



Fieldglass Supplier Process Manual

Professional services

Updating the bid

SAP FIELDGLASS SERVICES

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UPDATING THE BID

Capturing the bid details

At this stage we have completed the bid and sent it you to respond.

Training BID Submit **Edit** Decline Message Star

SOW Bid

Enable Holdback	No
Event Due Date is mandatory.	No

SOW Worker Rules

Allow changes to Site and Location on the SOW Work Order/Worker	Buyer
Allow Supplier to Close SOW Worker	No
Supplier must submit Resume/CV	Yes
SOW Worker Spend estimation based on number of positions and period	Yes
Disallow Supplier to add SOW Worker until SOW is completely Approved	No

Comments (SOW Bid)

Entered	Name	Comment
2023-08-09 02:36 PM	Gen_HiringManager	Please provide quote on work stipulated above.

THE BEST RUN **SAP**

Last Login Time: 2023-08-25 01:09 PM SAST SAP Fieldglass 2308 | 038

To complete the details, click on **Edit** at the top right of your screen.

Statement of Work: Training BID (NDBKTQ00000496) | Type: SOW Bid | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Details

Description: Put in as much information as necessary for the supplier to be able to quote you effectively.

Supplier Reference (optional):

Billable: Yes

Defined By: Buyer and Supplier

Business Unit: Group Procurement (1000)

Site: TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Location:

Field name	Description
Supplier Reference (optional)	Enter a reference to help you identify your bid.

When you scroll down, you will see the following fields:

Group Procurement (1000)

Site
TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Location
TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Posting Information

Please Review
The Primary Contact Person needs be the person who will to answer the SOW Bid Questions. Please change this to your name if you will be doing this

Primary Contact Person
Supplier Name and Surname

Comments To Buyer (optional)

Remaining: 2000

SOW Coordinators

Field name	Description
Primary Contact Person	Choose the primary contact person at your company. This person would have been added to the Fieldglass system already. (This is not a 'free text' field that you can complete).
Comments to Buyer (optional)	Here you can add comments for us, enabling you to give as much information as possible for your bid response. Important The more information you give us, the better.

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

Attachments

Please find quote and attached BID response. Any questions direct at blah blah

Remaining: 1920

SOW Coordinators

Name	Primary Role
Team, Central Desk	X-FG_CENTRAL_ADMINISTRATOR

Attachments

No Attachments Defined

[+ Add Attachments](#)

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

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Here you can upload any attachments that you would like to add to the bid. Click on [+Add Attachments](#) to upload a document.

Attach Document

Supported File Types

Choose Files



No files found

Drop files to upload or use the "Choose Files" button.

The maximum upload size limit is 20 MB

Attach

Cancel

Choose the files that you want to upload and click on **Attach**. Once you have attached the file, you will go back to this screen:

Please find quote and attached BID response. Any questions direct at blah blah
Remaining: 1920

SOW Coordinators

Name	Primary Role
Team, Central Desk	X-FG_CENTRAL_ADMINISTRATOR

Attachments

No Attachments Defined
[+ Add Attachments](#)

Continue Complete Later Cancel

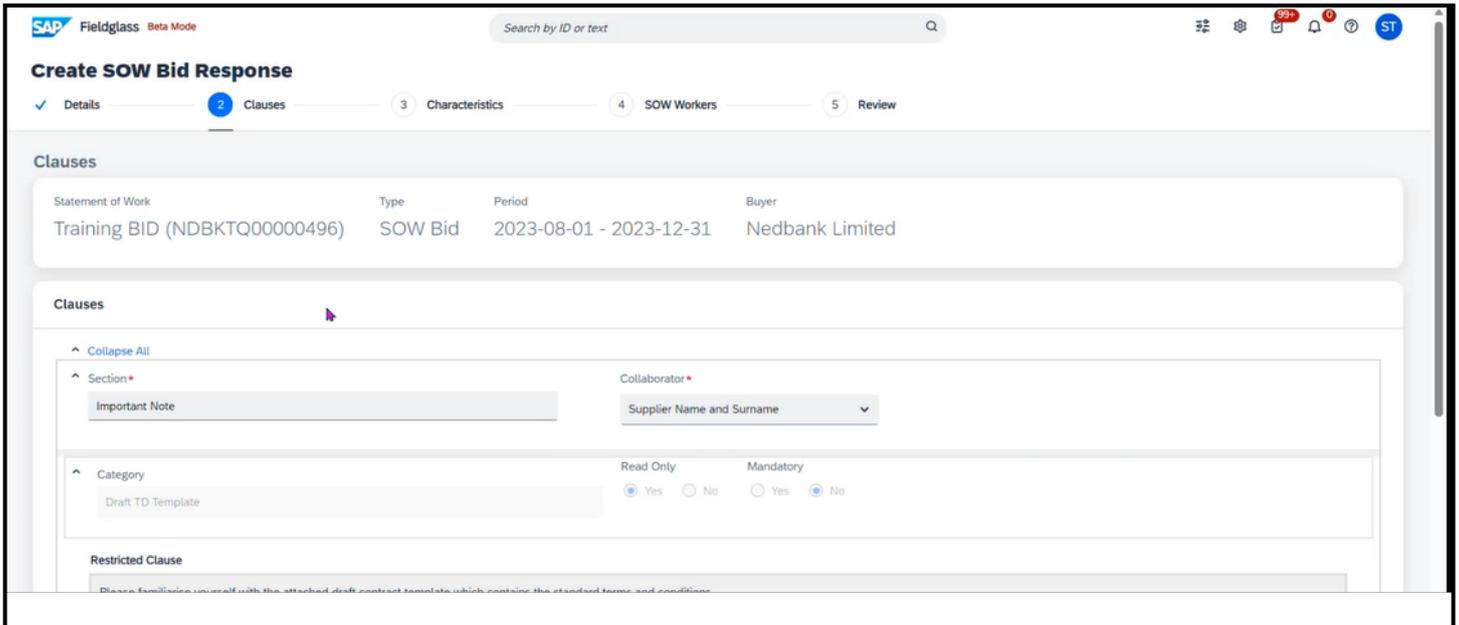
THE BEST RUN SAP

Last Login Time: 2023-08-25 01:09 PM SAST

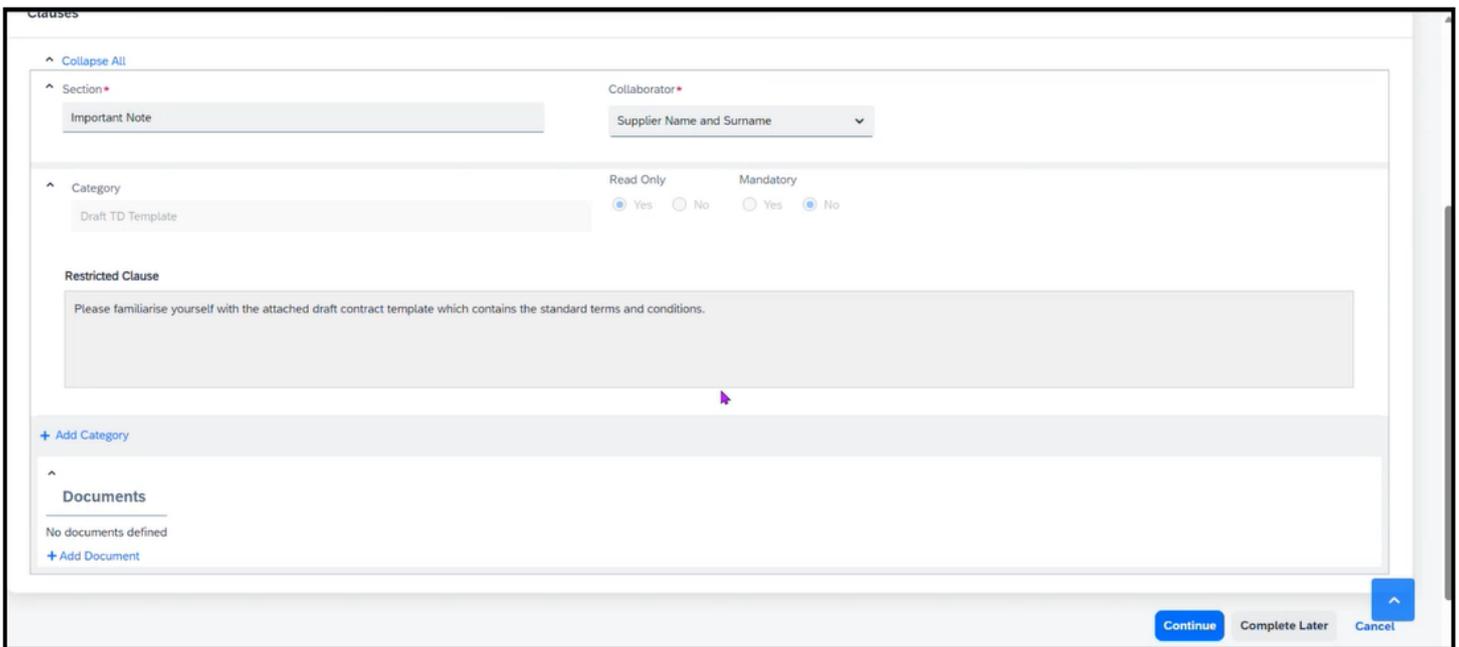
SAP Fieldglass 038

Click on **Continue**.

Clauses



Here you can familiarise yourself with the details of the contract.



Once you have reviewed it, click on **Continue** to go the **Characteristics**.

Characteristics tab

Characteristics

Statement of Work	Type	Period	Buyer
Training BID (NDBKTQ00000496)	SOW Bid	2023-08-01 - 2023-12-31	Nedbank Limited

Add Characteristics

Events Schedules

+ Add New Event

No Events have been created for this Statement of Work

Here you can add the detail of your quote and how you will charge us, ie milestone-based, fixed-base or time- and material-based. A contract can be one or a combination of these 3 billing methods.

Events

If you click on , you will see the following screen.

Training BID (NDBKTQ00000496) SOW Bid 2023-08-01 - 2023-12-31 Nedbank Limited

Add Characteristics

Events Schedules

+ Add New Event

No Events have been created for this Statement of Work

Accounting

Add New Event

Name *

Description (optional)

Due On (optional)

YYYY-MM-DD

Capitalized?*

Yes No

Amount *

ZAR

PO Number (optional)

(No Value)

Characteristic Description *

Events are milestone-based, and the **Add New Event** section must be completed as follows:

Training BID (NDBKTQ00000496) SOW Bid 2023-08-01 - 2023-12-31 Nedbank Limited

Add Characteristics

Events Schedules

+ Add New Event

No Events have been created for this Statement of Work

Accounting

Add New Event

Name*
Milestone 1 - After Design

Description (optional)
Milestone 1 - After Design

Due On (optional)
2023-08-31

Capitalized?*
 Yes No

Amount*
150000.00 ZAR

PO Number (optional)
(No Value)

Characteristic Description*
Milestone 1 - After Design

Field name	Description
Name	Name of the milestone event when billing will take place. In the example above there are multiple milestones, and the first milestone will occur at a time, ie 'After Design'.
Description (optional)	This field is optional and can be the same as 'Name'. However, if there are more important information about this milestone, you can add the details here.
Due On (optional)	The date on which the milestone applies. Milestones can be due on any date after a particular event has taken place. Note <ul style="list-style-type: none"> It is not possible to bill or send an invoice before the 'Milestone Due On' date. When you get to the contract stage, it is better to leave the Milestone Due On date blank.
Capitalised	We do not use this function and it will default to 'No'.
Amount	Enter the amount of the milestone.
PO Number (No Value)	

You can add more milestones, as shown below:

The screenshot shows the SAP Fieldglass interface for adding milestones. The top header includes 'Training BID (NDBKTQ00000496)', 'SOW Bid', '2023-08-01 - 2023-12-31', and 'Nedbank Limited'. The main area is divided into 'Add Characteristics' and 'Accounting' sections. The 'Add Characteristics' section has tabs for 'Events' and 'Schedules'. A '+ Add New Event' button is visible. Below it is a table with columns: Name, Description, Due On, and Capitalized. One row is visible: 'Milestone 1 - After Design', 'Milestone 1 - After Design', '2023-08-31', 'No'. To the right, the 'Add New Event' form is open, showing fields for Name (Milestone 2 - At Go Live), Description (optional), Due On (optional) (2023-12-31), Capitalized? (No), Amount* (500000.00 ZAR), PO Number (optional), and Characteristic Description*.

Click on **Add New Event** to add more milestones.

The screenshot shows the SAP Fieldglass interface after adding milestones. The top header is the same. The 'Add Characteristics' section has tabs for 'Events' and 'Schedules'. A green success message states: 'Success! You've successfully added 1 new Event.' Below this is a '+ Add New Event' button. The table below it has columns: Name, Description, Due On, Capitalized, Amount, Units, and PO Number. Two rows are visible: 'Milestone 1 - After Design' (Amount: 150,000.00) and 'Milestone 2 - At Go Live' (Amount: 500,000.00). The table has a pagination bar at the bottom right showing 'Page 1', 'Rows 10', and '1-2 of 2'.

When you have added all the milestones, they will be listed in the **Characteristics** section of the bid.

In this example below both milestones now display with their details.

Name	Description	Due On	Capitalized	Amount	Units	PO Number
Enter Criteria	Enter Criteria		All	Enter Criteria	Enter Criteria	Enter Criteria
Milestone 1 - After Design	Milestone 1 - After Design	2023-08-31	No	150,000.00		
Milestone 2 - At Go Live	Milestone 2 - At Go Live	2023-12-31	No	500,000.00		

Page 1 Rows 10 1-2 of 2

Accounting

Items	Requested Amount (ZAR)
Schedules	0.00
Events	650,000.00
Total	650,000.00

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

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If you click on **Calculate Totals** in the **Accounting** section, all the milestones will be added, and the total will show in the **Requested Amount** field under the **Events Items** tab.

Schedules

Characteristics

Statement of Work: Training BID (NDBKTQ00000496) | Type: SOW Bid | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Add Characteristics

Events | [Schedules](#)

[+ Add New Schedule](#)

No Schedules have been created for this Statement of Work

Add New Schedule

Type*
Recurring Fee

Name*

Description (optional)

Frequency*
Daily

Period*
YYYY-MM-DD to YYYY-MM-DD

Rate /Unit*
/ DAY - Day

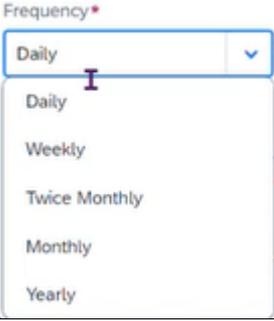
of Units*

Capitalized?*

Periods

To add schedules, click on **+ Add New Schedule**. Schedules can be a once-off, recurring or unit-based and are used to detail Fixed-based contracts.

Field name	Description
Type	<p>Type*</p> <ul style="list-style-type: none"> Recurring Fee Single Recurring Single Fee Recurring Fee

Name	Enter the details of the schedule.
Description (optional)	This is generally the same as the 'Name'.
Frequency	<p>The following options are available:</p> 
Period	Dates for the scheduled period of the contract.

Characteristics

Statement of Work: Training BID (NDBKTQ00000496) | Type: SOW Bid | Period: 2023-08-01 - 2023-12-31 | Buyer: Nedbank Limited

Add Characteristics

Events | Schedules

Success!
You've successfully added 1 new Schedule.

Type	Name	Description	Frequency	Start Period	Start Date	End Date	Due On	Rate	# U...	Capitalized	Amount	PO Number
Recurring	End of Month - Fixed	End of Mont...			2023-08-01	2023-12-31				No	250,000.00	

Page 1 | Rows 10 | 1-1 of 1

Accounting

You can add multiple schedules by clicking on **+ Add New Schedules**.

Scroll down to the **Accounting** section and click on **Calculate Totals** to ensure that the **Schedules total** is added to the **Requested Amount** as a subtotal and then added to the **Total**.

+ Add New Event

Name	Description	Due On	Capitalized	Amount	Units	PO Number
<i>Enter Criteria</i>	<i>Enter Criteria</i>		All	<i>Enter Criteria</i>	<i>Enter Criteria</i>	<i>Enter Criteria</i>
Milestone 1 - After Design	Milestone 1 - After Design	2023-08-31	No	150,000.00		
Milestone 2 - At Go Live	Milestone 2 - At Go Live	2023-12-31	No	500,000.00		

Page 1 Rows 10 1-2 of 2

Accounting

Items	Requested Amount (ZAR)
Schedules	250,000.00
Events	650,000.00
Total	900,000.00

[Calculate Totals](#)

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

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Then click on [Continue](#) .

SOW Workers tab

Do not add workers unless your bid is a 'time' and 'material' contract, as you will be required to enter a rate. If this is not a 'time' and 'material' contract, no rate will be available. If you want to add the details of the workers, you can upload their CVs to the bid.

If you are awarded the contract, you can add the workers at that stage. Do not add them during the bid process.

The screenshot shows the 'Create SOW Bid Response' interface in SAP Fieldglass, specifically the 'SOW Workers' tab. The interface includes a progress bar at the top with steps: Details, Clauses, Characteristics, SOW Workers (current), and Review. Below the progress bar, there is a summary section for 'SOW Workers' with the following details:

Statement of Work	Type	Period	Buyer
Training BID (NDBKTQ00000496)	SOW Bid	2023-08-01 - 2023-12-31	Nedbank Limited

Below the summary, there is an 'Add New Role' button highlighted with a red box. Underneath, the 'Accounting' section shows the 'Total Estimated Worker Spend' as 0.00 ZAR. A table lists the items and their requested amounts:

Items	Requested Amount (ZAR)
Schedules	250,000.00
Events	650,000.00
SOW Workers	0.00
Total	900,000.00

At the bottom left of the accounting section, there is a 'Calculate Totals' link.

Adding roles and rates

Click on **Add New Role**.

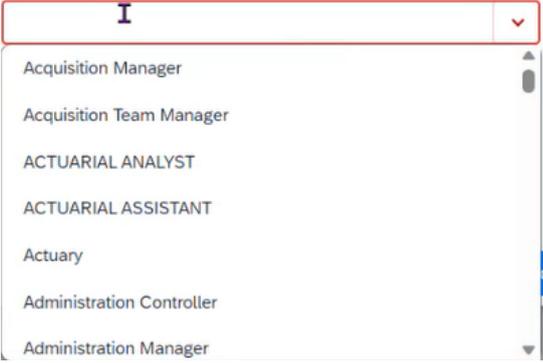
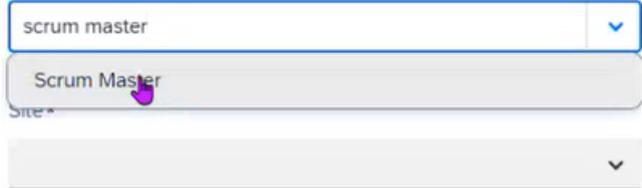
At this stage, no specific details of workers should be added – only their roles. If you would like to add the names and details of workers, you should attach their CVs.

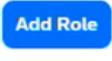
You will then see the following screen:

The screenshot shows the 'Define this Role' dialog box overlaid on the 'SOW Workers' tab. The dialog box has the following fields:

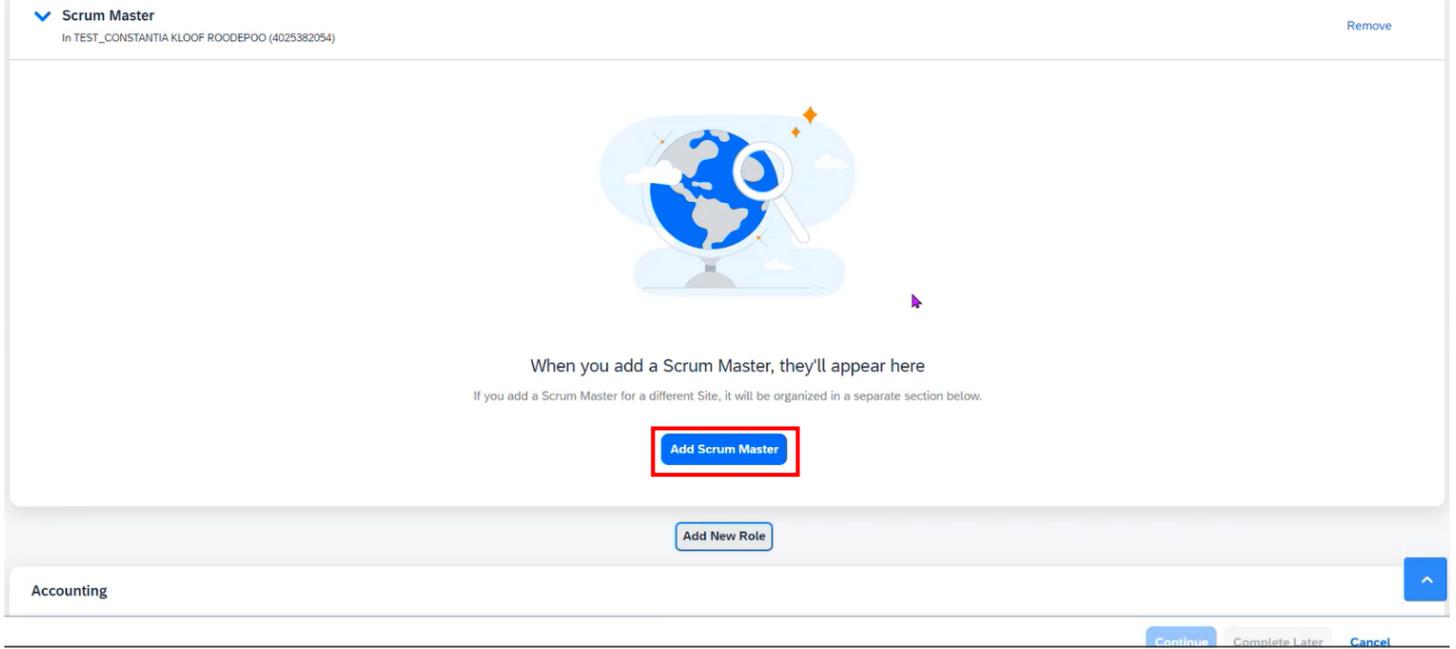
- SOW Worker Role ***: A dropdown menu with a red border and a downward arrow.
- Site ***: A dropdown menu with a downward arrow.
- Add Role**: A blue button highlighted with a red box.
- Cancel**: A grey button.

At the bottom of the dialog box, there are three buttons: 'Continue' (blue), 'Complete Later' (grey), and 'Cancel' (blue with an upward arrow).

Field name	Description
SOW Worker Role	<p>Select the relevant option from the dropdown list:</p>  <p>Note It is an extensive list, which is sorted alphabetically. You can type in key words to see matching options, eg 'scrum master'.</p>  <p>If you cannot find the role you're looking for, contact the CD or hiring manager for help.</p> <p>Note This role was selected solely for the purpose of adding a corresponding rate. If required, the details can be refined at the contract stage.</p>
Site	Select the option from the dropdown list. It must be the same location as indicated under the Details tab.

Click on 

You will then see this screen:



Click on 

The following screen will display, showing that the role has been added. To continue, a rate must be assigned to this role.

Scrum Master
In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Remove

1 Rates

Add or Remove Rates

Rate	Rate Category / UOM	Rate from Grid	Factor	Requested (ZAR)	Presented (ZAR)
No rates have been added yet. Add one					

Save and Continue

2 Workers

Add New Role

Accounting

Total Estimated Worker Spend
0.00 ZAR

Requested Amount (ZAR)

Continue Complete Later Cancel

Click on **Add or Remove Rates** and complete the relevant fields.

Add or Remove Rates

Warning: Type a search value in column search fields and press enter.

Search Rates 0 Items Found Apply Filters

<input type="checkbox"/>	Rate Category	Rate	Factor	UOM	Description
	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	Enter Cri...

No items found
When there are, you'll see them here.

Add Selected ↓

Selected Rates

<input type="checkbox"/>	Rate Category	Rate	Factor	UOM	Description
--------------------------	---------------	------	--------	-----	-------------

Field name	Description																																																																		
Rate Category																																																																			
Rate	<p>Enter a few characters in this field to see a list of options, eg onsite.</p> <div data-bbox="406 235 1021 548"> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Rate Category</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td></td> <td>Enter Criteria</td> <td>onsite</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Hourly_Sta...</td> <td>ZAR_1_Onsite_11_ST_Standard Time_...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Monthly_St...</td> <td>ZAR_1_Onsite_12_ST_Standard Time...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Hourly_Ov...</td> <td>ZAR_1_Onsite_2_OT_Overtime 1.0_H...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Hourly_Ov...</td> <td>ZAR_1_Onsite_2_OT_Overtime 1.5_H...</td> </tr> </tbody> </table> </div> <p>Add Selected ↓</p> <p>Tick the corresponding checkbox of the rate, ie:</p> <ul style="list-style-type: none"> hourly, monthly, hourly overtime, etc. <p>Then click on Add Selected ↓ to update the selected rates.</p> <p>Add or Remove Rates</p> <div data-bbox="438 896 1460 1254"> <p>Search Rates 11 Items Found Apply Filters</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Rate Category</th> <th>Rate</th> <th>Factor</th> <th>UOM</th> <th>Descript...</th> </tr> </thead> <tbody> <tr> <td></td> <td>Enter Criteria</td> <td>onsite</td> <td>Enter Criteria</td> <td>Enter Criteria</td> <td>Enter Cr...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Monthly_St...</td> <td>ZAR_1_Onsite_12_ST_Standard Time...</td> <td>0.000</td> <td>MO</td> <td>ZAR, On...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Hourly_Ov...</td> <td>ZAR_1_Onsite_2_OT_Overtime 1.0_H...</td> <td>1.000</td> <td>Hr</td> <td>ZAR, On...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Hourly_Ov...</td> <td>ZAR_1_Onsite_2_OT_Overtime 1.5_H...</td> <td>1.500</td> <td>Hr</td> <td>ZAR, On...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Onsite_Hourly_Ov...</td> <td>ZAR_1_Onsite_2_OT_Overtime 2.0_H...</td> <td>2.000</td> <td>Hr</td> <td>ZAR, On...</td> </tr> </tbody> </table> </div> <p>Add Selected ↓</p> <div data-bbox="438 1332 1460 1668"> <p>Selected Rates</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Rate Category</th> <th>Rate</th> <th>Factor</th> <th>UOM</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Onsite_Hourly_Star Time</td> <td>ZAR_1_Onsite_11_ST_Standard Time_Hourly (ZAR_1_Onsite_11_ST_Standard Time_Hourly)</td> <td>0.000</td> <td>Hr</td> <td>ZAR, Onsite, hourly Standard Time</td> </tr> </tbody> </table> </div> <p style="text-align: right;">Update</p> <p>Note You can add extra rates, eg if overtime is required.</p> <p>Click on Update</p>	<input type="checkbox"/>	Rate Category	Rate		Enter Criteria	onsite	<input type="checkbox"/>	Onsite_Hourly_Sta...	ZAR_1_Onsite_11_ST_Standard Time_...	<input type="checkbox"/>	Onsite_Monthly_St...	ZAR_1_Onsite_12_ST_Standard Time...	<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 1.0_H...	<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 1.5_H...	<input type="checkbox"/>	Rate Category	Rate	Factor	UOM	Descript...		Enter Criteria	onsite	Enter Criteria	Enter Criteria	Enter Cr...	<input type="checkbox"/>	Onsite_Monthly_St...	ZAR_1_Onsite_12_ST_Standard Time...	0.000	MO	ZAR, On...	<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 1.0_H...	1.000	Hr	ZAR, On...	<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 1.5_H...	1.500	Hr	ZAR, On...	<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 2.0_H...	2.000	Hr	ZAR, On...	<input type="checkbox"/>	Rate Category	Rate	Factor	UOM	Description	<input checked="" type="checkbox"/>	Onsite_Hourly_Star Time	ZAR_1_Onsite_11_ST_Standard Time_Hourly (ZAR_1_Onsite_11_ST_Standard Time_Hourly)	0.000	Hr	ZAR, Onsite, hourly Standard Time
<input type="checkbox"/>	Rate Category	Rate																																																																	
	Enter Criteria	onsite																																																																	
<input type="checkbox"/>	Onsite_Hourly_Sta...	ZAR_1_Onsite_11_ST_Standard Time_...																																																																	
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<input type="checkbox"/>	Onsite_Monthly_St...	ZAR_1_Onsite_12_ST_Standard Time...	0.000	MO	ZAR, On...																																																														
<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 1.0_H...	1.000	Hr	ZAR, On...																																																														
<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 1.5_H...	1.500	Hr	ZAR, On...																																																														
<input type="checkbox"/>	Onsite_Hourly_Ov...	ZAR_1_Onsite_2_OT_Overtime 2.0_H...	2.000	Hr	ZAR, On...																																																														
<input type="checkbox"/>	Rate Category	Rate	Factor	UOM	Description																																																														
<input checked="" type="checkbox"/>	Onsite_Hourly_Star Time	ZAR_1_Onsite_11_ST_Standard Time_Hourly (ZAR_1_Onsite_11_ST_Standard Time_Hourly)	0.000	Hr	ZAR, Onsite, hourly Standard Time																																																														

You will then see the updates with your selected options.

1 Rates Add or Remove Rates

Rate	Rate Category / UOM	Rate from Grid	Factor	<input type="checkbox"/>	Requested (ZAR)	Presented (ZAR)
ZAR_1_Onsite_11_ST_Standard Time_Hourly	Onsite_Hourly_Standard Time /Hr	-	0.0000000000	<input checked="" type="checkbox"/>	-	450.00
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"/>	-	450.00

Estimate your spend

Period worked in Hours * Number of Positions *

 ×

+ Row Save and Continue

Click on the **Calculator** checkbox and complete the following:

- **Presented** – enter the rate amount in the text field, eg R450.
- **Period worked in hours** – enter the number of estimated hours to be worked on this project for this role, eg 600.
- **Number of positions** – enter the corresponding number of workers who will be assigned to this role, eg 1.

Click on Save and Continue.

You will then see the following screen, showing the estimated worker spend at R450 per hour for 600 hours for 1 worker = R270 000.

In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054) 270000.00 Remove

✓ Success

1 Rates

2 Workers 🔒

0 workers entered Add Scrum Master Select from Workforce

Name	Start Date	End Date	Location	Worker's Personal Email	Average Rate (ZAR)	Committed Spend (ZAR)
If this SOW Bid is selected by Nedbank Limited, you can add SOW Workers						

Add New Role

Accounting

Total Estimated Worker Spend
270,000.00 ZAR ↑

If required, click on Add New Role to create additional roles and rates following the same steps.

In this example, a **Developer** role was added.

1 Rates

Add or Remove Rates

Rate	Rate Category / UOM	Rate from Grid	Factor	Requested (ZAR)	Presented (ZAR)
ZAR_1_Onsite_12_ST_Standard Time_Monthly	Onsite_Monthly_Standard Time /Mo	-	0.0000000000	-	45,000,000.00

Estimate your spend

Period worked in Months * Number of Positions *

3 1 ×

+ Row

Save and Continue

Click on **Save and Continue** to see the estimated worker spend based on a monthly rate of R45 000 for 3 months for 1 worker = R405 000.

BI Developer I
In TEST_CONSTANTIA KLOOF ROODEPOO (4025382054)

Estimated Worker Spend 135000.00 Remove

Success!

1 Rates

2 Workers

0 workers entered

Add BI Developer I Select from Workforce

Name	Start Date	End Date	Location	Worker's Personal Email	Average Rate (ZAR)	Committed Spend (ZAR)
If this SOW Bid is selected by Nedbank Limited, you can add SOW Workers						

Add New Role

Accounting

Total Estimated Worker Spend
405,000.00 ZAR

Continue Complete Later Cancel

When calculating the various options of R135 000 for the **BI Developer** and R27 000 for the **Scrum Master**, you will see a total of R405 000 in the **Accounting** section.

If this SOW Bid is selected by Nedbank Limited, you can add SOW Workers

Add New Role

Accounting

Total Estimated Worker Spend
405,000.00 ZAR

Items	Requested Amount (ZAR)
Schedules	250,000.00
Events	650,000.00
SOW Workers	0.00
Total	900,000.00

Calculate Totals

Continue Complete Later Cancel

Note
The **SOW Workers** total has not been updated on this screen, as this is an estimate for the various roles and not the actual 'named' workers.

The value of this bid up to now is R405 000 for the roles and R900 000 for schedules and events, leading to a total of R1 305 000.

Click on  .

Review

SAP Fieldglass Beta Mode

Search by ID or text

Create SOW Bid Response

Details Clauses Characteristics SOW Workers **Review**

Review

Before you can submit this SOW Bid Response, you will need to answer all questions. Select 'Answer Questions' to Proceed.

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

Details [Make Changes](#)

Statement of Work

ID
NDBKTQ00000496

Name
Training BID

Type
SOW Bid

Buyer
Nedbank Limited

Business Unit
Group Procurement

Click on **Confirm the SOW Workers rules** and then answer the questions on this screen:

Draft NDBKTQ00000496 2023-08-01 to 2023-12-31 Nedbank Limited

Bid Response Details Clauses Characteristics SOW Workers **Questions** Related

Information
The questions can only be answered by the User defined as the Primary Contact Person

Section [Apply Filters](#)

1 Item Found Rows 25

Status	Section	Collaborator
All	Enter Criteria	All
Pending Owner Review	Gateway Questions	Supplier Name and Surname

0 Total Sections [Collapse Details](#)

Edit Reassign Reviewed

1 . Gateway Questions

Collaborator	Supplier Name and Surname
Type	Mandatory
Status	Pending Owner Review

Do not click on **Edit** at the top of your screen. Instead, click on **Edit** above **Gateway Questions**.

Training BID NDBKTQ00000496 Put in as much information as necessary for the supplier to be able to quote you effectively.

Question Section

1 Gateway Questions

1.1 Outsourcing and External Resources

#	Question
1.1.1	Will you be required to outsource any of the services to another organisation? Answer <input type="radio"/> Yes <input checked="" type="radio"/> No
1.1.2	Will you be required be contracting additional resources in a back to back agreement in order to perform the functions of this requirement at any time during the contract? Answer <input type="radio"/> Yes <input checked="" type="radio"/> No

1.2 PIMS Process

#	Question
1.2.1	Have all your resources been put through the PIMS process? (PIMS refers to Personal information management). Checks include Criminal Checks, Credit Checks, Qualification Checks etc. Proof of the above will be required at a later stage. Answer <input type="radio"/> Yes <input checked="" type="radio"/> No

1.3 Terms and Conditions

#	Question
1.3.1	Please indicate your acceptance of the T&C attached (Yes/No). (See draft contract attachment on the Clauses Tab). Answer <input checked="" type="radio"/> Yes <input type="radio"/> No

These questions relate to outsourcing, back-to-back contracting etc. There are no 'right' or 'wrong' answers. Choosing 'Yes' or 'No' will give us an indication of what you will be doing.

In **1.3 Terms and Conditions** you will be required to answer 'Yes' to agree to accepting the terms and conditions of the draft contract under the **Clauses** tab.

If you scroll down, click on  . The following screen will then display:

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

SOW Bid List

Training BID

SOW Bid

Status SOW Bid ID Period Buyer
Draft NDBKTQ00000496 2023-08-01 to 2023-12-31 Nedbank Limited

Bid Response Details Clauses Characteristics SOW Workers Questions Related

Information
The questions can only be answered by the User defined as the Primary Contact Person

Section

1 Item Found Rows 25 Apply Filters

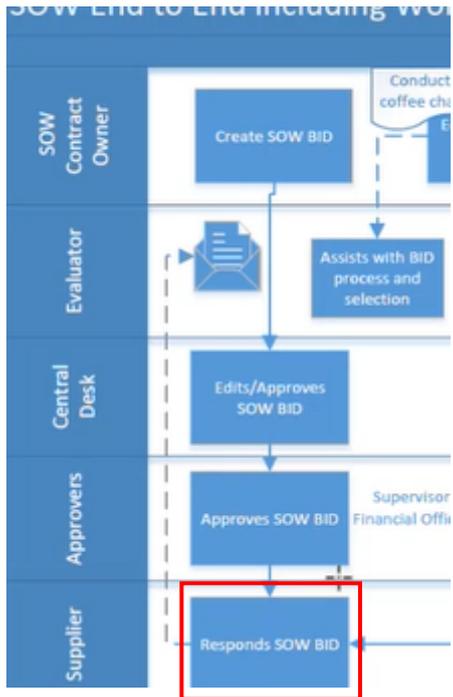
Status	Section	Collaborator
All	Enter Criteria	All
Pending Owner Review	Gateway Questions	Supplier Name and Surname

0 Total Sections Collapse Details

Click on  to send your bid response to us.

Process update

Now you have reached the stage of responding to the SOW bid as shown in the diagram below.



Reminder

The SOW is a formal document that captures and defines the activities, deliverables and timelines that a supplier must meet in performing specified work for a client (buyer).

Now you need to create or update the SOW contract in Fieldglass, which falls within the process highlighted below:

