1. Create Bid

2. Reviews Bid

3. Reviews Bid and Submits Responses / Proposed Budget

4. Reviews / Compares Suppliers Responses

5. Selects Supplier(s) from Responses and Create final SOW

Close

Go to IT SOW Creation Workflow

*Defined by Buyer and Supplier:
- Selects currency, classification, suppliers and SOW template for SOW Bid
- Name, Description, dates, defined by and other rules
- Enter Posting information
- Enter Accounting information
- Enter Cost Allocation
- Attachments
- Defines the Payment (could be supplier)
  Characteristics (Clauses, Management Event, Schedule, Fee, and/or SOW Workers)
- Submit

Blue shapes = via Fieldglass system
Grey shapes = Outside Fieldglass system, other process
**IT SOW Creation**

1. **Create SOW**
   - SOWCreator

2. **Reviews SOW**
   - Supplier

3. **Reviews & Submits SOW**
   - Collaborate

4. **Finalizes SOW / Submits for Approval**
   - Mgt Approval Chain ($amount)

5. **Reviews & Submits SOW**
   - Sent for Approval

6. **Edits/Submits for approval**
   - 6.1 Edits/Closes?
     - Approve / Reject?
     - Edits/Submits for approval
     - Revisions

7. **Approve / Reject?**
   - Approves

8. **Approve / Reject?**
   - Approves

9. **Approve / Reject?**
   - Approves

10. **Submits Response, Adds Workers**

11. **Activates Worker / Work Order**

   - Go to SOW Payment Characteristics Activity Item or SOW Worker T&E

   - Payment Characteristics include: Management Event, Schedule, or Fee

   - Blue shapes = via Fieldglass system
   - Grey shapes = Outside Fieldglass system, other process

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Procurement enters SOW into Apttus outside the Fieldglass system to obtain Legal approvals prior to approving in Fieldglass.

Rejects

Edits/Supplier re-review needed

Close

Requests

Payments

Approves

Sent for Approval

Rejects

Approve / Reject?

Activities
IT SOW Management Event Process Flow (milestones/deliverables)

1. MSI Buyer Actor SOW Mgt Event?
   - Yes: 2. Responds to SOW Event. Enters Completed Date
   - No: 3.Supplier Actor SOW Mgt. Event?
     - Yes: 4. Responds to SOW Event. Enters Completed Date
     - No: From SOW

2. Responds to SOW Event. Enters Completed Date
   - Yes: If the Actual Spend Exceeds the Committed Spend, the SOW Owner/Creator cannot approve the Event until a SOW Revision (SOWR) is created by MSI and approved.
   - No: 3. Actual Spend > Committed Spend?

3. Actual Spend > Committed Spend?
   - Yes: 6. Creates SOW Revision
     - Yes: Go to SOW Revision (SOWR)
     - No: Rejected
   - No: 7. Reviews SOW Mgt. Event

8. Approves or Rejects?
   - Yes: 9. Receives SOW Mgt. Event
     - Yes: Go to SOW Invoice
     - No: Rejected
   - No: Approved

Blue shapes = via Fieldglass system
Grey shapes = Outside Fieldglass system, other process
1. Create SOW Revision

2. Reviews SOW

3. Reviews & Submits SOW

4. Finalizes SOW / Submits for Approval

5. Reviews & Submits SOW

6. Approve / Reject?

6.1 Edits/ Closes?

7. Approve / Reject?

8. Approve / Reject?

9. Approve / Reject?

10. Submits Response

11. Activates Worker / Work Order

Payment Characteristics include: Management Event, Schedule, or Fee

Blue shapes = via Fieldglass system
Grey shapes = Outside Fieldglass system, other process

Collaborate
Reviewed
Send back to Supplier

Sent for Approval

Reacts

Approves

Rejects

Approves

Rejects

Rejects

Approves

Approves

Approves

Close
1. Submits / Edits SOW Milestones & Deliverables
2. Approve / Reject?
   - Approve
     - Fieldglass System generates invoice file
     - Invoice File delivered to Accounts Payable SFTP Server
   - Reject
     - Reject to Suppliers
3. Remits Payment to Suppliers
4. Remits Payment to Suppliers
5. Remits Payment to SAP Fieldglass
End
Credit/Debit Memo Process Flow

1. Creates and Submits CRDB Memo

2. Actual Spend > Committed Spend?
   - Yes
     - 3. Creates SOW Revision
   - No
     - 4. Approves or Rejects?
       - Yes
         - Go to SOW Revision (SOWR)
       - No
         - Go to SOW Invoice

5. Approves or Rejects?
   - Approved
     - Go to SOW Invoice
   - Rejected
     - 6. Edits or Closes
       - Closed
         - Process End (Misc Inv. Closed)

Credit/Debit Memo (CRDB) Required

SOW Owner

Worker Supervisor

Supplier
1. Receives Tasks to Complete Activity Item(s) from SOW

2. Activity Item(s) Complete?
   - Yes: Go to Team Member T&E
   - No: SOW Owner

3. Receives Registration Email

4. Registers in SAP Fieldglass

Fieldglass will auto-retrieve a CoreId & Email for new workers

Supplier / SOW Team Member

SOW Owner
IT SOW Team Member Offboard Activity Checklist Process Flow

1. Close Worker

2. Supplier / SOW Team Member

3. Receives Tasks to Complete Offboarding Activity Item(s)

4. Submits Final Time / Expense Sheets

SOW Owner

3. Offboarding Complete?

End

Blue shapes = via Fieldglass system

Grey shapes = Outside Fieldglass system, other process

IT SOW Owner / MSI Worker Supervisor will need to manually disable the CoreId to Inactive status in Active Directory and submit an Exist Checklist. Reach out to your IT Resource Manager if you need further assistance.
IT SOW Team Member Timesheet Process Flow

1. Edits and Submits Timesheet

2. Actual Spend > Committed Spend?
   - Yes
     3. Creates SOW Revision (SOW)
     4. Reviews Timesheet
     5. Approves or Rejects?
   - No
     1. Edits and Submits Timesheet or Expense Report

If the Actual Spend exceeds the Committed Spend, the Hiring Manager Cannot approve the Timesheet until the SOW Revision (SOWR) is created by the SOW Owner and approved.