

SAP Fieldglass Quick Reference Guide

TMR01523 Specialist Technical Services Panel - Supplier responds to a Statement of Work

Supplier

**All screenshots provided are examples only*

TMR01523 Fieldglass Workflow

The high-level steps of the TMR01523 Fieldglass SOW workflow are below:

1. TMR sends a SOW to a Supplier for response (seeking a quote).
2. Supplier responds to the SOW (*the below process*, providing a quote back to TMR).
3. TMR reviews, rejects or approves the SOW response (quote acceptance/reject or negotiations).
4. TMR sends the Supplier the SOW to accept (contract offer).
5. Supplier reviews, rejects or accepts the SOW (contract acceptance).
6. Supplier creates a SOW Fee (request payment).
7. TMR review, reject or accept the SOW Fee (payment).
8. If a revision of the SOW (contract) is required, TMR sends a SOW Revision (variation) to the Supplier for response (variation quote).
9. Supplier reviews the SOW Revision (variation quote) and responds.
10. TMR reviews, rejects or accepts the SOW Revision (contract variation offer).
11. Supplier reviews, rejects or accepts the SOW Revision (contract variation acceptance).

The Supplier will receive an email in their inbox and or a notification in the Fieldglass system (depending on the profile system notifications settings) Refer to the TMR QRG for Fieldglass System Notifications for further information.

Overview

This Quick Reference Guide (QRG) is only relevant to Supplier engagements by a Statement of Work (SOW) under TMR01523 Specialist Technical Services Panel.

As per the TMR01523 Fieldglass Workflow above, a Supplier responding to a SOW is the second step.

If you have any questions regarding the content of the SOW or system process, please use the chat function to contact the TMR E&T Procurement team and or email the team at ettmr01523@tmr.qld.gov.au.



**Queensland
Government**

Instructions

Step 1 Log in

1. Open your browser and go to **TMRs SAP Fieldglass**.

Note:

- If you don't have the link to TMRs SAP Fieldglass, refer back to the TMR SAP Supplier Portal under the Fieldglass section for the link.
2. **Enter your login credentials** and click **Sign in**.

Step 2 Open the Statement of Work

1. From the **Navigation Menu** on the left-hand side, select the dropdown **Services**.
2. Click **Statement of Work**. The Statement of Work (SOW) screen will open.
3. Select the **SOW ID link** to open the SOW for response.

Smith, Peter | TU

Advance notice: A new SAP Fieldglass Supplier Access Agreement (SAA) will be available with the August release. The new SAA will need to be accepted by a single SAP Fieldglass user in an Administrator role who can accept on behalf of your supplier company. The updates to the SAA are designed to enhance clarity, improve data protection, and ensure compliance with the latest regulations. Additional information will be provided when the new SAA is made available.

Statement of Work

Period: 30/06/2025 to 28/10/2025 | View: All | Group By: None | Apply Filters | 2 Items Found

| Status | ID | Revis... | Name | Buyer | Start | End | Type |
|--|--------------------------------|--------------------------------|--------------------------------|--|------------|------------|--------------------------------|
| Pending Supplier R | Enter Criteria | Enter Criteria | Enter Criteria | Enter Criteria | | | Enter Criteria |
| ⚠ Pending Supplier Review | TMRQTQ00000350 | 0 | Add Project Name | Department of Transport and Main Roads | 28/07/2025 | 26/09/2025 | 5 Professional ... |
| ⚠ Pending Supplier Review | TMRQTQ00000351 | 0 | Project Name | Department of Transport and Main Roads | 28/07/2025 | 26/09/2025 | 5 Professional ... |

Alternative access:

- Select the **Notifications icon**, in the top right-hand corner.
- Under the **Statement of Work** heading, beside **Review** click **the number** (quantity of reviews for action).
- Select the **SOW ID link** to open the SOW for response.

| Job Posting | Fee | Job Posting | Fee |
|----------------------------|-----------|-------------------------------------|-----|
| Respond | 12 | Resubmit Rejected | 4 |
| Work Order | | Time Sheet | |
| Accept | 4 | Submit | 2 |
| SOW Worker | | Final Rejection | 1 |
| Resubmit Rejected | 1 | Expense Sheet | |
| Work Order Revision | | Final Rejection | 1 |
| Accept | 6 | Invoice | |
| Statement of Work | | Resubmit Rejected | 22 |
| Accept | 4 | SOW Invoice | |
| Review | 20 | Resubmit Rejected | 48 |
| SOW Bid | | Worker Activity | |
| Respond | 15 | Mark as Complete | 165 |
| SOW Response | | Miscellaneous Invoice | |
| Edit | 2 | Resubmit Rejected | 1 |
| SOW Revision | | Interview / Meeting Schedule | |
| Accept | 3 | Accept | 1 |
| Review | 1 | | |

Step 3 Respond to the SOW

1. The **SOW Status** should read, **Pending Supplier Review**. Click on the **Respond** button, on the right-hand side of the page.

| Contract | Status | Next Step | Statement of Work ID | Period | Buyer |
|-------------------|-------------------------|-----------|----------------------|--------------------------|--|
| Statement of Work | Pending Supplier Review | Review | TMRQTQ00000351 | 28/07/2025 to 26/09/2025 | Department of Transport and Main Roads |

Step 4 Create SOW Response form

1. The **Create SOW Response** form will open.
2. The **Details section** will provide the following information:
 - a. Title
 - b. Period (timeframe)
 - c. Description
 - d. **Supplier Reference (optional)** (an optional field available for Suppliers to use, TMR do have visibility of this field)

- e. Billable – Yes (identifying that the Supplier must submit an invoice for this SOW)
- f. Defined by – Buyer and Supplier (both TMR and you as the Supplier can negotiate optional terms)
- g. Site – the local office which is engaging the service
- h. Location – defaulted by the Site selection
- i. Preventing and Ending Domestic and Family Violence (statement)

Step 5 Fields for response

1. **Populate** and complete the **Conflicts of Interest field** (note the scroll bar).

2. Using the **dropdowns**, read and respond to the **Ethical Supplier Threshold**, and further **compliance fields**.

Additional Information (Supplier) (optional), an open text box to provide further information to TMR if you require.

Ethical Supplier Threshold

To remain compliant with the Ethical Supplier Threshold, Suppliers should not have:

- Contravened a civil remedy provision of Chapter 2 or Chapter 3 of the Fair Work Act 2009 (Cth), or committed an offence against the Fair Work Act?
- Contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016, or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under Queensland legislation?
- Failed to make superannuation contributions on behalf of employees in accordance with law?
- Purported to treat employees as independent contractors, where they are not?
- Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?
- Engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?
- Entered into an arrangement for the provision of labour hire services with a person who is not licensed under the Labour Hire Licensing Act 2017, or a supplier who is an unlicensed provider under the Labour Hire Licensing Act?
- Paid employee's wages below those provided for in an applicable modern award?

Is the Supplier compliant with the Ethical Supplier Threshold? *

Yes

Is your organisation compliant with the three required insurance policies? (click to see more info) *

Yes

Is your organisation compliant with the expectations as contained in the Supplier Code of Conduct? *

Yes

Additional Information (Supplier) (optional)

Remaining:4000

Step 6 Posting Information

1. The **Primary Contact Person** will default to the current user completing the SOW Response. The Primary Contact Person will receive all notifications relating to this SOW. You are able to change this contact person. It cannot be changed or edited at a later stage.
2. **Comments to Buyer (optional)** an optional free text field for TMR to read.

Posting Information

Primary Contact Person*

Smith, Peter

Comments To Buyer (optional)

Remaining:2000

Step 7 Add Supporting Documentation


1. Add any attachments by completing the following steps, select **+Add Attachments** link
2. Click **Choose Files**, **navigate and select your file/s**, ensure the correct documents are added in the supported document format/types. Click **Attach**.
3. Please **refrain from attaching any CHC Clearance documentation** and or providing a copy to TMR unless otherwise instructed due to Disclosable Results.
4. The window will revert back to the Statement of Work page, with the field 'Attachments' now populated with the document/s attached.
5. Note – you can change the **visibility** of the individual attachments to either **Public or Private**.
6. Select **Continue** to proceed.

Note: Complete Later, enables you to save your work as a draft and continue at a later stage.

Attachments

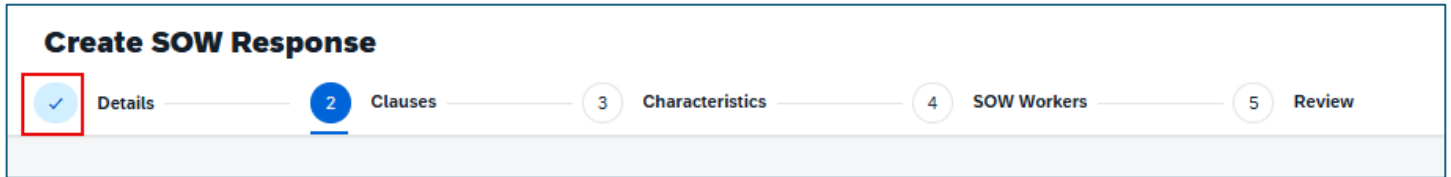
No Attachments Defined

[+ Add Attachments](#)

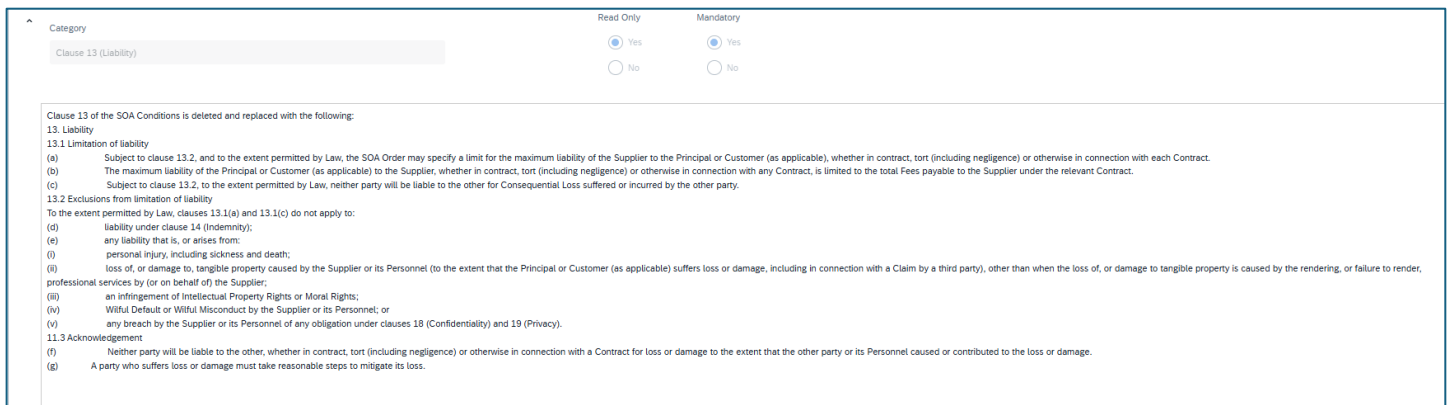
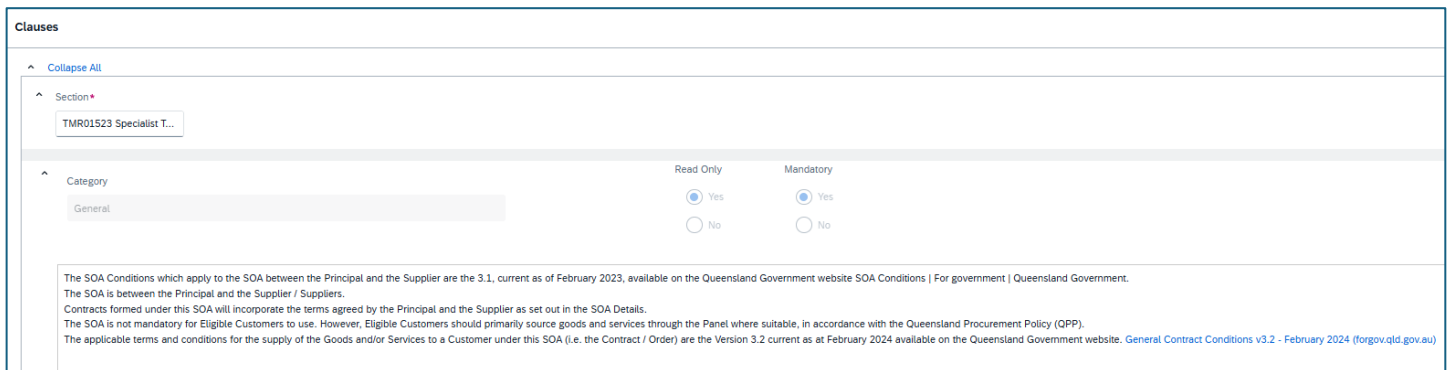
| File Type | File Name | Attached By | Visibility |
|--|-------------------------------------|-----------------------------------|------------|
|  | QRGs SIT.docx File Size: 12.2 KB | Brown, Bob 03/06/2024 04:44 PM | Public |
| Description | | | |

Step 8 Clauses

Navigation: To navigate back to the Details section, select the **tick** within the heading. Once a page has been completed (continue or complete later) you can navigate via the relevant ticked circle.

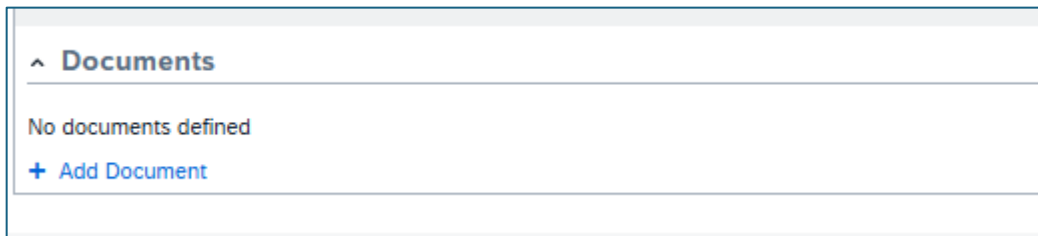


1. The Statement of Work Clauses (read only and mandatory) are reflective of the terms and conditions detailed within the TMR01523 Specialist Technical Services Panel agreement.
2. Read and acknowledge the clauses by clicking **Continue** to proceed.



3. Add Documents (optional)

- a. **This field is optional.**
- b. Add any attachments by completing the following steps, select **+Add Document** link
- c. Click **Choose Files, navigate and select your file/s**, ensure the correct documents are added in the supported document format/types. Click **Attach**.
- d. Please **refrain from attaching any CHC Clearance documentation** and or providing a copy to TMR unless otherwise instructed due to Disclosable Results.
- e. The window will revert back to the Statement of Work page, with the field 'Documents' now populated with the document/s attached.
- f. Note – you can change the **visibility** of the individual documents to either **Public or Private**.
- g. Select **Continue** to proceed.



Step 9 Characteristics section, Fees and Accounting

1. Within the Fees section there will be a line item where the TMR buyer has selected the Technical Services Category and the named individual Specialist they wish to engage.
2. Select the **Edit icon (pencil)**, to provide your response (quote) for the work to be completed.
3. Then the **Edit Fee** window will appear.
4. Within this section you, as the Supplier returning a quote/your best offer, can update:
 - a. **Fee Type** (although it is the calculated hours between the SOW start date and end date),
 - b. **Technical Services Category** (if this is changed, please advise TMR),
 - c. **Technical Services Specialist (Named Worker)**, (Noting TMR have identified this is their preferred Worker – if this is changed, please identify this to TMR),
 - d. the **Maximum Units** field (adjust as you need – this is the estimated hours to complete the works),
 - e. the **Rate** field (you cannot increase the rate, either quote on the SOA rate price or lower),
 - f. **Please do not use the 'Calculate Fee Rate Amount' link.** If any changes have been made to the 'Rate' field these will change back to the SOA rate price by default.
 - g. Select **Update**, you will return to the 'Characteristics' page. Within the Fees line item, you'll see the quoted Rate and Maximum units have been updated.
 - h. Select the **Calculate Totals** link to update the quoted totals.
 - i. Select **Continue** to proceed.

SAP Fieldglass Beta Mode Search

Create SOW Response

Details ✓ Clauses ✓ **Characteristics** 4 SOW Workers 5 Review

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Characteristics

Statement of Work: Project Name (TMRQTQ00000351) | Period: 28/07/2025 - 26/09/2025 | Buyer: Department of Transport and Main Roads

Add Characteristics

Fees

[Add Existing Fees](#)

| Fee Rate Type | Name | Description | Capitalized | Rate |
|-------------------|------------------------------|-------------------------------------|-------------|----------------|
| All | Enter Criteria | Enter Criteria | All | Enter Criteria |
| Defined on Lookup | Specialist Technical Serv... | Specialist Technical Services Panel | No | |

Accounting

Edit Fee

Currency: AUD

Fee Type: STS: Medium (201 - 600 hrs)

Specialist Technical Service Category: Air Quality Specialist

Technical Services Specialist (Named Worker): [Redacted]

Maximum Units: 80.00

Rate: 285.00

Unit: Hour (Hr)

Product: No

Amount: 22,800.00 AUD

[Calculate Fee Rate Amount](#)

[Explore Pricing Options](#)

[Update](#) [Cancel](#)

Do not use this function

Characteristics

Statement of Work: Xanthe test - Supplier ORGs (TMRQTQ00000429) | Period: 03/11/2025 - 28/11/2025 | Buyer: Department of Transport and Main Roads

Add Characteristics

Fees

[Add Existing Fees](#)

| Fee Rate Type | Name | Description | Capitalized | Rate | Unit | Maximum Units | PO Num... | Sequence Number |
|-------------------|----------------------|-------------------------------------|-------------|----------------|------|----------------|---------------|-----------------|
| All | Enter Criteria | Enter Criteria | All | Enter Criteria | All | Enter Criteria | Enter Crit... | Enter Criteria |
| Defined on Lookup | Specialist Techni... | Specialist Technical Services Panel | No | 285.00 | Hour | 450.00 | | |

Rows: 10 | 1-1 of 1

Accounting

| Items | Requested Amount (AUD) |
|-------|------------------------|
| Fees | 63,840.00 |
| Total | 63,840.00 |

[Calculate Totals](#)

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

Step 10 SOW Workers section

1. This page identifies the panel Technical Specialist role, further on in the process this page will populate with the SOW Worker details (Security ID and so on).
2. Select **Continue** to proceed.
 - a. If you have exceeded the original budget stated by TMR, you will receive a Warning notification (refer to the second screenshot below), click Continue to proceed.


Create SOW Response

Details
 Clauses
 Characteristics
 4 SOW Workers
 5 Review

SOW Workers

Statement of Work: Xanthe test - Supplier QRGs (TMROTQ00000429) Period: 03/11/2025 - 28/11/2025 Buyer: Department of Transport and Main Roads

STS - Air Quality Specialist (on-site)



When you add a STS - Air Quality Specialist (on-site), they'll appear here

[Add STS - Air Quality Specialist \(on-site\)](#)

Accounting

| Items | Requested Amount (AUD) |
|--------------|------------------------|
| Fees | 128,250.00 |
| SOW Workers | 0.00 |
| Total | 128,250.00 |

[Calculate Totals](#)

Accounting

| Items | Requested Amount (AUD) |
|--------------|------------------------|
| Fees | 128,250.00 |
| SOW Workers | 0.00 |
| Total | 128,250.00 |

⚠ Review the following items.

⚠ The sum of line items and the value in the Cap on Worker Spend field exceeds the maximum budget for the Statement of Work.

⚠ 1 Warning

Step 11 Review

1. This is your last check/review of the entire SOW Response before submitted it back to TMR.
2. If you need to make any changes, select Make Changes within the relevant section (screenshot below)
 - a. If you receive the below SOW Worker rules warning, please continue on – this will resolve as the process continues.
3. Select **Submit** to proceed.

4. A **Submit SOW Response for Buyer Review** window will popup.
5. Insert any comments (optional), otherwise select **Submit** to proceed.
6. The third screenshot below identifies the **Status and Next Step**, confirming where it is in the process. (In this case, your SOW Response (quote) is back with TMR for review).

Create SOW Response

✓ Details
✓ Clauses
✓ Characteristics
✓ SOW Workers
5 Review

Review

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

Details Make Changes

Statement of Work

ID
TMRQTQ00000429

Name
Xanthe test - Supplier QRGs

Buyer
Department of Transport and Main Roads

Business Unit
Engineering & Technology

Start Date
03/11/2025

End Date
28/11/2025

MSP Service Fee %
0.000%

ID
TMRQTQ00000359

Name
Test Revision Process

Buyer
Department of Transport and Main Roads

Business Unit
Engineering & Technology

Start Date
01/08/2025

End Date
26/09/2025

MSP Service Fee %
0.000%

Submit SOW Response for Buyer Review ✕

Comments (optional)

Remaining: 1000

Submit
Cancel

Posting Information

Primary Contact Person
Smith, Peter

Comments
(No Value)

Preventing and Ending Domestic and Family Violence
The Queensland Government is taking action to prevent and end domestic and family violence (DFV). However, we cannot do it alone. Ending DFV requires a community coordinated response from Government, businesses, community groups and every individual taking responsibility for creating cultural change.

Conflicts of Interest
The Supplier has made diligent inquiry whether [name of Supplier] or its Personnel have any Conflict of Interest if [name of Supplier] were to provide the Services described in this SOA Order and has disclosed any Conflict of Interest below.

Disclose any Conflicts of Interest:

If a Conflict of Interest is disclosed, specify any Conflict of Interest management plan that will be put in place if the Customer wishes to engage the Supplier.

Submit
Complete Later
Cancel

Statements of Work List

Project Name Actions ▾

S Professional Services

| Status | Next Step | Statement of Work ID | Period | Buyer |
|----------------------|------------------|----------------------|--------------------------|--|
| Pending Buyer Review | Buyer can review | TMRQTQ00000351 | 28/07/2025 to 26/09/2025 | Department of Transport and Main Roads |

Details ▾
Activity Items
Clauses
Characteristics
SOW Workers
Approvals / Audit Trail
Lookup Data
Related
Q

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

Owners: B2B Solutions, TMR

| Version | Date | Additions/Amendments | Author / Reviewer | Peer review / Approver |
|---------|------------|----------------------------------|--------------------|------------------------|
| 1.0 | 18-08-2025 | Creator | Andrew Paradzik | Kevin Shires |
| 1.1 | 24/10/2025 | Full edits and Qld Govt branding | Xanthe Nightingale | Andrew Paradzik |
| | | | | |
| | | | | |
| | | | | |