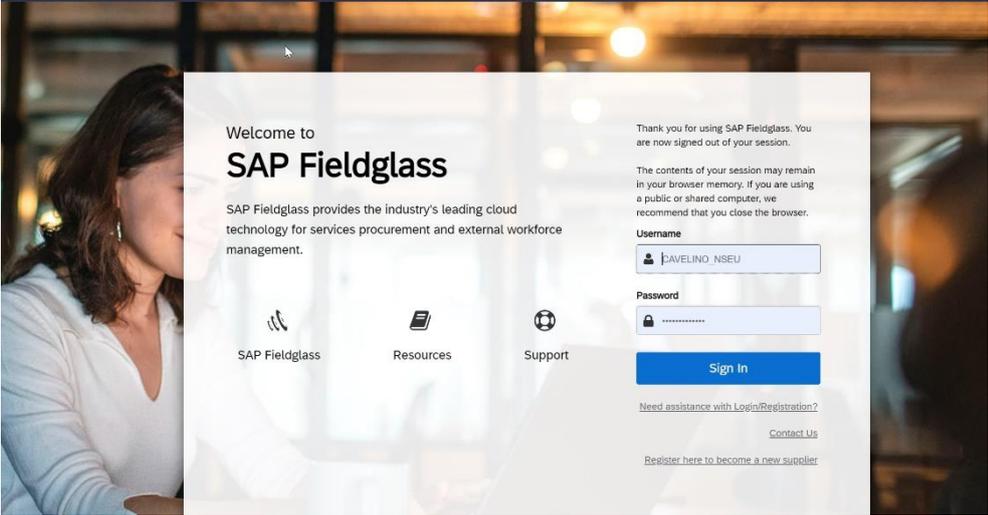
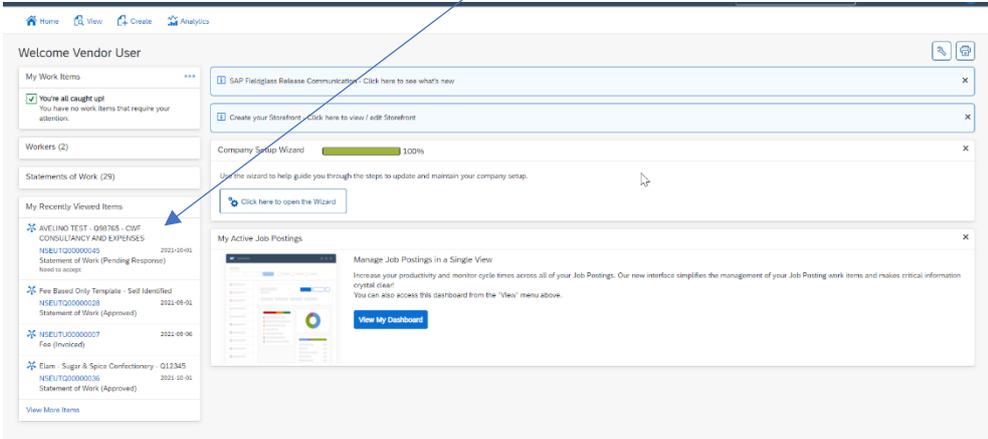


Accepting a Fee based plus Time and Expenses SOW

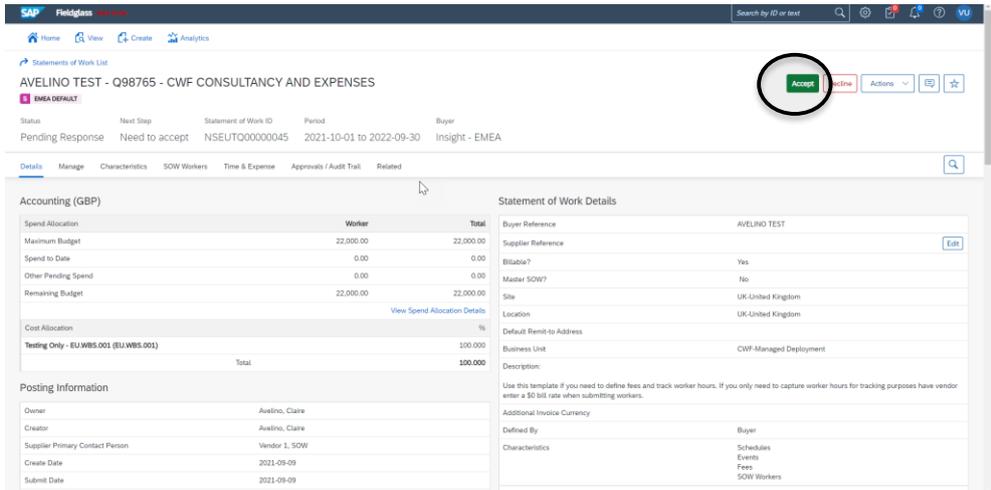
Log into Fieldglass: <https://www.fieldglass.eu/>



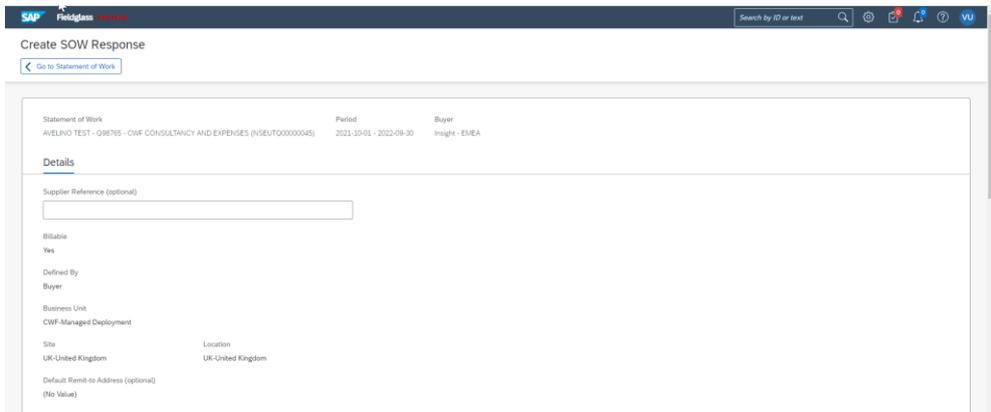
Navigate to the relevant Fieldglass SOW



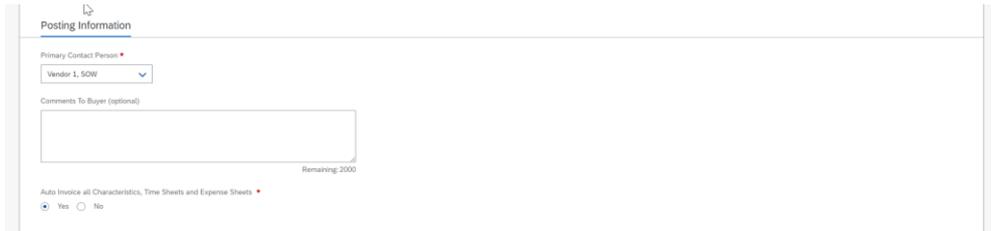
Scroll through and ensure that the amounts are correct. If everything is correct, click **Accept**.



This takes you through to the **Create SOW Response** page. A Service Partner can input a reference, but this is not mandatory.



Ensure that the correct **Primary Contact Person** is selected, you can change using the drop-down menu. **Auto invoice should ALWAYS be yes.**



Check that the amounts are correct, add any **attachments** that you want Insight to be aware of.

Accounting

Additional Invoice Currency (optional)
[Dropdown]

Spend: 20,000.00 (GBP) GBP Adjustments: + 2,000.00 (GBP) GBP Maximum Budget: = 22,000.00 (GBP)

SOW Coordinators
No SOW Coordinators Defined

Attachments
No Attachments Defined
[Add Attachments](#)

Check the **Characteristics**, if you are happy with the details, click on **Continue**.

Characteristics

Events | Schedules | **Fees**

Fee Rate Type	Name	Description	Capitalized	Rate	Maximum Units	PO Number
All	Enter Criteria	Enter Criteria	All	Enter Criteria	Enter Criteria	Enter Criteria
View	Defined on Fees	Fee 1	No	5,000.00	4.00	

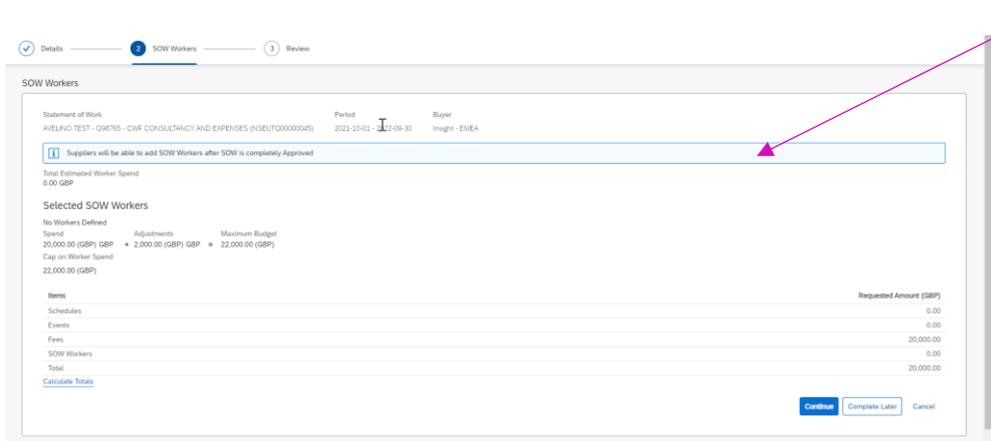
Page 1 | Rows 10 | 1 of 1

Accounting

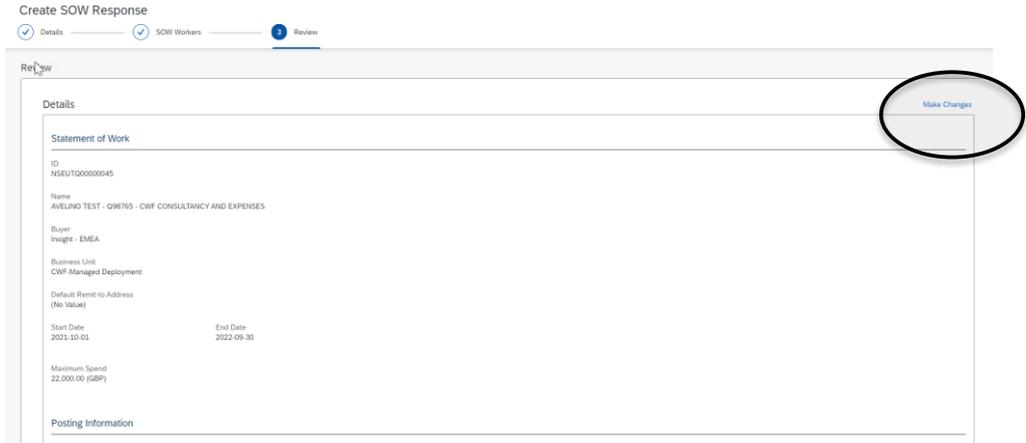
Items	Requested Amount (GBP)
Schedules	0.00
Events	0.00
Fees	20,000.00
Total	20,000.00

Continue | **Continue Later** | Cancel

Once the SOW has been completely agreed you will be able to add the SOW workers



This takes you through to the **Summary and Review** page. Take time to review the information, if you see anything that needs amending, click on **Make Changes**, and edit accordingly.



If content, scroll to the bottom and click on **Submit**.

SOW Workers

Selected SOW Workers

SOW Workers not selected

Summary

Items	Amount (GBP)
Schedules	0.00
Events	0.00
Fees	20,000.00
SOW Workers	0.00
Total	20,000.00

Input any comments you want Insight to receive. Click on **Submit**.

Submit SOW Response for Approval

Comments

Thank you for this opportunity!

Remaining: 959

Items	Amount (GBP)
Schedules	0.00
Events	0.00
Fees	20,000.00
SOW Workers	0.00
Total	20,000.00