

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.

| SAP Fieldglass ten Made | | | Search by ID or text | Q | © 🖞 | L. | ? | VU |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------|---------------|------------|---|----|
| 😚 Home 🔀 View 🛱 Create 🎬 Analytic | 'S | | | | | | | |
| Welcome Vendor User | | | | | | | 3 | 7 |
| My Work Items ••• | I SAP Fieldglass Release Communic | ation - Click here to see what's new | | | | | | × |
| ✓ You're all caught up! You have no work items that require your attention. | I Create your Storefront - Click here | to view / edit Storefront | | | | | | × |
| Worker (1) | Company Setup Wizard | 109% | | | | | | × |
| Statements of Work (19) | Use the wizard to help guide you through | ugh the steps to update and maintain your company | setup. | | | | | |
| My Recently Viewed Items | Click here to open the Wizard | | | | | | | |
| X AVELINO - Sugar and Spice Confectionary - Q121212 - Discovery, Implementation and Adoption | My Active Job Postings | | d. | | | | | × |
| NSEUTQ00000027 2021-10-01 Statement of Work (Approved) | | Manage Job Postings in a Single View Increase your productivity and monitor cycle time | es across all of your Job Posting | s. Our new | interface sim | plifies th | e | |
| Client ES01-Qorus#-SoW Test Jill NSEUTQ00000018 | | management of your Job Posting work items and You can also access this dashboard from the "Vie | I makes critical information crys w" menu above. | tal clear! | | | | |
| Statement or Work (Approved) KIKA SHEFFIELD - QORUSID - CABLING WAREHOUSE NSEUTQ00000025 2021-08-13 | | View My Dashboard | | | | | | |
| Statement of Work (Approved) NSEUPE00000021 2021-08-19 Event (Pending Approval) Buyer needs to approve | | | | | | | | |
| View More Items | | | | | | | | |

Click on Actions > Create Fee.

| SAP Fieldglass Beta Mode | | | | Search by ID or text | Q 🕸 🛃 | 🖓 🕐 观 |
|--------------------------------------------------------|-----------------------------------|----------------------------|----------------------------|----------------------|-----------------------------|----------|
| 🔏 Home 🛛 🖓 View 🔂 Create | Analytics | | | | | |
| | | | | | | |
| AVELINO - Sugar and Spice s Emeadefault | Confectionary - Q121 | .212 - Discovery, li | mplementation and <i>i</i> | Adoption | Actions ~ | • |
| Status Statement of Work ID Approved NSEUTQ00000027 | Period 2021-10-01 to 2022-06-3 | Buyer 80 Insight - EMEA | | Print | te Fee 👗 🔚 | |
| Details Manage Characteristics A | pprovals / Audit Trail Related | | | | | ٩ |
| Accounting (GBP) | | | Statement of Work Det | tails | | |
| Maximum Budget | | 15,000.00 | Buyer Reference | AVELINO | - Sugar and Spice Confectio | nary |
| Spend to Date | | 0.00 | Supplier Reference | AVELINO | - SUGAR AND SPICE | Edit |
| Other Pending Spend | | 0.00 | Billable? | Yes | | |
| Remaining Budget | | 15,000.00 | Master SOW? | No | | |
| Cost Allocation | | 96 | Site | UK-United | d Kingdom | |
| Testing Only - EU.WBS.001 (EU.WBS.001) | | 100.000 | Location | UK-United | d Kingdom | |
| | Total | 100.000 | Default Remit-to Address | | | |
| Posting Information | | | Business Unit | CWF - Co | ntent & Collaboration | |
| - | Austine Claim | | Description: | | | |
| Creator | Aveuno, Claire | | PASTE IN INFORMATION FROM | M THE PSOW | | |
| Supplier Primary Contact Person | Vendor 1 SOW | | Defined By | Buyer | | |
| Create Date | 2021-09-05 | | Characteristics | Schedules Events | S | |
| Submit Date | 2021-09-05 | | | Fees | | |



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.

| anto Foo | | | | | | |
|-------------------------------------------------------------------------------------------------|--------------|--------------------------|----------------|--|--|--|
| | | | | | | |
| Setup 2 Review and Submit | | | | | | |
| up | | | | | | |
| | | | | | | |
| Statement of Work | 170000000077 | Period | Buyer | | | |
| AVELING - Sugar and Spice Conrectionary - 0121212 - Discovery, implementation and Adoption (NSE | 010000027) | 2021-10-01 (0 2022-06-30 | Insight - EMEA | | | |
| Details | | | | | | |
| Auto trivolce • | | | | | | |
| UK-United Kingdom (UK-United Kingdom) | | | | | | |
| Remit-to Address | 4 | | | | | |
| × | | | | | | |
| Site ID (optional) | | | | | | |
| | | | | | | |

Click on +Add Fees

| | | | | | | | × |
|---------------------------------------------------------------------------|---------------|--------------|-----|-------------|---|-----------|-----------|
| + Add Fee + Add I | fultiple Fees | | | | | | |
| Summary | | | | | | | |
| Items | | ** | | | | Amou | int (GBP) |
| Fees | | | | | | | 0.00 |
| Total | | | | | | | 0.00 |
| | | | | | | | |
| alculate Totals | tion | | | | | | |
| Contract Contracts | tion | Remaining: 1 | 000 | | | | |
| Calculate Totals General Informa Comments (optional) | tion | Remaining 1 | 000 | | | | |
| Calculate Totals General Informat comments (optional) udjustments × Level | Name | Remaining 1 | 000 | Description | U | nit Value | |

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

| Fee | 95 | | |
|-----|--------------------------------------------------|------------|------|
| _ | | | |
| | | | × |
| | | | × |
| N | ame | | |
| L | 12 | | |
| | | r | |
| SIL | 2-DELIVERABLE 1 - WORKSHOP | | |
| 54 | 3-DELIVERABLE 2 - WRITE UP AND PRESENTATION | | |
| Ib | 4-DELIVERABLE 3 - IMPLEMENTATION OVER FOUR WEEKS | Amount (Gi | iBP) |
| Fr | 5-DELIVERABLE 4 - ADOPTION SERVICES OVER 4 WEEKS | 0 | D.00 |
| | | | |





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

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

| | Add N | Aultiple Fees | | | | 8 |
|---------------|-------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------|--------|
| | .¢. | Search, Select, and Enter Units On the Search tab, find and se On the Selected tab, enter the | s for Fees lect the Fees you units for the sele | u want to add, th ected Fees, then | en select 'Continue' or choose the 'Selected' tab. choose 'Add'. | |
| - WOR | Sea | arch Selected 2 | | | | |
| C N | Click | < on any item within the list to sh | now filters for tha | at item. The filter | s will appear here. | |
| | | Fee Name | Unit Type | Rate | Description | |
| | | Enter Criteria | Enter Criteria | Enter Criteria | Enter Criteria | |
| | | 2-DELIVERABLE 1 - WORKS | ITM | 2000 | | |
| Aultiple Fees | | 3-DELIVERABLE 2 - WRITE | ITM | 3000 | | |
| utupie rees | 4 | 4-DELIVERABLE 3 - IMPLE | ІТМ | 1250 | | |
| | 0 | 5-DELIVERABLE 4 - ADOPTI | . ITM | 1250 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| tion | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | Continue | Cancel |



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

| Add | Search, Select, and Enter On the Search tab, find a | r Units for Fees nd select the Fees you war | nt to add, then select 'Conti | nue' or choose the 'Selecte | d' tab. | |
|-----|----------------------------------------------------------|-------------------------------------------------------|-------------------------------|-----------------------------|---------|------|
| s | On the Selected tab, entered tab, entered earch Selected | er the units for the selected | Fees, then choose 'Add'. | | | |
| × | Fee Name | Unit Type | Rate | Description | Units | 4 |
| × | 3-DELIVERABLE 2 - WRITE UP AND PRESENTATION | ITM | 3000 | | | |
| × | 4-DELIVERABLE 3 - IMPLEMENTATION OVER FOUR WEEKS | ITM | 1250 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | Add | lack |

<u>Always</u> click on Calculate Totals, this will calculate the total of what you have selected to invoice

| tems | N | Amount (GBP) |
|------|----|--------------|
| ees | L3 | 5,000.00 |
| otal | | 5,000.00 |

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.

| | Remaining: 1000 | | |
|---------------------------------|-----------------|-------------|-------------------|
| Adjustments | remaining, 1000 | | |
| × Level Name | | Description | Unit Value |
| × 1 | | ¥, | |
| 1. Site Tax - SOW - All Modules | | | Percentage 20.000 |
| Attachments | | | |
| | | | |
| | | | |



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.

| Fieldglass New Mode | | Search by ID or text | ٩ | ٩ | P | <u>C</u> | ? |
|---------------------------------------------------------------------------------------------------------|-------------------------------|----------------------|---|---|---|----------|------|
| Fee | | | | | | | |
| Setup 2 Review and Submit | | | | | | | |
| | | | | | | | |
| ew and Submit | | | | | | | |
| Statement of Work | Period | Buyer | | | | | |
| AVELINO - Sugar and Spice Confectionary - 0121212 - Discovery, implementation and Adoption (NSEUT000000 | 027) 2021-10-01 to 2022-06-30 | Insight - EMEA | | | / | | - |
| Setup | | | | (| м | ake Char | nges |
| | | | | 1 | | | |
| Details | | | | | - | | - |
| Effective Date | | | | | | | |
| 2021-10-15 | | | | | | | |
| Auto Invoice | | | | | | | |
| 785 | | | | | | | |
| Site UK-United Kingdom | | | | | | | |
| | | | | | | | |
| Remit-to Address (No Value) | | 4 | | | | | |
| Dia 10 | | 13 | | | | | |
| Site ID (No Volue) | | | | | | | |
| (no new) | | | | | | | |
| | | | | | | | |
| Fees | | | | | | | |

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

| | | | | | 5,000.00 |
|--------------------|------------------------------|--------------|------------|-------|----------|
| Total | | | | | 5,000.00 |
| | | | | | |
| djustm | ents | | | | |
| Level | Name | Description | Unit | Value | |
| 1 | The Toy of the state of the | b ober provi | Bernettere | 20.00 | |
| ieneral | Information | | Percentage | 20.00 | |
| omment No Value | | | Percentage | 20.00 | Q. |
| omment vo Value | site tax - SUV - All Modules | | Percentage | 2000 | 4 |



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

| SAP Fieldglass Bets Mode | | | | Search by ID or text | Q @ 5 | 📍 🗘 🕐 |
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| 🖀 Home 🛛 🔂 View 斗 Create 🗳 | Analytics | | | | | |
| Statements of Work List | | | | | | |
| AVELINO - Sugar and Spice (| Confectionary - Q12121 | 12 - Discovery, Ir | mplementation and A | doption | Action | s ~ 🔲 🕁 |
| Status Statement of Work ID Approved NSEUTQ00000027 | Period 2021-10-01 to 2022-06-30 | _{Buyer} Insight - EMEA | | | | |
| Details Manage Characteristics App | rovals / Audit Trail Related | | | | | ٩ |
| Accounting (GBP) | | | Statement of Work Deta | ils | | |
| Maximum Budget | | 15,000.00 | Buyer Reference | AVELING | D - Sugar and Spice Co | nfectionary |
| Spend to Date | | 0.00 | Supplier Reference | AVELING | - SUGAR AND SPICE | Edit |
| Other Pending Spend | | 5,000.00 | Billable? | Yes | | |
| Remaining Budget | | 10,000.00 | Master SOW? | No | | |
| Cost Allocation | | 96 | Site | UK-Unite | ed Kingdom | |
| Testing Only - EU.WBS.001 (EU.WBS.001) | | 100.000 | Location | UK-Unite | ed Kingdom | |
| | Total | 100.000 | Default Remit-to Address | | | |
| Posting Information | | | Business Unit | CWF - C | ontent & Collaboration | |
| Quinar | Avalina Claira | | Description: | | | |
| Creator | Avelino, Claire | | PASTE IN INFORMATION FROM | THE PSOW | | |
| Supplier Primary Contact Person | Vendor 1. SOW | | Defined By | Buyer | | |
| Create Date | 2021-09-05 | | Characteristics | Schedul | es | |
| Submit Date | 2021-09-05 | | | 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.