

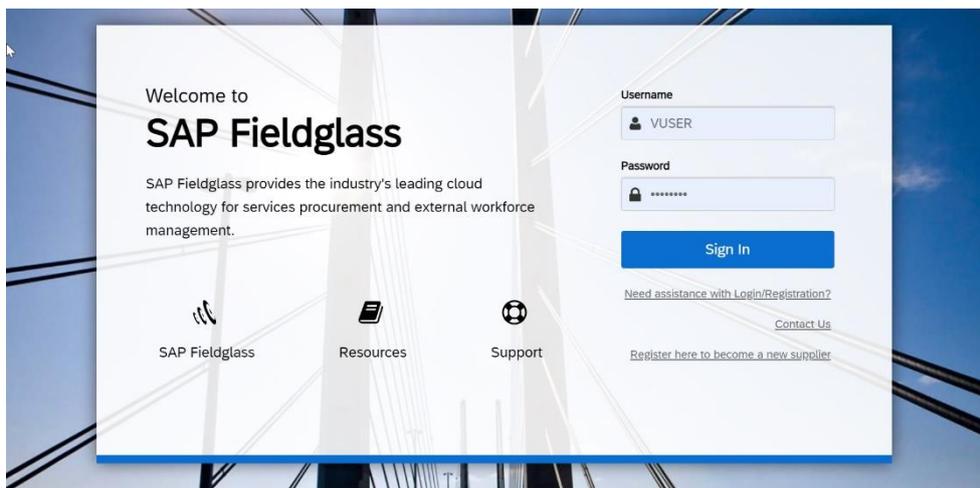
## Requesting Billing

It is the responsibility of the Service Partner to request billing, there is no requirement to send invoices separately as Insight will only use Fieldglass as the only source of invoicing information. You can add your invoice to your billing request by clicking on **+add attachment** at the bottom of the page.

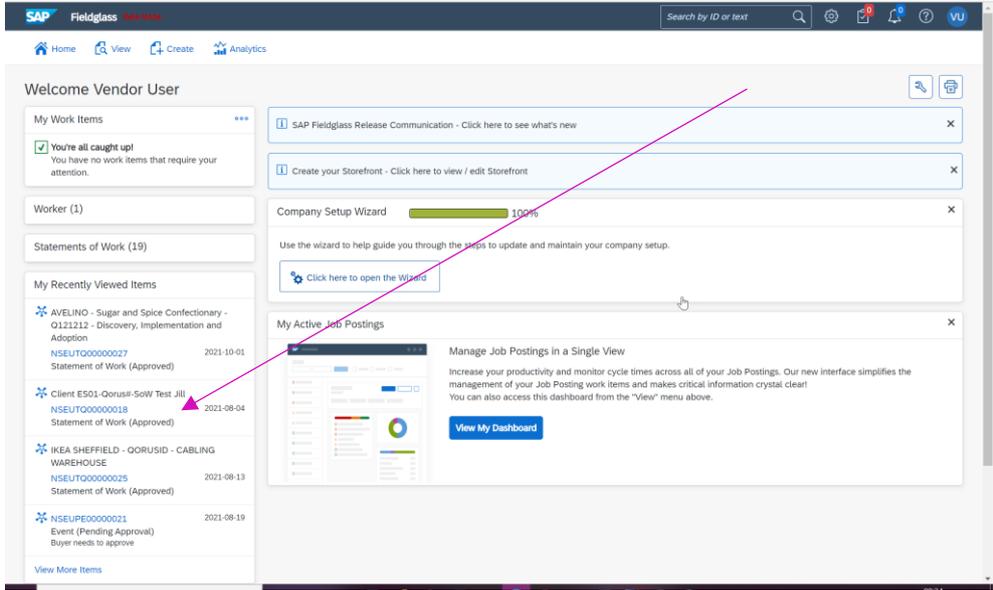
The following instructions will help you to request billing:

### Requesting Billing for a Fee Based SOW

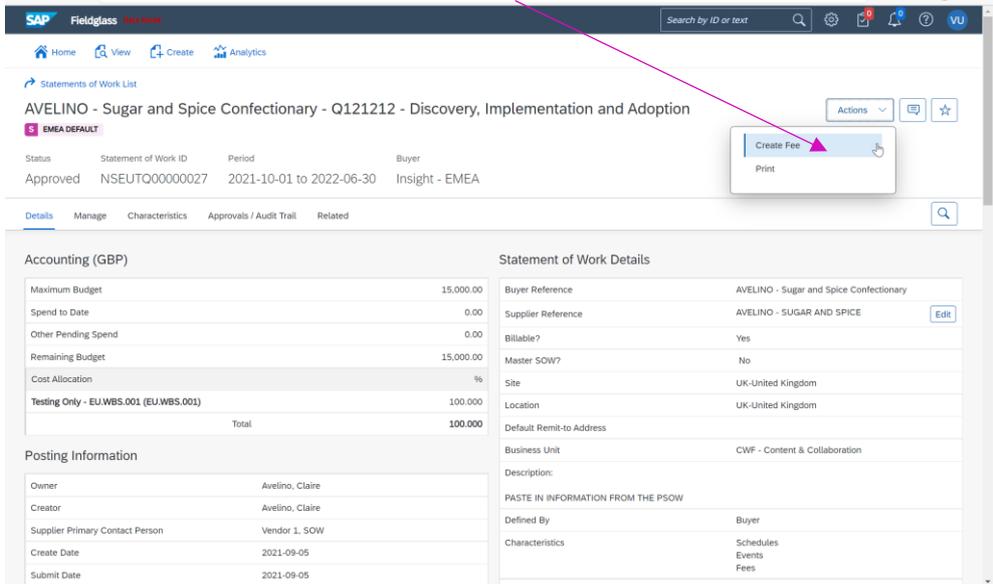
Log in to Fieldglass: <https://www.fieldglass.eu/>



Navigate to the relevant Statement of Work you want to log time/bill against.



Click on **Actions > Create Fee**.



Input the effective date – this must be within the period stated – when you want to bill, ensure that the **Site** is the correct region where the work has taken place.

Statement of Work: AVELINO - Sugar and Spice Confectionary - O121212 - Discovery, Implementation and Adoption (NSEUTO00000027)  
Period: 2021-10-01 to 2022-06-30  
Buyer: Insight - EMEA

Effective Date: 2021-10-14  
Auto Invoice: Yes  
Site: UK-United Kingdom (UK-United Kingdom)  
Remit-to Address: [Empty]  
Site ID (optional): [Empty]

Click on **+Add Fees**

Items	Amount (GBP)
Fees	0.00
Total	0.00

Level	Name	Description	Unit	Value
1	Site Tax - SOW - All Modules		Percentage	20.000

Select the relevant deliverable you want to bill from the drop-down menu.

Name	Amount (GBP)
2-DELIVERABLE 1 - WORKSHOP	
3-DELIVERABLE 2 - WRITE UP AND PRESENTATION	
4-DELIVERABLE 3 - IMPLEMENTATION OVER FOUR WEEKS	
5-DELIVERABLE 4 - ADOPTION SERVICES OVER 4 WEEKS	
Total	0.00

Enter the quantity of **units** to be billed for this fee, then click on **Calculate Fee Rate Amount**.

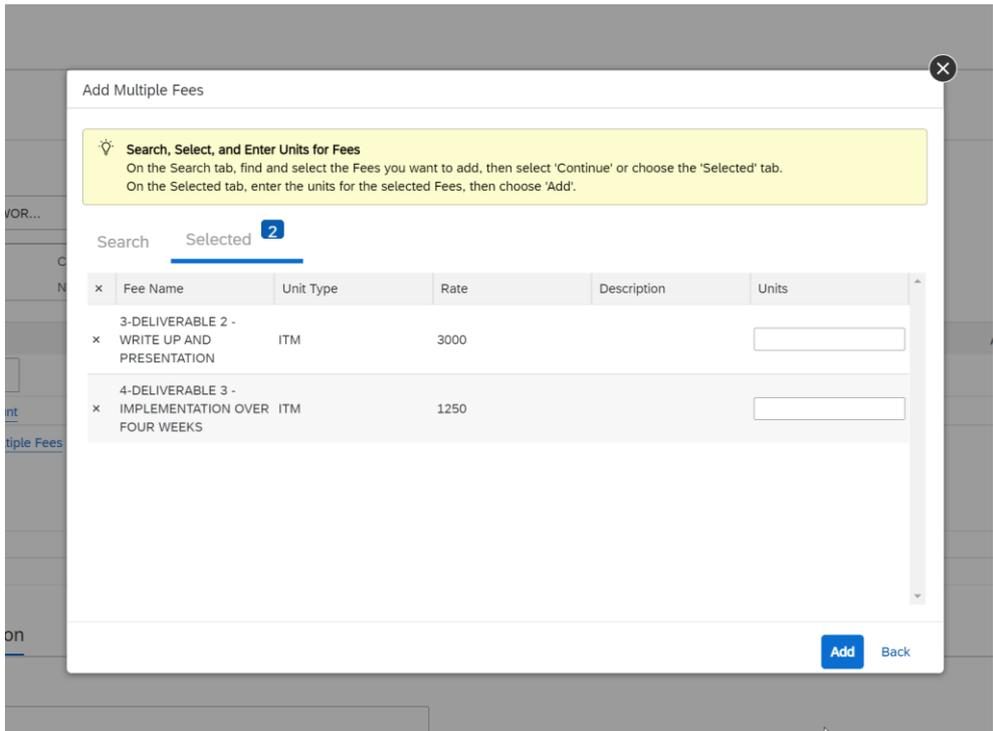
Units	Rate	Unit	Amount (GBP)
1.00	2000.00	ITM	2,000.00

If you are wanting to bill more than one fee, you can click on **+ Add Multiple Fees**

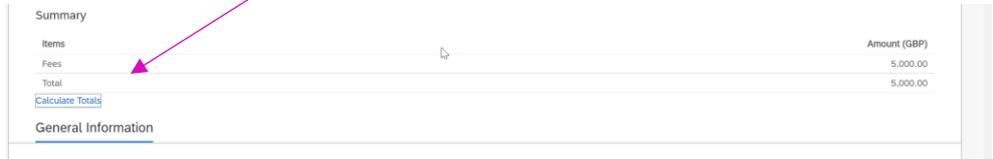
Select the fees you want and click on **Continue**

Fee Name	Unit Type	Rate	Description
<input type="checkbox"/> 2-DELIVERABLE 1 - WORKS...	ITM	2000	
<input checked="" type="checkbox"/> 3-DELIVERABLE 2 - WRITE ...	ITM	3000	
<input checked="" type="checkbox"/> 4-DELIVERABLE 3 - IMPL...	ITM	1250	
<input type="checkbox"/> 5-DELIVERABLE 4 - ADOPTI...	ITM	1250	

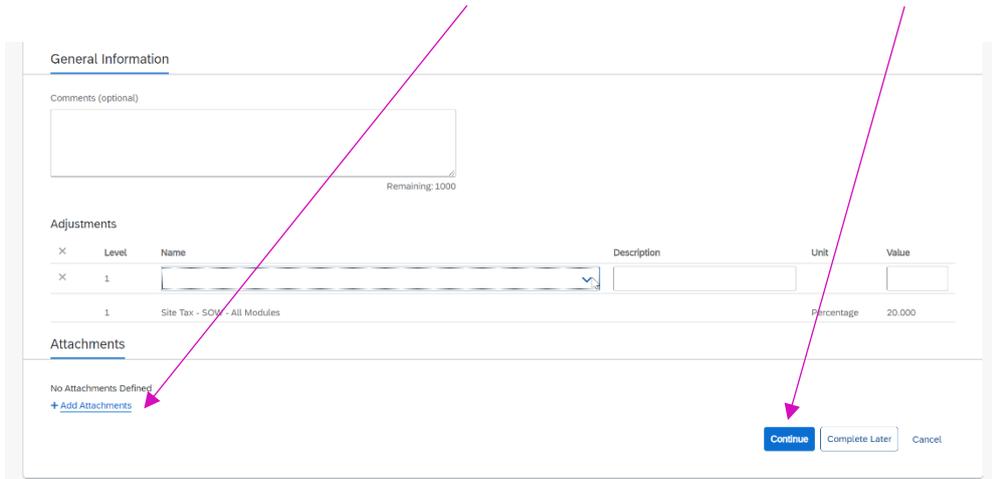
Input the quantity that you want to invoice and then click **Add**



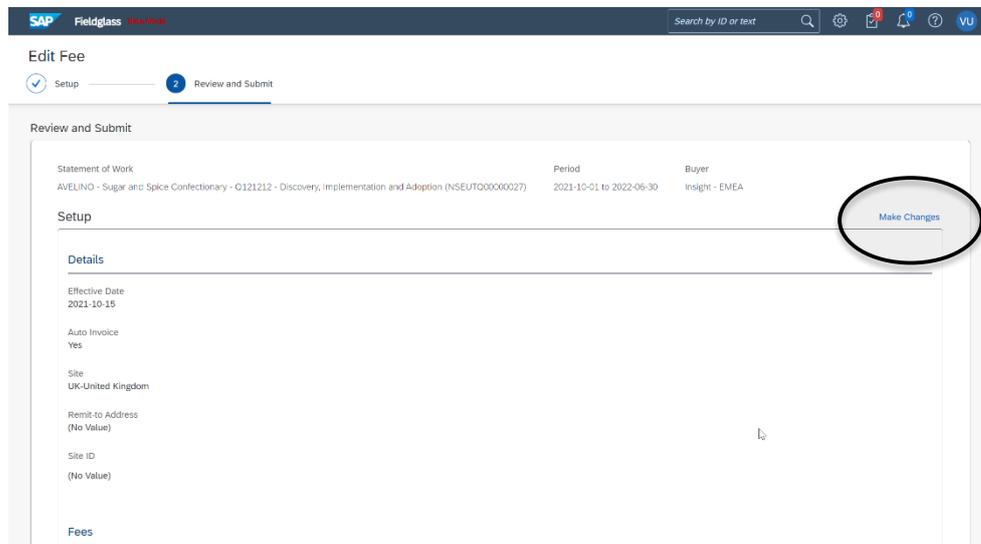
**Always** click on **Calculate Totals**, this will calculate the total of what you have selected to invoice



Input any information that you want Insight to know in the comments box. You can add any attachments by clicking on **Add Attachments**. Once content click on **Continue**.



This will take you to the **Review and Submit** page, you can scroll down and check the information you have provided, if you see an error or want to add something else, click on **Make Changes**.



**Edit Fee**

Setup 2 Review and Submit

**Review and Submit**

Statement of Work: AVELINO - Sugar and Spice Confectionary - Q121212 - Discovery, Implementation and Adaption (NSEUTO0000027) | Period: 2021-10-01 to 2022-06-30 | Buyer: Insight - EMEA

**Setup**

**Details**

Effective Date: 2021-10-15

Auto Invoice: Yes

Site: UK-United Kingdom

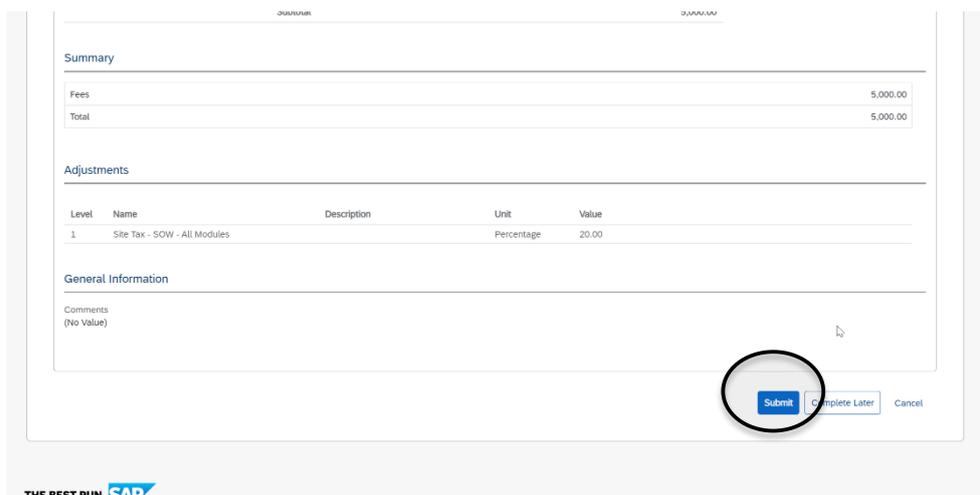
Remit-to Address: (No Value)

Site ID: (No Value)

**Fees**

[Make Changes](#)

If content with the information in this section, click on **Submit**.



**Summary**

Fees	5,000.00
<b>Total</b>	<b>5,000.00</b>

**Adjustments**

Level	Name	Description	Unit	Value
1	Site Tax - SOW - All Modules		Percentage	20.00

**General Information**

Comments: (No Value)

[Submit](#)
[Complete Later](#)
[Cancel](#)

This will take you back to the summary page for this opportunity. You can see that the remaining budget has decreased to £10,000 and other **Pending Spend** has increased to £5,000 – the amount that has been requested to be invoiced.

The screenshot shows the SAP Fieldglass interface for a Statement of Work (SOW). The main title is "AVELINO - Sugar and Spice Confectionary - Q121212 - Discovery, Implementation and Adoption". The status is "Approved" and the buyer is "Insight - EMEA".

**Accounting (GBP)**

Maximum Budget	15,000.00
Spend to Date	0.00
Other Pending Spend	5,000.00
Remaining Budget	10,000.00
Cost Allocation	%
Testing Only - EU.WBS.001 (EU.WBS.001)	100,000
<b>Total</b>	<b>100,000</b>

**Posting Information**

Owner	Avelino, Claire
Creator	Avelino, Claire
Supplier Primary Contact Person	Vendor 1, SOW
Create Date	2021-09-05
Submit Date	2021-09-05

**Statement of Work Details**

Buyer Reference	AVELINO - Sugar and Spice Confectionary
Supplier Reference	AVELINO - SUGAR AND SPICE [Edit]
Billable?	Yes
Master SOW?	No
Site	UK-United Kingdom
Location	UK-United Kingdom
Default Remit-to Address	
Business Unit	CWF - Content & Collaboration
Description:	PASTE IN INFORMATION FROM THE PSOW
Defined By	Buyer
Characteristics	Schedules Events Fees

If you click on the **Characteristics** tab and scroll down, you can see the items **pending approval**. Once approved by Insight, this will change to **invoiced**.