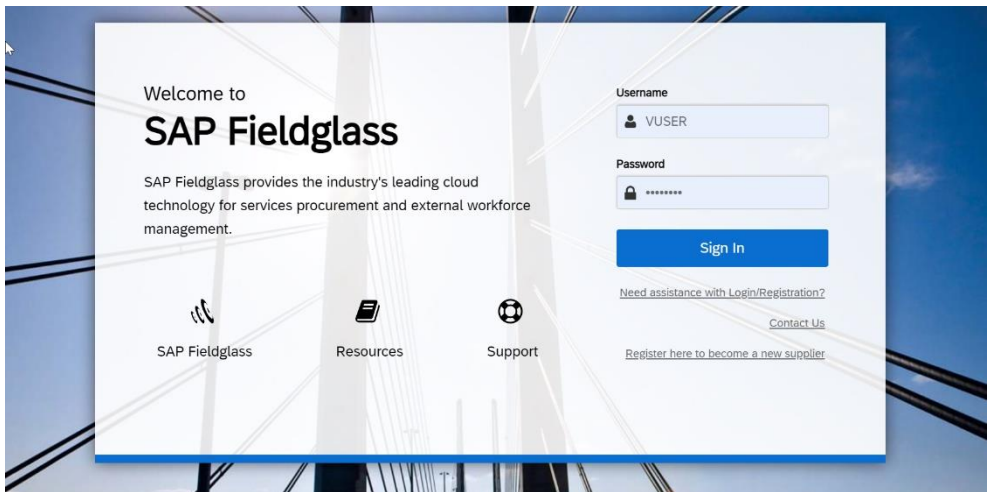
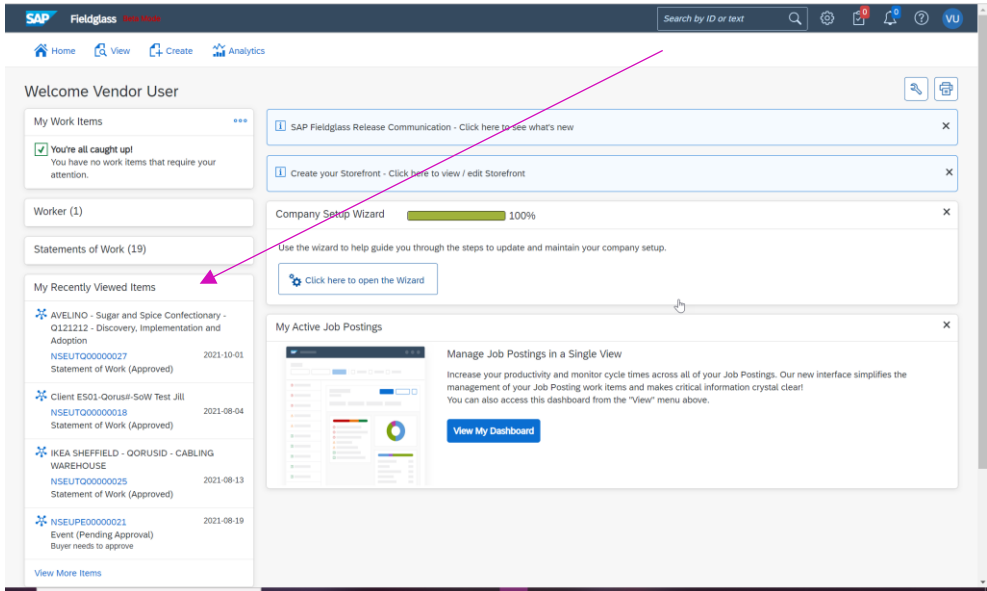


Requesting Billing for an Event based SOW.

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



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



Click on the **Characteristics** tab.

Home View Create Analytics

Statements of Work List

EVENT ONE

EMEA DEFAULT

Status: Approved | Statement of Work ID: NSEUTQ00000084 | Period: 03/01/2022 to 06/01/2022 | Buyer: Insight - EMEA

Details Manage **Characteristics** Approvals / Audit Trail Related

Accounting (GBP)

Maximum Budget	12,000.00
Spend to Date	0.00
Other Pending Spend	0.00
Remaining Budget	12,000.00
Cost Allocation	%
Testing Only - EU.WBS.001 (EU.WBS.001)	100,000
Total	100,000

Statement of Work Details

Buyer Reference	EVENT ONE
Supplier Reference	
Billable?	Yes
Master SOW?	No
Site	UK-United Kingdom
Location	UK-United Kingdom
Default Remit-to Address	
Business Unit	CWF - Content & Collaboration
Description:	Choose this template for projects based fees only (recurring charges, milestones, and per deliverable fee). No workers will be tracked under these projects.
Defined By	Buyer

Scroll down and click on the link.

EVENT ONE

EMEA DEFAULT

Status: Approved | Statement of Work ID: NSEUTQ00000084 | Period: 03/01/2022 to 06/01/2022 | Buyer: Insight - EMEA

Details Manage **Characteristics** Approvals / Audit Trail Related

Summary

Items	Committed Amount (GBP)
Schedules	0.00
Events	12,000.00
Fees	0.00
Total	12,000.00

Characteristics

From: 03/01/2022 to 06/01/2022

Apply Filters

All Event Schedule Fee Definitions Fee Payments

1 Item Found

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Am...	Submitted Amo...
All	All	Enter Criteria	Enter Criteria					
Created	Event	NSEUPE00000048	0	EVENT ONE	05/01/2022		12,000.00	

Clear Sort Clear Filters

Page 1 Rows 1 1-1 of 1

Click on Mark as Complete.

The screenshot shows the SAP Fieldglass interface for 'EVENT ONE'. A blue button labeled 'Mark as Complete' is circled in black. Below it, a table shows event details: Status 'Created', Next Step 'Need to mark as complete', Event ID 'NSEUPE00000048', Completed On '(No Value)', Sequence # '2', and Buyer 'Insight - EMEA'. The interface also displays 'Accounting (GBP)' and 'Event Details' sections.

Enter the completed date.

The screenshot shows the 'Setup' section of the SAP Fieldglass interface. The 'Completed Date' field is circled in black and contains the text 'DDMM/YYYY'. Below it, there are radio buttons for 'Yes' and 'No', and a dropdown menu for 'Site' set to 'UK-United Kingdom'.

If content, click on Continue.

General Information

Comments (optional)

Remaining: 1000

Adjustments

×	Level	Name	Description	Unit	Value
×	1	<input type="text"/>	<input type="text"/>		
	1	Site Tax - SOW - All Modules		Percentage	20.000

Attachments

No Attachments Defined

[+ Add Attachments](#)

Continue Cancel

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

Event

Setup 2 Review

Review

Statement of Work	Name	Buyer
EVENT ONE (NSEUTO00000084)	EVENT ONE	Insight - EMEA

Setup

Details

Statement of Work
EVENT ONE

Name
EVENT ONE

Description
(No Value)

Date
05/01/2022

Sequence #
2

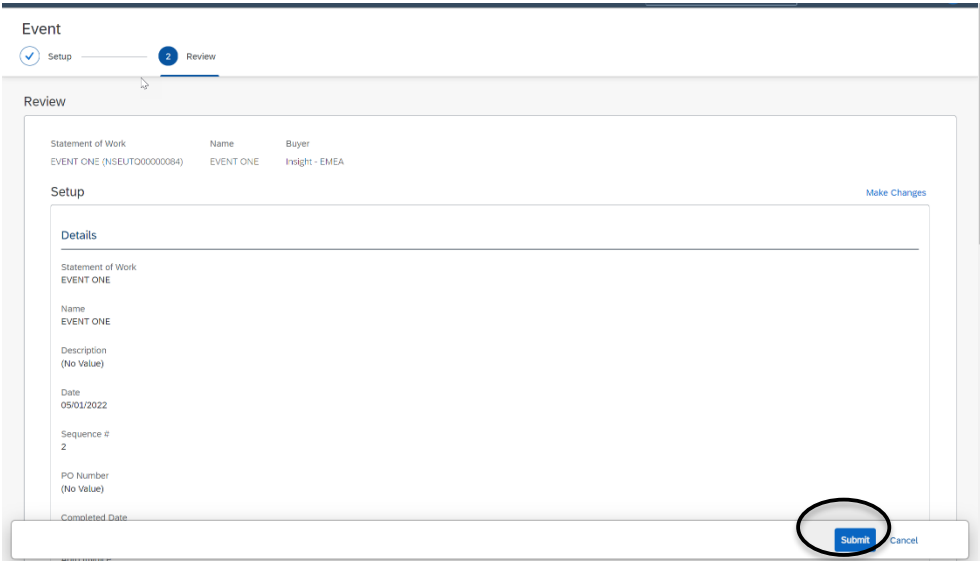
PO Number
(No Value)

Completed Date

Make Changes

Submit Cancel

If content, click on **Submit**.



This will take you back to the **Characteristics** page, you can see that the status has changed to **Pending Approval**. This will change to **Invoiced** once this has been approved by Insight.

