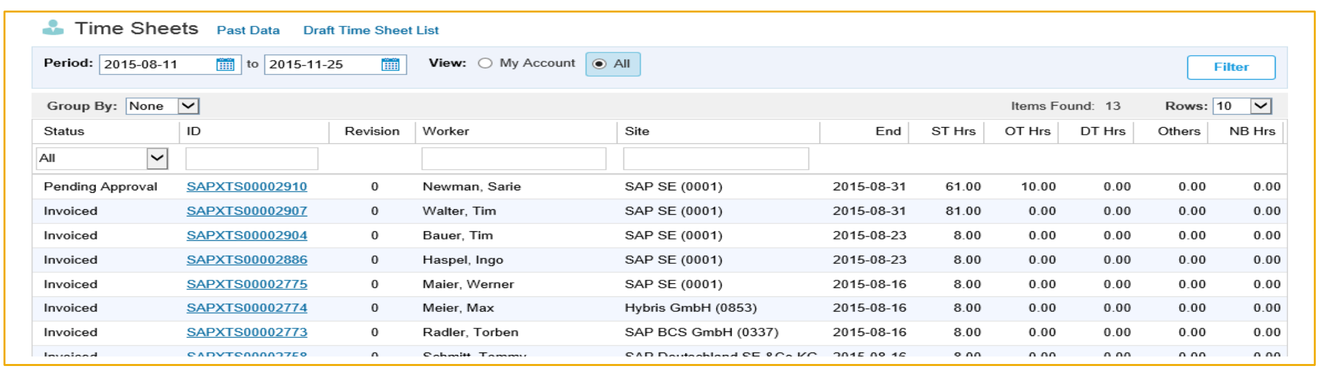
- View time sheets
- Review draft time sheets
- View and create expense sheets

Viewing Time Sheets

The **Time Sheet List** page in Fieldglass is consists of two separate views. When you first navigate to the **Time Sheet List** page, only time sheets in a “Pending Approval” or “Invoiced” status will be displayed for the time period specified in the **Period** fields at the top of the page. Time sheets in “Draft” status have not been submitted by the worker and are not listed in the default view. For more information about viewing draft (unsubmitted) time sheets, refer to “Reviewing Draft Time Sheets” on the next page.

To view a list of submitted (“Pending Approval”) or “Invoiced” time sheets:

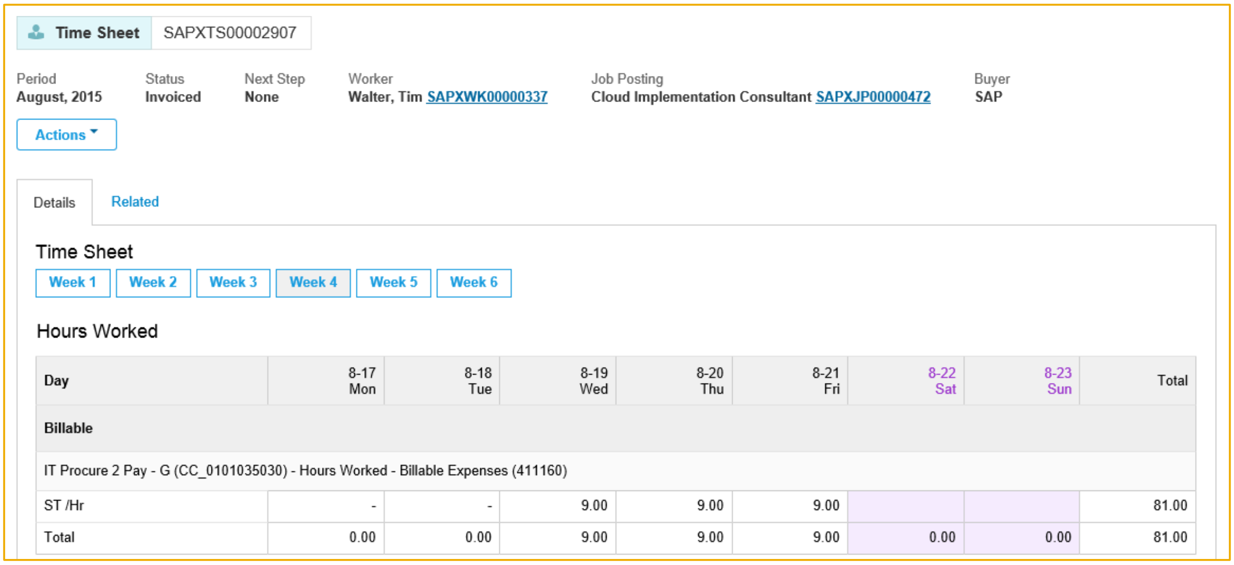
1. Click the **View** menu and select **Time Sheet.**



Status	ID	Revision	Worker	Site	End	ST Hrs	OT Hrs	DT Hrs	Others	NB Hrs
All										
Pending Approval	SAPXTS00002910	0	Newman, Sarie	SAP SE (0001)	2015-08-31	61.00	10.00	0.00	0.00	0.00
Invoiced	SAPXTS00002907	0	Walter, Tim	SAP SE (0001)	2015-08-31	81.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002904	0	Bauer, Tim	SAP SE (0001)	2015-08-23	8.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002886	0	Haspel, Ingo	SAP SE (0001)	2015-08-23	8.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002775	0	Maier, Werner	SAP SE (0001)	2015-08-16	8.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002774	0	Meier, Max	Hybris GmbH (0853)	2015-08-16	8.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002773	0	Radler, Torben	SAP BCS GmbH (0337)	2015-08-16	8.00	0.00	0.00	0.00	0.00

Note: Time sheets are provided each week for all active workers currently on assignment. Workers cannot access time sheets for future periods.

2. Use the search options to locate the time sheets you want to view.
3. To view a specific time sheet, click the time sheet **ID**.



4. Review the tasks that the hours have been allocated against, along with the total billable and non-billable amounts.
5. Click the **Related** tab to view any related documents in the system, such as the job posting, work order, or invoice.
6. When it has been approved by the worker's supervisor, a time sheet is ready for invoicing. Depending on the buyer's configuration, invoices are either created automatically or must be manually created by the supplier (refer to "Invoices" on page 46).

   When a time sheet has been submitted, approved, and invoiced, the time sheet cannot be rejected or adjusted. However, if an error is found, a credit/debit memo or a revised time sheet can be created to adjust previously submitted hours.

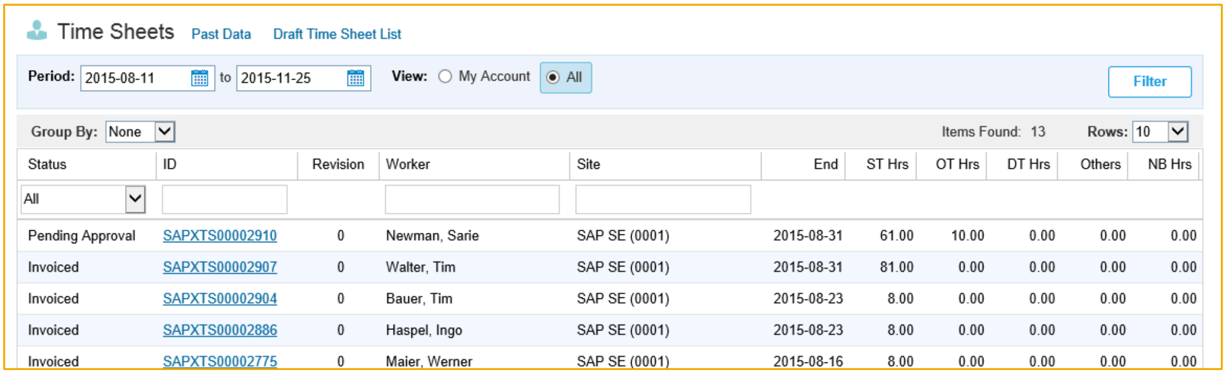
Reviewing Draft Time Sheets

Time sheets in "Draft" status have not been submitted by the worker and are not listed in the default Time Sheet List view. It is important to review time sheets in "Draft" status for previous weeks and encourage workers to submit their time for invoicing.

You can also run a report of draft time sheets. Refer to "Reports" on page 86 for more information about running reports.

To view a list of draft time sheets:

1. Click the **View** menu and select **Time Sheet.**

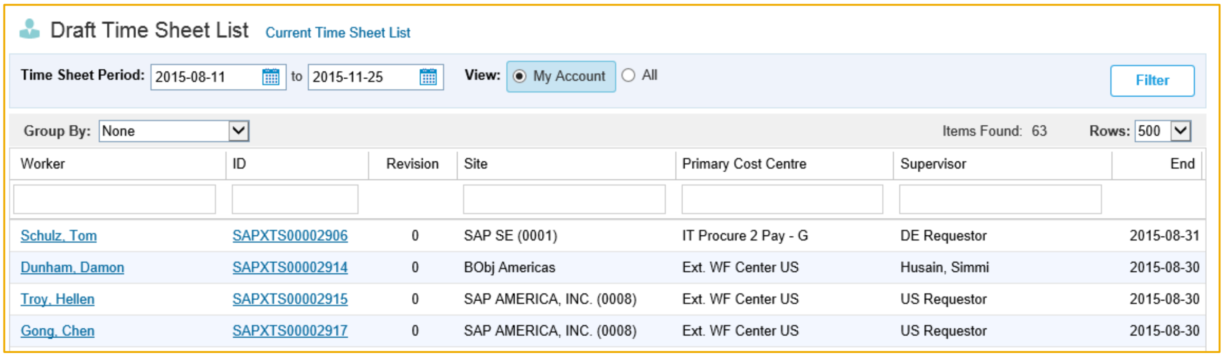

Time Sheets Past Data Draft Time Sheet List

Period: 2015-08-11 to 2015-11-25 View: My Account All Filter

Group By: None Items Found: 13 Rows: 10

Status	ID	Revision	Worker	Site	End	ST Hrs	OT Hrs	DT Hrs	Others	NB Hrs
All										
Pending Approval	SAPXTS00002910	0	Newman, Sarie	SAP SE (0001)	2015-08-31	61.00	10.00	0.00	0.00	0.00
Invoiced	SAPXTS00002907	0	Walter, Tim	SAP SE (0001)	2015-08-31	81.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002904	0	Bauer, Tim	SAP SE (0001)	2015-08-23	8.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002886	0	Haspel, Ingo	SAP SE (0001)	2015-08-23	8.00	0.00	0.00	0.00	0.00
Invoiced	SAPXTS00002775	0	Maier, Werner	SAP SE (0001)	2015-08-16	8.00	0.00	0.00	0.00	0.00

2. Click the **Draft Time Sheet List** link.


Draft Time Sheet List Current Time Sheet List

Time Sheet Period: 2015-08-11 to 2015-11-25 View: My Account All Filter

Group By: None Items Found: 63 Rows: 500

Worker	ID	Revision	Site	Primary Cost Centre	Supervisor	End
Schulz, Tom	SAPXTS00002906	0	SAP SE (0001)	IT Procure 2 Pay - G	DE Requestor	2015-08-31
Dunham, Damon	SAPXTS00002914	0	BObj Americas	Ext. WF Center US	Husain, Simmi	2015-08-30
Troy, Hellen	SAPXTS00002915	0	SAP AMERICA, INC. (0008)	Ext. WF Center US	US Requestor	2015-08-30
Gong, Chen	SAPXTS00002917	0	SAP AMERICA, INC. (0008)	Ext. WF Center US	US Requestor	2015-08-30

3. Use the search options to display the time sheets you want to view in the Draft Time Sheet List.

Reviewing Expense Sheets

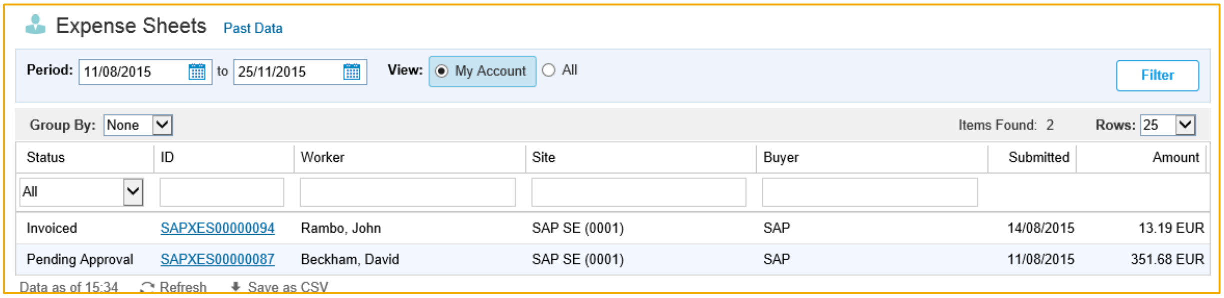
If allowed by the buyer's configuration, workers can submit expense sheets for review and approval of the supplier administrator users in Fieldglass.

Important: For expense sheets on Fieldglass, the worker or supplier user must **convert the expense currency into the work order currency** and capture the **nett expense amount** (without tax). Also attach a copy of the receipt to the expense entry before you submit the expense for buyer (SAP) approval.

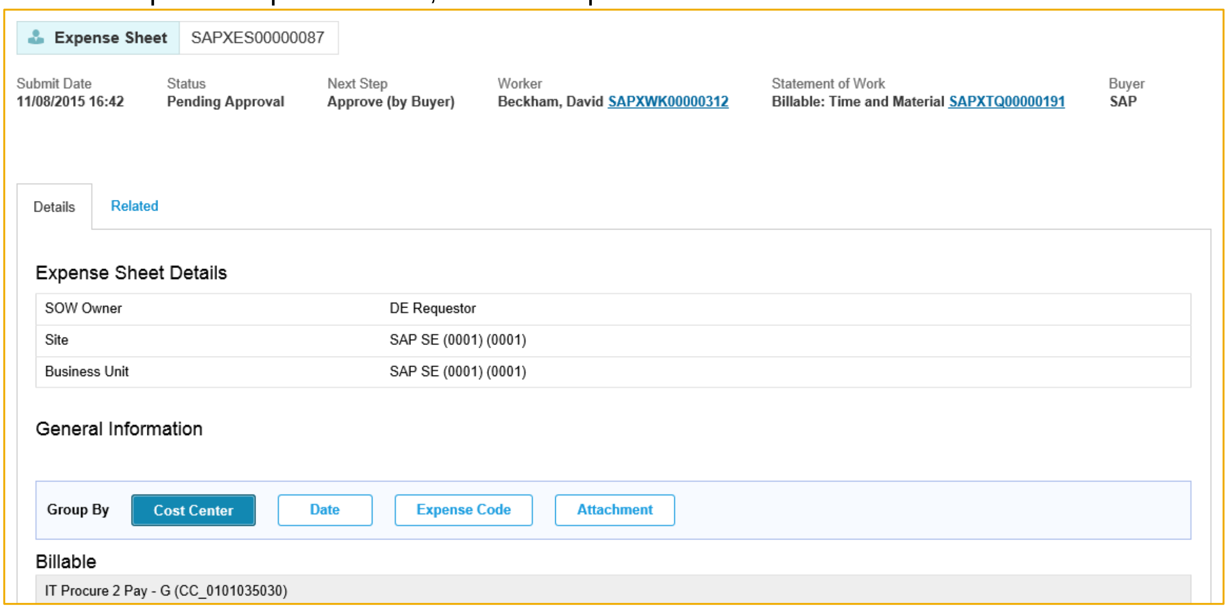
To view a list of all expense sheets:

1. Click the **View** menu and select **Expense Sheet**.

   The supplier's Expense Sheet List displays expense sheets for the time period specified in the **Period** fields.



2. Use the search options to display the expense sheets you want to view.
3. To view a specific expense sheet, click the expense sheet **ID**.



4. Click the **Related** tab to view any related documents in the system, such as the job posting, work order, or invoice.

5. When it has been approved by the worker's supervisor, the expense sheet is processed for payment by the buyer.