

## How to View an Invoice

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



## Click on View and select Invoice.

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P Fieldg	lass Ber Mode						Search by ID or text	Q @	3	2 0	) <u>vu</u>
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hi Mark Ite	Work Items		Job Posting	Worker		Invoice					
	My Active Job Posting	ţs	Job Posting Template	Work Orde	er	Credit/Debit Memo					×
You're al You have	Starred		Candidate	Workforce		Miscellaneous Invoice					
attention	Interviews		Applicant	Activity Ite	m	Buver					×
Verker (1)			Job Seeker	Offboardir	ng Activity Item	Supplier Qualification I	Form				_
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statements			Statement of Work	Time Shee	rt	View Buyers					
_			SOW Bid	Expense \$	Sheet	Others					
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SOW Inve Buyer need	sto mark as paid	-		_		Pasi Dala					×
X NSEUTU	0000036	10/12/2021	•	···· N	lanage Job Posting	s in a Single View					
Fee (Pen Buyer need	ding Approval) Is to approve			⊐o n ````````````````````````````````````	ncrease your productiv nanagement of your Jo 'ou can also access thi	ity and monitor cycle times b Posting work items and m s dashboard from the "View	cross all of your Job Postings. Our new interfa akes critical information crystal cleart menu above.	:e simplifie	s the		
Statemen	989898 - Demonstration 00000081 t of Work (Approved)	08/12/2021			View My Dashboard						
Fee (Invo	00000033 iced)	10/12/2021									



Select the relevant invoice item you want to view.

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eriod 08/12/2021 🔟 to	22/03/2022	View My Account.	Type All	Group By	✓ Apply Fitters		1 item Four
Status	ID	Code	Nat	ne	Buyer	Submitted	Amoun
All 👻	Enter Criteria	Enter Criteria NSEUPI00000038	En	er Criteria STING TESTING	Enter Criteria	10/12/202	1 6,000.00 GBP
Clear Sort Clear Filter	s <sup>br</sup> anne C Refresh ≟ Do	ISEUPI00000038				Page 1 Rows	1 - 1-1 of 1 - + - +

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

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A Home	🚯 View 🔂 Create 🖀 Analytics								
Invoices List TESTING INVOICE	TESTING		t	÷			(	Actions	~
<sub>Status</sub> Approved	<sub>Next Step</sub> Buyer needs to mark as paid	Invoice ID NSEUPI00000038	Submit Date 10/12/2021 09:0	<sub>Buyer</sub> 09 AM Insight - EME	ΓA				
Details App	rovals / Audit Trail Related								٩
Statement of We NSEUTQ0000 Accounting	rk ID 2076 (GBP)			SOW Invoice Details					
			Amount	Invoice Code	NSEUP100000038				
Invoice			5,000.00	PO Number					
Adjustment			1,000.00	End Date	10/12/2021				
	Total Amount Due		6,000.00	Site	UK-United Kingdom				
Posting Info	rmation			Business Unit	CWF - Content & Collabor	ation			
				Adjustment Group	Site Tax Adjustment				
Submitted By	User, Vendor (	claire.avelino@insight.com)							



Fees								
ID							Date	Amount (GBP)
NSEUTU00000033	ß						10/12/2021	5,000.00
							Subtotal	5,000.00
Adjustment			Tavable		ádiustable ámount			
Level Name	Description	Module	?	Discount	(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.

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TESTING TESTING INVOICE Status Next Step	i	Invoice ID	Submit Date	Buver		Actions V
Approved Buyer ne	eds to mark as paid	NSEUPI0000038	10/12/2021 09:	09 AM Insight - EMEA		
Details Approvals / Audit Tr Statement of Work ID NSEUTQ00000076	ail Related					٩
Accounting (GBP)				SOW Invoice Details		
			Amount	Invoice Code	NSEUP100000038	
Invoice			5,000.00	PO Number		
Adjustment			1,000.00	End Date	10/12/2021	
Total	Amount Due		6,000.00	Site	UK-United Kingdom	
Posting Information				Business Unit	CWF - Content & Collaboration	
i osang mornatori				Adjustment Group	Site Tax Adjustment	
Submitted By	User, Vendor (	claire.avelino@insight.com)				

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



Invoice End Date Statement of Work Statement of Work ID Site Business Unit Legal Entity Name Status	NSEUPI00000 NSEUPI00000 10/12/2021 TESTING TES NSEUTQ0000 UK-United Kim CWF - Conten EMEA Service Approved	038 038 TING 0076 gdom t & Collaboral s	ion	Buyer Supplier Submitted By Submit Date	Insight - EMEA SOW Vendor 1 User, Vendor (claire.ave 10/12/2021	lino@insight.	com)
Accounting (GBP)							
Category							Amount
Fees							5,000.00
Adjustments							1,000.00
Adjustments Reason	Description	Discount	Module	Adjustable Amount	Adjustment Unit	Am	ount (GBP)
Site Tax - SOW - All Modules		No	Invoice	5,000.00	20.000 Percentage		1,000.00
Subtotal							1,000.00
Fees							
Fee				Date	٨	An Amount	mount After Discount
NSEUTU0000033				10/12/2021	5,	000.00	0.00
Total Discount					5,	000.000	
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.