

# SAP Fieldglass Quick Reference Guide

## TMR01523 Specialist Technical Services Panel - Supplier Accepts 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 (*the below process*, 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).
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 accepting a SOW is the fifth step.



**Queensland  
Government**

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](mailto:ettmr01523@tmr.qld.gov.au).

**Note:** Our QRGs follow the preferred method pathway. Whilst reviewing your SOW, if you do not wish to agree to the terms in the SOW at any time, please follow the below steps.

Select **Cancel** at the bottom of the page, **Discard** changes. This will return you to the Response window – you can either use the **Chat function** or **Decline the offer, adding comments in to provide further information to TMR**.

## 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** (red prompts in screenshot below).
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.

The screenshot displays the SAP Fieldglass interface. On the left, the navigation menu includes 'Services' and 'Statement of Work', both highlighted with red boxes. The main area shows the 'Statement of Work' screen with a table of items. The first row is highlighted with a red box around the ID 'TMRQTQ0000042'. A right-hand sidebar menu is visible with 'Statement of Work' and 'Accept' highlighted with a yellow box.

Received	ID	Name	Buyer
21/11/2025 03:36 PM	TMRQTQ0000042	Enter the test - Supplier QRGs	Department of Transport and
23/10/2025 01:31 PM	TMRQTQ0000042	Test 2 - K	Department of Transport and
14/01/2025 11:03 AM	TMRQTQ0000029	test	Department of Transport and
07/12/2023 12:58 PM	TMRQTQ0000015	test123	Department of Transport and
04/11/2022 09:25 PM	TMRQTQ0000000	Test 1	Department of Transport and

### Alternative access:

SAP Fieldglass Quick Reference Guide – TMR01523 Specialist Technical Services Panel - Supplier Accepts a Statement of Work

- Select the **Notifications icon**, in the top right-hand corner (yellow prompts above).
- 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 (red prompt above).

### Step 3: Review, Accept the SOW

1. The **SOW Status** should read, **Pending Response**, with the **Next Step – Need to Accept**.
2. Click on the **Accept** button, on the right-hand side of the page.

### Step 4: SOW Response acceptance – Details section

1. The SOW will open similarly to the SOW response, requesting the initial quote.
2. Please review all fields in detail.
3. You are able to edit/populate the fields if edits are required.
4. Select **Continue** to proceed.

### Step 5: SOW Response acceptance - Clauses

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.

Clause 13 (Liability) Read Only Yes Mandatory Yes

Clause 13 of the SOA Conditions is deleted and replaced with the following:

13. Liability

13.1 Limitation of liability

(a) Subject to clause 13.2, and to the extent permitted by Law, the SOA Order may specify a limit for the maximum liability of the Supplier to the Principal or Customer (as applicable), whether in contract, tort (including negligence) or otherwise in connection with each Contract.

(b) The maximum liability of the Principal or Customer (as applicable) to the Supplier, whether in contract, tort (including negligence) or otherwise in connection with any Contract, is limited to the total Fees payable to the Supplier under the relevant Contract.

(c) Subject to clause 13.2, to the extent permitted by Law, neither party will be liable to the other for Consequential Loss suffered or incurred by the other party.

13.2 Exclusions from limitation of liability

To the extent permitted by Law, clauses 13.1(a) and 13.1(c) do not apply to:

(d) liability under clause 14 (Indemnity);

(e) any liability that is, or arises from:

(f) personal injury, including sickness and death;

(g) loss of, or damage to, tangible property caused by the Supplier or its Personnel (to the extent that the Principal or Customer (as applicable) suffers loss or damage, including in connection with a Claim by a third party), other than when the loss of, or damage to tangible property is caused by the rendering, or failure to render, professional services by (or on behalf of) the Supplier;

(h) an infringement of Intellectual Property Rights or Moral Rights;

(i) Wilful Default or Wilful Misconduct by the Supplier or its Personnel; or

(j) any breach by the Supplier or its Personnel of any obligation under clauses 18 (Confidentiality) and 19 (Privacy).

11.3 Acknowledgement

(k) Neither party will be liable to the other, whether in contract, tort (including negligence) or otherwise in connection with a Contract for loss or damage to the extent that the other party or its Personnel caused or contributed to the loss or damage.

(l) A party who suffers loss or damage must take reasonable steps to mitigate its loss.

## Step 6: SOW Response acceptance - Characteristics section, Fees and Accounting

1. Please review all fields in detail.
2. Select **View** to see the line item details. Select **Close** at the bottom of the View Fee window to return to the SOW.
3. You are unable to edit the Fees section; select **Continue** to proceed.

**Create SOW Response**

Details  Clauses  **3 Characteristics**  4 SOW Workers  5 Review

**Characteristics**

Statement of Work: Xanthe test - Supplier QRGs (TMRQTQ00000429) | Period: 03/11/2025 - 28/11/2025 | Buyer: Department of Trans...

**Add Characteristics**

**Fees**

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

**View** (highlighted in red box)

**Accounting**

Items

Fees

Total

**View Fee**

Sequence Number (optional)  
(No Value)

Name  
Specialist Technical Services Panel

Description  
Specialist Technical Services Panel

Fee Rate Type  
Defined on Lookup

Owner  
HM01 TMRQ

Capitalized?  
No

Prevent Fee Submission  
No

Enable Effective Fee Period  
No

PO Number (optional)  
(No Value)

Supplier  
[Redacted]

Currency  
AUD

Fee Type  
STS: Medium (201 - 600 hrs)

Specialist Technical Service Category  
Air Quality Specialist

Technical Services Specialist (Named Worker)  
[Redacted]

Maximum Units  
450.00

Rate  
285.00 Unit

Product  
No

Amount  
128,250.00 AUD

## Step 7 SOW Response acceptance – SOW Workers section

1. Please review all fields in detail.
2. No edits are required here, select **Continue** to proceed.


### Create SOW Response

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

#### SOW Workers

Statement of Work: Xanthe test - Supplier QRGs (TMRQTQ00000429) | 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
<b>Total</b>	<b>128,250.00</b>

[Calculate Totals](#)

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

## Step 8: Review

1. This is your last check/review of the entire SOW Acceptance before the final acceptance sending 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 Approval** window will popup.
5. Insert any comments (optional), otherwise select **Submit** to proceed.

- The third screenshot below identifies the **Status** as Approved, with a green notification box advising the SOW was submitted back to TMR. The SOW (contract) is agreed between both parties.
- From here the next step is that TMR will be in touch with you to Onboard the Technical Specialist.

**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                      End Date  
03/11/2025                      28/11/2025

MSP Service Fee %  
0.000%

**Submit SOW Response for Approval** ✕

Comments (optional)  

Remaining:1000

Submit Cancel

← Statements of Work List

**Xanthe test - Supplier QRGs**

S Professional Services

Status	Statement of Work ID	Period	Buyer
Approved	TMRQTQ00000429	03/11/2025 to 28/11/2025	Department of Transport and Main Roads

✔ **Success!**  
Statement of Work has been submitted.

[Details](#) ▾  
 [Activity Items](#)  
 [Clauses](#)  
 [Characteristics](#)  
 [SOW Workers](#)  
 [Approvals / Audit Trail](#)  
 [Lookup Data](#)  
 [Related](#)

### Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

### Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	30/09/2025	Creation	Andrew Paradzik	Kevin Shires
1.1	24/11/2025	Full update	Xanthe Nightingale	Andrew Paradzik