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## **Creating a Fieldglass Invoice and Fieldglass FAQ at McGraw-Hill Education**

McGraw-Hill Education has entered into a partnership with AgileOne (Managed Service Provider, or MSP) and Fieldglass (Vendor Management System, or VMS) to support contingent workforce needs. As of May 30, 2016, AgileOne now handles Independent Contractor and Supplier Invoice processing. This guide outlines the steps needed to submit an Invoice into Fieldglass as well as outlines some answers to Frequently Asked Questions (FAQ).

- Creating an Invoice in Fieldglass is known in the Fieldglass tool as creating a “Fee”
- You will be able to invoice all or a partial amount of “Units” against a “Fee” and then invoice the remainder amount of “Units” at a later date.

For example, if you have 100 available “units” to invoice against in Fieldglass, you do not need to invoice all 100 units at one time.

Rather you can submit multiple invoices until the max amount of “units” is exhausted. For example, submitting 10 invoices “fees” for 10 “units” at a time to exhaust the 100 “unit” maximum.

**PLEASE NOTE:** McGraw-Hill Education must also sign the contract via DocuSign prior to you having the ability to invoice in Fieldglass.

If you are not able to invoice within 48 hours after signing the contract via DocuSign, please reach out to [Contractor.TS@mheducation.com](mailto:Contractor.TS@mheducation.com). In addition, all other questions regarding the invoicing process in Fieldglass can be directed to [Contractor.TS@mheducation.com](mailto:Contractor.TS@mheducation.com)

When submitting an invoice (“Fee”) please ensure that:

**\*\*\*Auto Invoice should always be Marked as “Yes”**  
**\*\*\*If not marked as “Yes” delay in payment should be expected**

Please see below for step by step instructions for submitting your invoice “Fee”



# HOW TO INVOICE (“FEE” SUBMISSION) IN FIELDGLASS

**Step 1:** Sign in at <https://www.fieldglass.net/> with the username and password already established during your initial registration with Fieldglass.

## SAP Fieldglass Login

[www.fieldglass.net](http://www.fieldglass.net)

SAP Fieldglass provides the industry’s leading cloud technology for services procurement and external workforce management.



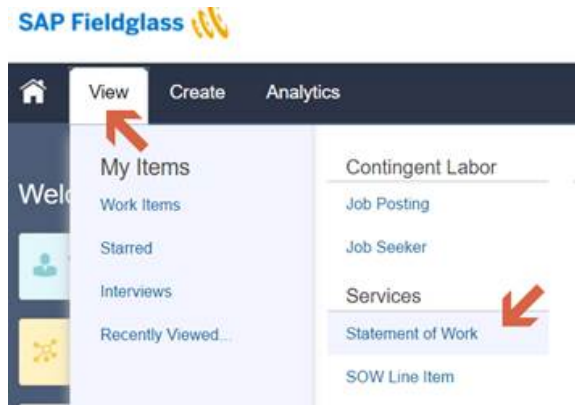
**Step 2:** Access your approved “Statement of Work (SOW)” by clicking on the box shown below on the left hand side of your Fieldglass Home Page.



Once you click on this button, a window will pop up with your available Statement of Work(s). You can access the Statement of Work needed to invoice against by clicking on the [Statement of Work ID Hyperlink](#) (see ID located in box below).

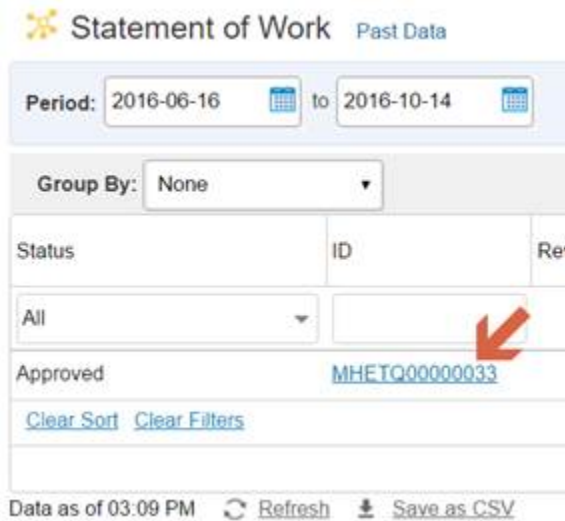
Statement of Work			
ID	Name	Start	End
<a href="#">MHETQ00004473</a>	Independent Contractor/Freelancer (IC/Fr...	2017-10-04	2017-11-10

Alternatively, you can search for your Statement of Work(s) by going to the top of your Fieldglass Homepage and clicking on “**View**” and then “**Statement of Work**.”



The resulting view will look like the below.

**Step 3:** To access the Statement of Work, click on the Statement of Work ID Hyperlink



**NOTE:** No need to worry about the dates you see in the “Period” field above. These are just the dates of the schedule that were in the contract that MH set up, you signed, and will have already been approved. The date of the invoice will come later in this process.

**Step 4:** You are now in your Fieldglass Statement of Work. You may select the “**Characteristics**” tab on the Statement of Work as Needed. This will give you the opportunity to review additional details for the project including “Submitted Amount”

Statement of Work MHETQ00004463

Independent Contractor/Freelancer (IC/Freelancer Agreement Module) -UPDATE THIS FIELD TO THE IC NAME

Period: 2017-09-21 to 2017-10-31 | Status: Response Pending Approval | Next Step: Approve (by Buyer) | Buyer: McGraw-Hill Education

Details | Manage | **Characteristics** | Related

Search across this Page

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**Summary**

Items	Final Amount (USD)
Schedules	0.00
Events	2,000.00
Fees	0.00
<b>Total</b>	<b>2,000.00</b>

From: 2017-09-21 to 2017-10-31 | Type:  All  Event  Schedule  Fee Definitions  Fee Payments  Management Event | **Filter**

Group By: None | Items Found: 2 | Rows: 10

Status	Type	Line Item ID	Name	Due On	Submitted	Requested Amount (USD)	Submitted Amount (USD)
All	All						
-	Fee Definition	-	test2	2017-09-21		3,000.00	-

**Step 5:** If everything looks accurate the next step is to click the **Actions** button and click **Create Fee**.


Statement of Work MHETQ00000202 (Rev. 2)

Independent Contractor/Freelancer (IC/Freelancer Agreement Module)

Period: 2016-09-12 to 2016-09-30 | Status: **Approved** | Next Step: **None** | Buyer: **McGraw-Hill Education**

**Actions** ▼

**Create Fee** | Revisions | Related



**Step 6:** Enter the effective date of your invoice and then click on **Add Fee**. *\*\*\*Please note the effective date of your invoice must fall in between the start and end date of the Fieldglass Statement of Work.*

**Create Fee**

Statement of Work: Independent Contractor/Freelancer (IC/Freelancer Agreement Module) (MHETQ00000202)      Period: 2016 09 12 to 2016 09 30      Buyer: McGraw Hill Education

**Details**

Effective Date:

Auto Invoice:  Yes  No

Site: USA-NY-2 PENN PLAZA

Remit-to Address (optional):

**Fees**

[+ Add Fee](#)

**General Information**

Comments (optional):

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

**\*\*\*Please Note: You must Select the Name of the Fee you will be charging from the Drop Down Box entitled "Name" to ensure you are selecting the correct line item\*\*\* (See below screen shot)**

**Details**

Effective Date: 2017-01-24

Auto Invoice:  Yes  No

Site: USA-NJ-104 Windsor Center Drive

Remit-to Address (optional):

**Fees**

Name	Description	PO Number
2-test1		(No Value)
2-test1		(No Value)
3-test2		(No Value)
4-test3		(No Value)
z		(No Value)

Account: 72111001TEMPORARY HELP - EXTERNALGENERAL

Units	Rate	Unit	Amount (USD)
<input type="text"/>	50.00	Add Act	

[Calculate Fee Rate Amount](#)

**General Information**

**Step 7:** Enter in the Description of your services under the mandatory field entitled “Description of Services”

The screenshot shows a web form titled "Fees". At the top, there are fields for "Name" (containing "2-test") and "Description". Below these are fields for "Sequence #" (2), "Capitalized?" (No), and "PO Number" (No Value). The "Account" field contains "7211001TEMPORARY HELP - EXTERNAL/GENERAL". The "Description of Services" field is highlighted with a yellow border. Below this is a table with columns: "Units", "Rate", "Unit", and "Amount (USD)". The "Units" field contains "100.00", "Rate" is "100.00", and "Unit" is "Add Act". A "Calculate Fee Rate Amount" link is visible below the table. At the bottom, there is a "General Information" section with a "Comments (optional)" text area.

**Step 8:** Enter in the Number of Completed Units (Hours, Chapters, etc.) that you are invoicing at this time.

For example, total compensation for contribution is \$2,000, you would key in 2000 units if Fieldglass is set up at a “Rate” of \$1/unit. If you needed to bill \$3,000 you would key in only 6 units if Fieldglass is set up at a “Rate” of \$50/unit.

This screenshot shows the same "Fees" form as above, but with the "Units" field in the table highlighted in yellow. The "Units" field now contains the value "10". The "Rate" is "50.00" and the "Unit" is "Add Act". The "Calculate Fee Rate Amount" link is still present below the table.

**Step 9:** Once all above steps are completed, Click on **Continue**.

**Step 10:** Finally, Click on **Submit**. Your Invoice “Fee” will now be sent to your McGraw-Hill Education contact for approval in the Fieldglass tool. No additional steps are required from you at this time.

Under the “Characteristics” Tab, your Invoice “Fee” will now change to “Pending Approval” on the left and the date of your invoice will appear to the right.

Pending Approval	Event	<a href="#">MHEPE00000042</a>	Conectate - EZT Template Delivery	2016-07-14
Created	Event	<a href="#">MHEPE00000070</a>	Conectate - SE Chapter 2 Build	
Created	Event	<a href="#">MHEPE00000074</a>	Conectate - Asset Map for Complete Build	
Created	Event	<a href="#">MHEPE00000054</a>	SE Chapters 1, 3 and 4 for SMEs to build - COnectate	
Created	Event	<a href="#">MHEPE00000045</a>	SE Chapters 5-16 for SME Build	

Once McGraw-Hill Education has **“Approved the fee”** you will be able to locate a SOW Invoice under the **'Related'** tab of the Statement of Work

Statement of Work: MHETQ00004472

Supplier (Supplier Agreement Module)

Period: 2017-10-05 to 2017-10-31 | Status: Closed | Next Step: None | Buyer: McGraw-Hill Education

Details | Manage | **Characteristics** | Related

Search across this Page

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Related Documents

Items Found: 1 | Rows: 10 | Filter

Document	Status	ID	Name	Start	End
SOW Invoice	Approved	<a href="#">MHEPI00006906</a>			2017-10-26

Please scroll below to review **Fieldglass FAQ at McGraw-Hill Education**



## **Fieldglass Tips for setting your account:**

### **Changing Your Password**

To change your Fieldglass application password:

1. Click on your name in the upper right corner of the page. Select **My Profile** in the menu that appears.

The **Personal Settings** page opens, with the **My Profile** tab displayed.

2. Click the **Change Password** link in the **Account Information** section.

The **Change Password** dialog box is displayed.

3. Enter your new password information and click **Change**.

### **Updating Your Email Addresses and Contact Information**

You can change your Fieldglass contact email address and set up a list of email addresses to be included in the cc: field of all email notifications sent to you from the Fieldglass application.

1. Click on your name in the upper right corner of the page. Select **My Profile** in the menu that appears.

The **Personal Settings** page opens, with the **My Profile** tab displayed.

2. Click **Edit** in the section where your name is displayed.

The **My Profile – Basic Information** page is displayed.

3. In the **Email** field, enter the email address where all your email notifications in the Fieldglass application should be sent.

4. In the **Cc Email Addresses** field, enter the email addresses that should be included in the cc: field of all email notifications sent to you from the Fieldglass application. To enter multiple cc: email addresses, separate each address with a comma or semicolon.

5. Click **Update** to save your changes.

### **Updating Your Fieldglass Preferences**

1. Click on your name in the upper right corner of the page. Select **My Preferences** in the menu that appears.

The **Personal Settings** page opens, with the **My Preferences** tab displayed.

2. Click **Edit** to the right of **Locale** to change time zone.
3. Scroll down to the **Messaging** section.
4. Click **Edit**.
5. On the **My Preferences - Messaging** page, you may indicate whether you want **Notification**, **Work Item**, **Alert**, **Broadcast**, **Chat (Contingent)**, **Chat (Services)** or **Starred** messages sent to your email address.

## **Fieldglass FAQ at McGraw-Hill Education**

**Q.** I have forgotten my Fieldglass User ID and/or password, how do I retrieve?

**A.** The Fieldglass Helpdesk is the only party with access to assist. The Fieldglass Help Desk is open 24x7. When contacting them, please ensure to identify yourself as a “Supplier” in Fieldglass so they can best assist you.

**Email:** fieldglasshelp@sap.com

**Phone:** US (toll free) 1 866 467 4833

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**Q.** I have reviewed the Invoicing Instructions but I still need additional help, who can I contact?

**A.** Please contact the AgileOne team at [contractor.ts@mheducation.com](mailto:contractor.ts@mheducation.com) A dedicated team is available to assist you with the process. The team works from 7 AM – 5 PM Central Time.

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**Q.** I have submitted my Fieldglass Invoice (Fee)? Do I need to take action in any other system(s)?

**A.** No. Submitting the invoice into Fieldglass is the last required action.

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**Q.** I have submitted my Fieldglass Invoice (Fee) but I changed Auto-Invoicing to “No”. What should I do?

- A.**
1. From your Fieldglass Home Page Click 'Create', and then 'SOW Invoice'
  2. Click the SOW you will be charging against
  3. Fill out the required information on the setup page (the code will be for your own records)
  4. In the Details page you can add any adjustments or attachments
  5. Then you will review and submit

Please contact the AgileOne team at [contractor.ts@mheducation.com](mailto:contractor.ts@mheducation.com) for additional assistance.

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**Q.** I have questions regarding Fieldglass Notifications I am receiving, who can I contact?

- A.** Please contact the AgileOne team at [contractor.ts@mheducation.com](mailto:contractor.ts@mheducation.com)
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**Q.** Will I receive direct deposit or a live check from AgileOne for the project worked at McGraw-Hill Education that was invoiced via the Fieldglass Tool? If I receive a live check, how do I update my address with AgileOne for future payments/1099?

- A.** When registering with AgileOne, you would have had the option to be set up for direct deposit. If you need to confirm payment method or make changes to your payment method or accounts or physical address, please contact the AgileOne team at [contractor.ts@mheducation.com](mailto:contractor.ts@mheducation.com)
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**Q.** Will I receive remittance details?

**A.** Yes. You will receive an email from AgileOne with remittance information. If you need confirmation of the email address this is being sent to or need to update this email address to receive the remittance file, please contact the AgileOne team at [contractor.ts@mheducation.com](mailto:contractor.ts@mheducation.com)

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**Q.** I believe my payment is missing and/or late. Who can I contact?

**A.** Please refer to your pay agent agreement with AgileOne which outlines your payment terms. The payment clock starts once McGraw-Hill Education approves the Fieldglass Invoice "Fee". If you have not received payments within the correct timeframe, please contact the AgileOne team at [contractor.ts@mheducation.com](mailto:contractor.ts@mheducation.com).