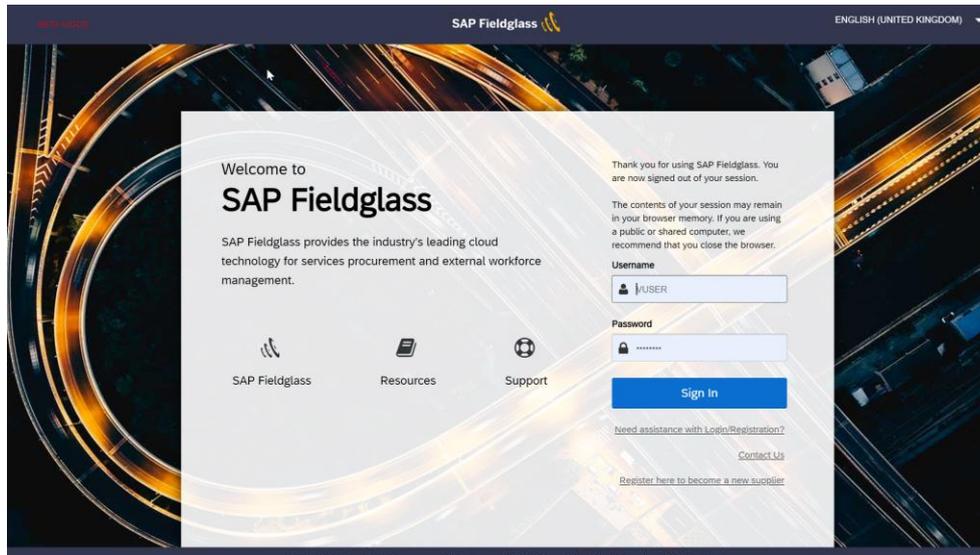
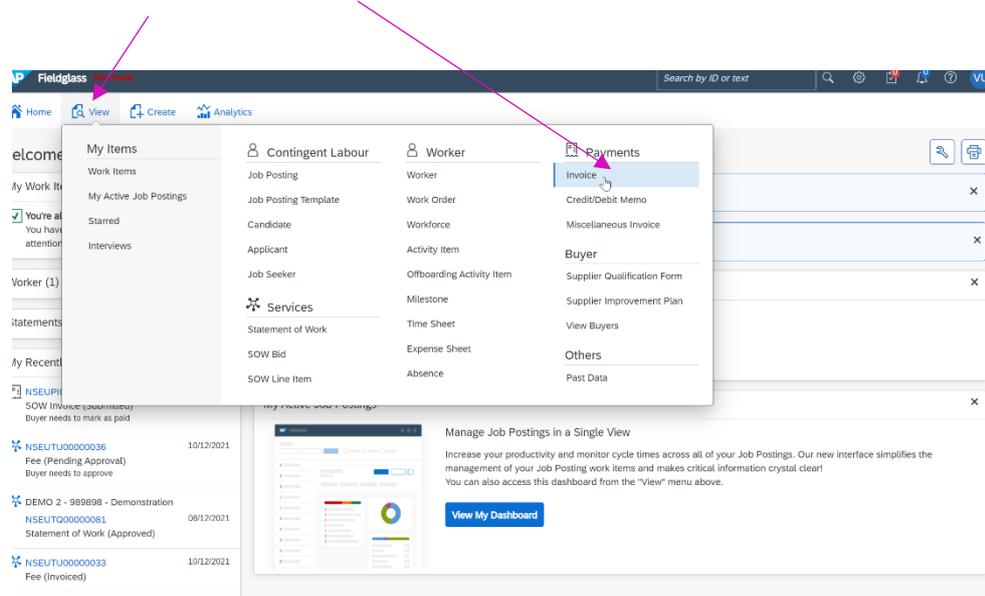


How to View an Invoice

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



Click on **View** and select **Invoice**.



Select the relevant invoice item you want to view.

The screenshot shows the SAP Fieldglass 'Invoices' list. At the top, there are filters for Period (08/12/2021 to 22/03/2022), View (My Account), Type (All), and Group By (None). Below the filters is a table with columns: Status, ID, Code, Name, Buyer, Submitted, and Amount. The first row is highlighted and contains: Approved, NSEUPI00000038, NSEUPI00000038, TESTING TESTING, Insight - EMEA, 10/12/2021, 6,000.00 GBP. A pink arrow points to the ID field. Below the table are options for 'Clear Sort', 'Clear Filters', 'Page 1', 'Rows 1', and '1-1 of 1'. At the bottom, there is a footer with 'THE BEST RUN SAP' logo and login information.

You will get a summary page that has the following information:

- a. Status
- b. Invoice ID – the NSEUPI number
- c. Statement of Work ID – the NSEUTQ number
- d. Fee ID information

The screenshot shows the SAP Fieldglass 'Invoices List' summary page for the invoice 'TESTING TESTING'. The page displays the following information:

- Status:** Approved
- Next Step:** Buyer needs to mark as paid
- Invoice ID:** NSEUPI00000038
- Submit Date:** 10/12/2021 09:09 AM
- Buyer:** Insight - EMEA

Below this, there are tabs for 'Details', 'Approvals / Audit Trail', and 'Related'. The 'Details' tab is active, showing:

- Statement of Work ID:** NSEUTQ00000076
- Accounting (GBP):**

| | Amount |
|-------------------------|-----------------|
| Invoice | 5,000.00 |
| Adjustment | 1,000.00 |
| Total Amount Due | 6,000.00 |
- Posting Information:**

| | |
|--------------|---|
| Submitted By | User, Vendor (claire.avelino@insight.com) |
|--------------|---|
- SOW Invoice Details:**

| | |
|------------------|-------------------------------|
| Invoice Code | NSEUPI00000038 |
| PO Number | |
| End Date | 10/12/2021 |
| Site | UK-United Kingdom |
| Business Unit | CWF - Content & Collaboration |
| Adjustment Group | Site Tax Adjustment |

| Fees | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|------------|--------------|--|
| ID | | | | | | | | Date | Amount (GBP) | |
| NSEUTU00000033 | | | | | | | | 10/12/2021 | 5,000.00 | |
| | | | | | | | | Subtotal | 5,000.00 | |

| Adjustment | | | | | | | | | | |
|------------|------------------------------|-------------|-------------|-----------|----------|-------------------------|------------|------------|--------------|--|
| Level | Name | Description | Module | Taxable ? | Discount | Adjustable Amount (GBP) | Adjustment | Unit | Amount (GBP) | |
| 1 | Site Tax - SOW - All Modules | | SOW Invoice | Yes | No | 5,000.00 | 20.000 | Percentage | 1,000.00 | |
| | | | | | | | | Subtotal | 1,000.00 | |

To print off an invoice for your records, click on **Action** and select **Print**.

The screenshot shows the 'Invoices List' page for 'TESTING TESTING'. An 'Actions' dropdown menu is open, with the 'Print' option highlighted. A red arrow points to the 'Print' button. Below the menu, the invoice details are visible, including the status 'Approved', next step 'Buyer needs to mark as paid', invoice ID 'NSEUPI00000038', submit date '10/12/2021 09:09 AM', and buyer 'Insight - EMEA'. The page also displays 'Accounting (GBP)' and 'SOW Invoice Details' sections.

A PDF will be created that you can download and save locally, it will look like the one below

| Accounting (GBP) | |
|-------------------------|-----------------|
| Category | Amount |
| Fees | 5,000.00 |
| Adjustments | 1,000.00 |
| Total Amount Due | 6,000.00 |

| Adjustments | | | | | | |
|------------------------------|-------------|----------|---------|-------------------|-------------------|-----------------|
| Reason | Description | Discount | Module | Adjustable Amount | Adjustment Unit | Amount (GBP) |
| Site Tax - SOW - All Modules | | No | Invoice | 5,000.00 | 20,000 Percentage | 1,000.00 |
| Subtotal | | | | | | 1,000.00 |

| Fees | | | | |
|-----------------------|------------|-----------------|-----------------------|--|
| Fee | Date | Amount | Amount After Discount | |
| NSEUTU00000033 | 10/12/2021 | 5,000.00 | 0.00 | |
| Total Discount | | 5,000.00 | 0.00 | |
| Subtotal | | | 0.00 | |

This contains useful information that you can use if you have any queries regarding payment. When talking to your Accounts Payable contact at Insight you can use the NSEUPI reference number, and this will help them deal with your query more effectively.