

Fixed Price Billing SOP & Exceptions

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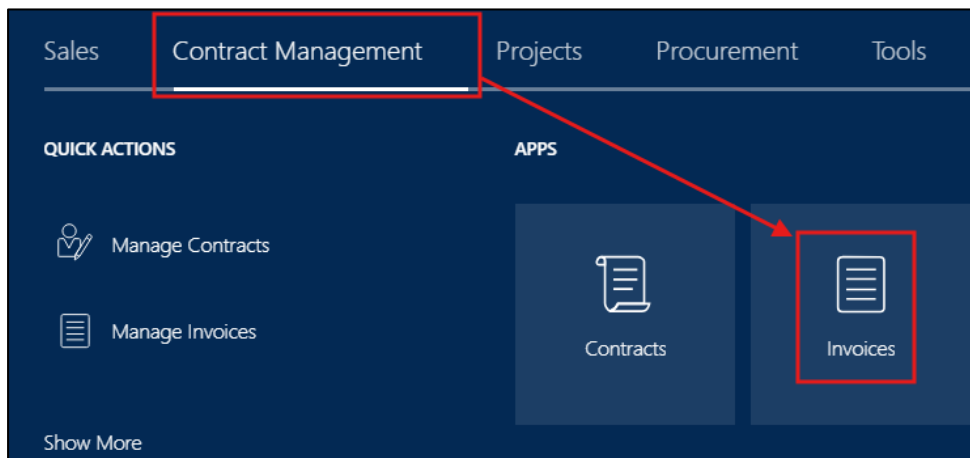
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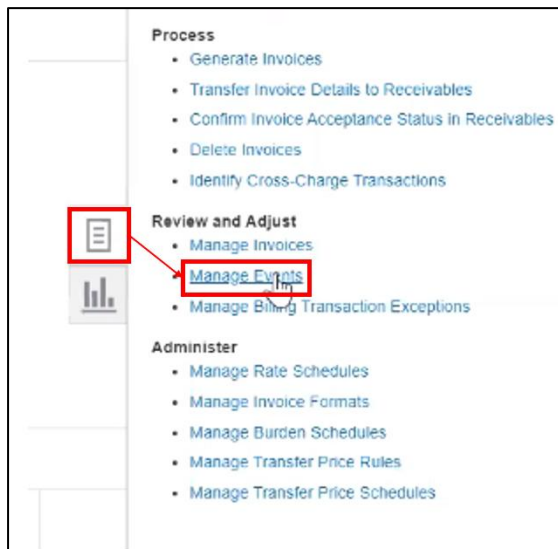
Sr. No.	Date	Version
1	23/01/2025	SAS-FP-SOP-V1
2	10/02/2025	SAS-FP-SOP-V2
3	24/03/2025	SAS-FP-SOP-V3
4	04/04/2025	SAS-FP-SOP-V4

I. Create FP Billing Event

1. Click on Navigator > Contract Management > Invoices.



2. Click on Tasks Panel and select Manage Events.



3. Check if any existing event is created in invoicing to avoid duplication.

Business Unit

Contract Number

Search

Note: to identify if event exists for same invoice check the contract number, contract amount & date of event.

Manage Events ?

Search

* Business Unit: 435_SG_SGD

Billing Type: External

** Contract Number: 435000046

** Project Name:

** Project Number:

** Event Type:

Eligible for Invoicing: ☐

Recognize Revenue: ☐

Invoice Status:

Revenue Status:

Search

Search Results ?

Contract Number	Contract Line Number	Event Number	Project Name	Transaction Task Name	Amount in Bill Transaction Currency	Completion Date	Event Type	Invoiced Percentage	Recognized Revenue Percentage
435000046	Labor FP	1	435 CON FP - ...	Consulting Servi...	450,000.00 USD	3/25/24	Invoice Milestone	100.00	0.00
435000046	Labor FP	11	435 CON FP - ...	Consulting Servi...	178,871.80 USD	12/31/24	SAS Percent Spent	0.00	100.00

4. If no existing event > Click on '+' icon under Search Results section to create an Event.

Search Results ?

Actions View

+

Create Event

5. Enter required fields:

Business Unit, Contract Number & Contract Line

Event Type = Milestone Invoice

Event Description = Description of the milestone achieved

Amount in Bill Transaction Currency = Invoice Milestone Amount

Completion Date

Project Name

Transaction Task Name (top task associated with contract line)

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

Create Event ?

* Business Unit: 100_USD_USD

* Contract Number: 100004199

* Contract Line: Labor FP

Event Number: 2

* Event Type: Conversion-Invoice

* Description: Conversion-Invoice

Eligible for Invoicing: ☒

Recognize revenue: ☐

Item based event: ☐

Completion Date: 12/19/23

Billing Currency Type: Contract

Amount in Bill Transaction Currency: 1,000.00

* Organization: 1075 Data Management

Project Name: 100 CON SASAUS Global Risk Li

Project Number: 7100-10014

Transaction Task Name: 1.1.24.7 CCA Admin

Transaction Task Number: 1

Associated Task Name:

Associated Task Number:

Billing Resource:

Application Source:

Event Source:

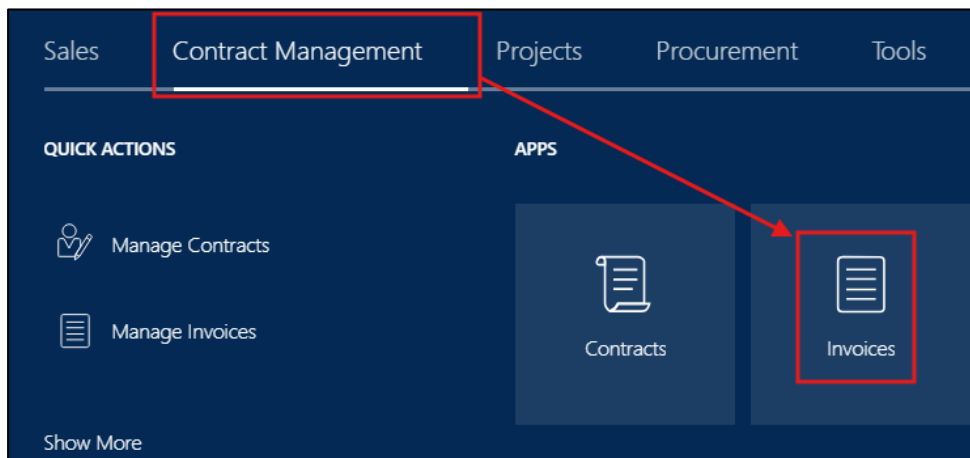
Reversed Event Number: ☐ Reverse this event in the next period

Work Type - Tax Code

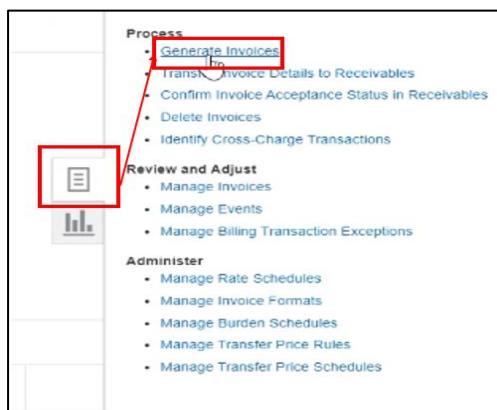
Save and Close

II. Generate Draft FP Customer Invoice

1. Click on Navigator > Contract Management > Invoices.



2. Click on Tasks on the right-hand side.
3. Click on Generate Invoices.



4. Input Parameters and click Submit:

Business Unit = XXX_CC_CUR

Billing Type = External

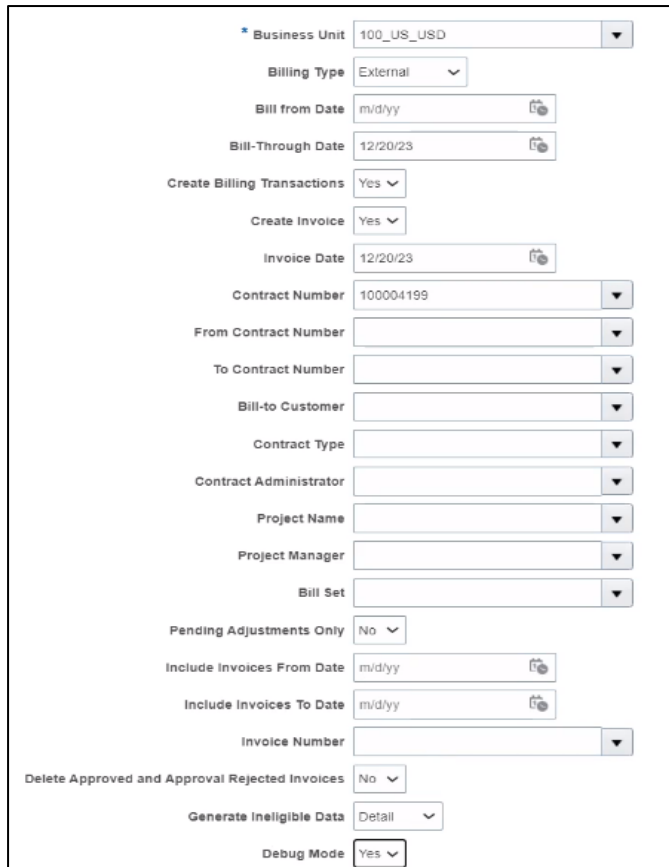
Bill Through Date = adjust as needed; will capture only expenditures through this date.

Invoice Date = adjust as needed; date will print on invoice.

Contract Number = 9-digit contract number

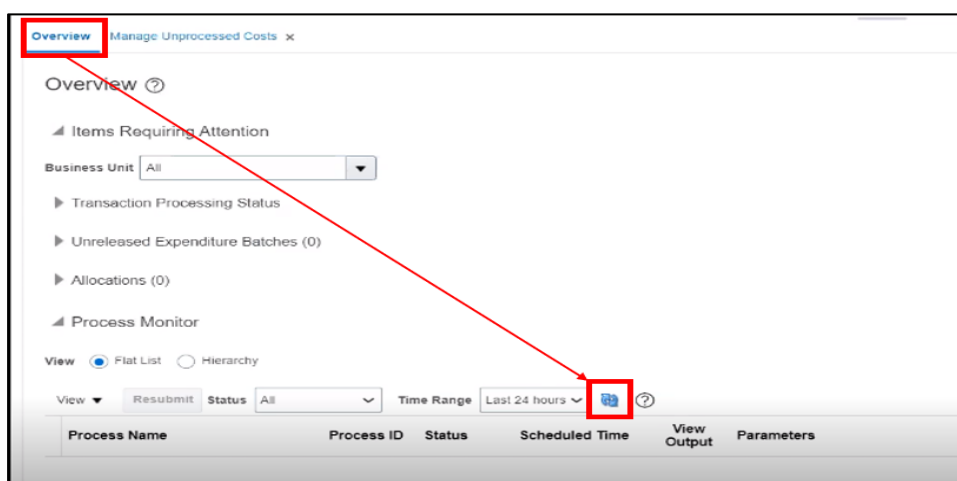
Generate Ineligible Data = Detail

Debug Mode = Yes

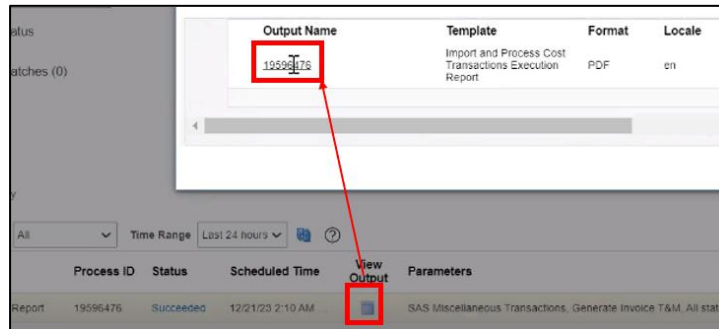


5. Expand Process Monitor dropdown & click the Refresh icon.

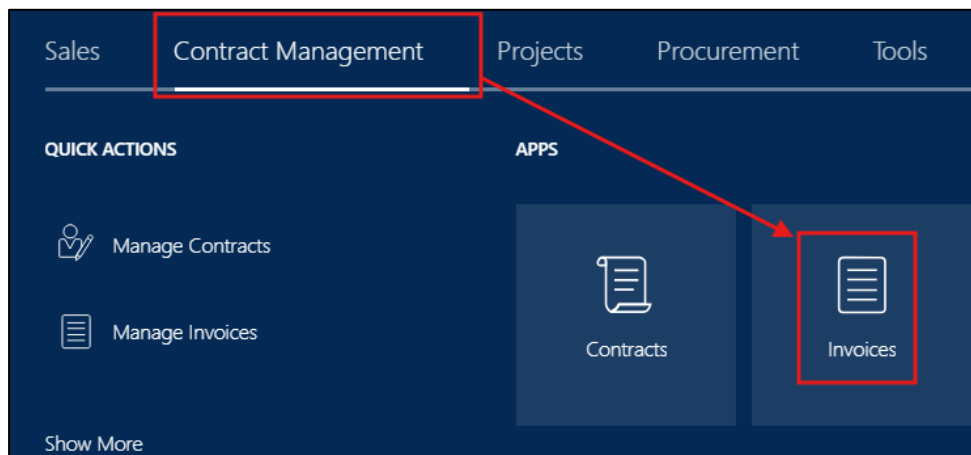
a) Click Refresh until the status of the report equals 'Succeeded'.



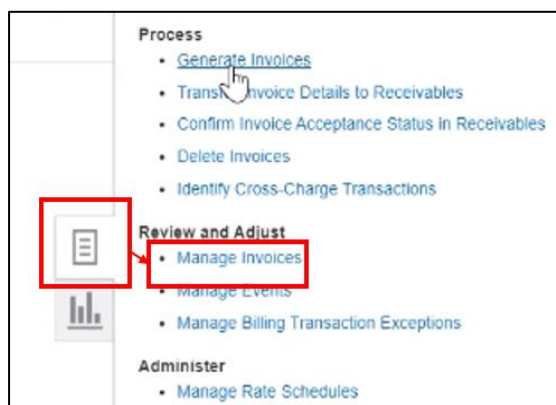
6. Review invoice processing status:
 - a) Click on the View Output icon next to the Generate Report option of the process.
 - b) Click the Republish icon.
 - c) Click the yellow View Report icon.
 - d) Select PDF.



7. Navigate to Contract Management > Invoices.



8. Select 'Manage Invoices' from Task Panel.

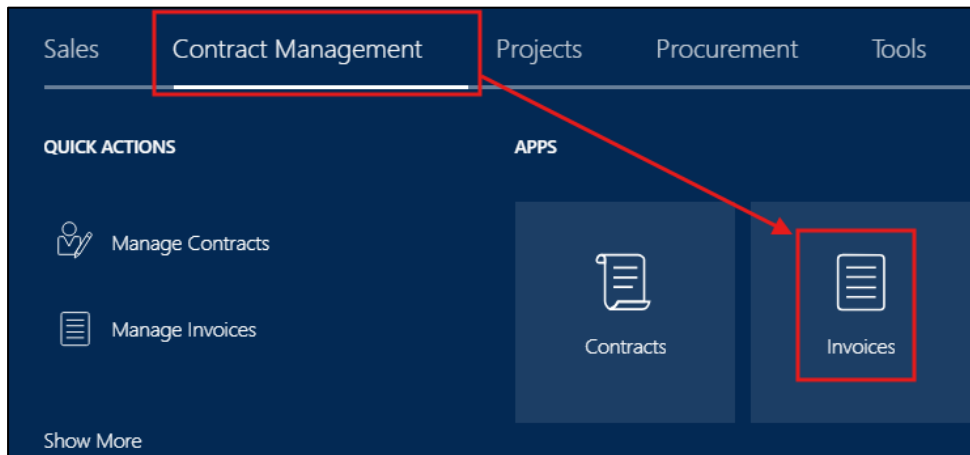


9. Select Business Unit from the drop-down list and key in 'Contract Number', then click on search button > Business Unit, Billing Type = External, Contract Number = 9-digit contract number
10. Click Invoice Number to open draft invoice.

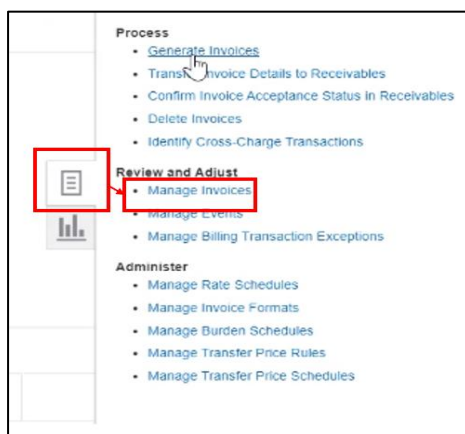
11. Validate Invoice Description, Event Descriptions and Work Types.
12. Click the Submit button.

III. Release Approved Invoice (Post Project Manager's Approval)

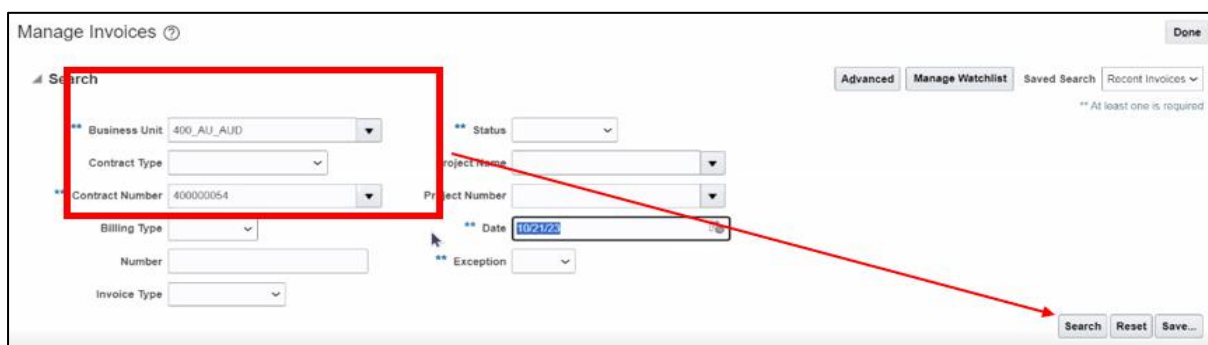
1. Contract Management > Invoices.







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



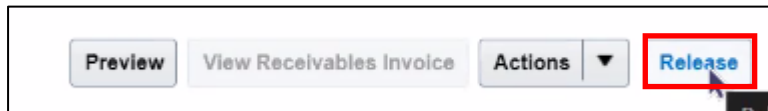
3. Enter Business Unit, Contract Number and status as 'Approved'.
4. Click on Search.







5. Highlight the appropriate Invoice.

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	

6. Go to Actions > Release.

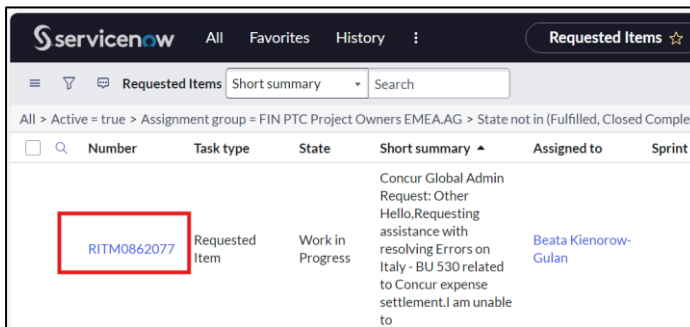


7. Once the Invoice in Released Tab the status will be “Released”. After the status changes from “Released” to “Accepted”, an 8-digit Invoice/Receivable Number will be shown:

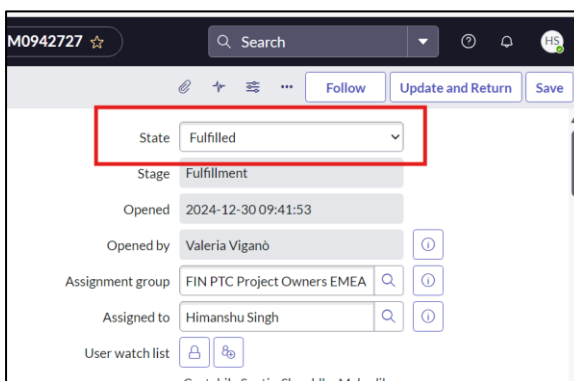
Actions ▾ View ▾    Detach									
Number	Exception	Contract Number	Bill-to Customer	Status	Date	Bill-Through Date	Amount in Invoice Currency	Receivables Number	
		400000054	QBE Management Services Pty Ltd	Accepted	7/30/23	7/31/23	7,113.00 AUD	60000071	

IV. Closing Ticket in Service Now

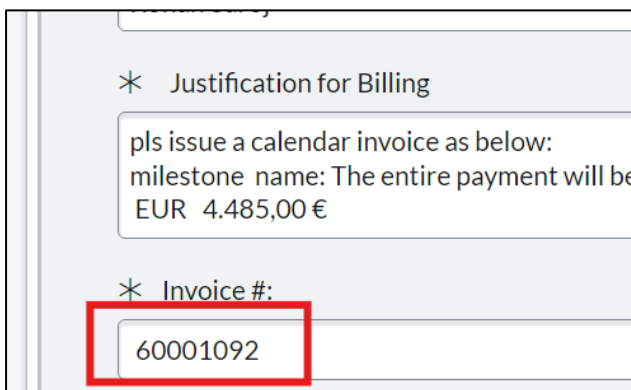
1. Visit service now ticket portal and click on the ticket number



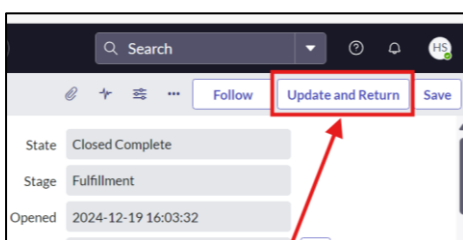
2. Mark the ticket as “Fulfilled”



3. Paste the 8-digit invoice number in the “Invoice #” field



4. Click on “Update and Return”



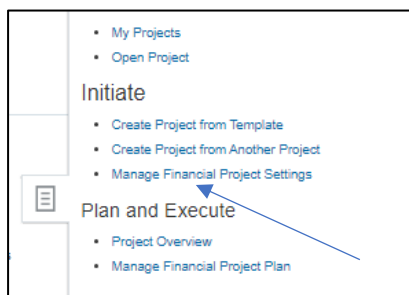
V. Exceptions

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.

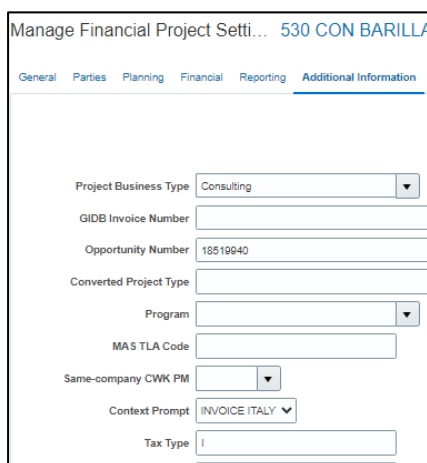
First, we go under **Manage Financial Project Settings**, you will see the screen as below for project under Fusion.



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”



The screenshot shows the 'Manage Financial Project Settings' form with the 'Additional Information' tab selected. The form contains the following fields:

- Project Business Type: Consulting (dropdown)
- GIDB Invoice Number: (text input)
- Opportunity Number: 18519940 (text input)
- Converted Project Type: (text input)
- Program: (dropdown)
- MAS TLA Code: (text input)
- Same-company CWK PM: (dropdown)
- Context Prompt: INVOICE ITALY (dropdown)
- Tax Type: I (text input)

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

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_esigiv
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.

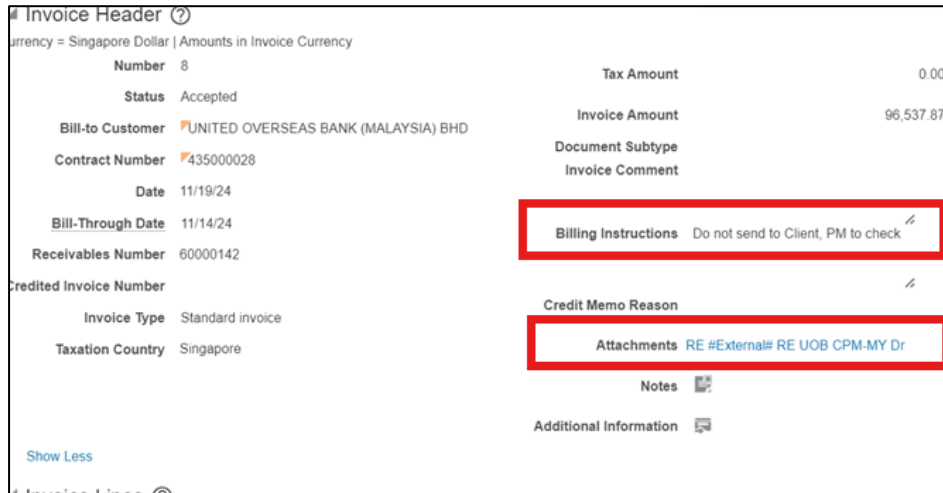
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2019	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2020	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2021	22	SP
ALMA MATER STUDIORUM - UNIVERSITA' DI BOLOGNA	4000100019	.	2022	22	SP
ALMA MATER STUDIORUM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

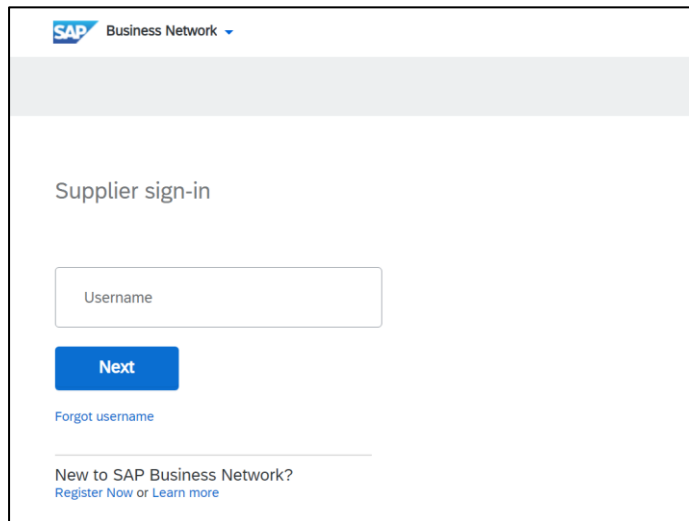
Credit Memo Reason ⓘ

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

[Forgot username](#)

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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:
 - a) Maria Rosalie Alicante - Rosalie.alicante@sas.com
 - b) 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”.

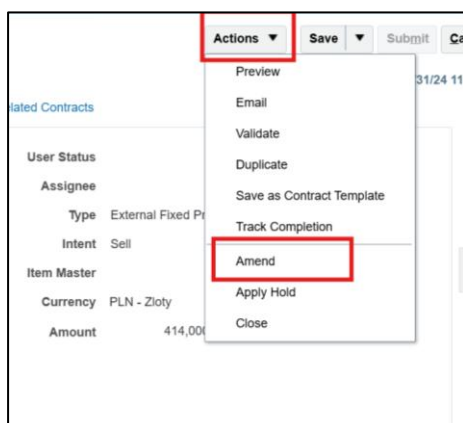
There is something called the NIP number or the tax number, which we cannot see on the preview invoices, but it's something that will be visible on the final invoice after the PDF is generated **because there are two different entities i.e., one is parent company (ING Bank Śląski S.A.), and another one 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 Radowa 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,POLAND

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 Notes Related Contracts

Contribution Percent 100%

Contract Organization 4571 CNS Consulting Ser

Billing Sequence

PO Number PO5000306805

Salesperson

Generated Invoice Status Draft

Transaction Type PA Invoice

Net Invoice

Migration in progress

▲ Bill Plans ⓘ

Actions View + - Detach

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

b) Lines Tab < Billing < PO Number

- | Overview | Documents | Financials | Gantt Chart | Additional Information |
|---|--|------------|-------------|------------------------|
| <h3>Basic Information</h3> | | | | |
| Project Name | 740 CON Nationale-Nederlanden UF INZsrv01.25-2 | | | |
| Project Manager | Olesluk, 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 | | | |
| <h3>Notes</h3> <p>1/2/25 8:49 AM Agnieszka Giza - Type: Project - Visibility: Internal
 Connected projects: 740-10418 / 740-10420 / 740-10421
 split: NN UF 42%</p> <p>Related To: Project 740 CON Nationale-Nederlanden UF INZsrv01.25-2</p> <p>1/2/25 8:49 AM Agnieszka Giza - Type: Project - Visibility: Internal
 According to the contract Invoice must be splitted into 4 invoices for:</p> <ul style="list-style-type: none"> (UF) Nationale-Nederlanden Ustugi Finansowe Sp. z o.o. - 42% (TUNZ) Nationale-Nederlanden Towarzystwo Ubezpieczon na Zycie S.A. - 42% (TU) Nationale-Nederlanden Towarzystwo Ubezpieczon S.A. - 15% (PTE) Nationale-Nederlanden Powszechne Towarzystwo Emerytalne S.A. - 1% | | | | |

- ### E. Mumbai (440) & Pune (845)

- 

2. List of customers where digitally signed invoices and customer portal upload is required:

Customer Name	Invoice Sent to Customers	Customer Requirement	Invoice Submission Process
SBI Cards	Copied to PM and DMO email IDs	Digitally Signed Client's portal Invoice Upload	Digitally Signed invoice copy is being uploaded to client's portal
Accenture	Copied to PM and DMO email IDs	Digitally Signed Client's portal Invoice Upload	Digitally Signed invoice copy is being uploaded to client's portal
TATA AIA	Copied to PM and DMO email IDs	Digitally Signed	PM to send digitally signed invoice to client from his/her email ID
HDFC Bank	Copied to PM and DMO email IDs	Digitally Signed Client's portal Invoice Upload	Digitally Signed invoice copy is being uploaded to client's portal
Airtel	Copied to PM and DMO email IDs	Client's portal Invoice Upload	Final Invoice copies are being uploaded to client's portal but digital signature not mandatory

3. GST will not be calculated if the currency is other than INR.

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