



Fieldglass Supplier Manual

Professional services

Billing and invoices

SAP FIELDGLASS SERVICES

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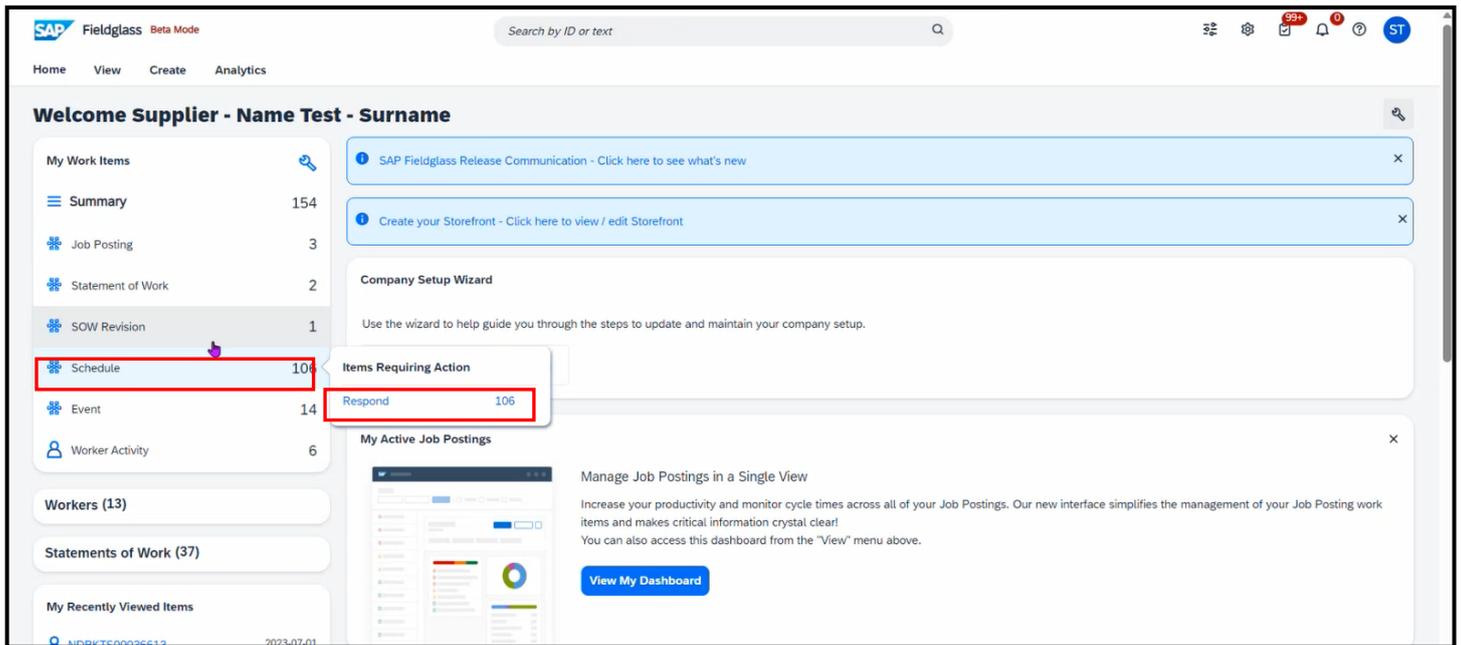
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BILLING

Billing process for a schedule

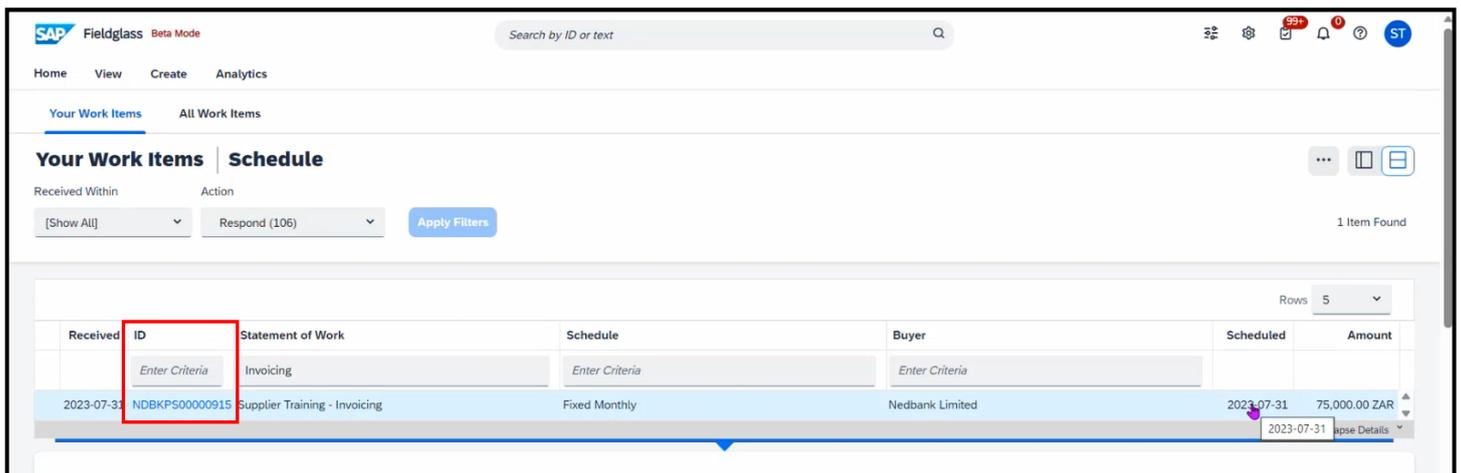
When schedules and events become due, they will show under **My Work Items**. You will also receive an email to remind you to process the invoice. The trigger is the due date of the schedule or event.

Go to **My Work Items** to start the billing process for a schedule.



Select **Schedule** from the **My Work Items** list. Then click on **Respond** from the **Items Requiring Action** list.

In this example there is a schedule for R75 000 due on 31 July 2023.



Although there are other schedules, they will not show – the system does not allow you to bill in advance.

Click on the link in the **ID** column to open the schedule.

Fixed Monthly | Supplier Training - Invoicing [Respond](#) [Remove](#)

Schedule

Status	Next Step	Schedule ID	Scheduled On	Sequence #	Buyer
Created	Need to respond	NDBKPS00000915	2023-07-31	3	Nedbank Limited

Details **Related** Q

Statement of Work ID: **NDBKTQ00000530**

Accounting (ZAR)

Requested Amount		75,000.00
Cost Allocation		%
TEST_DFL - RPA (CNGT10112)		100.000
Total		100.000

Posting Information

Owner	Genni Barnes
Capitalized?	No

Billing Information

Buyer Information	
-------------------	--

Schedule Details

Defined By	Buyer and Supplier
Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Auto Invoice	No
PO Number	
Description	Fixed Monthly

Recurring Schedule Details

Type	Recurring Schedule
Frequency	Monthly
Start Period	End
Date Range	2023-06-01 - 2023-12-31

Click on [Respond](#) .

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

Statements of Work List

Supplier Training - Invoicing Actions [Messages](#) [Star](#)

Standard Nedbank SOW Type

Status	Statement of Work ID	Period	Buyer
Approved	NDBKTQ00000530	2023-06-01 to 2023-12-31	Nedbank Limited

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

Accounting (ZAR)

Spend Allocation	Worker	Total
Spend to Date	0.00	0.00
Other Pending Spend	76,000.00	201,000.00
Cost Allocation		%
TEST_DFL - RPA (CNGT10112)		100.000
Total		100.000

Posting Information

Owner	Genni Barnes
Creator	Genni Barnes

Statement of Work Details

Buyer Reference	
Supplier Reference	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:	

Click on the **Characteristics** tab, showing all your schedules and events.

Supplier Training - Invoicing Actions  

S Standard Nedbank SOW Type

All Event Schedule

10 Items Found

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Amou	Submitted Amou
Created	Schedule	NDBKPS00000915	0	Fixed Monthly	2023-07-31		75,000.00	
Created	Schedule	NDBKPS00000916	0	Fixed Monthly	2023-11-30		75,000.00	
Created	Schedule	NDBKPS00000917	0	Fixed Monthly	2023-08-31		75,000.00	
Created	Schedule	NDBKPS00000918	0	Fixed Monthly	2023-09-30		75,000.00	
Created	Schedule	NDBKPS00000919	0	Fixed Monthly	2023-10-31		75,000.00	
Pending Approval	Schedule	NDBKPS00000920	0	Fixed Monthly	2023-06-30	2023-08-23	75,000.00	75,000.00
Created	Schedule	NDBKPS00000921	0	Fixed Monthly	2023-12-31		75,000.00	
Pending Approval	Event	NDBKPE00000171	0	Milestone 1	2023-06-30	2023-08-23	50,000.00	50,000.00
Created	Event	NDBKPE00000172	0	Milestone 2	2023-07-14		250,000.00	
Created	Event	NDBKPE00000173	0	Milestone 3	2023-10-31		500,000.00	

Clear Sort Clear Filters

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[Download List Data](#)

Click on the **Fixed Monthly** link. In this example the due date is 2023-07-31

SAP Fieldglass Beta Mode Search by ID or text 

Home View Create Analytics

[Statements of Work Line Items List](#)

Fixed Monthly | Supplier Training - Invoicing [Respond](#) [Remove](#)

Schedule

Status	Next Step	Schedule ID	Scheduled On	Sequence #	Buyer
Created	Need to respond	NDBKPS00000915	2023-07-31	3	Nedbank Limited

Details Related 

Statement of Work ID
NDBKTQ00000530

Accounting (ZAR)		Schedule Details	
Requested Amount	75,000.00	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	Fixed Monthly

Posting Information

Owner: Genni Barnes

Recurring Schedule Details

Click on [Respond](#) to continue.

1 Setup — 2 Review

Setup

Statement of Work	Schedule Date	Name	Buyer
Supplier Training - Invoicing (NDBKTQ00000530)	2023-07-31	Fixed Monthly	Nedbank Limited

Details

Description (optional)
Fixed Monthly

Sequence #
3

PO Number
(No Value)

Auto Invoice
No

Site *
TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Characteristic Description *
Fixed Fee

Accounting

Capitalized?
No

Requested Amount
75,000.00 ZAR

The first step in the invoicing process is to submit your invoice to us for approval. Scroll down to the **Final Terms** field.

Characteristic Description *
Fixed Fee

Accounting

Capitalized?
No

Requested Amount
75,000.00 ZAR

Final Terms *
76000.00

General Information

Comments (optional)

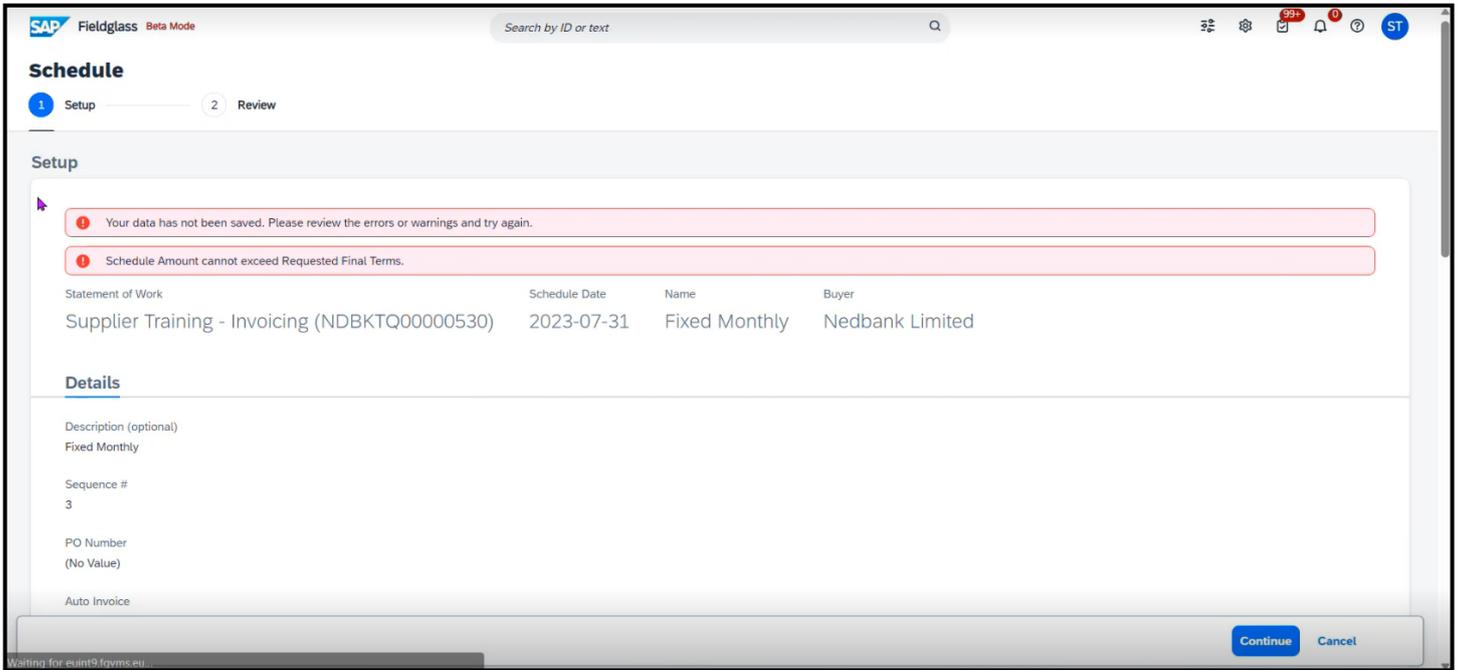
Remaining: 1000

Continue Cancel

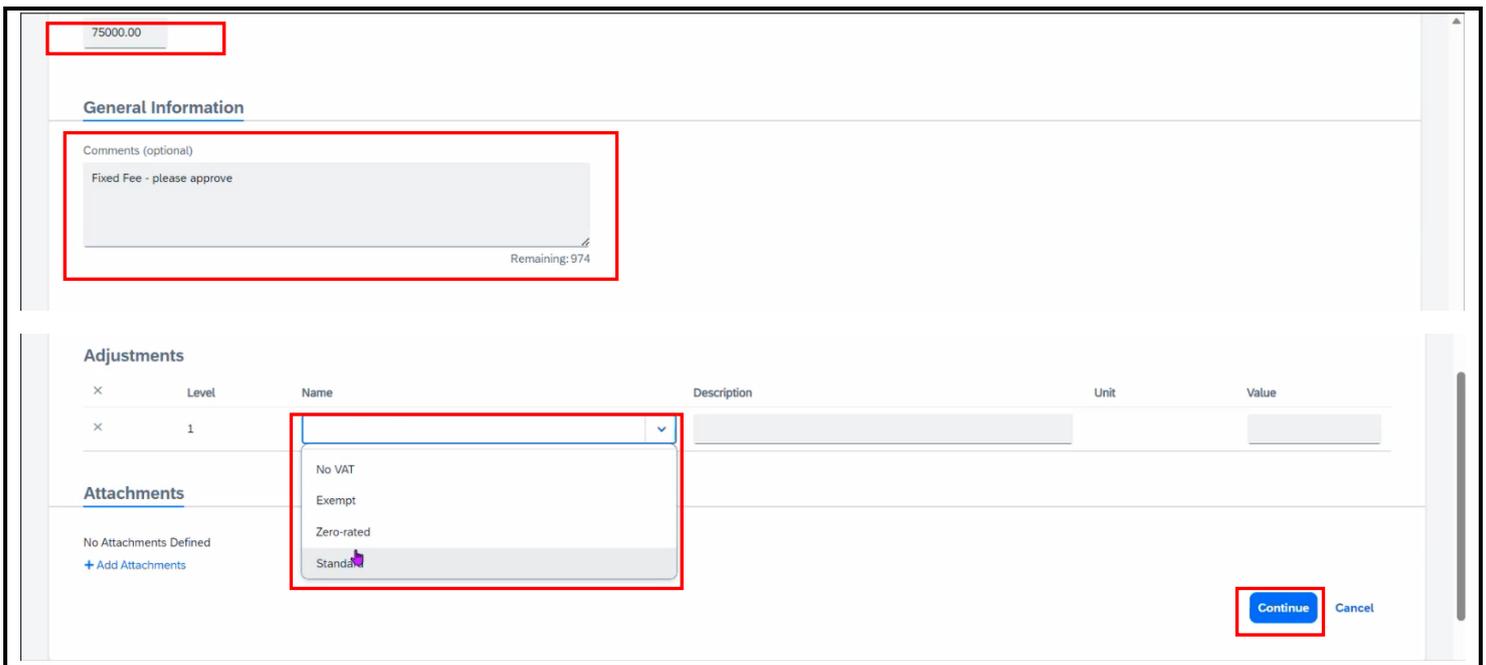
In this example the **Final Terms** amount was changed from R75 000 to R76 000.

The amount in the **Final Terms** field may be adjusted to less but not more than the **Fixed Monthly** amount. However, for a **Fixed Schedule** it would not make sense to decrease the amount.

In the example below you will see an error message because we tried to change the amount to a value higher than the limit.



The **Final Terms** amount has now been changed back to R75 000.



Enter any additional information in the **Comments** field. Select the applicable VAT option from the 4 VAT options in the **Name** field. If you do not add VAT to the schedule line, it will delay the payment process.

Click on **Continue** and scroll down. Then click on **Submit**.

SAP Fieldglass Beta Mode Search by ID or text

Schedule

Setup Review

Statement of Work: Supplier Training - Invoicing (NDBKTQ00000530) Schedule Date: 2023-07-31 Name: Fixed Monthly Buyer: Nedbank Limited

Setup [Make Changes](#)

Details

Description: Fixed Monthly

Sequence #: 3

PO Number (No Value)

Site: TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Characteristic Description

[Submit](#) [Cancel](#)

The schedule will now go to the contract owner for approval, and the status will update to **Pending Approval**.

Supplier Training - Invoicing

Standard Nedbank SOW Type

10 Items Found

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Amot.	Submitted Amou
Pending Approval	Schedule	NDBKPS00000915	0	Fixed Monthly	2023-07-31	2023-08-25	75,000.00	75,000.00
Created	Schedule	NDBKPS00000916	0	Fixed Monthly	2023-11-30		75,000.00	
Created	Schedule	NDBKPS00000917	0	Fixed Monthly	2023-08-31		75,000.00	
Created	Schedule	NDBKPS00000918	0	Fixed Monthly	2023-09-30		75,000.00	
Created	Schedule	NDBKPS00000919	0	Fixed Monthly	2023-10-31		75,000.00	
Pending Approval	Schedule	NDBKPS00000920	0	Fixed Monthly	2023-06-30	2023-08-23	75,000.00	75,000.00
Created	Schedule	NDBKPS00000921	0	Fixed Monthly	2023-12-31		75,000.00	
Pending Approval	Event	NDBKPE00000171	0	Milestone 1	2023-06-30	2023-08-23	50,000.00	50,000.00
Created	Event	NDBKPE00000172	0	Milestone 2	2023-07-14		250,000.00	
Created	Event	NDBKPE00000173	0	Milestone 3	2023-10-31		500,000.00	

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[Download List Data](#)

At this stage the contract owner will approve the schedule and the status will change to **Approved**.

Supplier Training - Invoicing Actions

Standard Nedbank SOW Type

All Event Schedule 10 Items Found

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Amou	Submitted Amou
Approved	Schedule	NDBKPS00000915	0	Fixed Monthly	2023-07-31	2023-08-25	75,000.00	75,000.00
Created	Schedule	NDBKPS00000916	0	Fixed Monthly	2023-11-30		75,000.00	
Created	Schedule	NDBKPS00000917	0	Fixed Monthly	2023-08-31		75,000.00	
Created	Schedule	NDBKPS00000918	0	Fixed Monthly	2023-09-30		75,000.00	
Created	Schedule	NDBKPS00000919	0	Fixed Monthly	2023-10-31		75,000.00	
Approved	Schedule	NDBKPS00000920	0	Fixed Monthly	2023-06-30	2023-08-23	75,000.00	75,000.00
Created	Schedule	NDBKPS00000921	0	Fixed Monthly	2023-12-31		75,000.00	
Pending Approval	Event	NDBKPE00000171	0	Milestone 1	2023-06-30	2023-08-23	50,000.00	50,000.00
Created	Event	NDBKPE00000172	0	Milestone 2	2023-07-14		250,000.00	
Created	Event	NDBKPE00000173	0	Milestone 3	2023-10-31		500,000.00	

Clear Sort Clear Filters

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Download List Data

Now you must create the invoice in Fieldglass. The SOW module does not have auto-invoicing.

Billing process for an event

Milestones may be subject to certain conditions. For example, if only half the event has been completed for the milestone, we will pay only half of the amount. It is important to note that the system will not keep the other half for billing purposes.

The contract will have to be revised to add an event for the other half. **The contract value will, however, stay the same.**

Go to **My Work Items** to start the billing process for an event.

The screenshot shows the SAP Fieldglass dashboard for a user named 'Supplier - Name Test - Surname'. The 'My Work Items' sidebar on the left lists various categories: Summary (153), Job Posting (3), Statement of Work (2), SOW Revision (1), Schedule (105), **Event (14)**, and Worker Activity (6). The 'Event' item is highlighted with a red box. In the main content area, the 'Items Requiring Action' section shows a list of 14 items, with a 'Mark as Complete' button highlighted by a red box and a mouse cursor. Other dashboard elements include a 'Company Setup Wizard' and a 'Manage Job Postings in a Single View' section.

Select **Event** from the **My Work Items** list. Click on **Mark as Complete** from the **Items Requiring Action** list.

A list of events and milestones will then display.

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

Your Work Items All Work Items

Your Work Items | Event

Received Within Action

[Show All] Mark as Complete (14) Apply Filters 14 Items Found

Received	ID	Statement of Work	Event	Buyer	Completed Date	Amount
2023-08-01	NDBKPE00000154	Lindy_SOW_30 06 2023	Event 1	Nedbank Limited		500.00 ZAR
2023-07-21	NDBKPE00000127	DocuSign UAT	Milestone 1	Nedbank Limited		50,000.00 ZAR
2023-07-14	NDBKPE00000138	SOW_Lindy_DocuSign_01 08 2023	Event 1	Nedbank Limited		2,000.00 ZAR
2023-07-14	NDBKPE00000172	Supplier Training - Invoicing	Milestone 2	Nedbank Limited		250,000.00 ZAR
2023-07-01	NDBKPE00000172	Steyn 29/07/2023	Milestone	Nedbank Limited		1,500,000.00 ZAR

Event 1 | Lindy_SOW_30 06 2023

Mark as Complete

Click on the link of the of the relevant event, eg Milestone 2 for R250 000.

Milestone 2 | Supplier Training - Invoicing

Mark as Complete Remove

Status	Next Step	Event ID	Completed On	Sequence #	Buyer
Created	Need to mark as complete	NDBKPE00000172	(No Value)	10	Nedbank Limited

Details Related

Statement of Work ID
NDBKTQ00000530

Accounting (ZAR)		Event Details	
Requested Amount	250,000.00	Defined By	Buyer and Supplier
Cost Allocation	%	Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
TEST_DFL - RPA (CNGT10112)	100.000	Expected Date	2023-07-14
Total	100.000	Auto Invoice	No
Posting Information		PO Number	
Submitted By		Description	
Submit Date		Characteristic Description	Milestone 2
Owner	Genni Barnes		
Capitalized?	No		

Click on **Mark as Complete**. You will then see the **Event** setup page.

SAP Fieldglass Beta Mode Search by ID or text

Event

1 Setup 2 Review

Setup

Statement of Work: Supplier Training - Invoicing (NDBKTQ00000530) Name: Milestone 2 Buyer: Nedbank Limited

Details

Statement of Work: Supplier Training - Invoicing

Name: Milestone 2

Date: 2023-07-14

Sequence #: 10

PO Number (No Value)

Completed Date*: 2023-08-01 

Auto Invoice: No

Site*: TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Characteristic Description*: Milestone 2

Select the date on which the event was completed using the calendar option () and scroll down to the **General Information and Adjustments** sections.

General Information

Comments (optional): Milestone completed - please approve. Remaining: 963

Adjustments

×	Level	Name	Description	Unit	Value
×	1	Standard		Percentage	15.0000
×	1				

Attachments

No Attachments Defined
+ Add Attachments

Continue Cancel

Capture additional information in the **General Information** section in the **Comments** field. Select the correct VAT option from the **Name** field, eg **Standard** and click on **Continue** . Then scroll down and click on **Submit** to submit the event to the contract manager for approval.

250,000.00 ZAR

Final Terms
250,000.00 ZAR

Adjustments

Level	Name	Description	Unit	Value
1	Standard		Percentage	15.000

General Information

Comments
Milestone completed - please approve.

Submit Cancel

Once the event has been approved, you can generate the the invoice in Fieldglass.

INVOICE

Create an invoice

At the end of the month invoices can be created in the system for all billing that has been submitted and approved. The invoices will flow via Ariba to our SAP Finance System for payment.

Go to your **Work Area** to create an invoice.

The screenshot shows the SAP Fieldglass Beta Mode dashboard. At the top, there is a search bar and navigation icons. Below the search bar, the 'Create' menu is highlighted with a red box. A dropdown menu is open, showing options for 'Workforce' and 'Payments'. Under 'Payments', the 'SOW Invoice' option is highlighted with a red box. The dashboard also displays various widgets such as 'My Work Items', 'Company Setup Wizard', and 'My Active Job Postings'.

Click on **Create** and then **SOW Invoice**. You will see a list of **Statement of Work** items.

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

Create Invoice - Select Statement of Work

End Date: 2023-08-25 Apply Filters

Group By: None 10 Items Found

ID	Name	Buyer	Statement of Work Site	Item Type	Revised?	Original Item	Total Items
Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	All	All		Enter Criteria
NDBKTQ00000458	Post Holiday Test Take II	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		1
NDBKTQ00000470	End to End - ZAR Including w...	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		2
NDBKTQ00000470	End to End - ZAR Including w...	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	Yes	NDBKPS00000695	2
NDBKTQ00000470	End to End - ZAR Including w...	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Time Sheets	No		2
NDBKTQ00000479	DocuSign UAT	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		1
NDBKTQ00000486	Supplier Training - SOW Cont...	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		1
NDBKTQ00000493	Lindy_SOW_30 06 2023	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		1
NDBKTQ00000497	Training/Demo Test Invoicing	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		2
NDBKTQ00000499	Data Migration - Supplier ses...	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		1
NDBKTQ00000530	Supplier Training - Invoicing	Nedbank Limited	TEST_CONSTANTIA KLOOF ...	Line Items	No		2

Clear Sort Clear Filters

- Click on the link of the relevant item from the list, eg **Time Sheet, Schedule, or Event**.
- The example above has 2 schedules grouped together. However, they cannot be invoiced together. Every schedule must have its own invoice.
- If there was an event and a schedule, they must also be invoiced separately.

The **Create a SOW Invoice** screen will now display.

SAP Fieldglass Beta Mode Search by ID or text

Create SOW Invoice

1 Setup 2 Details 3 Review and Submit

Setup

End Date: 2023-08-25
 Statement of Work: Supplier Training - Invoicing
 Buyer: Nedbank Limited

SOW Information

Invoice Code*: INV45567

Remit-to Address (optional):

Schedules

<input type="checkbox"/>	ID	Name	Line Item Site	Date	Amount (ZAR)
<input checked="" type="checkbox"/>	NDBKPS00000920	Fixed Monthly	TEST_CONSTANTIA KLOOF ROODEPOO	2023-06-30	75,000.00
<input type="checkbox"/>	NDBKPS00000915	Fixed Monthly	TEST_CONSTANTIA KLOOF ROODEPOO	2023-07-31	75,000.00
Total					75,000.00

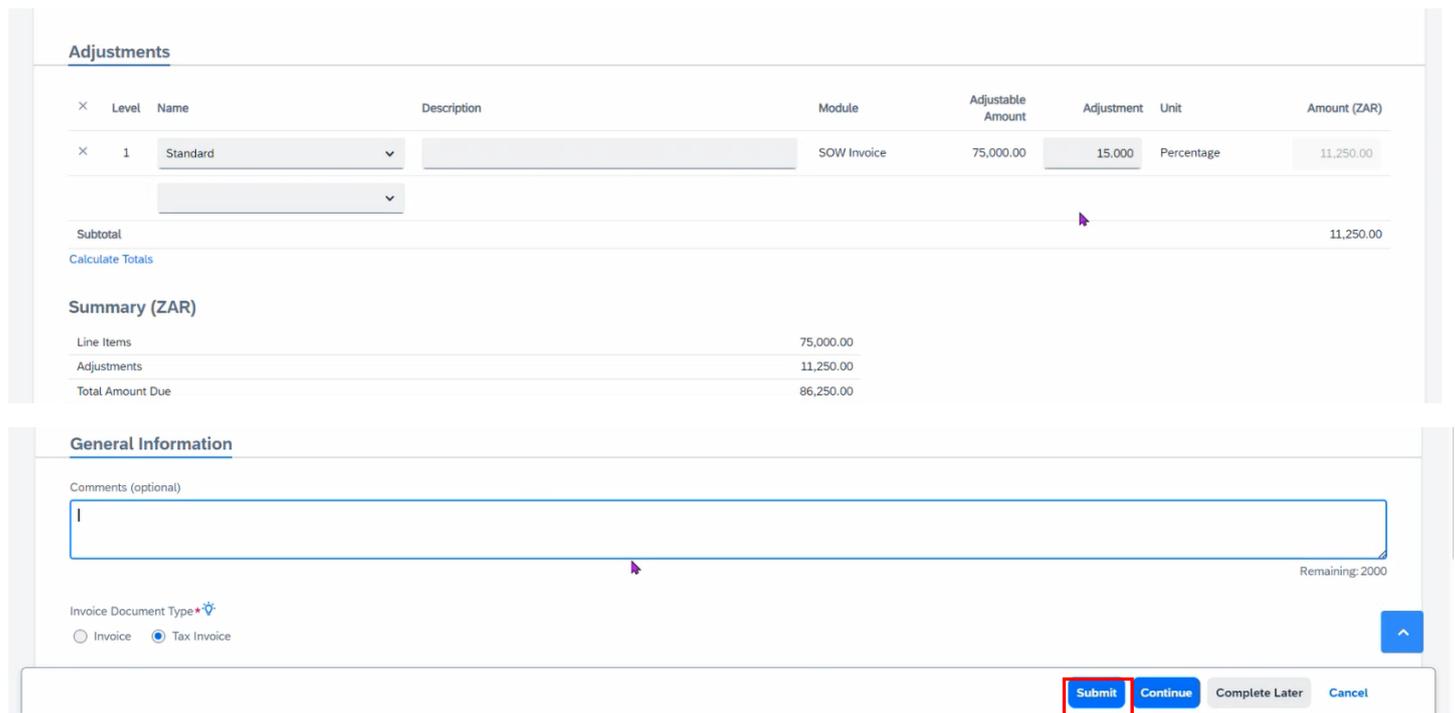
Continue Cancel

Complete these fields:

Section	Field	Details
---------	-------	---------

SOW Information	Invoice Code	Your internal invoice number, which is purely your reconciliation purposes. An invoice number (starting with NDBKPI) will be generated in Fieldglass. This is reference that will appear on our remittance advice. You can also run reports using the invoice code and the invoice number, which is helpful for reconciliation.
	Remit-to-Address	This is an optional field.
Schedules		Under this section there are currently 2 schedules. Select one at a time – they must be processed separately.

Click on  and scroll down to the **Adjustments** section to select the correct VAT option.



Adjustments

Level	Name	Description	Module	Adjustable Amount	Adjustment	Unit	Amount (ZAR)
1	Standard		SOW Invoice	75,000.00	15,000	Percentage	11,250.00
Subtotal							11,250.00

Summary (ZAR)

Line Items	75,000.00
Adjustments	11,250.00
Total Amount Due	86,250.00

General Information

Comments (optional)

Invoice Document Type: Invoice Tax Invoice

Submit **Continue** Complete Later Cancel

Section	Field	Details
Adjustments	Name	Choose the correct VAT option from the Name field.
Summary		Double-check all the amounts for accuracy.
General Information	Comments	Add comments (if required).

Click on .

The invoice will then be created and will be integrated into the various systems, eg **Ariba**, **Remittance Advice** and **Accounts Payable** where the payment will be processed.

The invoice will look as follows:

The screenshot shows the SAP Fieldglass Beta Mode interface for 'Supplier Training - Invoicing'. The main header includes 'Home', 'View', 'Create', and 'Analytics'. Below this, the 'Invoices List' section displays an invoice with the following details:

Status	Next Step	Invoice ID	Submit Date	Buyer
Approved	Buyer needs to mark as paid	NDBKPI00000211	2023-08-25 03:38 PM	Nedbank Limited

A success message states: 'Success! SOW Invoice has been submitted.' Below this, the 'Details' tab is active, showing the 'Statement of Work ID' as NDBKTQ00000530. The 'Accounting (ZAR)' section includes a table with columns for 'Amount' and 'Invoice Code' (INV45567). The 'SOW Invoice Details' section lists fields such as 'PO Number' (4500013122), 'End Date' (2023-08-25), 'Site' (TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)), 'Business Unit' (Group Procurement (1000)), and 'Invoice Document Type' (Tax Invoice). A red box highlights the 'Actions' dropdown menu in the top right corner, which contains a 'Print' option.

The **Invoice ID (NDBKPI number)** is the invoice number that will show on our remittance advice. The invoice code under **SOW Invoice Details** is your internal invoice number or reference.

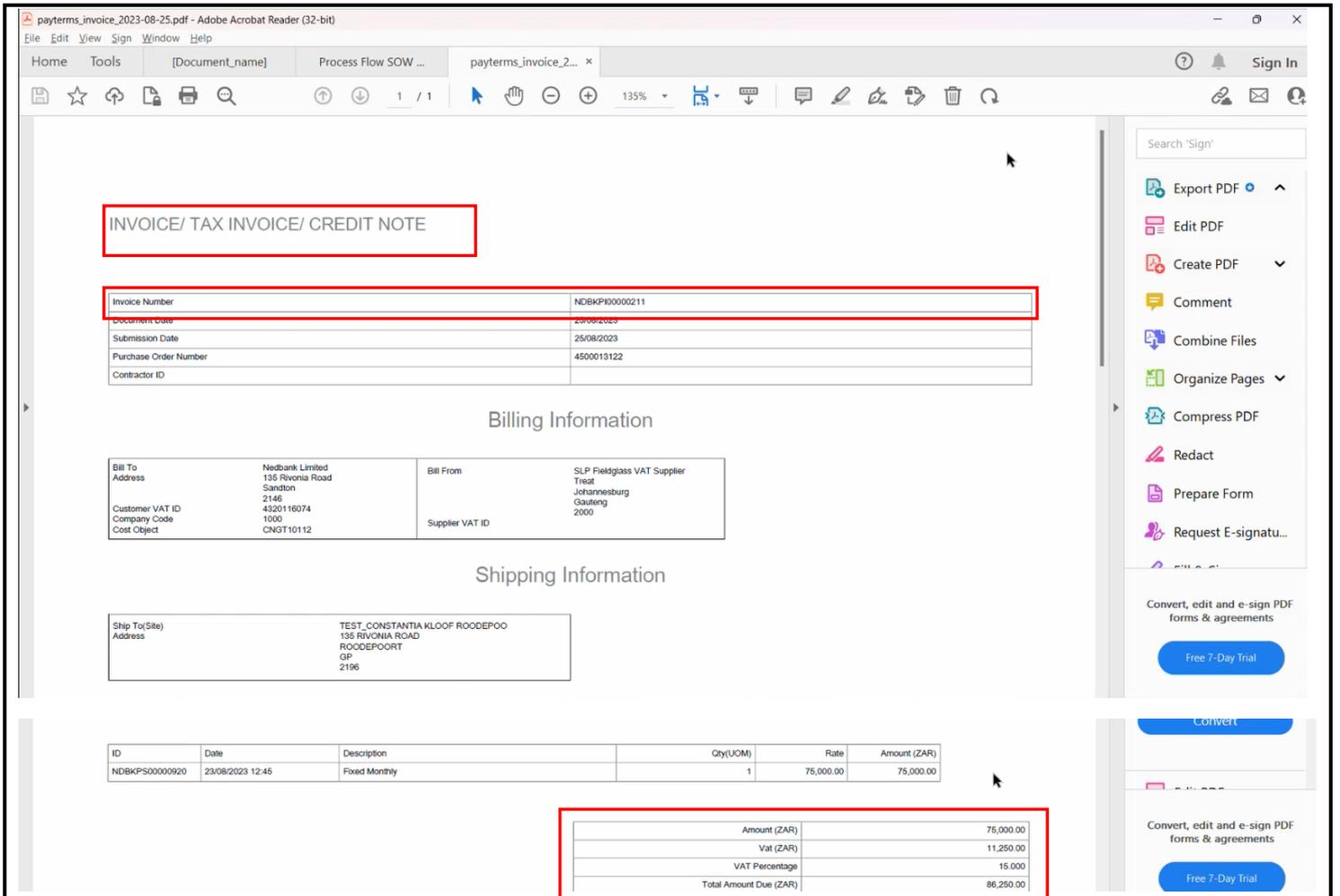
Click on the dropdown list from **Actions** and select **Print** if you would like to print the invoice.

A **Downloads** window will then appear.

This screenshot is similar to the previous one but shows a 'Downloads' window open over the 'Actions' dropdown menu. The window title is 'Downloads' and the content asks 'What do you want to do with payterms_invoice...'. It has two buttons: 'Open' and 'Save as'. A red box highlights the 'Open' button. The background interface remains the same as in the previous screenshot.

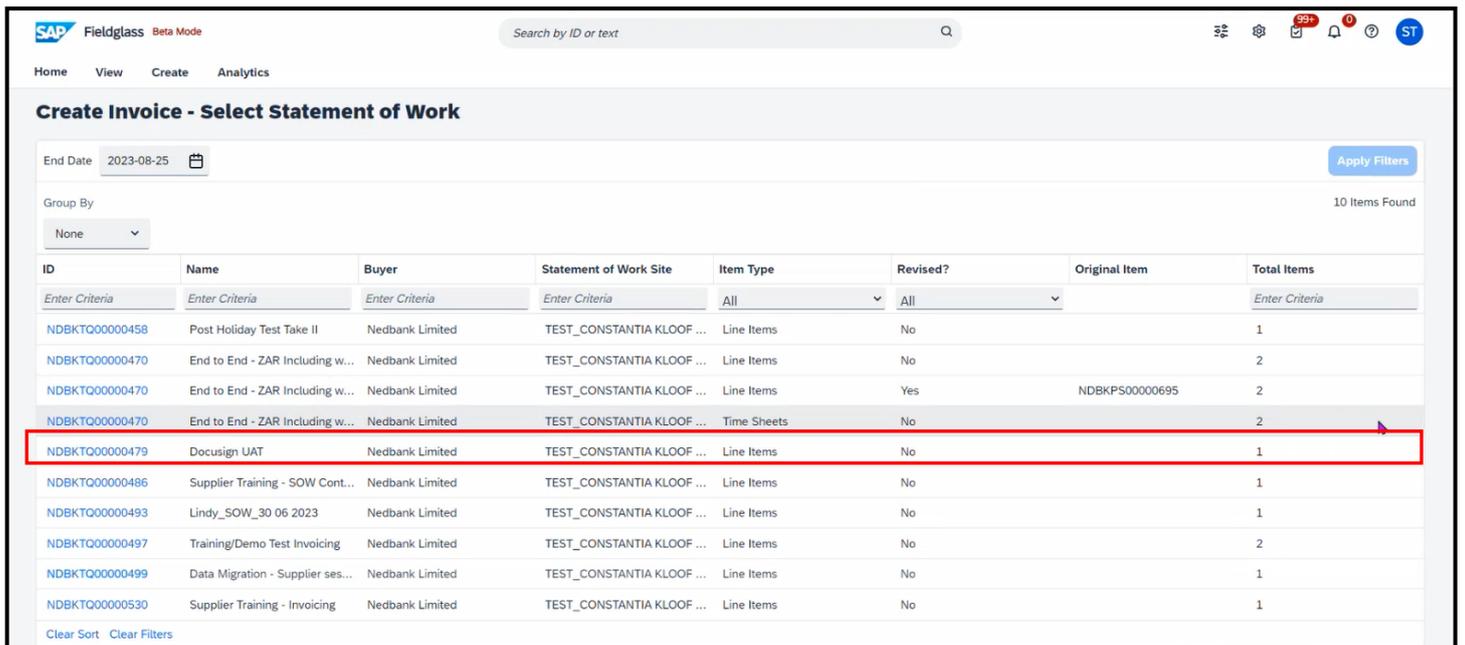
Either select **Open** to view the file or **Save as** to save the file. In this example **Open** was selected.

The PDF document will look like this:



The invoice/tax/tax invoice/credit note will include the details of the invoice, the billing information, the shipping information and the values.

Create invoices for time sheets



Things to consider when processing invoices for time sheets:

- Time sheets can be revised, but the same person who captured the time sheet must revise it.

- You will not be able to revise time sheets.
- Time sheets are rated according to hours (60 minutes) or 30 minutes.

Miscellaneous invoices

A **miscellaneous invoice** can be linked only to a worker or contractor and is used for rate adjustments or volume discounts.

Example

A discount must be applied to an invoice or a rate needs to change, and the revision process will take too long. In such a case it would be easier to process a miscellaneous invoice. Miscellaneous invoices also allow you to capture debits or credits.

Go to your work area to create a miscellaneous invoice.

The screenshot shows the SAP Fieldglass interface. At the top, there's a search bar and navigation tabs: Home, View, Create, Analytics. The 'Create' menu is open, showing options like 'Workforce', 'Payments', 'Invoice', 'Miscellaneous Invoice', and 'SOW Invoice'. 'Miscellaneous Invoice' is highlighted. A success message at the bottom says 'Success! SOW Invoice has been submitted.' Below this, there are sections for 'Accounting (ZAR)' and 'SOW Invoice Details'.

	Amount
Invoice	84,000.00
Adjustment	12,600.00
Total Amount Due	96,600.00

Invoice Code	Inv1234/TM/elephant
PO Number	4500012866
Worker	Elephant, Elly
End Date	2023-08-25
Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Click on **Create** and select **Miscellaneous Invoice** from **Payments**.

The screen will update, showing a list of contractors or workers.

OR

The screenshot shows the 'Create Miscellaneous Invoice - Select Worker' screen. It features a search bar, a date range selector (2023-08-11 to 2023-11-25), and a table of workers. The worker 'Hog, Wart' is highlighted with a red box.

Status	ID	Name	Buyer	Site	Start	End
Open	NDBKWK00002774	Biswas, Pratip	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-05-01	2024-05-06
Open	NDBKWK00002790	Bob, Sponge	Nedbank Limited	TEST_SANDOWN SANDTON	2023-06-01	2023-08-31
Open	NDBKWK00002814	Cube, Ice	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-07-01	2023-12-31
Open	NDBKWK00002804	Day, Snowy	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-06-12	2023-08-25
Open	NDBKWK00002809	Dog, Naughty	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-06-01	2023-10-31
Open	NDBKWK00002815	Donalds, Mac	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-07-01	2023-08-31
Open	NDBKWK00002806	Hog, Wart	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-06-01	2023-08-31
Open	NDBKWK00002818	Man, Bat	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-06-01	2023-12-31
Open	NDBKWK00002802	Man, Super	Nedbank Limited	TEST_SANDOWN SANDTON	2023-06-01	2023-08-31
Open	NDBKWK00002816	Mouse, Mickey	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-08-01	2023-08-31
Open	NDBKWK00002817	Mouse, Minnie	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-07-01	2023-08-31
Open	NDBKWK00002796	One, Venus	Nedbank Limited	TEST_CONSTANTIA KLOOF ROODEPOO	2023-06-05	2023-08-31

Click on the link of the contractor or woroker for whom the **miscellaneous invoice** must be created, eg Bat Man.

If you scroll down, you will see the following screen:

Field	Details
Miscellaneous Invoice Code	Enter your invoice number or reference in this field.
Miscellaneous Reasons	Select a reason from the list under the Amounts section.

After selecting the reason, enter the amount on the right.

Attachments

No Attachments Defined
[+ Add Attachments](#)

Continue Complete Later Cancel

Summary

Line Item Amount	100.00
Adjustments	15.00
Total	115.00

Submit Complete Later Cancel

Field	Details
Amount	Enter the amount, eg R100. If there is a discount, enter a minus before the amount.
Adjustment	Choose the appropriate VAT option. If you do not choose a VAT option, it will delay the payment process.

Click on Submit and then on Continue.

The miscellaneous invoice will now go through an approval process. Other invoice types that have already gone through an approval process will not need approval again.

The screen will now update to **Buyer needs to approve** in the **Next Step** field and you will see confirmation that the miscellaneous invoice has been submitted.

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

[Miscellaneous Invoices List](#)

Man, Bat Actions

Miscellaneous Invoice

Status	Next Step	Miscellaneous Invoice ID	Submit Date	Buyer
Pending Approval	Buyer needs to approve	NDBKMI00000797	2023-08-25 03:43 PM	Nedbank Limited

Success!
Miscellaneous Invoice has been submitted.

Details Related

Statement of Work ID
NDBKTQ00000530

Accounting (ZAR)		Miscellaneous Invoice Details	
	Amount		
Miscellaneous Invoice	100.00	Miscellaneous Invoice Code	INV MISC 456
Adjustment	15.00	Site	TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)
Total Amount Due	115.00	Business Unit	Group Procurement (1000)
		Invoice Type	Statement of Work