

Time & Material Billing SOP & Exceptions

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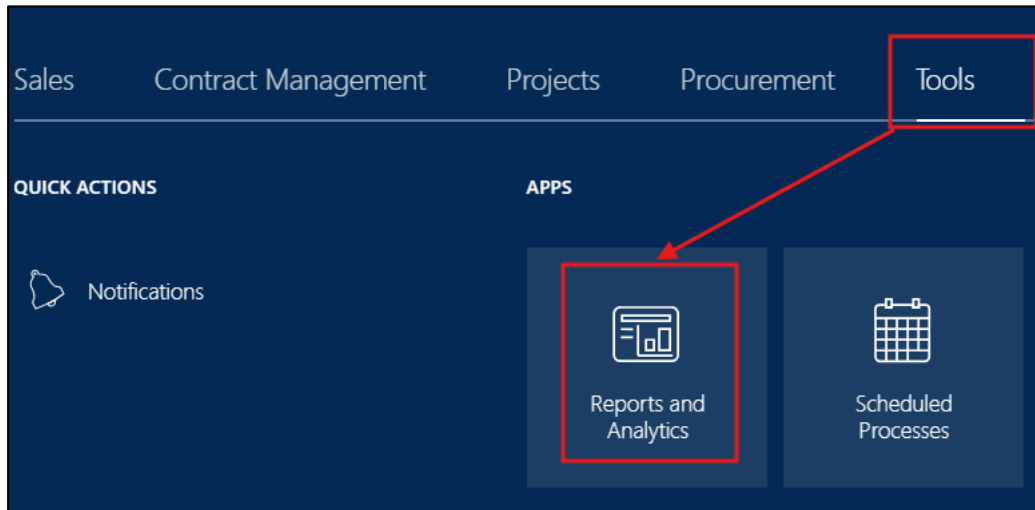
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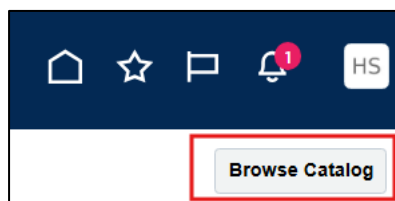
Sr. No.	Date	Version
1	23/01/2025	SAS-TM-SOP-V1
2	07/02/2025	SAS-TM-SOP-V2
3	24/03/2024	SAS-TM-SOP-V3
4	04/04/2025	SAS-TM-SOP-V4

I. SAS Detailed To Be Invoiced Report (To Be Generated Before Bulk Invoicing Window)

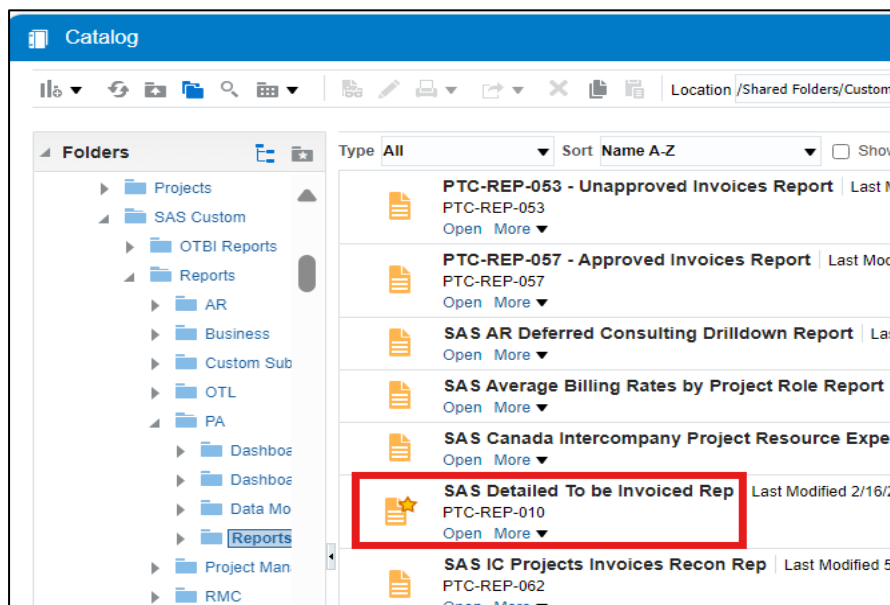
1. Project Owner goes to Tools -> Reports and Analytics.



2. Click on Browse Catalog.



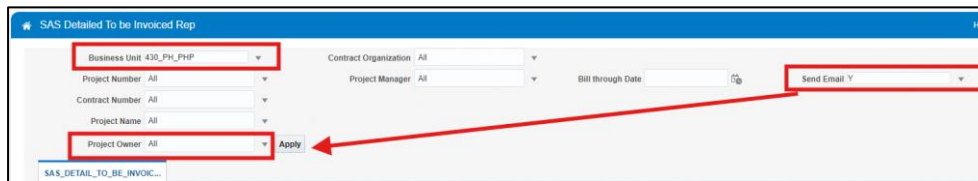
3. Path to the report: Shared>Custom>SAS Custom>Reports>PA>Reports



4. Enter details:
 - a) a. Business Unit = BU_CC_XXX
 - b) b. Project Owner = your name

c) c. Send Email = Y

d) d. Apply



5. An automatic email will be sent to all the Project Managers directly from Fusion
6. Based on the approval replies from Project Managers, Project Owners will submit the draft invoices from approved times cards and release them.
7. For line items which are not showing Bill Amount, Labor Rate, Labor Hours, Prepayment flag, Revenue distribution the Project Owner needs to connect with the respective Project Manager and cross check the contract details as below:

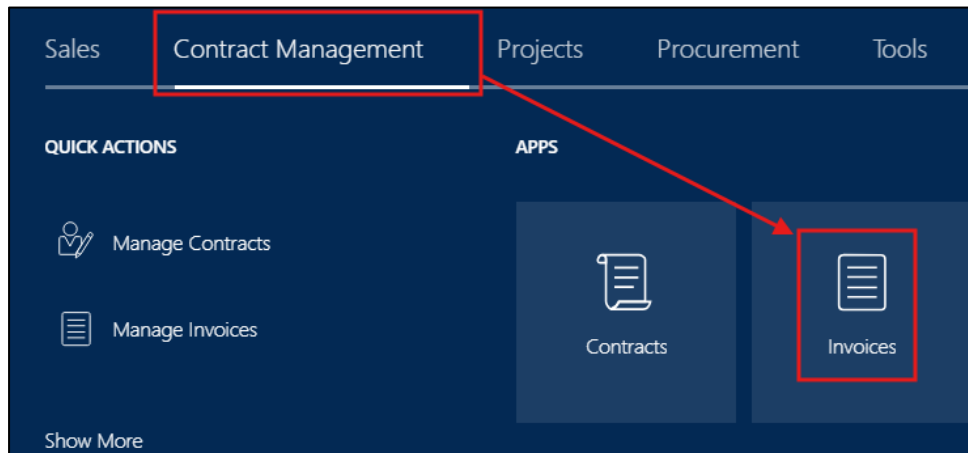
- no bill rates for an SR: job role active on the project
- no bill rate end date is added
- no approved hours
- hard limit is exceeded – no hours outside of the hard limit value will appear in the bill amount column of the report, and on the invoice
- contract line end date (or contract header end date) is exceeded – no hours outside of contract time range will appear for invoicing
- contract line (or contract, or hours) are put on hold
- bill rates added after draft invoice batch was generated
- hours were entered/approved after draft invoice batch generated
- transactions fall in the period before the bill rate start date

For detailed reporting SOP refer [link](#)

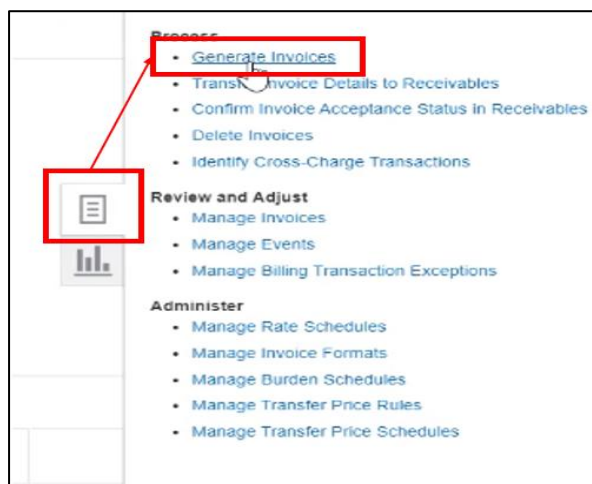
II. Generate T&M Customer Invoice (In Case Revenue Is Computed but Not Invoiced)

A. Invoice Generation for T&M

1. Project Owner goes to Contract Management -> Invoices.



2. Click on Tasks on the right-hand side - list will be displayed with process options.
3. Click on Generate Invoices – process entry will be displayed.



4. Input parameters and click Submit – parameters include:
 - a) Business Unit = XXX_CC_CUR
 - b) Billing Type = External
 - c) Bill Through Date = adjust as needed; will capture only expenditures through this date
 - d) Invoice Date = adjust as needed; date will print on invoice
 - e) Contract Number =
 - f) Generate Ineligible Data = Detail
 - g) Debug Mode = Yes

- h) Recommended process is to submit 'generate draft invoice process for a single contract.'

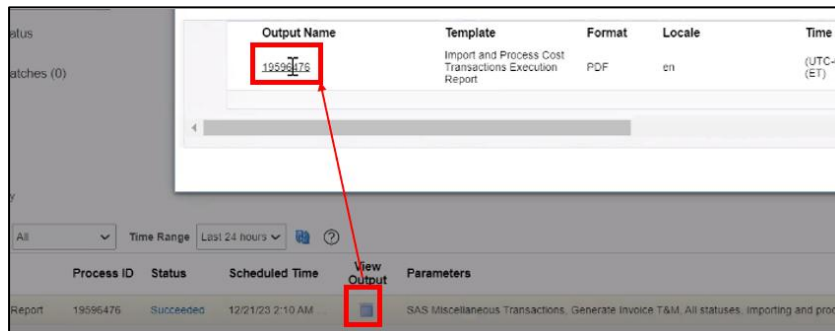
5. Now Expand 'Process Monitor' dropdown & click the refresh icon.

- a) Click Refresh until the status of the report equals 'Succeeded'.

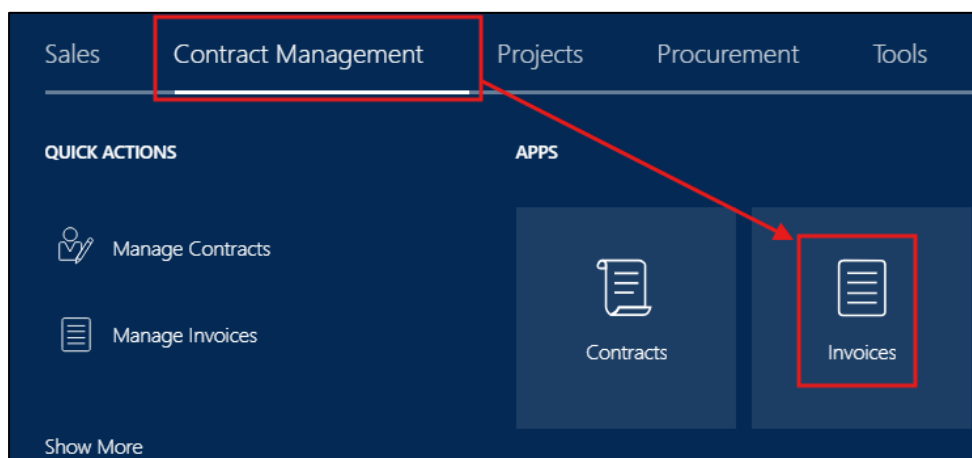
6. Review invoice processing status:

- a) Click on the View Output icon next to the 'Generate Report' option of the process.
b) Click the 'Republish' icon.

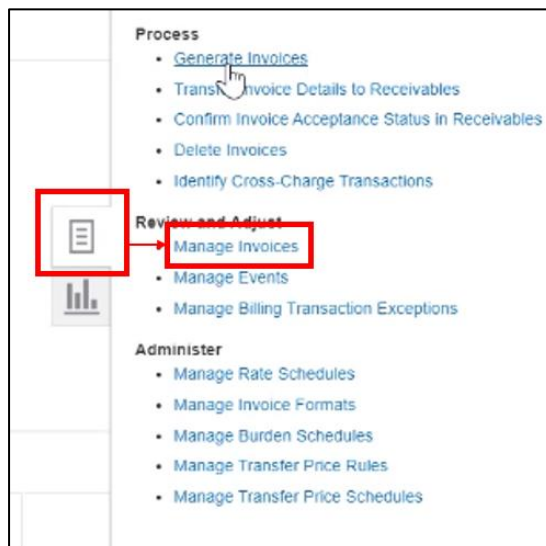
- c) Click the yellow 'View Report' icon.
- d) Select PDF.



7. Navigate to Contract Management -> Invoices.



8. Select 'Manage Invoices' from the Task panel.



9. Select Business Unit from the drop-down list and key in 'Contract Number', then click on Search.

Manage Invoices ?

Search

Business Unit: 400_AU_AUD

Contract Type:

Contract Number: 400000054

Billing Type:

Number:

Invoice Type:

Status:

Project Name:

Project Number:

Date: 10/21/23

Exception:

Search

10. Invoice details for contract appears.
11. Now the Billing Specialist will review the draft invoice lines.

B. Review Draft Invoice Lines

1. Click on appropriate Invoice Number link.
 - a) Invoice details screen will be displayed.

Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice Currency	Receivables Number
1		400000054	QBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071

2. Validate invoice description, billing titles, billing rates, work types.
3. Now Billing Specialist will submit the invoice for approval.

C. Submit Invoice for Approval

1. Go to Actions > Submit.
 - a) Project invoice will be submitted for approval.
 - b) The Project Manager will receive notification to approve the invoice.

Invoice

4 Invoice Header ?

Number: 1

Status: Draft

Bill-to Customer: Thomas Steel Ship Corp

Contract Number: 400004197

Date: 12/21/23

Bill-Through Date: 12/21/23

Receivables Number:

Tax Amount: 0.00

Invoice Amount: 1,001.00

4 Invoice Lines ?

* Line Number	* Description	Amount in Invoice Currency (USD)	Tax in Invoice Currency (USD)
1	Hotel Charges	1,001.00	0.00
Total		1,001.00	0.00

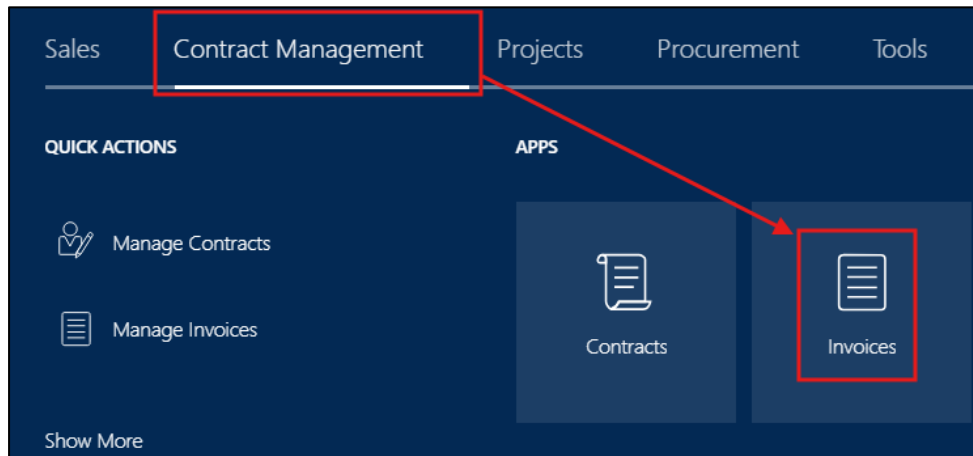
4 Invoice Distributions

2. Along with the request for approval, a communication with an attachment including the invoice details is triggered and sent to the Project Manager. The attachment is for

internal use only. If customer approval is needed on an invoice, ensure the formal invoice is sent.

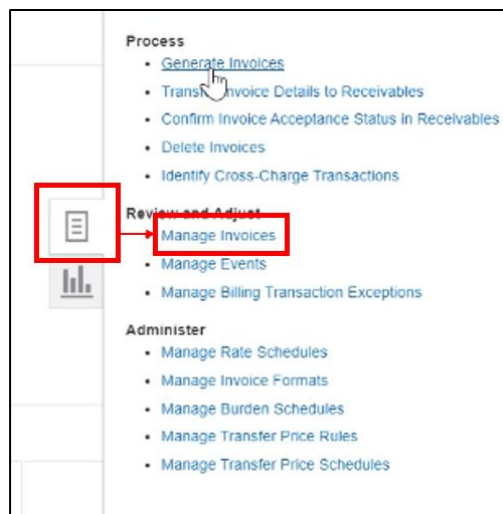
D. Release Approved Invoice

1. Contract Management -> Invoices.



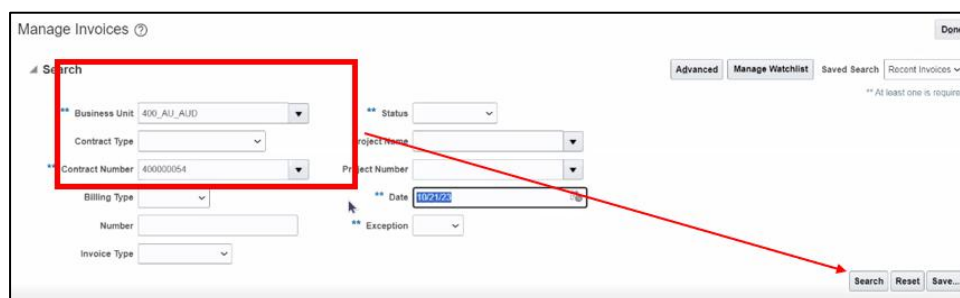
2. Click on Task Panel -> Review and Adjust -> Manage Invoices.

- a) Invoices work area will be displayed.






3. Enter Business Unit, Contract Number and status as 'Approved', click on Search.

- a) Invoice search screen will be displayed.



4. Highlight the appropriate invoice.

a) Invoices based on search criteria will be displayed.

Actions ▾ View ▾    Detach									
Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice Currency	Receivables Number	
		400000054	QBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071	

5. Go to Actions -> Release.

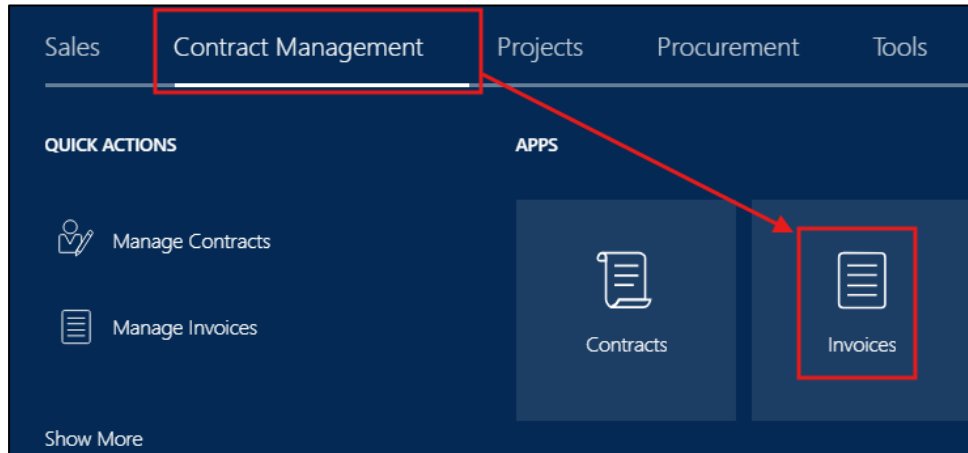
a) Project invoice status will change to 'Released' and invoice is ready to be imported to AR.



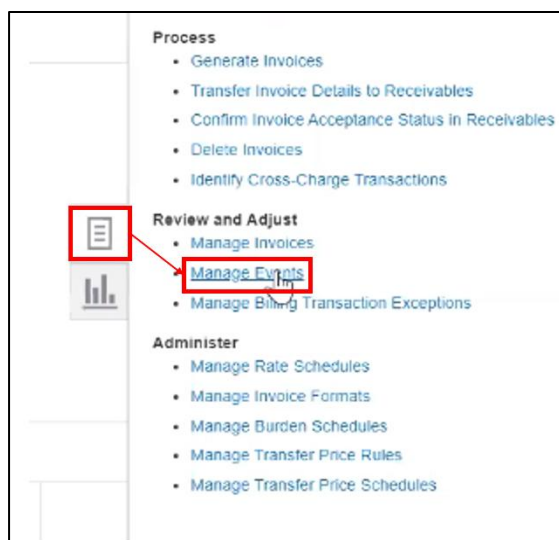
III. Generate T&M Prepaid Customer Invoice

A. Prepayment Event Creation for T&M

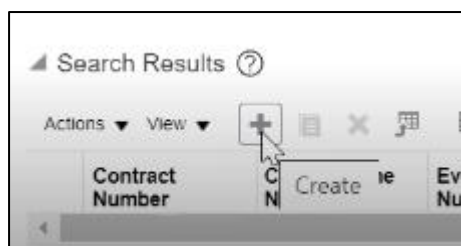
1. Click on Navigator > Contract Management > Invoices.



2. Click on Tasks Panel and select Manage Events.



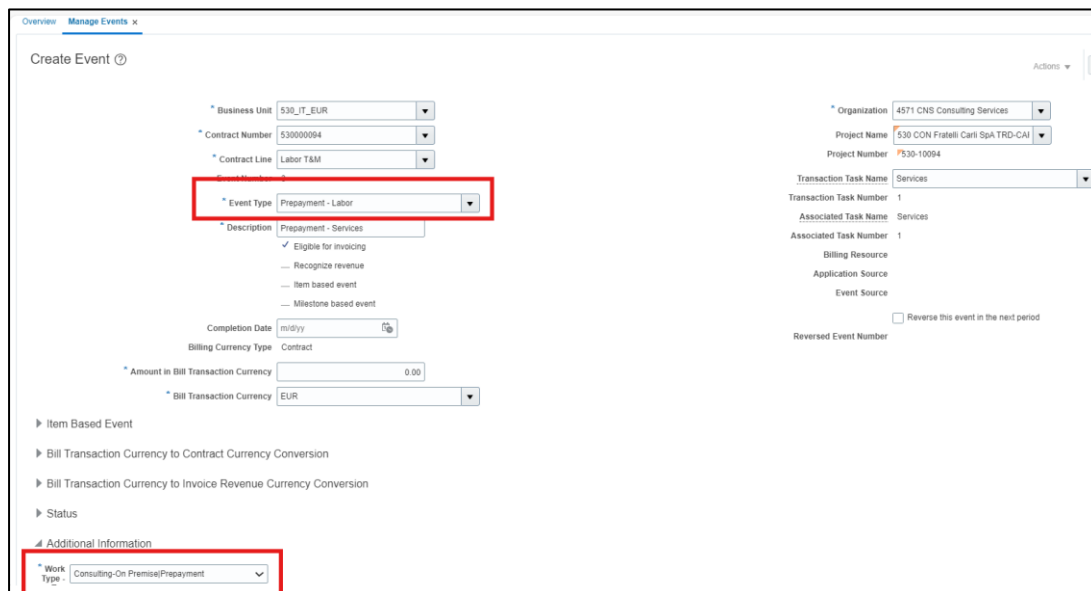
3. Click on '+' icon under Search Results section to create an Event.



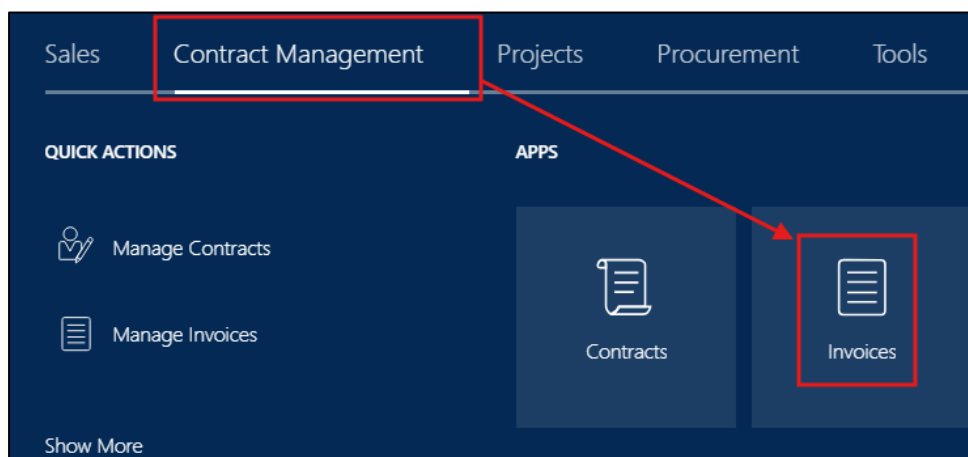
4. Enter required fields:
 Business Unit
 Contract Number
 Contract Line
 Event Type = Prepayment - Labor
 Event Description = Prepayment services (As per directed by your region SME)

Amount in Bill Transaction Currency = Invoice Prepaid Amount
 Completion Date
 Project Name
 Transaction Task Name (top task associated with contract line)

- Review Event Revenue and Invoice eligibility, confirm correct.
- Select 'Work Type - Tax Code' under 'Additional Information' section.
- Click on 'Save and Close'.

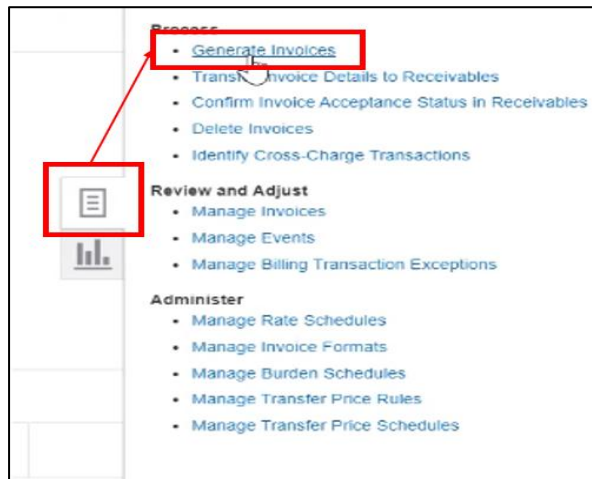


5. Project Owner goes to Contract Management -> Invoices.



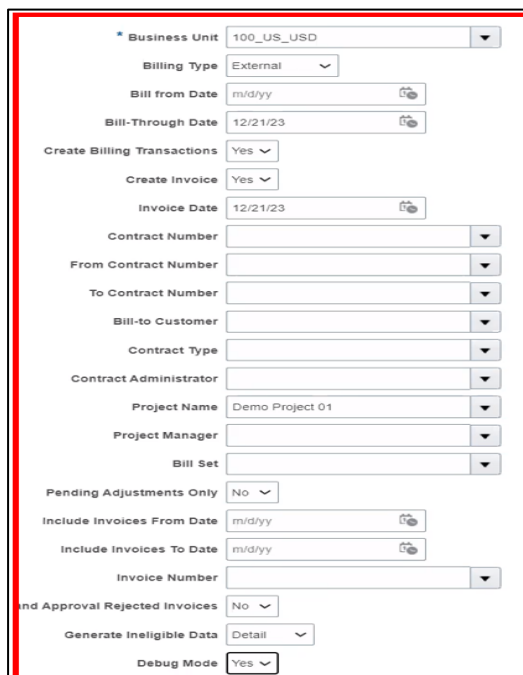
6. Click on Tasks on the right-hand side - list will be displayed with process options.

7. Click on Generate Invoices – process entry will be displayed.

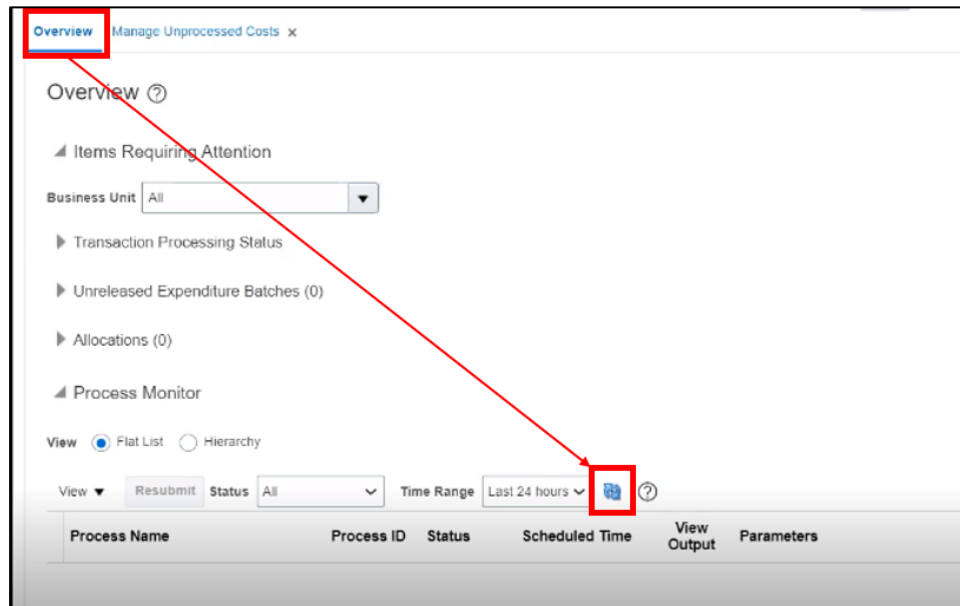


8. Input parameters and click Submit – parameters include:

- a) Business Unit = XXX_CC_CUR
- b) Billing Type = External
- c) Bill Through Date = adjust as needed; will capture only expenditures through this date
- d) Invoice Date = adjust as needed; date will print on invoice
- e) Contract Number =
- f) Generate Ineligible Data = Detail
- g) Debug Mode = Yes
- h) Recommended process is to submit 'generate draft invoice process for a single contract.'

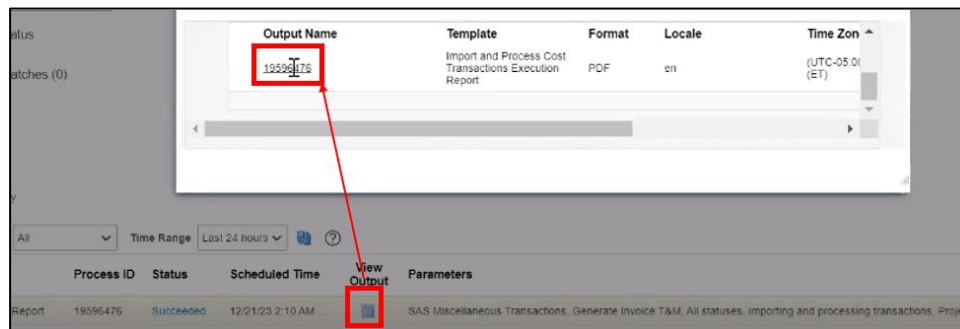


9. Now Expand 'Process Monitor' dropdown & click the refresh icon.
 - a) Click Refresh until the status of the report equals 'Succeeded'.

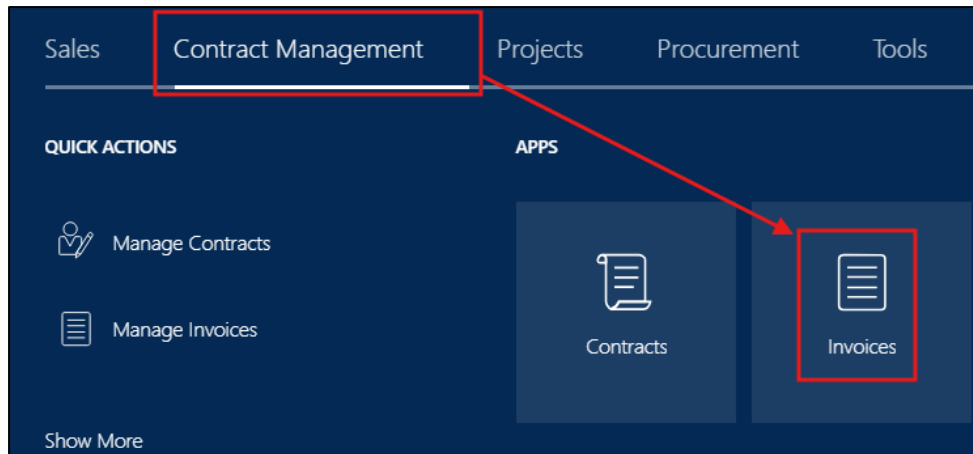


10. Review invoice processing status:

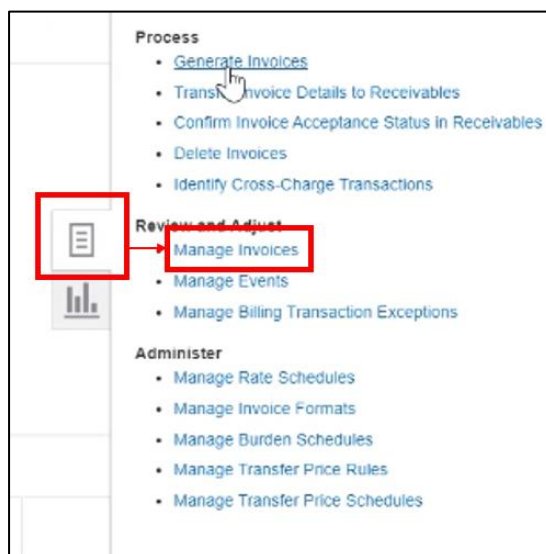
- a) Click on the View Output icon next to the 'Generate Report' option of the process.
- b) Click the 'Republish' icon.
- c) Click the yellow 'View Report' icon.
- d) Select PDF.



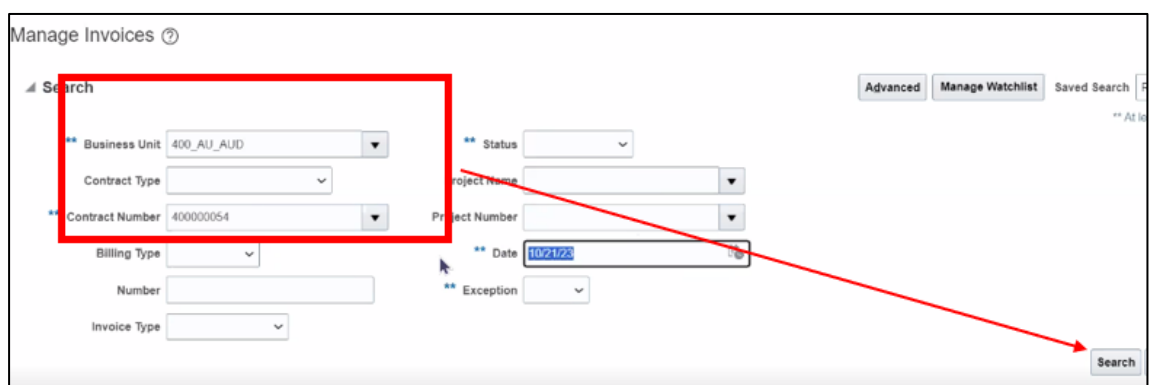
11. Navigate to Contract Management -> Invoices.



12. Select 'Manage Invoices' from the Task panel.



13. Select Business Unit from the drop-down list and key in 'Contract Number', then click on Search.



14. Invoice details for contract appears.

15. Now the Billing Specialist will review the draft invoice lines.

B. Review Draft Invoice Lines

1. Click on appropriate Invoice Number link.
 - a) Invoice details screen will be displayed.

Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice Currency	Receivables Number
1		400000054	QBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071

2. Validate invoice description, billing titles, billing rates, work types.
3. Now Billing Specialist will submit the invoice for approval.

C. Submit Invoice for Approval

1. Go to Actions > Submit.
 - a) Project invoice will be submitted for approval.
 - b) The Project Manager will receive notification to approve the invoice.

Click invoice lines or the line details, and make necessary adjustments and corrections before releasing and approving the invoice.

Last Saved: 12/21/23 2:13 AM

Invoice Header

Currency: US Dollar | Amounts in Invoice Currency

Number: 1 | Bill-Through Date: 12/21/23

Status: Draft | Receivables Number:

Bill-to Customer: Thomas Steel Ship Corp | Tax Amount: 0.00

Contract Number: F190004197 | Invoice Amount: 1,001.00

* Date: 12/21/23

Show More

Invoice Lines

Actions: View | Detach

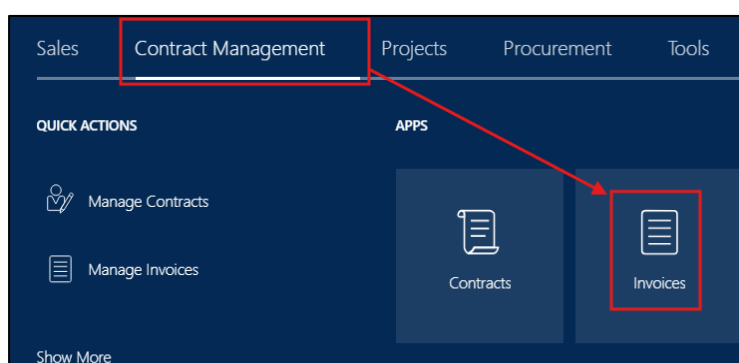
* Line Number	* Description	Amount in Invoice Currency (USD)	Tax in Invoice Currency (USD)
1	Hotel Charges - Consulting-On Prem	1,001.00	0.00
Total		1,001.00	0.00

Invoice Distributions

2. Along with the request for approval, a communication with an attachment including the invoice details is triggered and sent to the Project Manager. The attachment is for internal use only. If customer approval is needed on an invoice, ensure the formal invoice is sent.

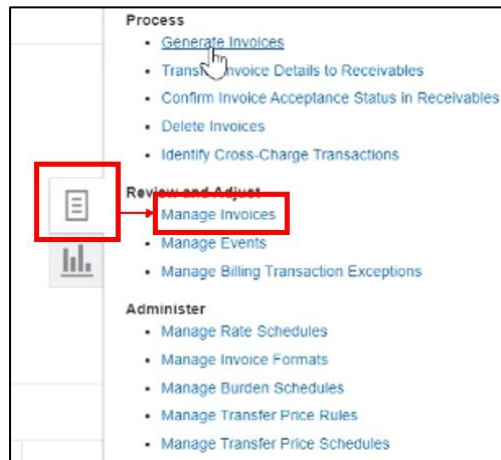
D. Release Approved Invoice

1. Contract Management -> Invoices.



2. Click on Task Panel -> Review and Adjust -> Manage Invoices.

a) Invoices work area will be displayed.



3. Enter Business Unit, Contract Number and status as 'Approved', click on Search.

a) Invoice search screen will be displayed.

The screenshot shows the 'Manage Invoices' search screen. The 'Search' section is highlighted with a red box. The search criteria entered are: Business Unit: 400_AU_AUD, Contract Type: (blank), Contract Number: 400000054, Status: (blank), Project Name: (blank), Project Number: (blank), Billing Type: (blank), Number: (blank), Invoice Type: (blank), Date: 10/21/23, and Exception: (blank). The 'Search' button is highlighted with a red box and an arrow pointing to it.

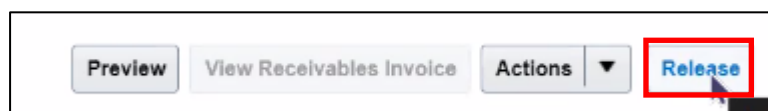
4. Highlight the appropriate invoice.

a) Invoices based on search criteria will be displayed. Click on appropriate Invoice line item

Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice	Receivables
400000054		400000054	IQBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071

5. Go to Actions -> Release.

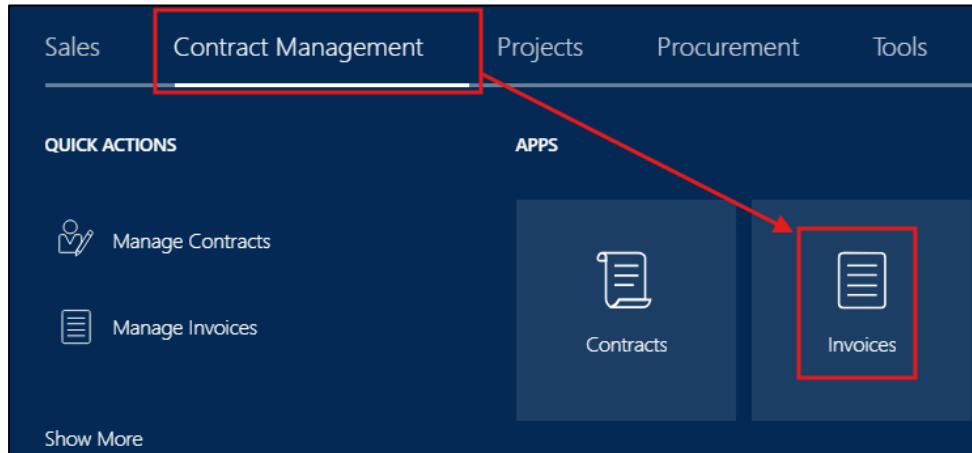
a) Project invoice status will change to 'Released' and invoice is ready to be imported to AR.



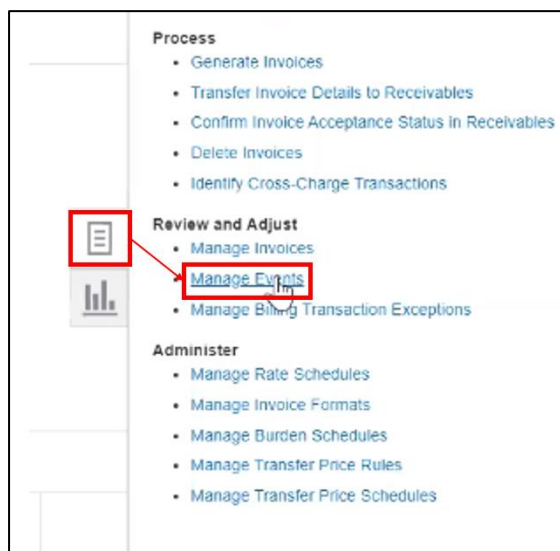
IV. Draw Down Prepaid T&M Invoicing

A. Prepayment Applied Event Creation for T&M

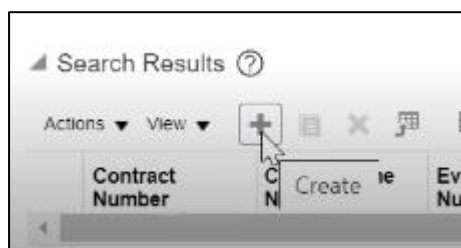
1. Click on Navigator > Contract Management > Invoices.



2. Click on Tasks Panel and select Manage Events.



3. Click on '+' icon under Search Results section to create an Event.



4. Enter required fields:
 Business Unit
 Contract Number
 Contract Line
 Event Type = Prepayment Applied - Labor
 Event Description = Prepayment Applied Services (As per directed by your region)

SME)

Amount in Bill Transaction Currency = Invoice Prepaid Amount (Negative)

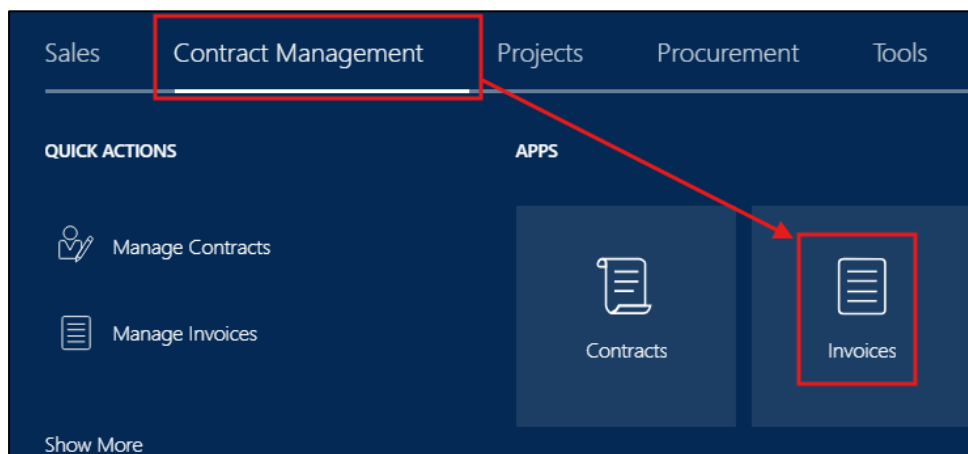
Completion Date

Project Name

Transaction Task Name (top task associated with contract line)

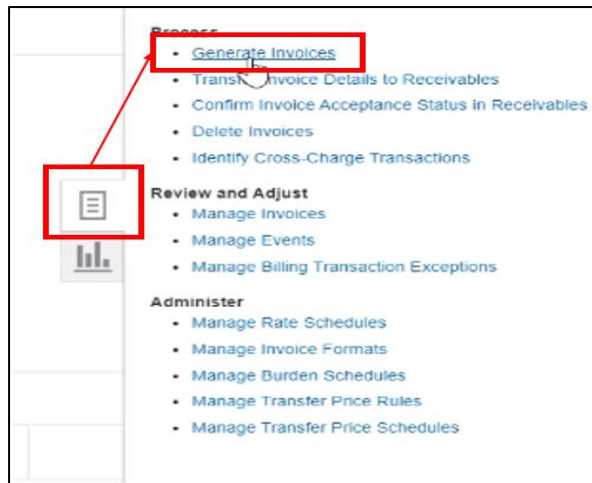
- Review Event Revenue and Invoice eligibility, confirm correct.
- Select 'Work Type - Tax Code' under 'Additional Information' section.
- Click on 'Save and Close'.

5. Project Owner goes to Contract Management -> Invoices.



6. Click on Tasks on the right-hand side - list will be displayed with process options.

7. Click on Generate Invoices – process entry will be displayed.



8. Input parameters and click Submit – parameters include:
- Business Unit = XXX_CC_CUR
 - Billing Type = External
 - Bill Through Date = adjust as needed; will capture only expenditures through this date
 - Invoice Date = adjust as needed; date will print on invoice
 - Contract Number =
 - Generate Ineligible Data = Detail
 - Debug Mode = Yes
 - Recommended process is to submit ‘generate draft invoice process for a single contract.’

* Business Unit: 100_US_USD

Billing Type: External

Bill from Date: m/d/yy

Bill-Through Date: 12/21/23

Create Billing Transactions: Yes

Create Invoice: Yes

Invoice Date: 12/21/23

Contract Number:

From Contract Number:

To Contract Number:

Bill-to Customer:

Contract Type:

Contract Administrator:

Project Name: Demo Project 01

Project Manager:

Bill Set:

Pending Adjustments Only: No

Include Invoices From Date: m/d/yy

Include Invoices To Date: m/d/yy

Invoice Number:

and Approval Rejected Invoices: No

Generate Ineligible Data: Detail

Debug Mode: Yes

9. Now Expand 'Process Monitor' dropdown & click the refresh icon.

a) Click Refresh until the status of the report equals 'Succeeded'.

Overview Manage Unprocessed Costs x

Overview ?

Items Requiring Attention

Business Unit: All

Transaction Processing Status

Unreleased Expenditure Batches (0)

Allocations (0)

Process Monitor

View: Flat List Hierarchy

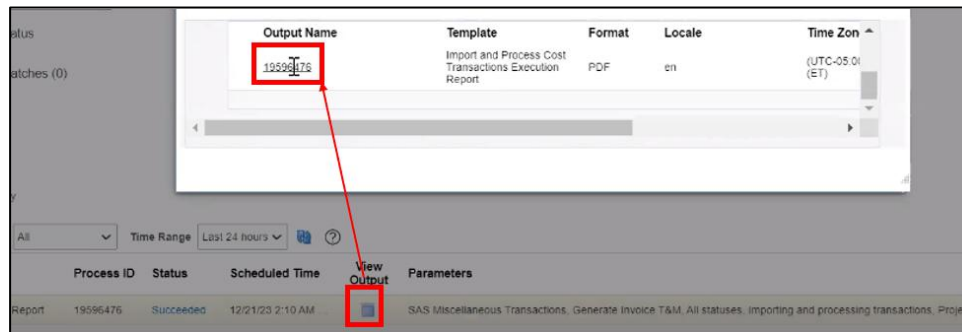
View Resubmit Status All Time Range Last 24 hours

Process Name Process ID Status Scheduled Time View Output

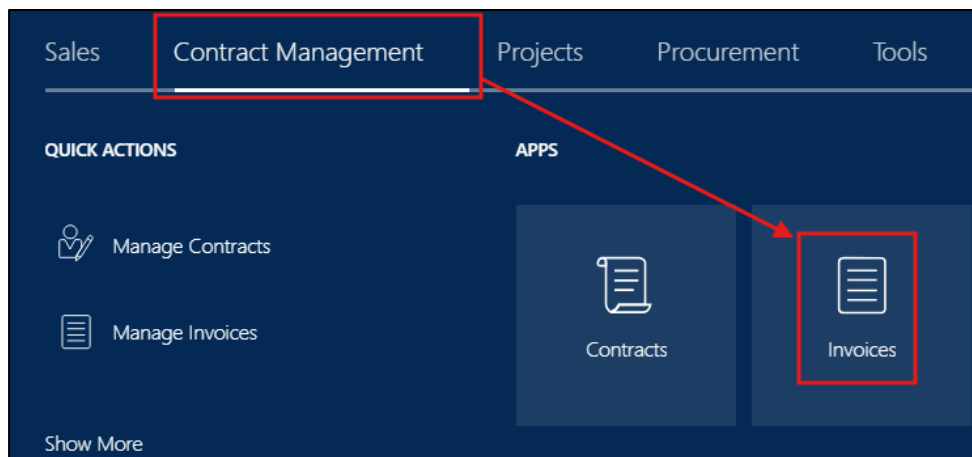
10. Review invoice processing status:

a) Click on the View Output icon next to the 'Generate Report' option of the process.

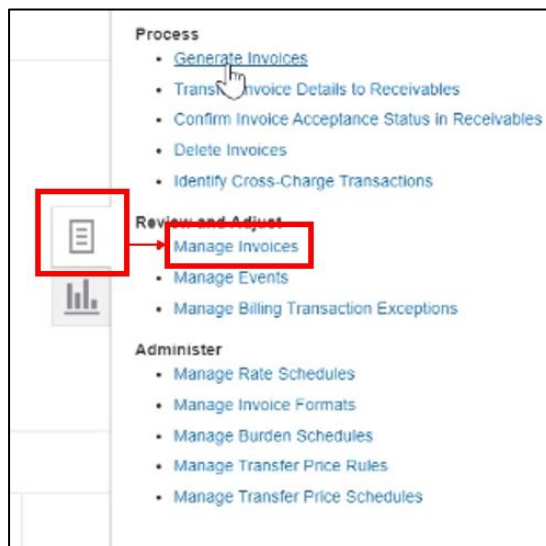
- b) Click the 'Republish' icon.
- c) Click the yellow 'View Report' icon.
- d) Select PDF.



11. Navigate to Contract Management -> Invoices.



12. Select 'Manage Invoices' from the Task panel.



13. Select Business Unit from the drop-down list and key in 'Contract Number', then click on Search.

Manage Invoices ?

Search

Business Unit: 400_AU_AUD

Contract Type:

Contract Number: 400000054

Billing Type:

Number:

Invoice Type:

Status:

Project Name:

Project Number:

Date: 10/21/23

Exception:

Search

14. Invoice details for contract appears.

15. Now the Billing Specialist will review the draft invoice lines.

B. Review Draft Invoice Lines

1. Click on appropriate Invoice Number link.

a) Invoice details screen will be displayed.

Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice Currency	Receivables Number
		400000054	QBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071

Edit Invoice 10 ?

Edit invoice lines or the line details, and make necessary adjustments and corrections before releasing and approving the invoice.

Invoice Header

Currency - US Dollar (Amounts in Invoice Currency)

Number: 10

Status: Draft

Bill-to Customer: Swisher International Inc

Contract Number: 710004424

Date: 09/13/2024

Bill-Through Date: 09/13/2024

Receivables Number:

Credited Invoice Number:

Invoice Type: Standard invoice

Taxation Country: United States

Tax Amount: 0.00

Invoice Amount: 0.00

Queried Amount: 0.00

Document Subtype:

Invoice Comment:

Billing Instructions: ECS monthly minimum 10hrs, rate change in Y2, sub used

Attachments: None

Notes:

Additional Information:

Show Less

Invoice Lines

* Line Number	* Description	Amount in Invoice Currency (USD)	Tax in Invoice Currency (USD)	Contract Line Number
1	Subcontractor Hours - ([Consulting-On Premise]Service-E&D)	2,100.00		Labor T&M
2	Prepayments Applied - Services Invoice 60030441 - ([Consulting-On Premise]Prepayment)	-2,100.00		Labor T&M
Total		0.00	0.00	

2. Validate invoice description, billing titles, zero amount, work types.

3. Add billing instructions so that this invoice of zero amount does not directly go to customers

4. Now Billing Specialist will submit the invoice for approval.

C. Submit Invoice for Approval

1. Go to Actions > Submit.
 - a) Project invoice will be submitted for approval.

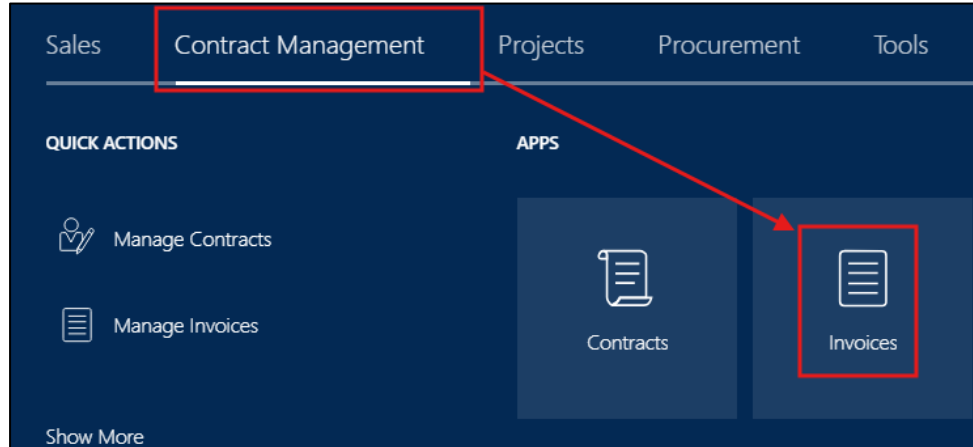


- b) The Project Owner will approve the invoice.

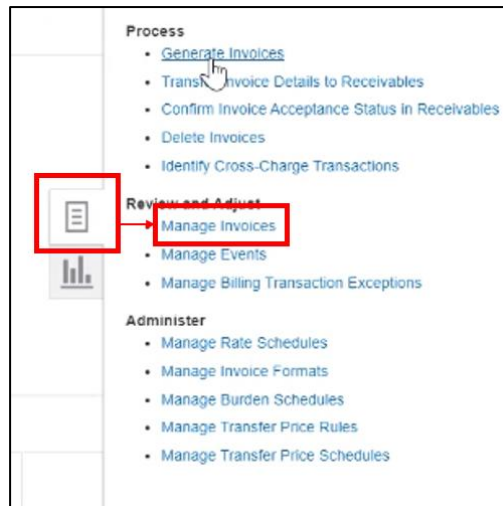


D. Release Approved Invoice

1. Contract Management -> Invoices.



2. Click on Task Panel -> Review and Adjust -> Manage Invoices.
 - a) Invoices work area will be displayed.



3. Enter Business Unit, Contract Number and status as 'Approved', click on Search.
 - a) Invoice search screen will be displayed.

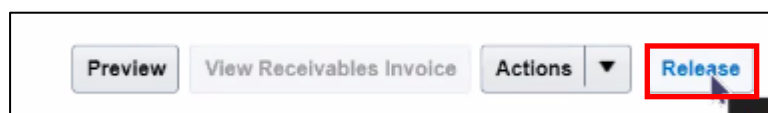
The screenshot shows the 'Manage Invoices' search screen. A red box highlights the search criteria fields: Business Unit (400_AU_AUD), Contract Type, Contract Number (400000054), Project Number, and Date (10/2/2023). A red arrow points from the 'Search' button to the next image.

4. Highlight the appropriate invoice.
 - a) Invoices based on search criteria will be displayed.

Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice Currency	Receivables Number
1		400000054	QBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071

5. Go to Actions -> Release.

- a) Project invoice status will change to 'Released' and invoice is ready to be imported to AR.



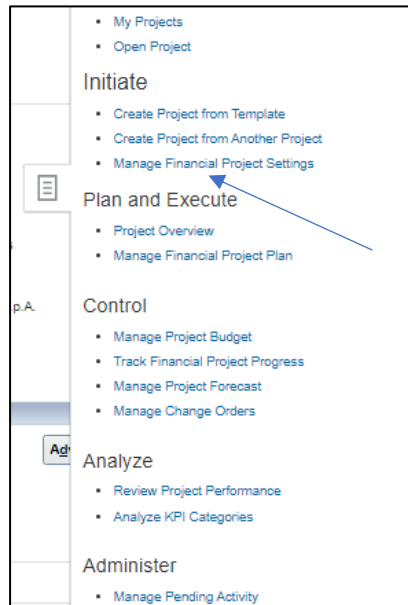
V. Exceptions

A. Itali (530)

1. How to identify the Tax type for Italy Customers

While creating the budget for the project, there is an exception we follow for Italy region regarding Tax Type.

First, we go under **Manage Financial Project Settings**, you will see the screen as below for project under Fusion.



Here, there are two fields that we need to enter. One is Context Prompt, and another is Tax Type.

We must select the Context Prompt as **INVOICE ITALY** and there are three types of taxes which are as follows:

- I - For given type we use tax code “I”
- SP - For given type we use tax code “S”
- I*SP - For given type we use tax code “S”

Manage Financial Project Setti... 530 CON BARILLA

General Parties Planning Financial Reporting Additional Information

Project Business Type Consulting

GIDB Invoice Number

Opportunity Number 18519940

Converted Project Type

Program

MAS TLA Code

Same-company CWK PM

Context Prompt INVOICE ITALY

Tax Type I

Ordine_CommissaConvenzione 4900282740

Ordine_CUP

IPA

Codice_CIG

2. Examples as Follows for all Tax types of Customers and you will find the

For example – For customer “Accenture Financial Advanced Solutions and Technology & SRL” the tax type is I, So will be considering “I” as Tax type.

customer	conto_dax	FusionCustomerID	year	all_iva	all_esiglv
ACCENTURE FINANCIAL ADVANCED SOLUTIONS & TECHNOLOGY SRL	4000104690	3738302	2021	22	I
ACCENTURE FINANCIAL ADVANCED SOLUTIONS & TECHNOLOGY SRL	4000104690	3738302	2022	22	I
ACCENTURE FINANCIAL ADVANCED SOLUTIONS & TECHNOLOGY SRL	4000104690	3738302	2023	22	I

For customer “Alma Mater Studiorum – Università Di Bologna” the tax type is SP, So will be considering “S” as Tax type.

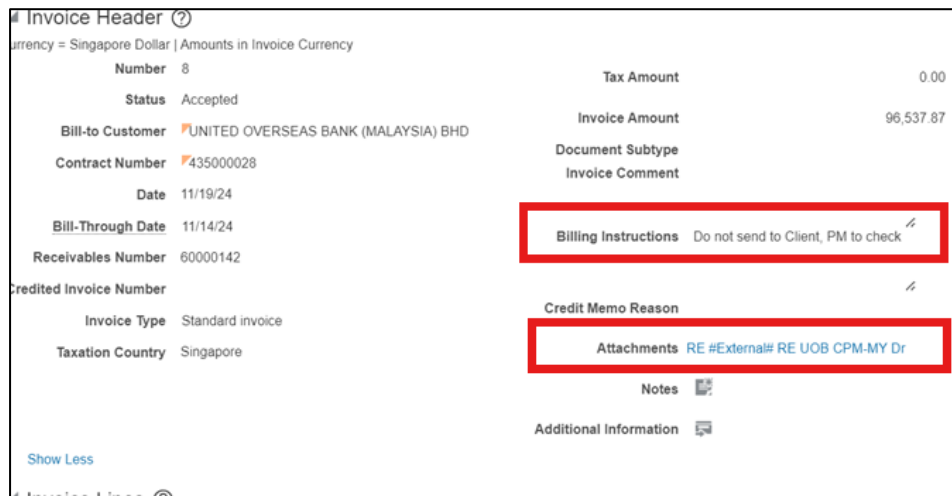
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2019	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2020	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2021	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2022	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2023	22	SP

For customer “Age. Na. S – Agenzia Nazionale per I Servizi” the tax type is I*SP, So will be considering “S” as Tax type.

Age.Na.S - Agenzia Nazionale per i Servizi Sanitari Regionali	4000101399	3015745	2020	22	I*SP
Age.Na.S - Agenzia Nazionale per i Servizi Sanitari Regionali	4000101399	3015745	2020	22	I*SP
Age.Na.S - Agenzia Nazionale per i Servizi Sanitari Regionali	4000101399	3015745	2021	22	I*SP
Age.Na.S - Agenzia Nazionale per i Servizi Sanitari Regionali	4000101399	3015745	2021	22	I*SP

B. Philippines (430) and Singapore (435)

1. In Philippines and Singapore, we add Billing instructions as “**Do not send to Client, PM to Check**” and attachments as well.



Invoice Header ⓘ

Currency = Singapore Dollar | Amounts in Invoice Currency

Number	8	Tax Amount	0.00
Status	Accepted	Invoice Amount	96,537.87
Bill-to Customer	UNITED OVERSEAS BANK (MALAYSIA) BHD	Document Subtype	
Contract Number	435000028	Invoice Comment	
Date	11/19/24		
Bill-Through Date	11/14/24		
Receivables Number	60000142		
Credited Invoice Number			
Invoice Type	Standard invoice		
Taxation Country	Singapore		

Show Less

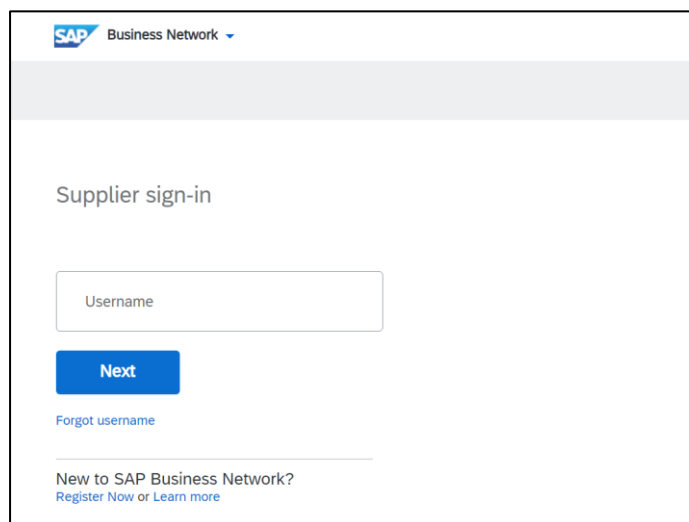
Billing Instructions Do not send to Client, PM to check ⓘ

Attachments RE #External# RE UOB CPM-MY Dr ⓘ

Notes ⓘ

Additional Information ⓘ

2. In Singapore we upload invoices on customer portal. There are two customers i.e., OCBC & Ariba. The invoices generated in Fusion will be copied to the Project Manager and DMO.



SAP Business Network

Supplier sign-in

Username

Next

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3. In Philippines, due to government regulations, the invoice needs to be manually created by the SAS local finance team and send it to the customers. Invoices from Fusion will be generated as per process and mark the local finance team in copy. When the manual invoices are created by the team, they will copy DMO and TCS team while sending to the customer.
4. Local finance contact:
 - b) Maria Rosalie Alicante - Rosalie.alicante@sas.com
 - c) Sharon Flores - Sharon.Flores@sas.com

C. Malaysia (436) and Thailand (437)

1. In Malaysia and Thailand, we do not add billing instructions, but we add attachments.

Invoice Header ⓘ

Currency = Malaysian Ringgit | Amounts in Invoice Currency

Number

7

Status

Accepted

Bill-to Customer

Hong Leong Bank Berhad

Contract Number

436000028

Date

12/11/24

Bill-Through Date

12/5/24

Receivables Number

60000256

Credited Invoice Number

Invoice Type

Standard invoice

Taxation Country

Malaysia

Tax Amount

5,960.00

Invoice Amount

74,500.00

Document Subtype

Invoice Comment

Billing Instructions

Credit Memo Reason

Attachments

HLB CMS Phase1UATCycle2 Sign-O

Notes

Additional Information

Show Less

D. Poland (740)

1. ING invoices - Customer Name: ING Bank Śląski S.A.

There is a specific requirement by this customer that they want a different name on the Bill to Site and a different name on the Ship to Site.

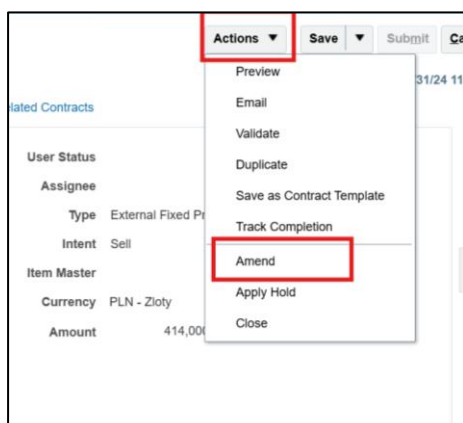
There is something called the NIP number or the tax number, which we cannot see on the preview invoices, but it's something that will be visible on the final invoice after the PDF is generated **because there are two different entities i.e., one is parent company (ING Bank Śląski S.A.), and another one is subsidiary company (Grupa VAT ING, Grupa VAT Pekao).** In such case the address will be the same, but the name of the customer will be different, hence there is requirement that a different name should be on the bill to site and on the ship to site and therefore two different NIP numbers should appear on.

The final invoice, to achieve this, we need to create the contract in a different way. so first we need to amend the contract because it was created incorrectly.

For the contract amendment we can use the below mentioned contract number as ref.: 740000045

2. Steps to Amend the Contract.

a) Go to the Action Tab then select the option Amend



b) For example, contract number 740000439 will go and amend

3. Go to Parties tab change the Customer Name from ING Bank to Grupa VAT ING

Search and Select: Name

Search

Advanced

** At least one is required

** Name

** Party Number

Search Reset

Name	Party Number
Grupa Radłowa Agory Sp. z o.o.	3042225
Grupa VAT ING	3919258
Grupa VAT Pekao	3895456
Grupamento de Apoio de São Jos...	3805177

OK Cancel

* Role	* Name	Number
Customer	Grupa VAT ING	3919258
Supplier	740_PL_PLN	300000004957194

4. Once we change the Customer in Parties tab The same customer Information need to be update in Bill to site as well.
 - a) Note: Only Bill-to site need to change Ship-to site remains the same.

Accounts

Bill-to Account Number 4065299

Bill-to Account Description

Bill-to Party Grupa VAT ING

Bill-to Site 1271459

Bill-to Address ul. Sokolska 34,40-086 Katowice,POLAND

Ship-to Account Number 459862

Ship-to Account Description ING Bank Śląski S.A.

Ship-to Party ING Bank Śląski S.A.

Ship-to Site 1277614

Ship-to Address NIP/VAT: PL6340135475,ul. Sokolska 34,40-086 Katowice,

5. Go to Lines tab > Check the Ship to site should be aligned with the same information which we put in Parties tab.

▲ Accounts

Ship-to Account Number 459862

Ship-to Account Description ING Bank Śląski S.A.

Ship-to Party ING Bank Śląski S.A.

Ship-to Site 1277614

Ship-to Address NIP/VAT: PL6340135475, ul. Sokolska 34, 40-086 Katowice, POLAND

6. Go to Billing tab > Bill Plans > Click on Labor FP Bill Plan

a) Customer information should be the same as we have filled in Parties Tab.

Edit Contract: 740000045 - Edit Bill Plan

Currency = Zloty

▲ Bill Plan ⓘ

Name Labor FP Bill Plan Invoice Method Classification Amount Based

Method Name Amount Based Invoice — On hold

General Information Billing Extensions

▲ Customer Information

Bill-to Account Number 4065299 Bill-to Contact Faktura Elektroniczna

Bill-to Account Description Bill-to Site 1271459

Bill-to Party Grupa VAT ING Bill-to Address Ul. Sokolska 34, Katowice, PL, 40-086

▲ Invoice Information

Billing Currency Type Contract Payment Terms 30 NET

7. Note: For all ING projects, whether it's time and material or fixed price, we need to record the PO Number (Purchase Order Number) in contract.

a) Billing Tab

Edit Contract: 740000045, Version 5: Billing ⓘ

Overview Lines Parties Deliverables Billing Financial Summary Documents History Currency Conversion

Contribution Percent 100%

Billing Sequence

PO Number PO5000306805

Salesperson

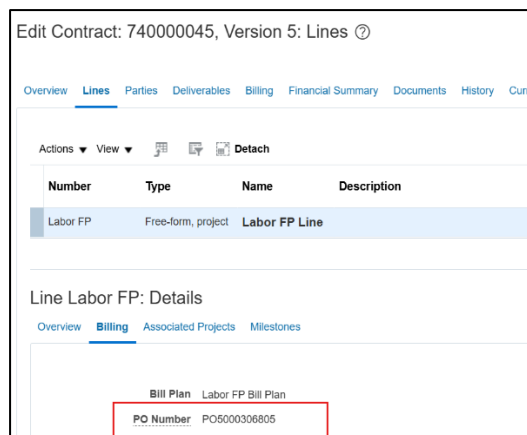
Generated Invoice Status Draft

▲ Bill Plans ⓘ

Actions View + - ✕ ⌕ Detach

Name	Invoice Method Name	Invoice Method Classification
Labor FP Bill Plan	Amount Based Invoice	Amount Based

b) Lines Tab > Billing > PO Number



Edit Contract: 740000045, Version 5: Lines ?

Overview Lines Parties Deliverables Billing Financial Summary Documents History Curr

Actions View Detail

Number	Type	Name	Description
Labor FP	Free-form, project	Labor FP Line	

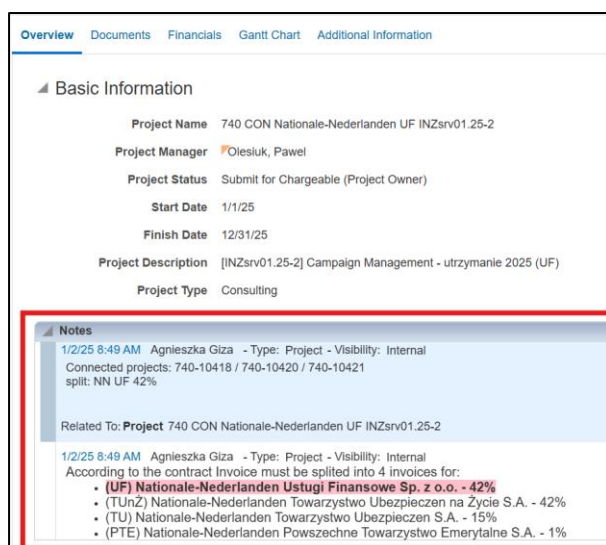
Line Labor FP: Details

Overview Billing Associated Projects Milestones

Bill Plan Labor FP Bill Plan

PO Number PO5000306805

8. Once we update amended the contract, we need to put amendment effective date (Project Start date) and submit the contract for Approval.
9. **Split Invoice** - In the Polish region, the projects are splits into percentages and several contracts associated to split projects. For instance, 65% of the contract value should be invoiced to party “A” and the remaining 35% to party “B”.
10. **For Example:** The projects will have to be created separately by PM. If the contract value is 100,000 PLN, and the split is 65 to 35 percent, both projects will be used to invoice the 65% and remaining 35% because there are two customers (the split can be varied for instance, 50-50% or 95-05%)The DPM attached will be full value of the contract also split information must be mentioned in the project under notes.



Overview Documents Financials Gantt Chart Additional Information

Basic Information

Project Name 740 CON Nationale-Nederlanden UF INZsrv01.25-2

Project Manager Olesuk, Pawel

Project Status Submit for Chargeable (Project Owner)

Start Date 1/1/25

Finish Date 12/31/25

Project Description [INZsrv01.25-2] Campaign Management - utrzymanie 2025 (UF)

Project Type Consulting

Notes

1/2/25 8:49 AM Agnieszka Giza - Type: Project - Visibility: Internal
Connected projects: 740-10418 / 740-10420 / 740-10421
split: NN UF 42%

Related To: Project 740 CON Nationale-Nederlanden UF INZsrv01.25-2

1/2/25 8:49 AM Agnieszka Giza - Type: Project - Visibility: Internal
According to the contract Invoice must be split into 4 invoices for:

- (UF) Nationale-Nederlanden Ustugi Finansowe Sp. z o.o. - 42%
- (TUnZ) Nationale-Nederlanden Towarzystwo Ubezpieczen na Zycie S.A. - 42%
- (TU) Nationale-Nederlanden Towarzystwo Ubezpieczen S.A. - 15%
- (PTE) Nationale-Nederlanden Powszechna Towarzystwo Emerytalne S.A. - 1%

11. Both Revenue and raw cost will be split between projects as 65% and 35%. The invoice will be events based (Milestone) and Revenue method (Amount Based) only because it is not possible for the project managers to modify the hours according to the splits. So, the contract record must be created using a time and material template, though Project Task Rate Overrides and Cost Rates Overrides will be skipped.

E. Denmark (520)

1. A Skat (meaning Danish tax duties) invoice is a customized type of invoice, we receive a request in an Excel sheet from the PM. The sheet includes the starting and ending dates for the invoice period, along with descriptions of the invoices. There are

some variations in the descriptions, such as the use of "W-94989" at the beginning. Occasionally, a single project is associated with multiple resources, with invoices created for individual resources under the same project. For instance, for January 2024, we are working on the first week, which runs from January 1st to January 28th, covering weeks 44 to 47 in the current period (period 11).

A	B	C	D	E	F
	Invoices to contain the following information in the description:				
	W-number:	86568			
	Name:	Sandra Breinholt			
	Contractrole	23183883105A			
	PSP	Total			
	9496224112	162			
	Invoice lines:				
	Name	Task Name	Expenditure Item	Dis Labor Effc	Total
	Breinholt, Sandra	9496224112	28-10-2024	9	13977
	Breinholt, Sandra	9496224112	29-10-2024	7	10871
	Breinholt, Sandra	9496224112	30-10-2024	7.5	11647.5
	Breinholt, Sandra	9496224112	31-10-2024	6.5	10094.5
	Breinholt, Sandra	9496224112	01-11-2024	2	3106
	Breinholt, Sandra	9496224112	06-11-2024	7	10871
	Breinholt, Sandra	9496224112	07-11-2024	7.5	11647.5
	Breinholt, Sandra	9496224112	08-11-2024	7	10871
	Breinholt, Sandra	9496224112	11-11-2024	7	10871
	Breinholt, Sandra	9496224112	12-11-2024	7	10871
	Breinholt, Sandra	9496224112	13-11-2024	6.5	10094.5
Master 520-10045 Filip 520-10046 - Johnny 520-10047 - Lars 520-10048 - Henrik					

- The Excel sheet received from PM is a working needed before invoicing process as it contains details such as the Project Number, Contract Number, Name of the Resource, Description in Invoice, Bill through date, Bill from date, and Status.

Project	Contract no.	Name of the resource	Description in invoice
520-10045	5200000062	Kildegaard, Filip	W-94989 / Contract Role 23183883102A / Task 8381023602 = 118 hours / Filip Kildegaard
520-10046	5200000063	Eriksen, Johnny	W-89366 / Contract Role 23183883106A / Task 8381023602 = 59.5 hours / Johnny Eriksen
520-10047	5200000064	Lars Kruse	W-93014 / Contract Role 23183883107A / Task 8381023602 = 51.5 hours / Task 9496224112 = 5
520-10048	5200000065	Henrik Hjøllund Hansen	W-94963 / Contract Role 23183883103A / Task 8381023602 = 138.5 hours / Henrik Hjøllund
520-10049	5200000066	Carsten Wrobel	W-93764 / Contract Role 23183883101A / Task 8381023602 = 15 hours / Task 9496224112 = 5
520-10050	5200000067	Sandra Breinholt	W-86568 / Contract Role 23183883105A / Task 9496224112 = 92.5 hours / Sandra Breinholt
520-10051	5200000068	Ole Runge Madsen	W-89924 / Contract Role 23183883104A / Task 9496224112 = 141.5 hours / Ole Runge Madsen

- While working for January 2024 (period 11), from 1st week and to 4th Week. So, the date falls from 1st of January to 28th of January i.e., week 44 to 47.

520-10051 520000068 Ole Runge Madsen W-89924/Contract Role 23183883104A/Task 8381023602/Ole Runge Madsen

Faktureringstider for 2024

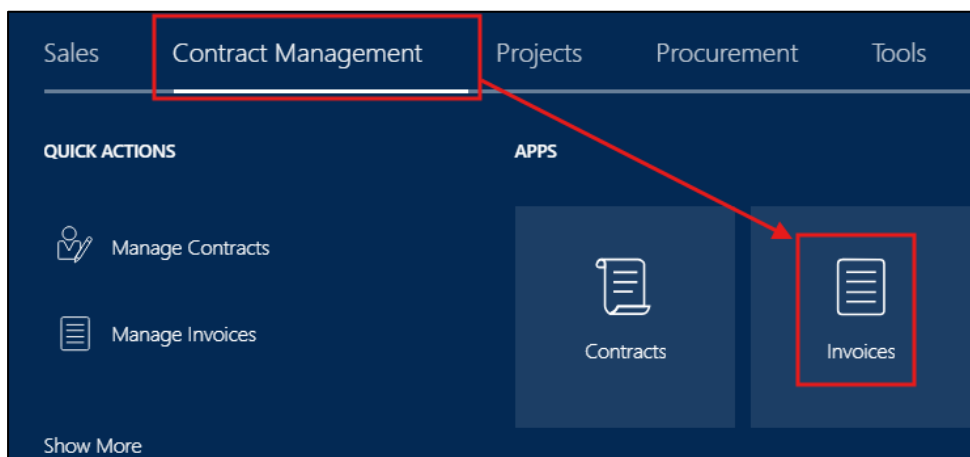
Faktureringstid	Uger
Januar	1, 2, 3, 4
Februar	5, 6, 7, 8
Marts	9, 10, 11, 12, 13
April	14, 15, 16, 17
Maj	18, 19, 20, 21
Juni	22, 23, 24, 25, 26
Juli	27, 28, 29, 30
August	31, 32, 33, 34
September	35, 36, 37, 38, 39
Oktober	40, 41, 42, 43
November	44, 45, 46, 47
December	48, 49, 50, 51, 52

Invoices must be issued per weeks as defined by the

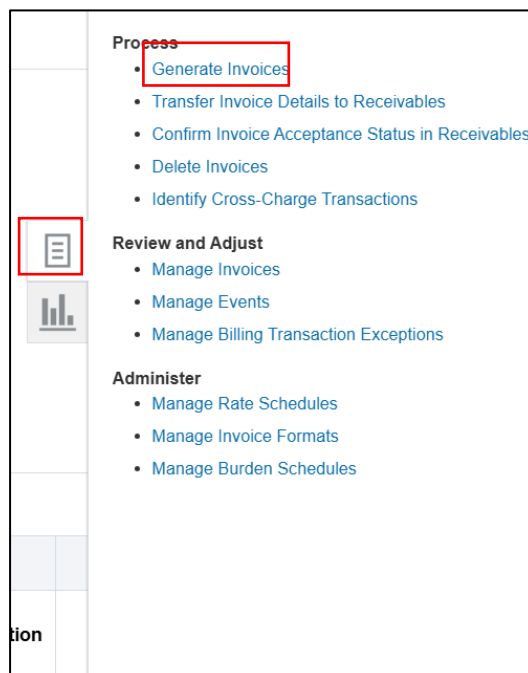
The invoice should contain Resource Name, week

Please process all of the invoices for all the period: once drafts are submitted for his approval

4. Select Contract Management > Invoices



a) Click on Taskbar > Generate Invoices.



b) Business Unit: For invoice to be created

- c) Bill From date: 10/28/2024
- d) Bill through date: 11/24/2024
- e) Contract Number: For which we are invoicing.
- f) Generate Ineligible Data: Detail.
- g) Debug Mode: Yes
- h) Click on Submit

Basic Options

Parameters

* Business Unit

Billing Type

Bill from Date

Bill-Through Date

Create Billing Transactions

Create Invoice

Invoice Date

* Contract Number

From Contract Number

To Contract Number

Bill-to Customer

Contract Type

Contract Administrator

Project Name

Project Manager

Bill Set

Pending Adjustments Only

Include Invoices From Date

Include Invoices To Date

Invoice Number

Delete Approved and Approval Rejected Invoices

Generate Ineligible Data

Debug Mode

5. Check whether the submitted invoice is reflecting with same proposed hours: It will show in the description of invoice. Once checked, need to paste the description from excel sheet provided by PM.

Overview

Access and manage your invoices, invoice distributions, and exceptions encountered during invoice generation. Review the details and take the necessary corrective action to successfully create invoices.

Business Unit: From Date: Example: 12/6/24
 Billing Type: To Date:




4 Items Requiring Attention

4 Invoice Processing Status

Exceptions (4) **Draft Invoices (26)** Submitted Invoices (53) Released Invoices (2,280)

Actions: View

Number	Contract Number	Bill-to Customer	Amount in Invoice Currency	Tax Amount in Invoice Currency	Bill-Through Date	Date	Billing Instructions	Notes	Additional Information
3	F620000028	RnHB BV	4,375.00 EUR	916.75 EUR	10/31/24	11/11/24	Credit memo ca...		
10	F620000003	Fujitsu Technology Solutions bv (NL...	16,077.75 EUR	3,576.33 EUR	10/31/24	11/11/24	DO NOT SENTI...		
4	F630000134	Next Payments SpA	0.00 EUR	0.00 EUR	10/31/24	11/11/24	A TICKET HAD...		

Invoice Lines ?	
Actions ▼ View ▼    Detach	
Line Number	* Description
1	W-89366 / Contract Role 23183883106A / Task 8381023602 = 165.5 hours / Johnny Erikse...
Total	

6. If proposed hours have been invoiced then submit for approval if not then check availability of funds in contract under little billing tab and if funds are not available then to check budget if there are any fund enhancement request updated, if not reach out to the PM.

Process End

Escalation Matrix

Name	Level	Email Address	Landline/Phone Number
Bhaswar Banerjee	Level 1	bhaswar.banerjee@sas.com	N/A
Agnieszka Bartuzi	Level 2	agnieszka.bartuzi@sas.com	+48 22 560 45 83
Beata Kienorow-Gulan	Level 2	beata.kienorow-gulan@sas.com	+48 22 560 45 69