

SAP Fieldglass Quick Reference Guide

Acceptance of a Work Order and/or Work Order Revision

Supplier process

**All screenshots provided are examples only*

Overview

Once a Work Order or Work Order Revision has been created for the preferred candidate by TMR, it will automatically workflow to you as the Supplier. An email notification would normally be received by the Supplier (email notification settings can be adjusted in your Fieldglass profile – My preferences – Messaging).

The Work Order or Work Order Revision is for the Supplier to review, complete the required information and 'Accept', returning it to TMR to continue the engagement process.

Instructions

Step 1:

There are multiple ways to navigate to the required Work Order:

- If you receive an email notification, you can select the link, or
- You may log into Fieldglass and utilise your 'My Work Items' notifications button/menu in the right-hand side corner, or



- You may log into Fieldglass and utilise your Navigation menu on the left-hand side, selecting 'Worker', 'Worker' again from the dropdown menu, select the required Worker from the list, utilising the 'Details' tab to select the 'Work Order ID' link or 'Revisions' tab to find the most recent Work Order Revision created selecting the 'Revision number' link.

Step 2:

Opening the Work Order screen, select 'Accept' on the right-hand side of the screen. This will bring up further details and the required fields to populate.



Work Orders List

SC

Clouds, Sunshine | GGS0060_ICT_ Superstar Java Developer

Work Order

Accept

Decline

Actions

Status

Next Step

Work Order ID

Period

Buyer

Created

Need to accept

TMRQWO00000291 (Rev. 1)

29/06/2024 to 24/07/2024

Department of Transport and Main Roads

Details

Rate Details

Revisions

Time & Expense

Related

Job Posting ID

Worker ID

TMRQJP00000290

TMRQWK00000156

Example screenshots are below:

Accept Work Order

1

Setup

2

Review and Submit

Setup

Work Order

Period

Job Seeker

TMRQWO00000289

06/05/2024 to 28/06/2024

Duck, F

Job Posting

GGS0060_ICM_SuperStar Health and Safety Officer RoadTek

Posting Information

Supplier Reference (optional)

Worker Pay Type (optional)

PAYG

Register On Behalf Of Worker?

No, the Worker will self-register

Your Supplier Email (optional)

Worker's Personal Email *

Accept Work Order Revision

Back to Work Order

Work Order

Period

Job Seeker

TMRQWO00000291

29/06/2024 to 24/07/2024

Clouds, Sunshine (TRCT

Posting Information

Supplier Reference (optional)

Worker Pay Type (optional)

PAYG

Preferred Name *

Sunny

Adjustments

X

Level

Name

X

1

1

GST

Attachments

No Attachments Defined

Add Attachments

Supplier Payroll Information Visible to Buyer

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Step 3:

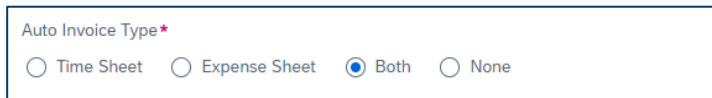
Accept Work Order / Accept Work Order Revision, Setup page

Note: Should any part of the Work Order / Work Order Revision need correcting, refer to **Step 6 to Decline the Work Order / Work Order Revision for corrections to be made or submit a Work Order / Work Order Revision cancellation.**

Posting Information section

Complete the following section, the combined list differs between a Work Order or a Work Order Revision Acceptance:

- **'Supplier Reference'** (optional) – for Supplier use.
- **'Worker's Personal Email'** – insert the Worker's personal email address.
- **'Remit-to Address'** – select from the dropdown, contact the Fieldglass Administrator at your company if an appropriate address is not available.
- **'Criminal History Check Complete?'** – select from the dropdown list.
- **'Preferred Name'** – mandatory, populate the Worker's preferred name.
- **'Please confirm the Payroll Tax value including Mental Health Levy'** – select the correct answer for your company.
- **'Auto Invoice Type'** – it is recommended to ensure the radio button is indicated against 'Both'.



Auto Invoice Type*

☐ Time Sheet ☐ Expense Sheet ☒ Both ☐ None

- **'Worker Pay Type'** – this field is read only; this is the only TMR Worker Pay type. A referred worker is indicated by the 'Is this a referred Worker field?' question.

Accounting section

This section is read only, identifying the agreed Pay Rates and Final Bill Rates.

Adjustments section

No information is required in this section.

Attachments section

Attach any relevant documents.
For example: Contingent Worker Consent Form.

Ensure 'Attachments' have the relevant 'Visibility'.

If an attachment is identified as **Private** – only Fieldglass accounts under your company will be able to view.

If an attachment is identified as **Public** – this is visible to TMR and your company Fieldglass accounts.

Please do not attach any Criminal History Check results into Fieldglass.

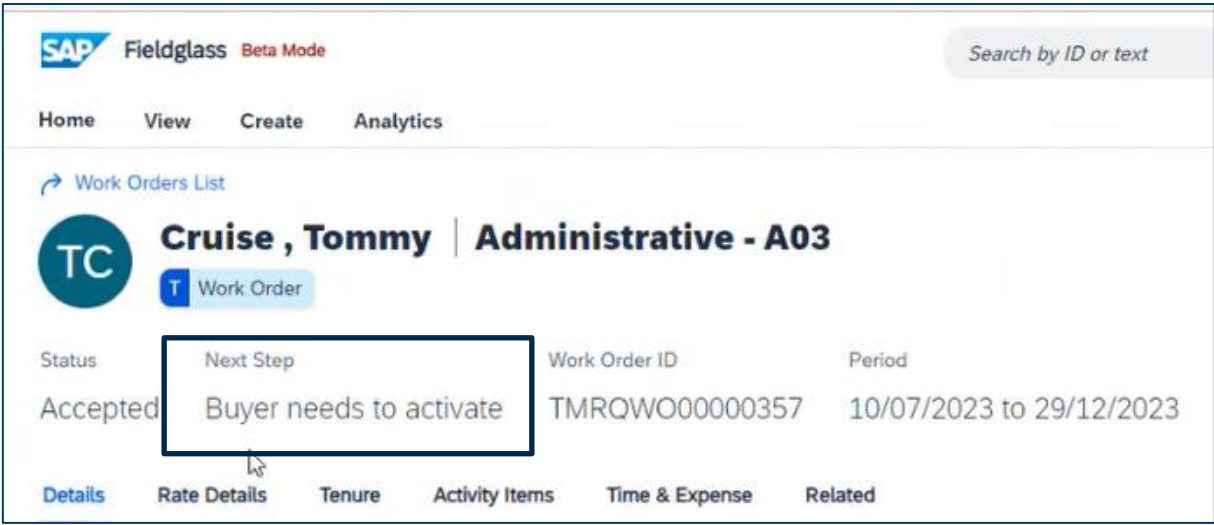
Step 4:

Select **Continue** to accept the Work Order.

Step 5:

Accept Work Order / Accept Work Order Revision, Review and Submit page

Now you have accepted the Work Order.
This will workflow now back to TMR.
TMR are required to 'Activate' the Work Order to finalise the engagement process.



Step 6:

To decline or cancel a Work Order / Work Order Revision

If a part of the Work Order / Work Order Revision is incorrect, select **Cancel** at the bottom of the page.
This will divert you back to the 'Work Order/Work Order Revision' Supplier to Accept page.
Select **Decline** in the top right-hand corner.
This will bring up the below 'Decline Work Order' window. Select the **Reason** from the drop down and advise the reasoning in the **Comments** field as to what is incorrect or reason for cancellation. Select 'Decline' to return the Work Order/Work Order Revision to TMR.

Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	21/05/24	Creation	S2P	S2P
2.0	16/08/24	Rates 2.0	Xanthe Nightingale	Shane Ravenswood
2.1	06/08/25	Qld Govt branding, document control	Xanthe Nightingale	Kevin Shires