

SAP Fieldglass Quick Reference Guide

TMR01523 Specialist Technical Services Panel - Supplier Creates a Fee for 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 (*the below process*, 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, this process takes Suppliers through how to create a Fee (invoice) against a Statement of Work.

(Please note: E&T will not be accepting invoices created using a Suppliers ERP System)



**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.

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.

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 pr

Statement of Work

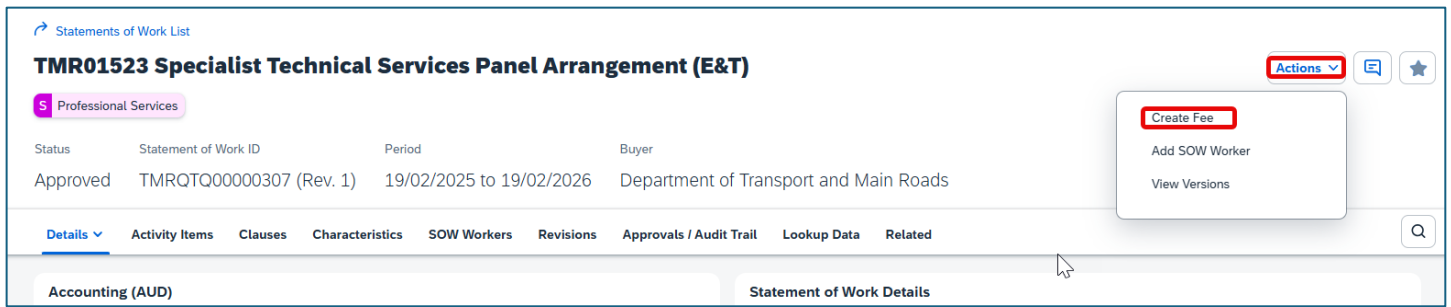
Period: 03/07/2025 to 31/10/2025 | View: All | Group By: None | [Apply Filters](#)

Status	ID	Revis...	Name	Buyer
All	<input type="text" value="Enter Criteria"/>		<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
Declined	TMRQTQ00000292	0	test	Department of Transport and Main Roads
Pending Response	TMRQTQ00000293	0	test	Department of Transport and Main Roads
Approved	TMRQTQ00000294	0	E&T test SOW	Department of Transport and Main Roads
Approved	TMRQTQ00000298	3	RoadTek Construction Worker	Department of Transport and Main Roads
Pending Response	TMRQTQ00000299	1	TMR01523 Specialist Technical Services Panel Arrangement ...	Department of Transport and Main Roads
Approved	TMRQTQ00000300	0	TMR01523 Specialist Technical Services Panel Arrangement ...	Department of Transport and Main Roads
Approved	TMRQTQ00000307	1	TMR01523 Specialist Technical Services Panel Arrangement ...	Department of Transport and Main Roads

Step 3: SOW Actions, Create Fee

Note: To create a Fee against a SOW, the SOW must be in an 'Approved' status.

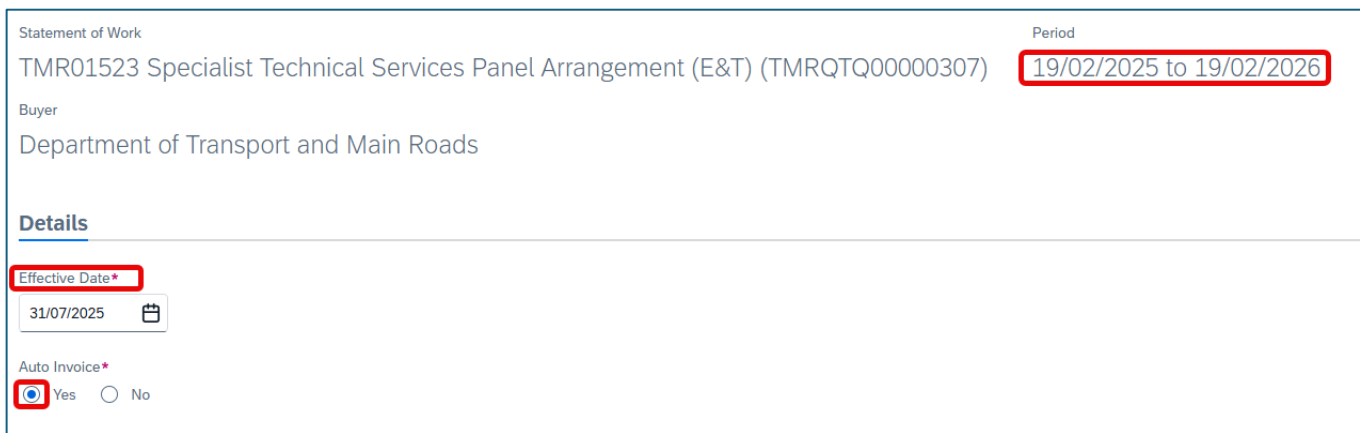
1. The SOW ID link will open, on the right-hand side, **select the dropdown 'Actions'**, then select **'Create Fee'**.



Step 4: Create Fee, Setup section – Details

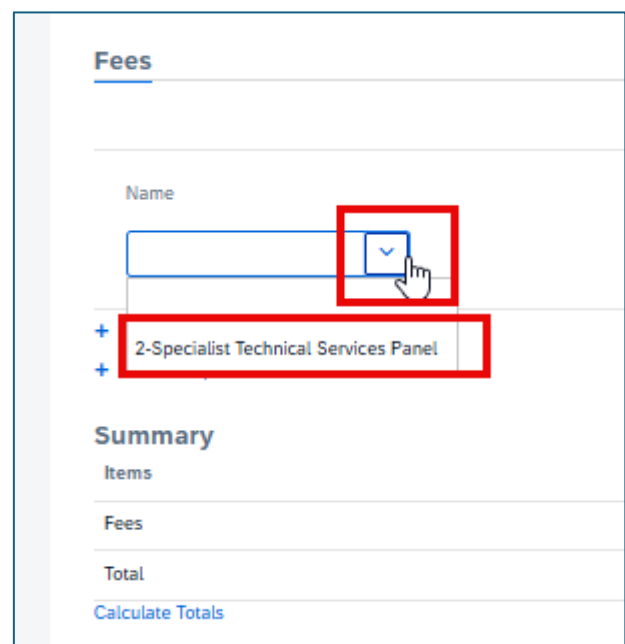
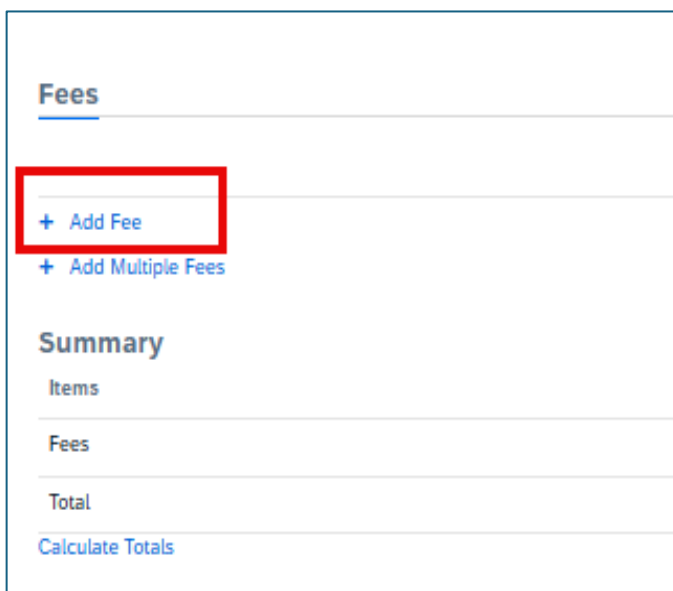
1. Populate the 'Effective date'. The Fee 'Effective Date' must be within the 'Period' date range.
2. Ensure 'Yes' is indicated for 'Auto Invoice'.

'Auto Invoice' means that when TMR approves the Fee request, the Fee will automatically have an invoice created and processed through TMRs Ariba/S4 payment environments. This is the Recipient Created Tax Invoice (RCTI) that was agreed upon between TMR and Supplier.



Step 5: Create Fee, Setup section – Fees

1. Select the '+ Add Fee' link.
2. Select the 'Name' dropdown. Then select 'Specialist Technical Services Panel'.



3. Remove the default text in the Description field (Specialist Technical Services Panel).
4. In the Description field, insert the Service Period date or data range for the Services being invoiced.

Fees

Name Description

2-Specialist Technical Services Panel Specialist Technical Services Panel

Site

Dept of TMR 1 William St (BR01)

Sequence #	Capitalized?	PO Number
2	No	(No Value)

Fees

Name Description

2-Specialist Technical Services Panel Service Period 03/11/2025-07/11/2025

Site

Dept of TMR 1 William St (BR01)

Sequence #	Capitalized?	PO Number
2	No	(No Value)

5. For your information, the Sequence# and Capitalized fields are read only. The Purchase Order (PO) Number, will populate from the initial SOW approval.
6. Populate the number of 'Units' (hours) for the service period being invoiced.
7. Select 'Calculate Fee Rate Amount' link or 'Calculate Totals' link. This will update the Amount total, excl. GST.

Fees

Name: 2-Specialist Technical S... Description: Service Period 03/11/2025-07/11/2025

Site: Dept of TMR 1 William St (BR01)

Sequence #	Capitalized?	PO Number
2	No	(No Value)

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

Specialist Technical Service Category: Air Quality Specialist

Technical Services Specialist (Named Worker): [Redacted]

Units	Rate	Unit	Amount (AUD)
<input type="text"/>	285.00	Hr	

[Calculate Fee Rate Amount](#)

[+ Add Fee](#)

[+ Add Multiple Fees](#)

Summary

Items	Amount (AUD)
Fees	
Total	

[Calculate Totals](#)

Units	Rate	Unit	Amount (AUD)
38.00	285.00	Hr	10,830.00

[Calculate Fee Rate Amount](#)

- (Optional) If you wish to add another line-item service period, select the '+Add Fee' link and repeat the steps above.

Step 6: Create Fee, Setup section – General Information, Adjustments, Attachments

- (Optional) Add in any comments or general information relating to the requested Fee.
- Adjustments is the GST component of the Fee (invoice request). No edits are required within this part.**

General Information

Comments (optional)

Remaining:1000

Adjustments

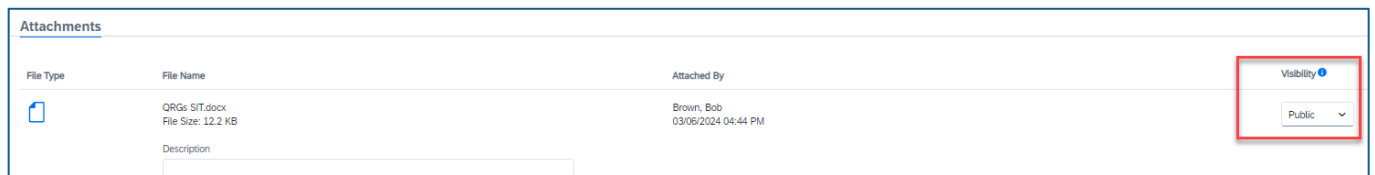
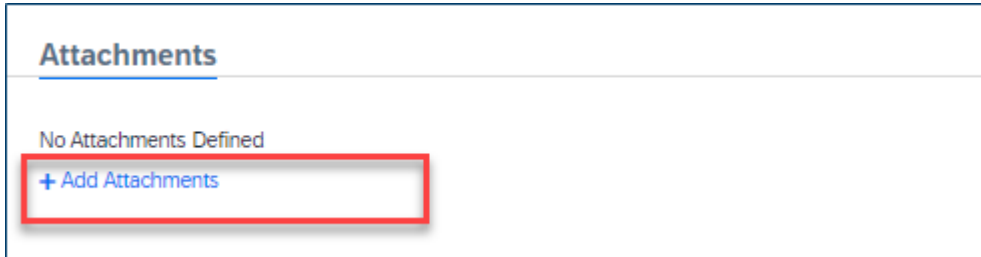
Level	Name	Description	Unit	Value
1	<input type="text"/>	<input type="text"/>		<input type="text"/>
1	GST		Percentage	10.000

Attachments

No Attachments Defined

[+ Add Attachments](#)

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

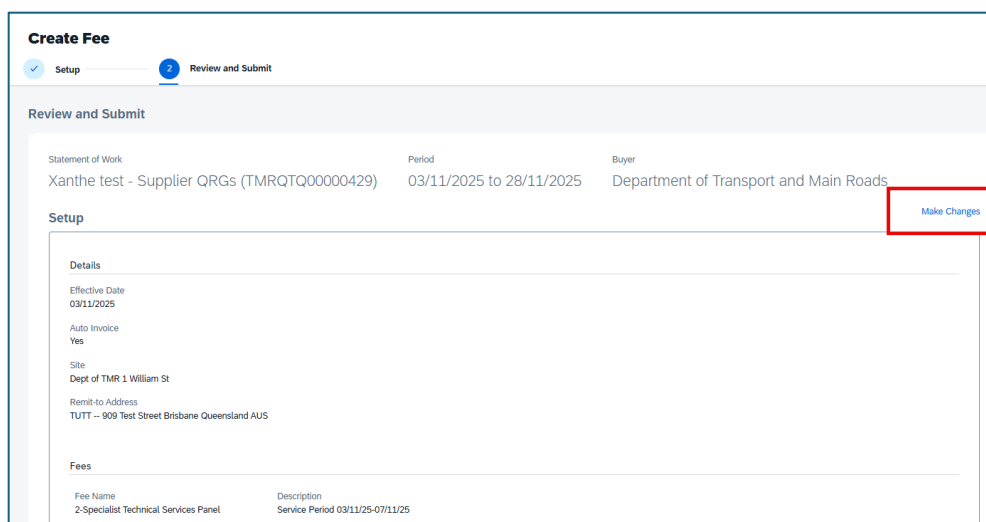


4. Select **Continue** to proceed.

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

Step 7: Review

1. This is your last check/review of the Create Fee before it's submitted 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. When all the details are correct, select **Submit** to proceed. This will send the Fee (invoice) to TMR for review.

Upon submitting the Fee, you will automatically return to the SOW – Characteristics tab, and the status will be shown as ‘Pending Approval’. All Fees (invoices) status’ are listed within the table individually. As per screenshot example.

Within the Characteristics tab, you will have a table of line items. Some may have differing ‘Types’ (green box in screenshot below). The Fee creation process above is the ‘Type – Fee Payment’. The ‘Type – Fee Definition’ is the estimated total value of the SOW, there is no invoice associated with this it is simply a line item to identify the estimated total value.

Statements of Work List

Xanthe test - Supplier QRGs

Professional Services

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

Characteristics

Committed Amount (AUD): Fees Total 10,830.00 10,830.00

Characteristics Status: All Character... 2 | Pending Appr... 1 | Created 1

Group By: None

From: 03/11/2025 to 28/11/2025

Sequence Number	Status	Type	Line Item ID	Revision	Name	Invoice ID	Due On	Submitted	Requested Am	Submitted Am	Description
	Pending Approval	Fee Payment	TMRQTU00000...	0	Specialist Technical Servi		03/11/2025	28/11/2025	10,830.00	10,830.00	Service Period 03/11/2...
		Fee Definition	-	0	Specialist Technical Servi			21/11/2025	128,250.00	-	Specialist Technical Ser...

Download List Data

For your information: Fee Status'

Assuming the preferred method of ‘Auto Invoice’ was selected for the Fee creation, and the Fee is following the ‘happy path’; on the SOW Characteristics tab, a Fee line item has two status’ as follows;

- Pending Approval (Fee has been submitted to TMR for review, reject or accept), or
- Invoiced (TMR approved the Fee).

Select the Fee line item (Name link) to display further information. The Fee line item will display. Status’ within an individual Fee line item are:

- Pending Approval (awaiting TMRs review, rejection or acceptance), then
- Payment Pending (the Fee has been approved by TMR, and is waiting for payment according to the relevant payment terms), then
- Paid (Fee has been paid by 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
1.1	28/11/2025	Creation	Andrew Paradzik	Xanthe Nightingale