



Fieldglass Supplier Process Manual

Professional services

Creating or editing SOW contracts

SAP FIELDGLASS SERVICES

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CREATING OR EDITING SOW CONTRACTS

A contract can be created by:

- converting a bid to a contract; or
- creating a new contract.

Note

All bids are quoted in South African rand. If the bid is in a foreign currency, you must indicate that or do the currency conversion on the bid itself.

Contracts involving foreign currency must be created as 'new' contracts, as contract owners cannot convert bids to foreign currency contracts.

At this stage of the process, selecting a bid and creating a SOW contract, it is critical that the information on the SOW contract is correct, as this information will be used to create the TD, which will be signed by the parties (you and us). If the bid negotiations have been done outside of the system and the bid is not 100% correct, there will be an opportunity to change the SOW contract.

The information captured during the contract creation stage will be used to:

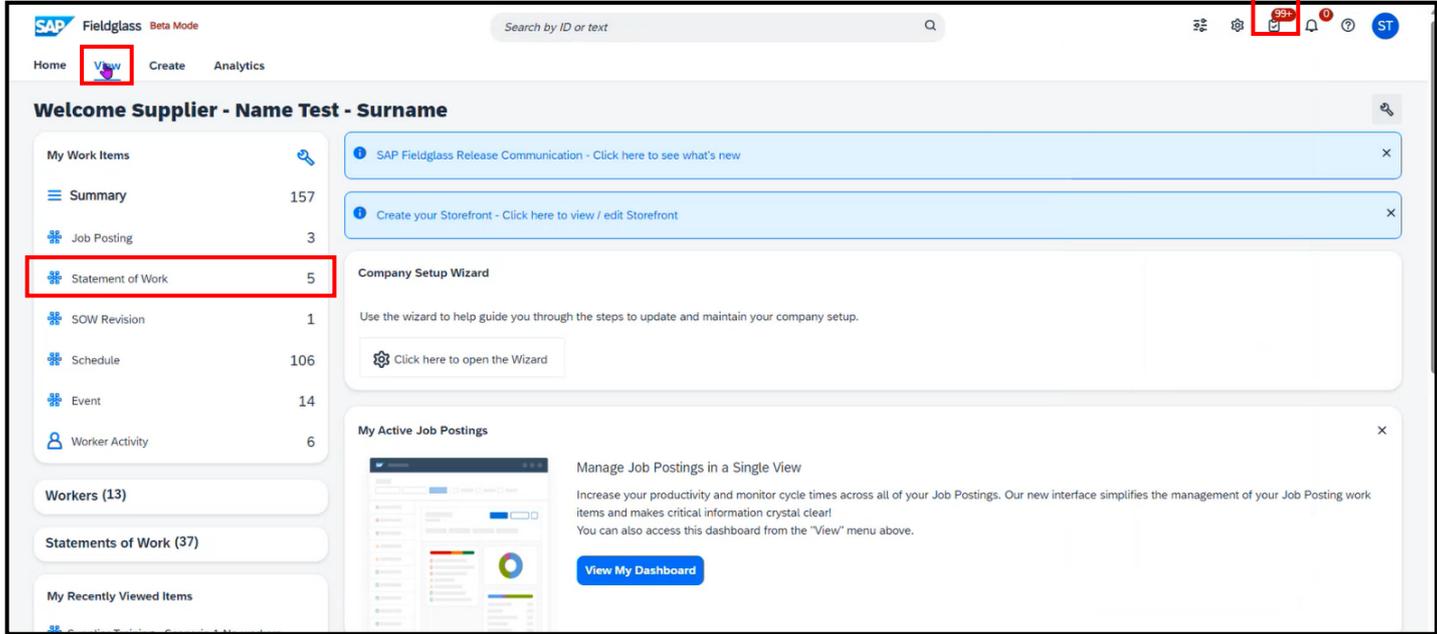
- creating the PO; and
- invoice (invoicing cannot be done outside of the terms of the signed contract).

To view and update the SOW contract, access the **Statement of Work** in one of the following ways:

- Click on **Statement of Work** from the list under **My Work Items**.

- Click on **Clipboard**  and then  

- Click on  and then 



After clicking on **Statement of Work** you will see the following screen:

Status	ID	Revision	Name	Buyer	Start	End	Type
Approved	NDBKTQ00000530	0	Supplier Training - Invoicing	Nedbank Limited	2023-06-01	2023-12-31	S Standard Nedba...
Pending Supplier Review	NDBKTQ00000529	0	Supplier Scenario 3 - Workers NO T&M	Nedbank Limited	2023-08-01	2023-12-31	S Standard Nedba...
Pending Supplier Review	NDBKTQ00000528	0	Supplier training - Scenario 2 - Workers T&M	Nedbank Limited	2023-08-01	2023-12-31	S Standard Nedba...
Pending Supplier Review	NDBKTQ00000527	0	Supplier Training - Scenario 1 No workers	Nedbank Limited	2023-08-01	2023-12-31	S Standard Nedba...
Approved	NDBKTQ00000526	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	S Standard Nedba...
Approved	NDBKTQ00000525	0	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	S Standard Nedba...
Approved	NDBKTQ00000524	2	TEST GL Accounts	Nedbank Limited	2023-08-01	2023-09-30	S Standard Nedba...
Approved	NDBKTQ00000523	0	RESOURCE AUG. SERVICES WO UNDER SMARTSOURCI...	Nedbank Limited	2023-08-01	2024-04-30	S Standard Nedba...
Pending Supplier Review	NDBKTQ00000499	1	Data Migration - Supplier session - Thurs 1708	Nedbank Limited	2023-07-01	2024-01-31	S Standard Nedba...
Approved	NDBKTQ00000497	0	Training/Demo Test Invoicing	Nedbank Limited	2023-06-01	2023-08-31	S Standard Nedba...
Pending Supplier Review	NDBKTQ00000494	0	Lindy_CV Test_05 08 2023	Nedbank Limited	2023-07-11	2023-11-30	S Standard Nedba...
Approved	NDBKTQ00000493	0	Lindy_SOW_30 06 2023	Nedbank Limited	2023-07-25	2023-10-13	S Standard Nedba...

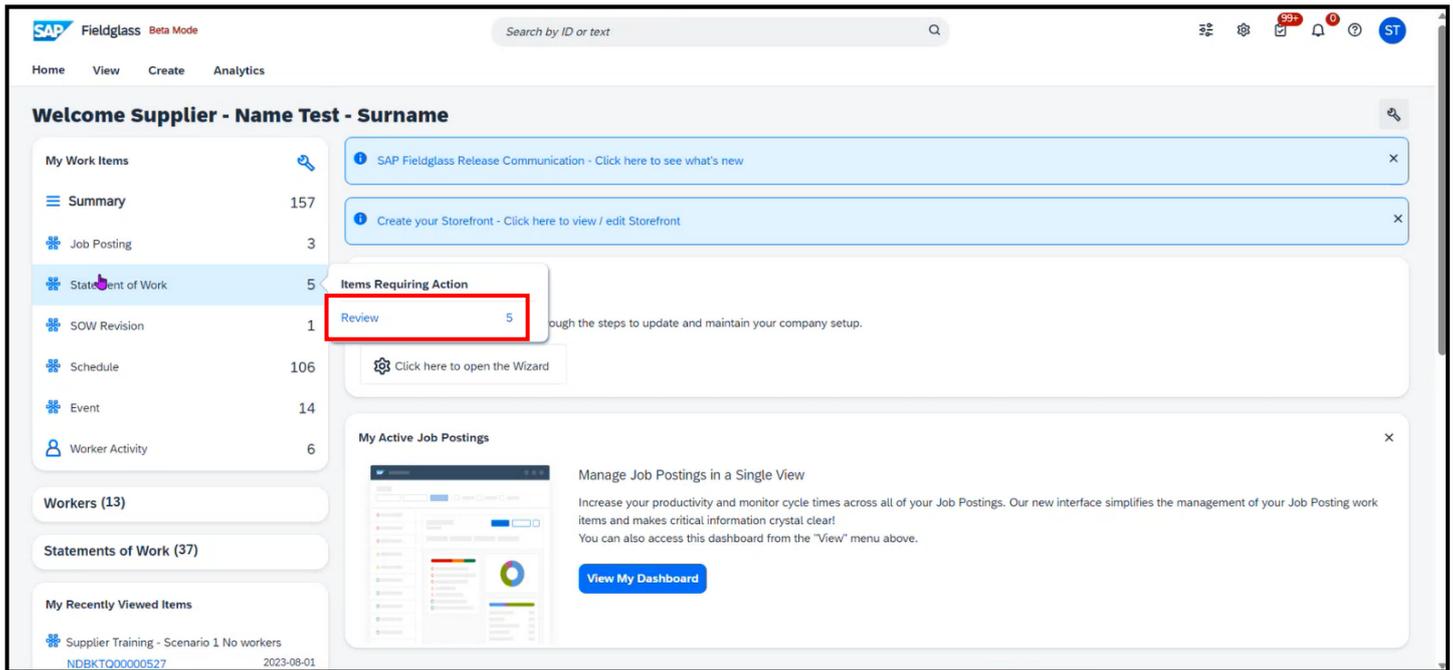
Anything requiring a response will be listed as **Pending Supplier Review**.

Important

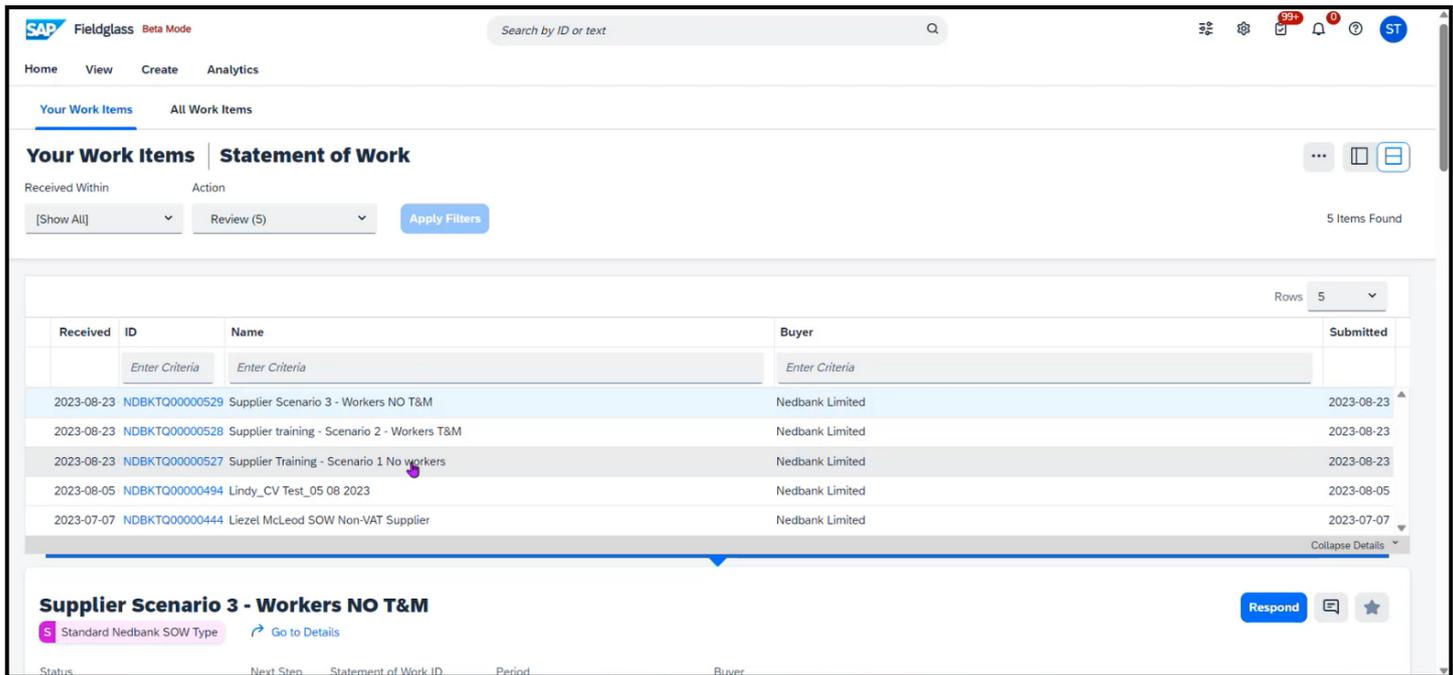
You will receive an email as soon as a response from you is required, eg when a bid or SOW has been sent and you need to respond to an event (this is how the invoicing will be done at the end).

If you do not receive emails, please double-check to ensure that you have given us the correct email address. Also check your Spam and Junk folders.

Click on **Statement of Work** and then **Review**.



You will then see a list of all the items that require a response.



This document covers 3 different scenarios:

- No workers
- Workers 'time' and 'material'
- Workers no 'time' and 'material'

Scenario 1 – no workers

After selecting **Supplier Training – Scenario 1 No workers** from the Statement of Work list, the following screen will display:

The screenshot displays the SAP Fieldglass interface for a Statement of Work (SOW) titled "Supplier Training - Scenario 1 No workers". The interface includes a navigation bar with "Home", "View", "Create", and "Analytics" options. A search bar is present at the top right. The main content area is divided into several sections:

- Accounting (ZAR):** A table showing spend to date, other pending spend, cost allocation, and a total spend of 100,000 ZAR.
- Posting Information:** A table listing the owner and creator as Genni Barnes, the supplier primary contact person, and the create date (2023-08-23).
- Statement of Work Details:** A table providing details such as Buyer Reference, Supplier Reference (Nedbank - Fixed Contract RBB/Genni), Billable? (Yes), Master SOW? (No), Site (TEST_CONSTANTIA KLOOF ROODEPOO), Location (TEST_CONSTANTIA KLOOF ROODEPOO), Default Remit-to Address, Business Unit (Group Procurement (1000)), and Description (Use this template when it has been determined that the contract will only invoice milestones (no SOW Workers and

In the simple scenario above, there are no 'time' and 'materials', and no need for any workers to have a Nedbank contractor's employee number (CC number). People are still doing the work, but none of them require a CC number and we simply pay a fixed support fee. For example, we have a contract for SAP support and there are thousands of people around the world in this SAP support pool, but they don't need CC numbers and do not have to be listed on the contract as workers.

Before you respond, it is critical to review the information that we have captured already. If the information is wrong or needs to change, it must be updated. Important information includes the duration (period) of the contract, who the contract owner is, any comments etc.

Tabs

Tabs available on the **No Workers Contract**:

Tab name	Description
Details	The Nedbank contract owner and their contact details, as well as general information about the SOW, eg the Site, Supplier Reference etc.
Activity Items	Additional activities required to complete the process.
Clauses	Standard clauses of the contract.
Characteristics	The billing characteristics, events and invoicing schedule components of the SOW. <ul style="list-style-type: none"> Events are milestones in the SOW that are tracked by you and us, including the completion of specific milestones or the delivery of certain work products. Schedules designate when we will make payments for services that you've rendered in terms of the SOW, eg recurring end-of-month schedules.
Related	Related SOW documents, eg the bid (if applicable).

Viewing Details tab

Click on [Details](#) to see and check various fields.

Posting Information	
Owner	Genni Barnes
Creator	Genni Barnes
Supplier Primary Contact Person	Supplier Name and Surname
Create Date	2023-08-23
Submit Date	2023-08-23
PO Number	
Type	Standard Nedbank SOW Type
SOW Coordinators	Team, Central Desk CentralDesk, Cedric

Comments (SOW Response)		
Entered	Name	Comment
2023-08-23 11:33 AM	Supplier Name and Surname	Need to adjust the recurring fee - incorrect.

Viewing Activity Items tab

This tab is used later and shows the additional activities required to complete the process.

Viewing Characteristics tab

Click on [Characteristics](#) to see additional fields, eg **Billing Characteristics**.

Note

You will not see the total billing amount here. In Fieldglass the budget amount is suppressed for bid purposes and pulls through to the contract. The individual amounts will add up correctly, but you won't see a total.

It is important to check the **Billing Characteristic Summary**. In the example below:

- schedules total R150 000 (R50 000 x 3 recurrences);
- events total R1 000 000 (3 milestones: R150 000 + R500 000 +R350 000); and
- the total value of the contract shows as R1 150 000.

Details Activity Items Clauses **Characteristics** Related

Summary

Items	Committed Amount (ZAR)
Schedules	150,000.00
Events	1,000,000.00
Total	1,150,000.00

Characteristics

From 2023-08-01 to 2023-12-31 Apply Filters

All Event Schedule

4 Items Found

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Amou	Submitted Amou
All	All	Enter Criteria		Enter Criteria				
Created	Schedule (Recurring)	NDBKPS00000912	0	End of Month Recurring Schedule			50,000.00	
Created	Event	NDBKPE00000168	0	Milestone 1 - Design complete	2023-08-31		150,000.00	
Created	Event	NDBKPE00000169	0	Milestone 2 - Build complete			500,000.00	
Created	Event	NDBKPE00000170	0	Milestone 3 - Deploy complete	2023-12-31		350,000.00	

Clear Sort Clear Filters

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If any of the information must change, click on the blue links, eg **End of Month Recurring Schedule**, and make the necessary changes.

Note

In this example there is no **Worker** option listed in the menu. If this is incorrect and you need employee numbers for workers, click on **Respond** to let the contract owner know. The contract must then be a SOW Worker contract.

After checking the information for accuracy and changing it (if necessary), click on **Respond**.

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

Statements of Work List

Supplier Training - Scenario 1 No workers **Respond**

Standard Nedbank SOW Type

Status Pending Supplier Review Next Step Review Statement of Work ID NDBKTQ00000527 Period 2023-08-01 to 2023-12-31 Buyer Nedbank Limited

Details Activity Items Clauses **Characteristics** Related

Accounting (ZAR)		Statement of Work Details	
Spend to Date	0.00	Buyer Reference	
Other Pending Spend	0.00	Supplier Reference	Nedbank - Fixed Contract RBB/Genni Edit
Cost Allocation	%	Billable?	Yes
TEST_DFL - RPA (CNGT10112)	100.000	Master SOW?	No
Total	100.000	Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
		Location	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
		Default Remit-to Address	
		Business Unit	Group Procurement (1000)
		Description:	
			Use this template when it has been determined that the contract will only invoice milestones (no SOW Workers and

Posting Information

Owner	Genni Barnes
Creator	Genni Barnes
Supplier Primary Contact Person	Supplier Name and Surname
Create Date	2023-08-23

Responding to the SOW

Once you have clicked on **Respond**, you will see this screen:

The screenshot shows a SAP Fieldglass interface for a Statement of Work (SOW). At the top, there are three columns: 'Statement of Work' with the value 'Supplier Training - Scenario 1 No workers (NDBKTQ00000527)', 'Period' with '2023-08-01 - 2023-12-31', and 'Buyer' with 'Nedbank Limited'. Below this is a 'Details' section with the following fields:

- Description:** Use this template when it has been determined that the contract will only invoice milestones (no SOW Workers and Time/Expense). This template is applicable for use with SOW Bid and full SOW Contracts.
- Supplier Reference (optional):** A text input field containing 'Nedbank - Fixed Contract RBB/Genni'.
- Billable:** A dropdown menu with 'Yes' selected.
- Defined By:** A dropdown menu with 'Buyer and Supplier' selected.
- Business Unit:** A dropdown menu with 'Group Procurement (1000)' selected.
- Site:** A dropdown menu with 'TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)' selected.

At this point, conversations between you and us would already have taken place, and there should not be any surprises in the contract. It is likely that a bid or an Ariba tender would have been involved, or possibly a revision of an existing fixed contract.

If you scroll down, the following fields will display. Some of these fields require input while others will have default values, which cannot be changed.

Field name	Description
Details	
Supplier Reference (optional)	Enter a description for this contract for your referencing purposes, eg Nedbank Fixed Contract RBB/Genni 5 math contract.
Billable	Defaults to 'Yes' or 'No'
Defined By	Defaults to 'Buyer' and 'Supplier'
Business Unit	Defaults to 'Group Procurement (1 000)'
Site	Defaults to the 'Plant' used in Ariba for POs

If you scroll down more, the following fields will be available for completing or viewing:

Location

TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Default Remit-to Address (optional)

(No Value)

Invoice Document Type 

Invoice Tax Invoice

Field name	Description
------------	-------------

Details	
Location	Defaults to the 'Plant' used in Ariba for POs.
Default Remit-to Address (optional)	Defaults to (No Value) if it is incomplete.
Invoice Document Type	<p>Here you must choose one of the following options, which is a SARS requirement for invoices:</p> <ul style="list-style-type: none"> • Invoice – if you are not registered for VAT • Tax invoice – if you are registered for VAT

Posting Information

Primary Contact Person*

Supplier Name and Surname ▼

Comments To Buyer (optional)

Remaining: 2000

SOW Coordinators

Name	Primary Role
Team, Central Desk	X-FG_CENTRAL_ADMINISTRATOR
CentralDesk, Cedric	X-FG_CENTRAL_ADMINISTRATOR

Field name	Description
Posting Information	
Primary Contact person	The primary contact person can be changed if another user is required to be the primary contact for this contract.
Comments To Buyer (optional)	Enter any additional information here, eg Milestone adjustment – value incorrect.
SOW Coordinators	
Team, Central Desk	Defaults to the primary role of the Nedbank contact person.
CentralDesk, Cedric	Defaults to the primary role of the Nedbank contact person.

Further down you can upload attachments (if necessary). Simply click on [+ Add Attachments](#) .

Attachments

No Attachments Defined

[+ Add Attachments](#)

The completed screen will look as follows:

Invoice Document Type*
 Invoice Tax Invoice

Posting Information

Primary Contact Person*
 Supplier Name and Surname

Comments To Buyer (optional)
 Milestone adjustment - value incorrect
 Remaining: 1961

SOW Coordinators

Name	Primary Role
Team, Central Desk	X-FG_CENTRAL_ADMINISTRATOR
CentralDesk, Cedric	X-FG_CENTRAL_ADMINISTRATOR

Continue Complete Later Cancel

Click on **Continue** to proceed.

At the top of the screen where you are in the SOW Response timeline. In this example, the **Details** tab has been completed and we are now on the **Clauses** tab.

Create SOW Response



Clauses tab

The standard document clauses will pull through to the contract, so you do not need to work through them.

Clauses

Statement of Work: Supplier Training - Scenario 1 No workers (NDBKTQ00000527) | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Clauses

^ Collapse All

^ Section*
 Important Note | Collaborator*
 Supplier Name and Surname

^ Category: Draft TD Template | Read Only: Yes No | Mandatory: Yes No

↑ Move Up ↓ Move Down × Remove + Add Category

Please familiarise yourself with the attached draft contract template which contains the standard terms and conditions.

Continue Complete Later Cancel

Click on **Continue** to proceed to the next step, which is **Characteristics**.



Characteristics tab

The **Characteristics** tab shows the events and/or schedules that were captured:

Characteristics

Statement of Work: Supplier Training - Scenario 1 No workers (NDBKTQ00000527) | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Add Characteristics

Events Schedules

+ Add New Event

Name	Description	Due On	Capitalized	Amount	Units	PO Number
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value=""/>	All	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
<input type="text" value="✎"/> Milestone 1 - Design complete	Milestone 1 - Design complete	2023-08-31	No	150,000.00		
<input type="text" value="✎"/> Milestone 2 - Build complete	Milestone 2 - Build complete		No	500,000.00		
<input type="text" value="✎"/> Milestone 3 - Deploy complete	Milestone 3 - Deploy complete	2023-12-31	No	350,000.00		

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Continue Complete Later Cancel

At this stage you can make changes to the schedules and events by selecting the relevant option, as highlighted above.

In this example a change will be made to Milestone 1, as the captured amount is incorrect. To change the amount, click on the edit icon () next to the relevant item.

Supplier Training - Scenario 1 No workers (NDBKTQ00000527) | 2023-08-01 - 2023-12-31 | Nedbank Limited

Add Characteristics

Events Schedules

+ Add New Event

Name	Description	Due On	Capitalized	Amount	Units	PO Number
<input type="text" value="✎"/> Milestone 1 - Design complete	Milestone 1 - Design complete	2023-08-31	No	150,000.00		
<input type="text" value="✎"/> Milestone 2 - Build complete	Milestone 2 - Build complete		No	500,000.00		
<input type="text" value="✎"/> Milestone 3 - Deploy complete	Milestone 3 - Deploy complete	2023-12-31	No	350,000.00		

Page 1 Rows 10 1-3 of 3

Accounting

Items Requested Amount (ZAR)

Continue Complete Later Cancel

Once you have clicked on it, the relevant fields will open where you can change the amount.

Supplier Training - Scenario 1 No workers (NDBKTQ00000527) 2023-08-01 - 2023-12-31 Nedbo

Add Characteristics

Events Schedules

+ Add New Event

Name	Description	Due On	Capitalized	Amount
Milestone 1 - Design complete	Milestone 1 - Design complete	2023-08-31	No	200,000.00
Milestone 2 - Build complete	Milestone 2 - Build complete		No	500,000.00
Milestone 3 - Deploy complete	Milestone 3 - Deploy complete	2023-12-31	No	350,000.00

Edit Event

Name*
Milestone 1 - Design complete

Description (optional)
Milestone 1 - Design complete

Due On (optional)
2023-08-31

Capitalized?*

Yes No

Amount*
200000.00 ZAR

PO Number (optional)
(No Value)

Characteristic Description*
Milestone 1

[Update](#) [Cancel](#)

Once you have changed the amount, click on [Update](#) to continue.

You will then see the amended **Characteristics** screen.

+ Add New Event

Name	Description	Due On	Capitalized	Amount	Units	PO Number
Milestone 1 - Design complete	Milestone 1 - Design complete	2023-08-31	No	200,000.00		
Milestone 2 - Build complete	Milestone 2 - Build complete		No	500,000.00		
Milestone 3 - Deploy complete	Milestone 3 - Deploy complete	2023-12-31	No	350,000.00		

Page 1 Rows 10 1-3 of 3

Accounting

Items	Requested Amount (ZAR)
Schedules	150,000.00
Events	1,000,000.00
Total	1,150,000.00

[Calculate Totals](#)

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

THE BEST RUN **SAP**

In this example, Milestone 1 was updated to R200 000 (not R150 000). To see the updated total, click on [Calculate Totals](#). This will increase the total from the previous R1 150 000 to R1 200 000.

Accounting

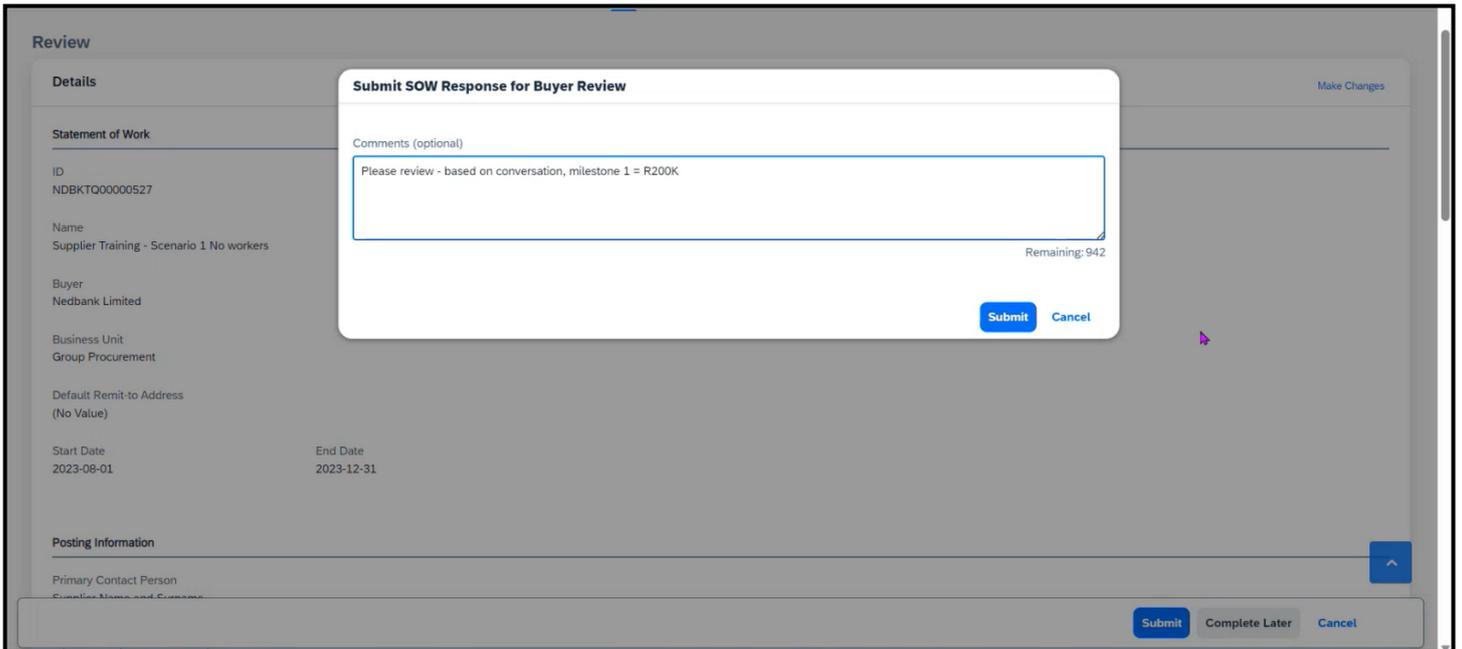
Items	Requested Amount (ZAR)
Schedules	150,000.00
Events	1,050,000.00
Total	1,200,000.00

[Calculate Totals](#)

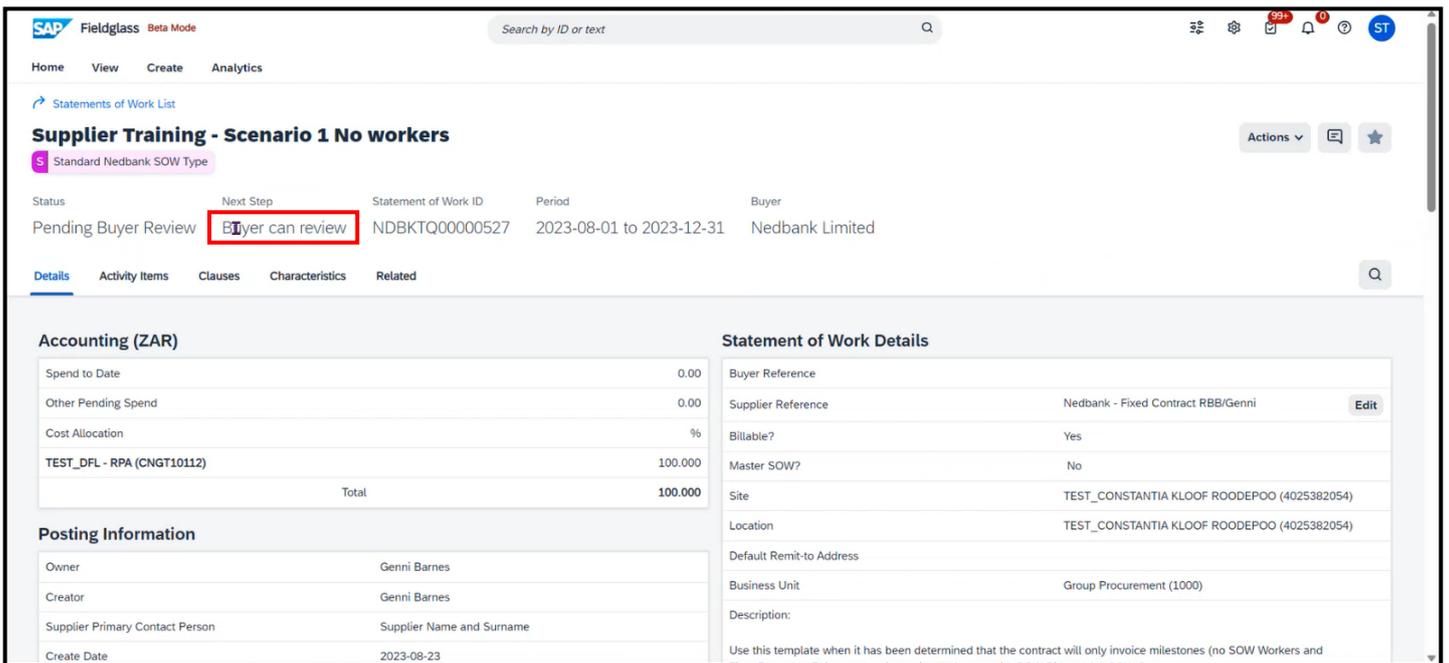
[Continue](#) [Complete Later](#) [Cancel](#)

Click on [Continue](#) to proceed.

To complete the response process, click on [Submit](#). You can also add comments at this stage.



The next step will now be **Buyer can Review**. The Nedbank contract manager will now review your response, including any changes.



If the contract manager is satisfied, the contract will go to the next stage for approval. If they are not satisfied, they will return the contract to you for additional amendments.

Scenario 2 – workers with ‘time’ and ‘material’

This scenario involves creating contracts for ‘time’ and ‘material’ workers. It is used to capture **role requirements** (eg SAP technical consultant) for the contract only – not their **actual names**.

After selecting **Supplier Training – Scenario 2 – Workers T&M** from the SOW list, you will see the following screen:

Note

Because this contract is a T&M contract, there is a **Time & Expense** tab. There is also a **SOW Workers** tab, where you can enter workers’ names (not mandatory).

Usually, T&M contracts have only the roles of the workers, eg a SAP technical consultant or a SAP functional consultant.

The screenshot shows the SAP Fieldglass interface for a contract titled "Supplier training - Scenario 2 - Workers T&M". The contract status is "Pending Supplier Review" and the buyer is "Nedbank Limited". The interface includes several tabs: "Details", "Activity Items", "Clauses", "Characteristics", "SOW Workers", "Time & Expense", and "Related". The "Details" tab is active, showing "Accounting (ZAR)" and "Statement of Work Details".

Accounting (ZAR)		
Spend Allocation	Worker	Total
Spend to Date	0.00	0.00
Other Pending Spend	0.00	0.00
Cost Allocation		%
TEST_DFL - RPA (CNGT10112)		100.000
Total		100.000

Statement of Work Details	
Buyer Reference	
Supplier Reference	T&M Contract Edit
Billable?	Yes
Master SOW?	No
Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Location	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Default Remit-to Address	
Business Unit	Group Procurement (1000)
Description:	Use this template when Time & Materials work is required or it has yet to be determined if T&M is required. This template is

Tabs for this T&M contract include the following:

Tab name	Description
Details	Information like the Nedbank contract owner and their contact details, as well as general information about the SOW, eg Site, Supplier Reference etc.
Activity Items	Shows the additional activities required to complete the process.
Clauses	Shows standard clauses for the contract.
Characteristics	Defines the billing characteristics, events and invoicing schedule components of the SOW. <ul style="list-style-type: none"> Events are milestones in the SOW that are tracked by you and us, including the completion of specific milestones or the delivery of certain work products. Schedules designate when we will make payments to you for services rendered in terms of the SOW, eg recurring end-of-month schedules.
SOW Workers	Shows the details of the required roles captured for this contract. If individuals’ names have been captured already, they will show here. However, their names are not a requirement.
Time & Expense	Shows the time sheets and expense sheets once the contract has been approved and in execution.
Related	Shows all the related SOW documents.

Tabs

Details tab

Before you click on **Respond**, make sure to scroll down and double-check the captured information, especially the information under **Posting Information** and **Statement of Work details**.

Activity Items tab

This tab is used later and shows the additional activities required to complete the process.

Clauses tab

This tab contains the standard contract clauses and does not require input from you.

Characteristics tab

Click on [Characteristics](#) to view the events or schedules that have been created, as well as all the detail relating to them. Events could be particular milestones that must occur by a certain date as part of the project, eg Design Phase. Schedules are scheduled items that take place at regular intervals, eg month-end schedules. In this example no events or schedules were captured.

Supplier training - Scenario 2 - Workers T&M Respond

Standard Nedbank SOW Type

Status: Pending Supplier Review | Next Step: Review | Statement of Work ID: NDBKTQ00000528 | Period: 2023-08-01 to 2023-12-31 | Buyer: Nedbank Limited

Details | Activity Items | Clauses | **Characteristics** | SOW Workers | Time & Expense | Related

Characteristics

Group By: None

From: 2023-08-01 to 2023-12-31 | Rows: 25 | Apply Filters

All | Event | [Schedule](#)

#	Status	Name	Owner	PO Number	Frequency	Date Range	Rate	Maximum Units	Requested Amount (ZAR)	Final Amount (ZAR)
A.	▼	Enter Criteria								

No items found

Note

If you have 'time' and 'material', you can also capture a schedule. Example of when you would have a schedule and a time sheet: We have a fixed-cost maintenance contract with a supplier for a limited number of hours per month, and 3 contractors have been captured. If the 3 contractors exceed the number of hours per month, they must capture a time sheet for the additional hours. At the end of the month, the supplier would be paid for the fixed amount of hours plus the additional time, subject to our approval. The time sheet will be under the **SOW Workers** tab. The agreed contract between us and the supplier will determine what should be captured.

SOW Workers tab

The [SOW Workers](#) tab shows the individuals who are linked to this contract.

Remember

A T&M contracts requires you to add the workers. You can capture the workers' information at this stage or at a later stage once the contract has been approved. In the example, a worker called Robin Batman has already been linked to the contract as a scrum master.

Statements of Work List

Supplier training - Scenario 2 - Workers T&M

Standard Nedbank SOW Type

Status: Pending Supplier Review | Next Step: Review | Statement of Work ID: NDBKTQ00000528 | Period: 2023-08-01 to 2023-12-31 | Buyer: Nedbank Limited

Details | Activity Items | Clauses | Characteristics | **SOW Workers** | Time & Expense | Related

SOW Workers

1 Item Found | Rows: 25 | Apply Filters

Withdraw: 0 Items Selected

Revisor	Work Order Status	Work Order ID	Name	Worker ID	Role	Site	Equipment	Resume / CV	Start Date	End Date	Committed Spend
0	Draft	NDBKW00003461	Batman, Robin		Scrum Master	TEST_CONSTANTIA KLOOF ROODEPOO	No	Download View	2023-08-01	2023-12-31	336,000.00
Total											336,000.00

SOW Worker Rules: SOW Workers (Yes), Auto Register SOW Worker (No)

Time Sheet Rules: Time Sheet Type (Standard), Time Sheet Frequency (Weekly and Monthly)

Usually, only **roles** are captured for a T&M contract, and it will look as follows:

Supplier training - Scenario 2 - Workers T&M

Standard Nedbank SOW Type

Roles, Sites and Assigned Rates

Role	Equipment	Site	Number of Positions	Period worked in Hours	Rate	Rate Category / UOM	Factor	Requested	Estimated Spend
SAP Consultant-Functional	No	TEST_CONSTANTIA KLOOF ROODEPOO	2	900.00	ZAR_1_Onsite_11_ Time_Hourly (ZAR_1_Onsite_11_ Time_Hourly)	Onsite_Hourly_Standard Time /Hr	0.000 ✓	500.00	900,000.00
Scrum Master	No	TEST_CONSTANTIA KLOOF ROODEPOO	1	900.00	ZAR_1_Onsite_11_ Time_Hourly (ZAR_1_Onsite_11_ Time_Hourly)	Onsite_Hourly_Standard Time /Hr	0.000 ✓	400.00	360,000.00
					ZAR_1_Onsite_2_C 1.0_Hourly (ZAR_1_Onsite_2_C 1.0_Hourly)	Onsite_Hourly_Overtime 1.0 (Factor of Onsite_Hourly_Standard Time) /Hr	1.000	400.00	360,000.00
					ZAR_1_Onsite_2_C 1.5_Hourly (ZAR_1_Onsite_2_C 1.5_Hourly)	Onsite_Hourly_Overtime 1.5 (Factor of Onsite_Hourly_Standard Time) /Hr	1.500	600.00	360,000.00
					ZAR_1_Onsite_2_C 2.0_Hourly (ZAR_1_Onsite_2_C 2.0_Hourly)	Onsite_Hourly_Overtime 2.0 (Factor of Onsite_Hourly_Standard Time) /Hr	2.000	800.00	360,000.00

In this example, 2 roles were added to the contract. The Nedbank contract manager **cannot add individuals** to the contract. They can add only **roles**.

The example has 2 roles:

- 2 x SAP consultants – functional consultants are required for 900 hours at the Roodepoort site at a maximum rate of R500 per hour.
- 1 x scrum master is required for 900 hours at the Roodepoort site at a maximum rate of R400 per hour.
- Overtime rates are also listed.

Time & Expenses tab

This tab shows the time sheets and expenses sheets once the contract has started.

Related tab

This will show the related SOW documents. Once you have checked all the information and made the relevant changes (if applicable), click on [Respond](#).

Responding to the SOW

You will then see the **Details** screen.

Some fields require input while others will have default values that cannot be changed at this response stage.

Field name	Description
Details	
Supplier Reference (optional)	If a reference has already been captured, it will pull through automatically. If not, you must enter a description for this contract for your referencing purposes.
Billable	Defaults to 'Yes' or 'No'.
Defined By	Defaults to 'Buyer' and 'Supplier'.
Business Unit	Defaults to 'Group Procurement (1 000)'.
Site	Defaults to the 'Plant' used in Ariba for POs.
Location	Defaults to the 'Plant' used in Ariba for POs.
Default remit-to Address (optional)	Defaults to (No Value) if it is incomplete.
Invoice Document Type	You must choose one of the following options, which is a SARS requirement for invoices: <ul style="list-style-type: none"> Invoice – if you are not registered for VAT. Tax invoice – if you are registered for VAT.
Posting Information	
Primary Contact person	As above

Comments To Buyer (optional)	Add any additional information (if applicable), eg Adjustments to rate of Functional Consultant.
-------------------------------------	---

Click on [Continue](#) to proceed.

At the top of the screen you can see where you are in the SOW response timeline. In this example, the **Details** tab has been completed and we are now on the **Clauses** tab.

These are standard clauses, and you do not need to work through them.

Documents		
Name	Person	
Vendor [Pty] Ltd TD CS Resource Role [Resource Name] Draft 00002023 SD Supplier TD.pdf (202 KB) Replace	Genni Barnes 2023-08-23 05:43 AM	View

Note

If you click on **View** under the **Documents** section, the **TD** will open for viewing.

Click on [Continue](#) to proceed to the **Characteristics** tab.

Characteristics

Statement of Work: Supplier training - Scenario 2 - Workers T&M (NDBKTQ00000528) Period: 2023-08-01 - 2023-12-31 Buyer: Nedbank Limited

Add Characteristics

Events Schedules

Type	Name	Description	Frequency	Start Period	Start Date	End Date	Due On	Rate	# U...	Capitalized	Amount	PO Number
Please Cl	Enter Criteria	Enter Criteria	Please Cl	Please Cl				Enter Criteria	Ent...	Please Cl	Enter Criteria	Enter Criteria

No data to display

Go to page: 1 Show rows: 10 0-0 of 0

Continue Complete Later Cancel

Because the example contract is 'time' and 'material', you do not have to add any additional **Characteristics** by capturing schedules or events. If there were events or schedules, you would add or edit them at this stage.

Click on **Continue** to proceed to **SOW Workers** tab:

Details Clauses Characteristics **4 SOW Workers** 5 Review

Supplier training - Scenario 2 - Workers T&M (NDBKTQ00000528) 2023-08-01 - 2023-12-31 Nedbank Limited

▼ **SAP Consultant-Functional** Estimated Worker Spend: 900,000.00 [Remove](#)
In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)



When you add a SAP Consultant-Functional, they'll appear here
 If you add a SAP Consultant-Functional for a different Site, it will be organized in a separate section below.

Add SAP Consultant-Functional

Scrum Master Estimated Worker Spend

Continue Complete Later Cancel

The work roles that have been captured previously will now show. You can also enter more details by clicking on **Add**, eg

Add SAP Consultant-Functional

The **SOW Workers** screen will display with the details of the captured roles.

SOW Workers

Statement of Work: Supplier training - Scenario 2 - Workers T&M (NDBKTQ00000528) | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

▼ **SAP Consultant-Functional**
 In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) | Estimated Worker Spend: 900,000.00 | Remove

▼ **1 Rates** | Add or Remove Rates

Rate	Rate Category / UOM	Rate from Grid	Factor	<input type="checkbox"/>	Rate Amount *
ZAR_1_Onsite_11_ST_Standard Time_Hourly	Onsite_Hourly_Standard Time /Hr	-	0.0000000000	<input checked="" type="checkbox"/>	500.00

Estimate your spend

Period worked in Hours * | Number of Positions *

900.00 | 2 | I | ×

+ Row

Save and Continue | Continue | Complete Later | Cancel

2 Workers

▼ **Scrdm Master**
 In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) | Estimated Worker Spend: 360,000.00 | Remove

▼ **1 Rates** | Add or Remove Rates

Rate	Rate Category / UOM	Rate from Grid	Factor	<input type="checkbox"/>	Rate Amount *
ZAR_1_Onsite_11_ST_Standard Time_Hourly	Onsite_Hourly_Standard Time /Hr	-	0.0000000000	<input checked="" type="checkbox"/>	400.00
ZAR_1_Onsite_2_OT_Overtime 1.0_Hourly	Onsite_Hourly_Overtime 1.0 (Factor of Onsite_Hourly_Standard Time) /Hr	0.00	1.000	<input type="checkbox"/>	400.00
ZAR_1_Onsite_2_OT_Overtime 1.5_Hourly	Onsite_Hourly_Overtime 1.5 (Factor of Onsite_Hourly_Standard Time) /Hr	0.00	1.500	<input type="checkbox"/>	600.00
ZAR_1_Onsite_2_OT_Overtime 2.0_Hourly	Onsite_Hourly_Overtime 2.0 (Factor of Onsite_Hourly_Standard Time) /Hr	0.00	2.000	<input type="checkbox"/>	800.00

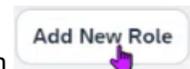
Estimate your spend

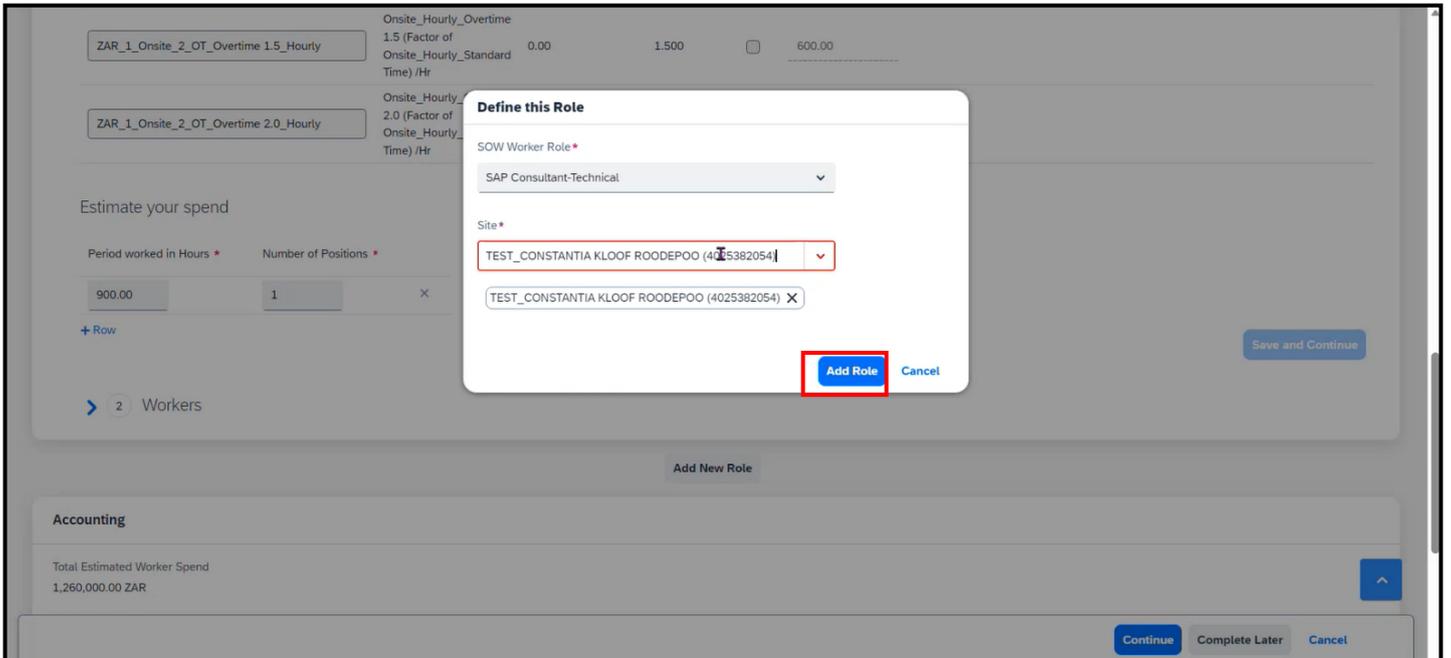
Continue | Complete Later | Cancel

In this example, we have:

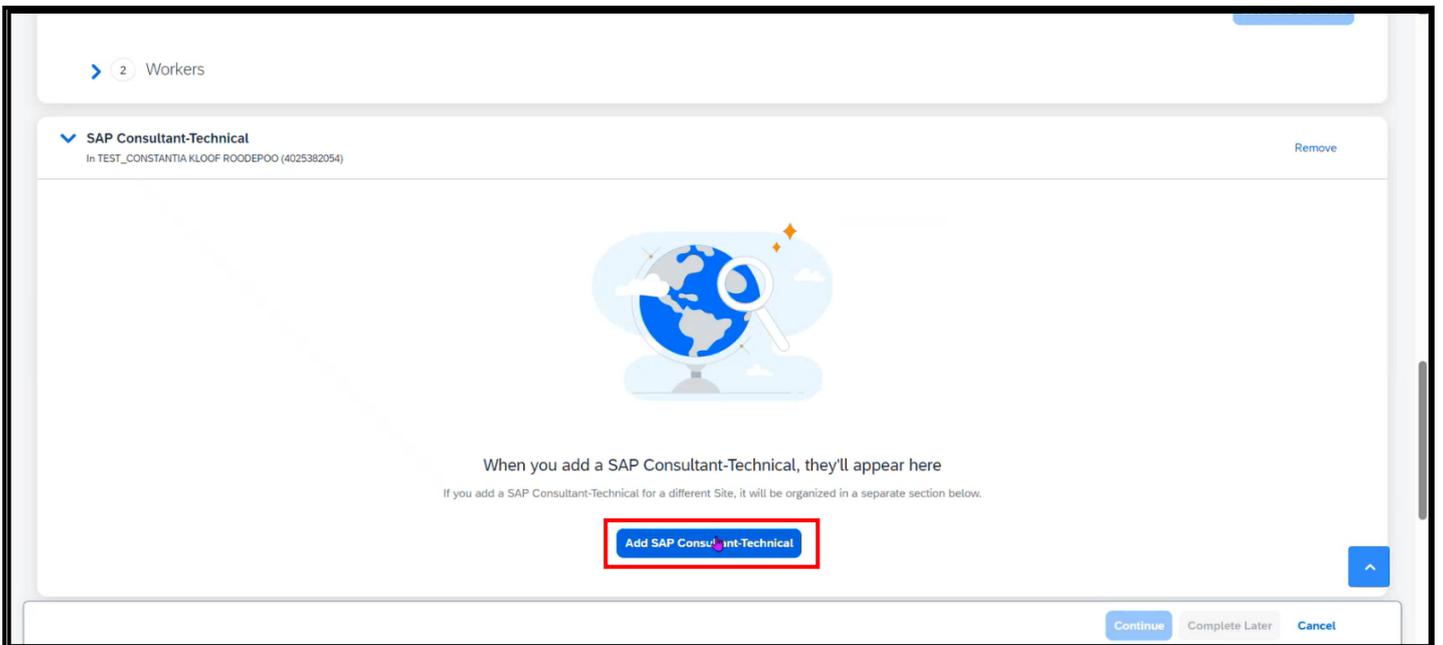
- 2 x SAP consultants – functional consultants for 900 hours in total at a rate of R500 per hour; and
- 1 x scrum master for 900 hours in total at a rate of R400 per hour plus overtime.

If you have to add another role, eg a SAP technical consultant, scroll down and click on



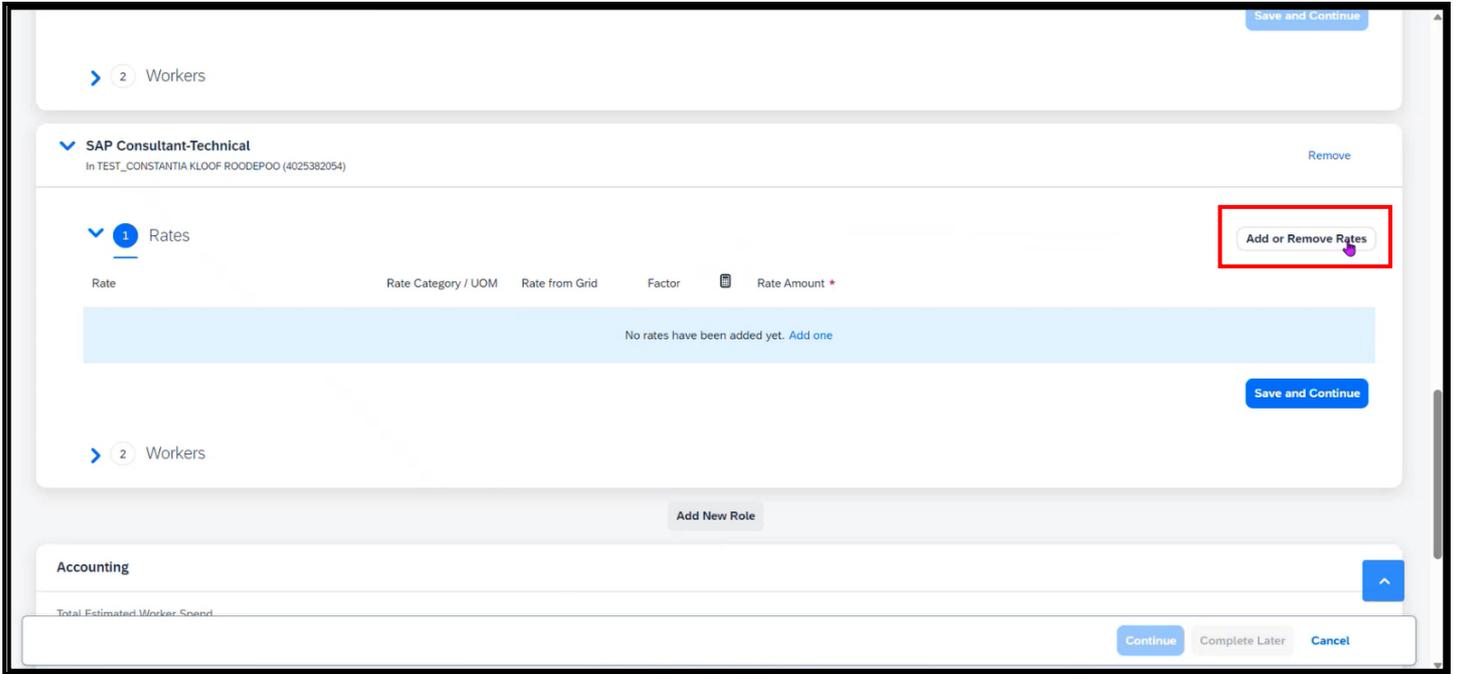


Select **Add Role** to continue. In this example, a SAP technical consultant will be added to the contract.

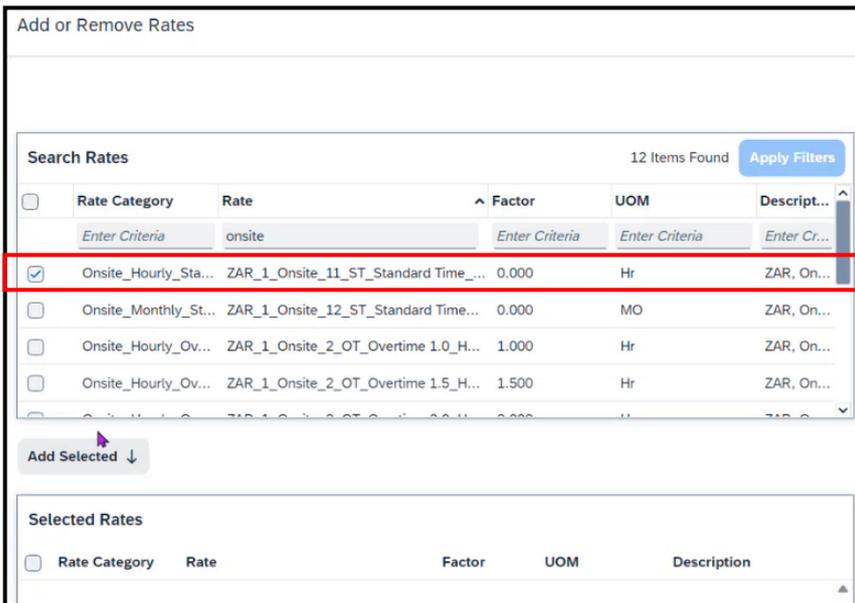


Then click on **Add SAP Consultant-Technical** to add the new role.

Now you can add the rate for the role.



Click on **Add or Remove Rates** , choose the applicable rate type, eg onsite, and tick the checkbox next to it. To add additional rates, eg offsite, click on **Add Selected ↓** .



Click on **Update** to continue.

SAP Consultant-Technical
In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Remove

1 Rates Add or Remove Rates

Rate	Rate Category / UOM	Rate from Grid	Factor	Rate Amount *
ZAR_1_Onsite_11_ST_Standard Time_Hourly	Onsite_Hourly_Standard Time /Hr	-	0.0000000000	650.00

Estimate your spend

Period worked in Hours * Number of Positions * ×

+ Row Save and Continue

2 Workers Add New Role

Accounting Continue Complete Later Cancel

Then complete the following fields:

- Enter the rate amount that applies to this role.
- Tick the checkbox under the calculator icon.
- Type in the estimated period worked in hours.
- Enter the number of positions required.

Important

- The rate that you enter must be the **maximum rate**, as workers will not be allowed to exceed this rate.
- Please ensure that all the required rates are captured, including overtime rates. **Only the rates that appear for these roles may be charged.**
- Remember that this a role and not a worker. If you have **multiple workers with the same role**, enter the number of positions. Do not capture them as multiple roles.
- The period worked must be adjusted to calculate to the total estimated spend of the contract. It is not used to limit the actual hours worked, but to estimate the total spend.
- The number of workers is not restricted. It is used to calculate the estimated total spend. **However, the estimated contractor spend is a cap.** In other words, if more workers are added at a later stage that leads to the estimated total spend being exceeded, the **contract must be revised.**

Click on Save and Continue.

The additional cost for the added roles will be added to the **Total Estimated Worker Spend**.

The screenshot shows the 'Accounting' section of the SAP Fieldglass interface. At the top, a blue message box states: 'Add a SAP Consultant-Technical now or later. This is not required.' Below this is an 'Add New Role' button. The 'Accounting' section features a 'Total Estimated Worker Spend' field set to 'R35,000.00 ZAR'. A table below lists items and their requested amounts in ZAR:

Items	Requested Amount (ZAR)
Schedules	0.00
Events	0.00
SOW Workers	336,000.00
Total	336,000.00

At the bottom right, there are buttons for 'Continue', 'Complete Later', and 'Cancel'.

If you know that a particular worker must be added at this stage, simply click on **Add**

Add a SAP Consultant-Technical now or later.
This is not required.

. This will enable you to capture an **actual person**, and not a role.

The **Add worker** heading will display. In this example it is **Add SAP Consultant-Technical**.

The screenshot shows the 'Add SAP Consultant-Technical' form. The heading 'Add SAP Consultant-Technical' is highlighted with a red box. Below it is a 'Details *' section, also highlighted with a red box. The form contains the following fields and values:

- First Name *: Wonder
- Last Name *: Woman
- Auto Register SOW Worker *: No
- Start Date *: 2023-09-01
- End Date *: 2023-10-31
- Register On Behalf Of Worker?: No, the Worker will self-register
- Your Supplier Email: (empty field)
- Worker's Personal Email *: gennib@nedbank.co.za
- Registration email will be sent to this address. Also used for Worker to recover username and password
- Security ID *: WOZZWO700101
- Confirm Security ID *: WOZZWO700101
- Worker Primary Contact: Genni Barnes

Complete the following fields in the **Details** section and remember to scroll down (if necessary):

Field name	Description
Details	
First Name	Enter their first name.
Last Name	Enter their surname.
Auto Register SOW Worker	This will default to 'No'. The worker will receive an invite to register so that they can complete their time sheet via email.
Start Date	Enter the date on which the worker is required.
End Date	Capture the last date on which the worker will be required.
Worker's Personal Email	Enter the worker's email address.
Security ID	Enter the security ID of the worker, consisting of the following: <ul style="list-style-type: none"> • First 2 letters of their first name. • First 2 letters of their second name (ZZ if they don't have a second name). • First 2 letters of their last name. • Their date of birth (YYMMDD). Eg: WOZZWO700101
Confirm Security ID	Enter their security ID again.
Worker Primary Contact	This will default to the contract owner's name.

Scroll down to complete these fields under the **Details** section:

Is the resource salary under R241 110.59/PA?*

No Yes

RSA Citizen*

No Yes

RSA Temporary Resident*

No Yes

Valid work permit for the duration of the contract?*

No Yes

Date of Birth*

1970-01-01 

Gender*

1. Male 2. Female

Mobile Phone Number*

0909090909

Field name	Description
Details	

Is the resource salary under R241 110,59/pa?	Choose 'Yes' or 'No'. This field is important, as workers who earn less than this amount are subject to certain conditions in terms of the Labour Act, <no> of <yyyy>.
RSA Citizen	Choose 'Yes' or 'No'.
RSA Temporary Resident	Choose 'Yes' or 'No' ('No' if RSA citizen is 'Yes').
Valid Work Permit for the Duration of the contract	Choose 'Yes' or 'No' ('No' if RSA citizen is 'Yes').
Date of Birth	Enter their date of birth.
Gender	Choose 'Male' or 'Female'.
Mobile Phone Number	Enter their cellphone number.

Scroll down to complete the following sections:

Rates *

Rate Category	Requested	Presented (ZAR) *
Onsite_Hourly_Standard Time /Hr	650.00	<input type="text"/>

Field name	Description
Rates	
Rates: Requested and presented	<p>You will see the captured rate for the role in the Requested field. The rate must now be captured in the Presented field.</p> <p>Important</p> <p>The rate captured in the Presented field may not exceed the maximum rate in the Requested field. If this rate is exceeded, you will receive an error message.</p>

Accounting

Auto Invoice all Characteristics, Time Sheets and Expense Sheets
No

Purchase Order Number (optional)

Field name	Description
Accounting	
Auto Invoice all Characteristics, Time Sheets and Expense Sheets	Defaults to 'No'.
Purchase Order Number (Optional)	Leave this field blank.

Now scroll down to go the **Adjustments** section:

Adjustments

Level	Name	Description	Unit	Value
1	Standard (Invoice)		Percentage	15.000
1				

Field name	Description
Adjustments	<p>This refers to the VAT element of the contract. It is essential to complete this correctly to avoid payment delays. Possible VAT options include the following:</p> <ul style="list-style-type: none"> Exempt (Invoice) No VAT (Invoice) Standard (Invoice) Zero-rated (Invoice) <p>The most common selections for these contracts are the following:</p> <ul style="list-style-type: none"> Standard (Invoice) – VAT is charged at 15%. No VAT (Invoice) – you are not registered for VAT. <p>Exempt (Invoice) would be used when dealing with financial services.</p>

Scroll down to go to the **Time Sheet Settings and Attachments** sections:

Time Sheet Settings *

Time Sheet Type
Standard

Time Sheet Frequency*
 Weekly Monthly

Time Sheet Start Date*
 2023-09-01

Start Day of Week*
 First day of the month

Hours per Day* Hours per Week*

Attachments

No Attachments Defined
[+ Add Attachments](#)

Field name	Description
------------	-------------

Time Sheet Settings	
Time Sheet Type	Defaults to 'Standard'.
Time Sheet Frequency	Choose either weekly or monthly.
Time Sheet Start Date	Enter the relevant date.
Start Day of week	Defaults to 'First day of the month'.
Hours per day	Defaults to '8'.
Hours per month	Defaults to '40'.
Attachments	
+Add Attachments	Upload any attachments (if applicable).

Scroll down to the **Additional Details** section:

Additional Details

Resume / CV (optional)

CV TEST.docx

Supplier Reference (optional)

Unique ID (optional)

Confirm Unique ID (optional)

Display candidate's Workforce record to the Buyer?*

Yes No

Allow Worker to submit SOW Line Items*

Yes No

Field name	Description
Additional Details	
Resume/CV (optional)	Here you can upload the workers' CVs.
Supplier Reference (optional)	Enter an additional reference (if required).
Unique ID (optional)	Enter a unique ID (if required), eg their employee number.
Display candidate's Workforce record to the Buyer	Defaults to 'No'.
Allow Worker to submit SOW Line items	Defaults to 'No'.

Click on . The details of the worker (Wonder Woman) will then display.

SAP Consultant-Technical
In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Estimated Worker Spend
195000.00 [Remove](#)

1 Rates

2 Workers

1 worker entered

[Add SAP Consultant-Technical](#) [Select from Workforce](#)

Name	Start Date	End Date	Location	Worker's Personal Email	Average Rate (ZAR)	Committed Spend (ZAR)	
Woman, Wonder	2023-09-01	2023-10-31	TEST_CONSTANTIA KLOOF ROODEPOO	gennib@nedbank.co.za	450.00	151,200.00	✎ ✕

[Add New Role](#)

Accounting

Total Estimated Worker Spend
1,455,000.00 ZAR

Items

Requested Amount (ZAR) [^](#)

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

Important

The **Total Estimated Worker Spend** is the maximum amount (capped amount) that can be spend in terms of this contract. You cannot exceed this amount – not even if you added more workers. This is the amount for which a PO will be raised as the 'time' and 'material' line. If additional workers are added and the amount is exceeded, you will not be able to bill and the contract will have to be revised.

Accounting

Total Estimated Worker Spend
1,455,000.00 ZAR

Items	Requested Amount (ZAR)
Schedules	0.00
Events	0.00
SOW Workers	487,200.00
Total	487,200.00

[Calculate Totals](#)

Once you have clicked on [Continue](#), the **Create SOW Response** screen will display, which means you are now at the **Review** stage where you must confirm the **SOW Worker rules**.

SAP Fieldglass Beta Mode Search by ID or text

Create SOW Response

Details Clauses Characteristics SOW Workers **5 Review**

Review

⚠️ Confirm the SOW Worker rules on the SOW are set correctly before submitting to the buyer.

Details [Make Changes](#)

Statement of Work

ID
NDBKTO00000528

Name
Supplier training - Scenario 2 - Workers T&M

Buyer
Nedbank Limited

Business Unit
Group Procurement

Default Remit-to Address
(No Value)

Start Date End Date

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

Scroll down to the **SOW Workers** section and double-check the information for accuracy.

SOW Workers [Make Changes](#)

Selected SOW Workers

Name	Work Order Status	Start Date	End Date	Average Rate	Per Diem	Calculated Spend (ZAR)
Batman, Robin	Draft	2023-08-01	2023-12-31	400.00	0.00	336,000.00
Woman, Wonder	Draft	2023-09-01	2023-10-31	450.00	0.00	151,200.00

Summary

Items	Amount (ZAR)
Schedules	0.00
Events	0.00
SOW Workers	487,200.00
Total	487,200.00

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

If the information is correct, click on



Scenario 3 – Workers no T&M

In this scenario there are workers, but it is **not a ‘time’ and ‘material’ contract**. Therefore, there no prescribed roles. Workers will need to be onboarded in order to receive a Nedbank CC number. You can do it at this stage or at a later stage once the contract has been approved via the **Add worker** functionality.

After selecting **Supplier Training – Scenario 3 – Workers no T&M** from the Statement of Work list, you will see the following **Details** screen.

Note

Because this is a **Workers no T&M Contract** there will not be a **Time & Expense** tab.

Available tabs include the following:

Tab name	Description
Details	Information such as the Nedbank contract owner and their contact details, as well as general information about the SOW, eg Site, Supplier Reference etc.
Activity Items	Additional activities required to complete the process.
Clauses	Standard clauses of the contract.
Characteristics	Defines the billing characteristics, events and invoicing schedule components of the SOW. <ul style="list-style-type: none"> Events are milestones in the SOW that are tracked by you and us, including the completion of specific milestones or the delivery of certain work products. Schedules designate when we will make payments to you for services rendered in terms of the SOW, eg recurring end-of-month schedules.
SOW Workers	Details of the roles captured for this contract. If workers' names were captured, they will also reflect here, but capturing their names is not a requirement.

Tabs

Details tab

Before you click on **Respond**, it is important to scroll down to double-check the information that you have captured for accuracy, especially the information under **Posting Information** and **Statement of Work details**.

Activity Items tab

This tab is used later and displays additional activities required to complete the process.

Clauses tab

This tab contains standard contract clauses and does not require any input from you.

Characteristics tab

Under this tab you can view any events or schedules and the information relating to them. Events could be particular milestones that would occur as part of the project, eg Design Phase, which must be completed by a certain date. Schedules are scheduled items that take place at regular intervals, eg month-end schedules.

In this example there is a fixed monthly schedule for R115 000.

The screenshot displays the SAP Fieldglass interface for 'Supplier Scenario 3 - Workers NO T&M'. The 'Characteristics' section is active, showing a table with one item: 'Fixed Schedule - Monthly' with a requested amount of 115,000.00. The interface includes filters for dates (2023-08-01 to 2023-12-31) and tabs for 'All', 'Event', and 'Schedule'. The 'Fixed Schedule - Monthly' item is highlighted with a red box. The SAP logo and login information are visible at the bottom.

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Amou	Submitted Amou
Created	Schedule (Recurring)	NDBKPS00000913		Fixed Schedule - Monthly			115,000.00	

If you click on **Fixed Schedule – Monthly** it will display more information, eg the frequency of the schedule and the date range.

Fixed Schedule - Monthly | Supplier Scenario 3 - Workers NO T&M Remove

Schedule

Status: Created | Next Step: Need to respond | Schedule ID: NDBKPS00000913 | Scheduled On: Recurring | Search with Bing | 2 - 6 | Nedbank Limited

Details | Related

Statement of Work ID: NDBKTO00000529

Accounting (ZAR)		Schedule Details	
Requested Amount	115,000.00	Defined By	Buyer and Supplier
Cost Allocation	%	Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
TEST_DFL - RPA (CNGT10112)	100,000	Auto Invoice	No
Total	100,000	PO Number	
		Description	

Posting Information		Recurring Schedule Details	
Owner	Genni Barnes	Type	Recurring Schedule
Capitalized?	No	Frequency	Monthly
		Start Period	End
		Date Range	2023-08-01 - 2023-12-31

Billing Information	
Buyer Information	
Bill To Nedbank Ltd:	

In this example the recurring schedule frequency is from August to December.

For this contract there are workers who must be onboarded to receive CC numbers, ie the contract has a combination of workers and characteristics but there are no time sheets.

SOW Workers tab

Click on **SOW Workers** to see the workers who were linked to this contract. You can add the workers at this stage or at a later stage, once the the contract has been approved.

SAP Fieldglass Beta Mode

Home | View | Create | Analytics

Details | Activity Items | Clauses | Characteristics | **SOW Workers** | Related

No Active Workers Listed

SOW Worker Rules		Time Sheet Rules	
SOW Workers	Yes	Time Sheet Type	No Time Sheets
Auto Register SOW Worker	Yes	Hours per Day	0
		Hours per Week	0
		Allow Time Capture in Hundredths of Hours	No
		Allow rates on SOW Worker roles without invoicing	No

Expense Sheet Rules	
Give Workers access to all Expense Codes for the Cost Centers	No

Responding to the SOW

Supplier Scenario 3 - Workers NO T&M **Respond**  

Standard Nedbank SOW Type

Total 575,000.00

Characteristics

From 2023-08-01 to 2023-12-31 **Apply Filters**

All Event Schedule

1 Item Found

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Amou.	Submitted Amou.
All	All	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>					
Created	Schedule (Recurring)	NDBKPS00000913	0	Fixed Schedule - Monthly			115,000.00	

[Clear Sort](#) [Clear Filters](#)

Page 1 Rows 1 1-1 of 1 

[Download List Data](#)

THE BEST RUN 

Last Login Time: 2023-08-25 01:09 PM SAST
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SAP Fieldglass 2308 | 038
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Click on **Respond**. You will then see the **Details** screen where you can enter a specific reference.

Statement of Work: Supplier Scenario 3 - Workers NO T&M (NDBKTQ00000529) | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Details

Description
Use this template when Time & Materials work is required or it has yet to be determined if T&M is required. This template is perfect for letting the Supplier tell Nedbank if they will use SOW Workers or not. This template is applicable for use with SOW Bid an d full SOW Contracts.

Supplier Reference (optional)

Billable
Yes

Defined By
Buyer and Supplier

Business Unit
Group Procurement (1000)

Site
TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Continue Complete Later Cancel

Click on **Continue** to go the **Clauses** tab. These are standard contract clauses and requires no input from you.

Clauses

Statement of Work: Supplier Scenario 3 - Workers NO T&M (NDBKTQ00000529) | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Clauses

Section: Important Note | Collaborator: Supplier Name and Surname

Category: Draft TD Template | Read Only: Yes No | Mandatory: Yes No

↑ Move Up ↓ Move Down × Remove + Add Category

Please familiarise yourself with the attached draft contract template which contains the standard terms and conditions.

Continue Complete Later Cancel

Click on **Continue** to go to the **Characteristics** tab.

SAP Fieldglass Beta Mode | Search by ID or text

Create SOW Response

Details ✓ | Clauses ✓ | **3 Characteristics** | 4 SOW Workers | 5 Review

Characteristics

Statement of Work: Supplier Scenario 3 - Workers NO T&M (NDBKTQ00000529) | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Add Characteristics

Events | Schedules

+ Add New Event

Continue Complete Later Cancel

Here you can change events or schedules. In this example, Schedules was selected, showing the existing schedules for this contract.

Add Characteristics

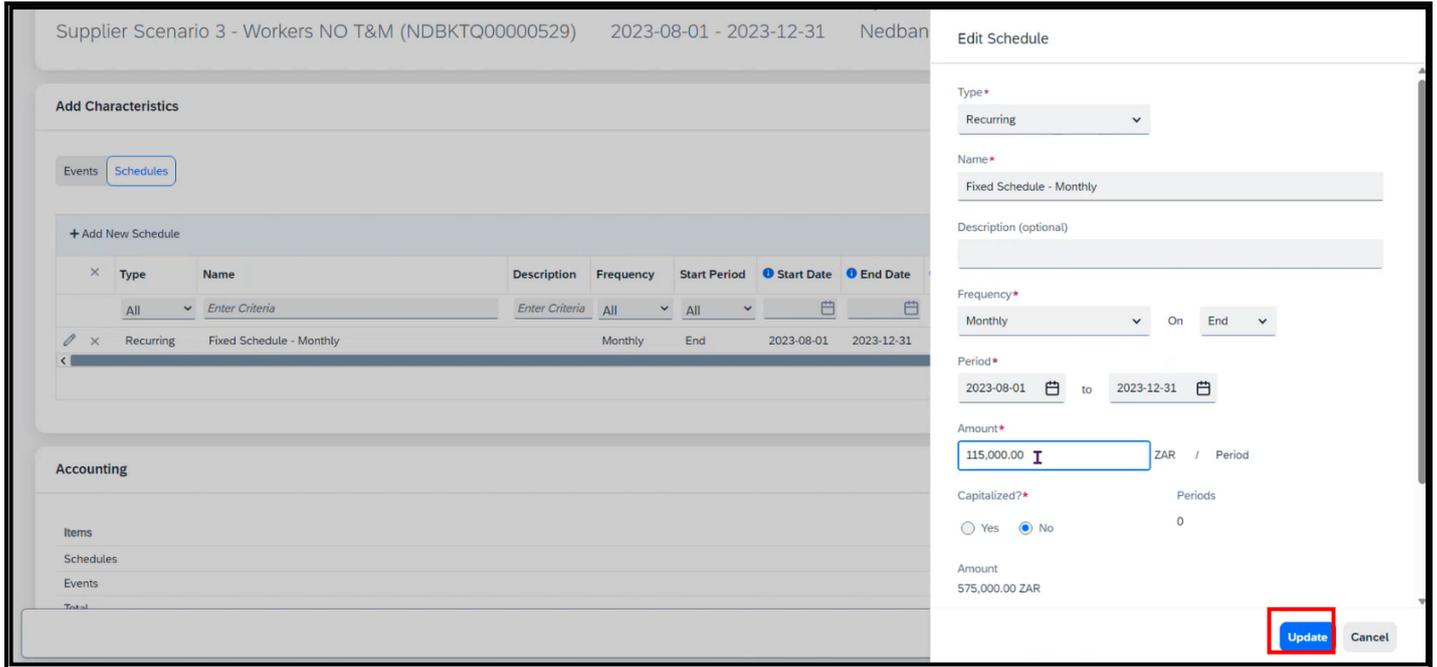
Events | Schedules

+ Add New Schedule

Type	Name	Description	Frequency	Start Period	Start Date	End Date	Due On	Rate	# U...	Capitalized	Amount	PO Number
All	Enter Criteria	Enter Criteria	All	All				Enter Criteria	Ent...	All	Enter Criteria	Enter Criteria
Recurring	Fixed Schedule - Monthly		Monthly	End	2023-08-01	2023-12-31		115,000.00	0.00	No	575,000.00	

Page 1 Rows 10 1-1 of 1

If you need to make changes to the schedule, click on the edit icon () and make sure to 'update' your changes.



Supplier Scenario 3 - Workers NO T&M (NDBKTQ00000529) 2023-08-01 - 2023-12-31 Nedban

Add Characteristics

Events Schedules

+ Add New Schedule

Type	Name	Description	Frequency	Start Period	Start Date	End Date
All	Enter Criteria	Enter Criteria	All	All		
Recurring	Fixed Schedule - Monthly		Monthly	End	2023-08-01	2023-12-31

Accounting

Items

Schedules

Events

Total

Edit Schedule

Type*
Recurring

Name*
Fixed Schedule - Monthly

Description (optional)

Frequency*
Monthly On End

Period*
2023-08-01 to 2023-12-31

Amount*
115,000.00 ZAR / Period

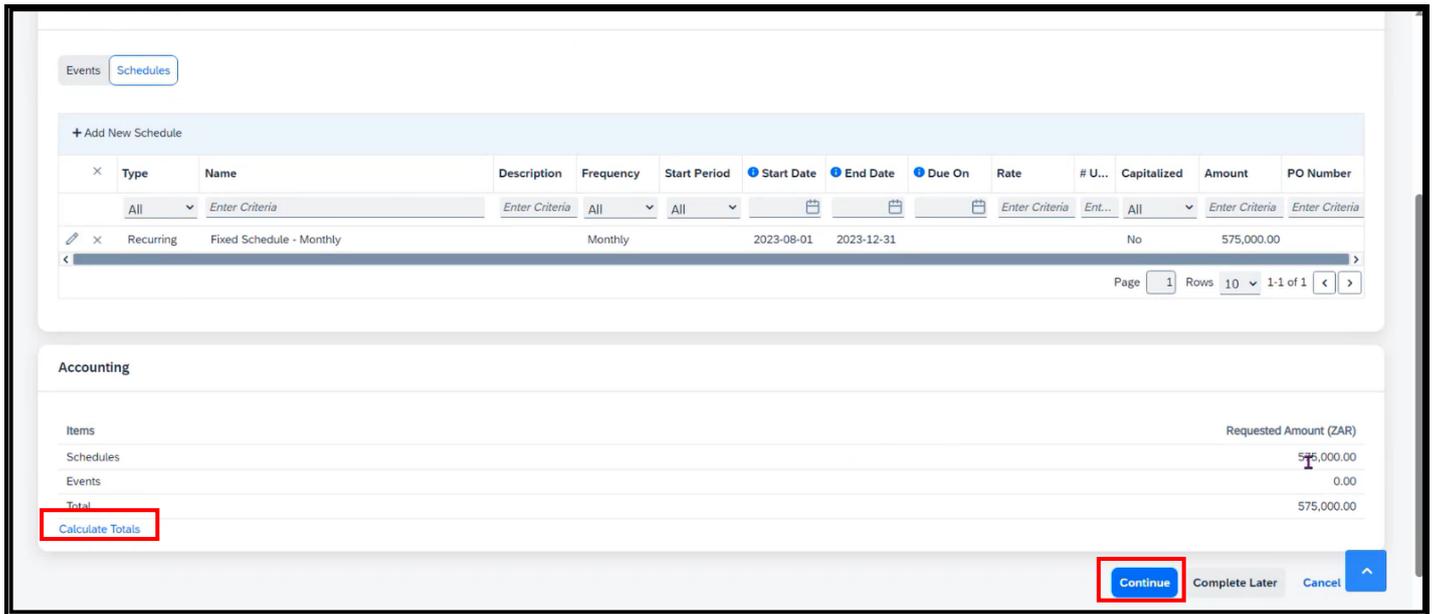
Capitalized?*
 Yes No Periods 0

Amount
575,000.00 ZAR

Update Cancel

Note

You can also make changes to the billing (accounting) information by scrolling down and clicking on [Calculate Totals](#).



Events Schedules

+ Add New Schedule

Type	Name	Description	Frequency	Start Period	Start Date	End Date	Due On	Rate	# U...	Capitalized	Amount	PO Number
All	Enter Criteria	Enter Criteria	All	All				Enter Criteria	Ent...	All	Enter Criteria	Enter Criteria
Recurring	Fixed Schedule - Monthly		Monthly		2023-08-01	2023-12-31				No	575,000.00	

Page 1 Rows 10 1-1 of 1

Accounting

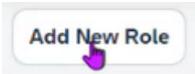
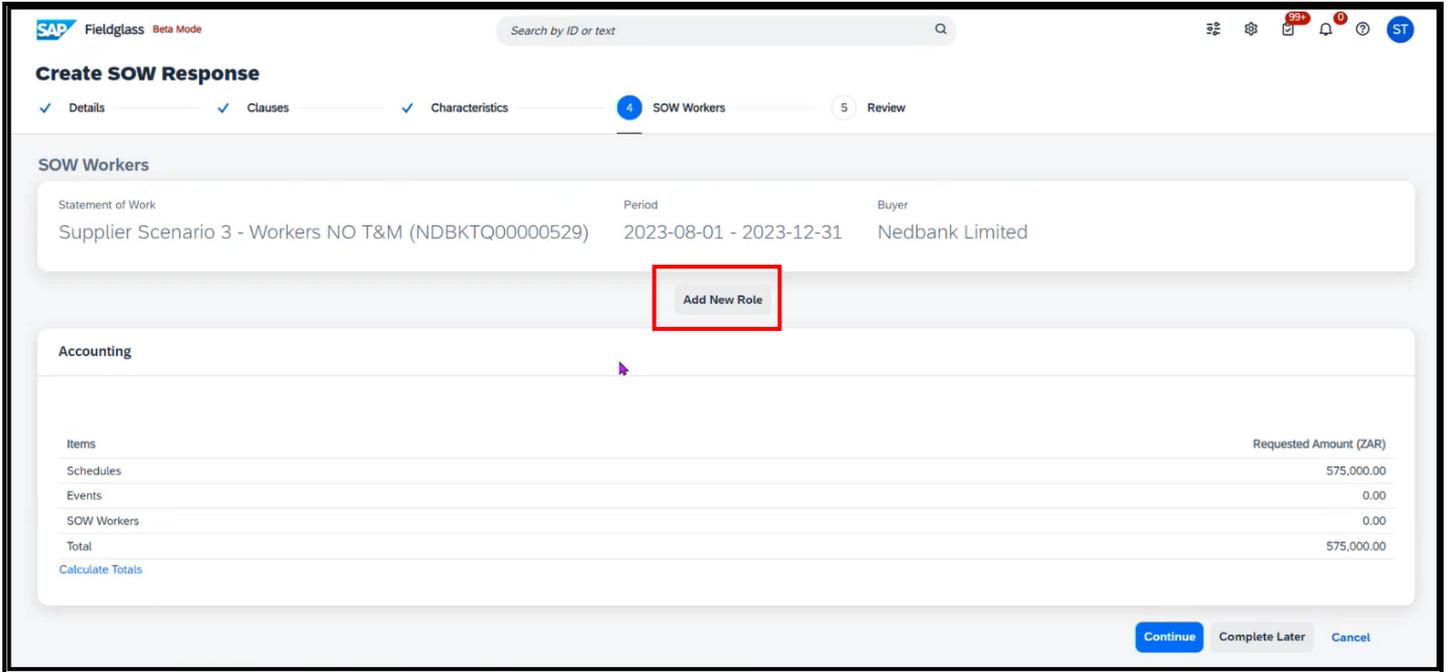
Items	Requested Amount (ZAR)
Schedules	575,000.00
Events	0.00
Total	575,000.00

Calculate Totals

Continue Complete Later Cancel

In this example the full value of the contract is R575 000.

Click on [Continue](#) to go to the **SOW Workers** tab. Here you can add workers, but you can also add them at a later stage.



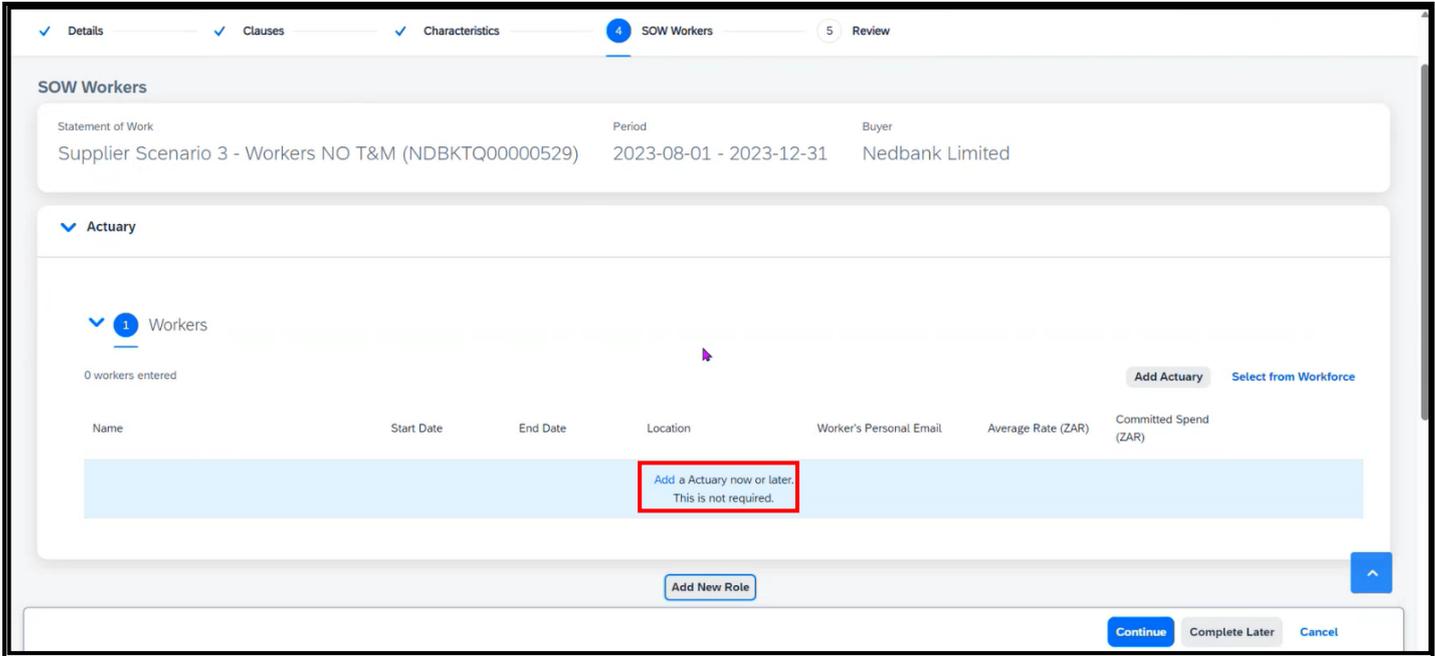
To add a worker, click on

Important

There are no prescribed roles for a **No T&M contract**. You must click on the dropdown list and select the relevant role. Please contact the Nedbank contract owner or the CD if you are unsure about which role to select.

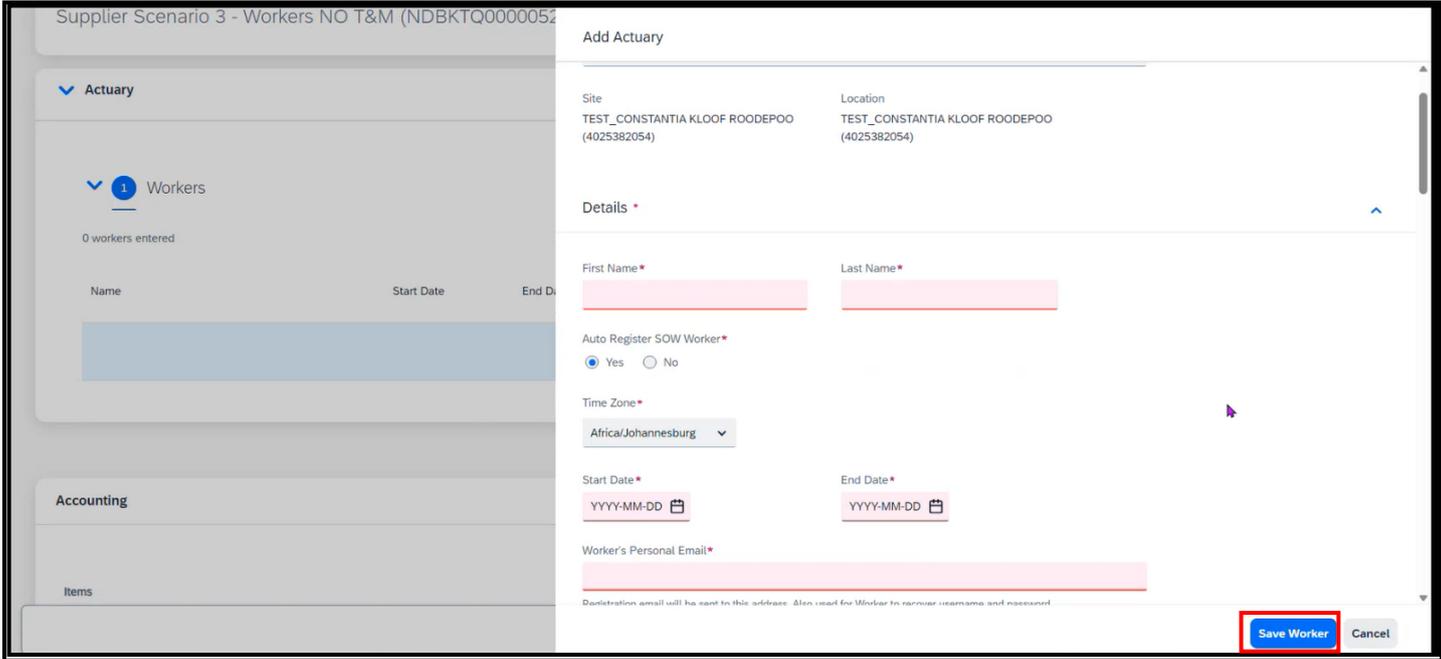


After selecting the required role, eg Actuary, click on **Add Role**. You will then see the **SOW Workers** tab with the information. To add the role, click on **Add a Actuary now or later**.



You can then enter the details of the worker. The only difference between this and adding workers to the T&M contract is that **rate is not added** in this example.

For more information about completing the worker fields, please refer to the notes on **Adding a Role**.



There are no financial values here – the information relates only to the person. Please remember to enter the VAT treatment and VAT amount in the **Adjustments** section. If this information is captured incorrectly, it could lead to revisions resulting in payment delays.

Remember that PIMS checks must be done for all workers before CC numbers can be allocated to them. That is why it is so important to capture the information accurately.

Click on **Save Worker** to proceed.

All the added workers will then display.

Success!

Workers

1 worker entered

[Add Actuary](#) [Select from Workforce](#)

Name	Start Date	End Date	Location	Worker's Personal Email	Average Rate (ZAR)	Committed Spend (ZAR)	
Man, Iron	2023-08-01	2023-12-31	TEST_CONSTANTIA KLOOF ROODEPOO	gennib@nedbank.co.za	0.00	0.00	✎ ✕

[Add New Role](#)

Accounting

Items	Requested Amount (ZAR)
Schedules	575,000.00
Events	0.00
SOW Workers	0.00

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

Click on [Continue](#) to proceed.

You can continue to add workers now or later.

SOW Workers

[Make Changes](#)

Selected SOW Workers

Name	Work Order Status	Start Date	End Date	Average Rate	Per Diem	Calculated Spend (ZAR)
Man, Iron	Draft	2023-08-01	2023-12-31	0.00	0.00	0.00

Summary

Items	Amount (ZAR)
Schedules	575,000.00
Events	0.00
SOW Workers	0.00
Total	575,000.00

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

THE BEST RUN

Last Login Time: 2023-08-25 01:09 PM SAST
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Click on [Submit](#).

The following screen will display where you can add comments about the workers or changes for us.

Submit SOW Response for Buyer Review

Comments (optional)

Financials correct - Added 1 worker. 3 additional workers to be added shortly.

Remaining: 921

Submit **Cancel**

Click on **Submit** to continue.

DIFFERENCE BETWEEN SOW AND CONTINGENT WORKER CONTRACTS

Important

SOW contracts are very different to contingent worker contracts.

- **SOW contracts**
 - The names of workers are not a requirement.
 - The contract is about the estimated spend for the workers.
 - Other costs are events and fixed schedules (if applicable).
- **Contingent worker contracts**
 - The names of workers are a requirement.

PROCESS UPDATE

You have now reached the stage where you can responding to the SOW contract.

