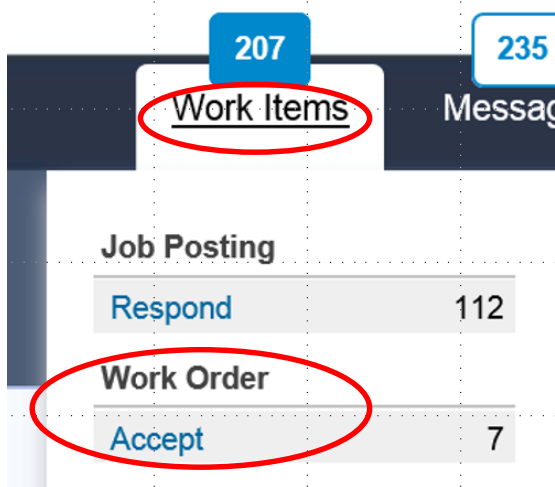


Supplier: Accept Work Order

Step 1:

- You will receive a notification when work orders has been submitted for your acceptance. To view work items for approval, go to **Work Items** and click **Accept** Work Order



- A list for work orders for your acceptance will display. Click on the **work order ID** to display work order details

Work Items: Work Order

Action:

Received	ID	Job Seeker / Worker	Buyer
08/02/2016	SAPXWO00000712	sarielast, sariefirst	SAP
03/02/2016 1	SAPXWO00000685	Tsworker, Trbl	SAP
17/12/2015 1	SAPXWO00000667	test, test	SAP
03/09/2015 1	SAPXWO00000499	Bond, James	SAP

Period: 08/02/2016 to 26/02/2016 Status: Created Next Step: Accept Job Seeker: sarielast, sariefirst [MAN1JS00000188](#) Job Pos: Admini:

Step 2: Accept Work Order

- The **work order details** are displayed. On this page also your supplier hourly requested and presented rates are displayed. Hourly Rate types include
 1. Standard rates (ST)
 2. Overtime rates (OT) (if applicable)
 3. Nightshift rates (if applicable)
 4. Sundays rates (if applicable)
 5. Public holiday rates (if applicable)
- To view more work order details, click on **Rate Details, Manage, Time & Expense** or **Related**
- To accept the work order, click **Accept**

Work Order SAPXWO00000712

sarielast, sarielast

Period: 08/02/2016 to 26/02/2016 | Status: Created | Next Step: Accept | Job Seeker ID: MAN1JS00000188 | Job Posting: Administrative Assistant SAPXJP00000805 | Buyer: SAP

Accept Decline More Actions

Details | Rate Details | Manage | Time & Expense | Related

Accounting		Final (EUR)	Work Order Details	
Rates				
ST /Hr	Administrative Assistant Manpower DEU EUR ST/Hr		Buyer Reference	
Pay Rate		51.28	Supplier Reference	
Bill Rate		100.00	Original Period	08/02/2016 to 26/02/2016
OT /Hr	OT Test		Site	SAP SE (0001) (0001)
Pay Rate		0.00	Location	Abstatt, DE (0001_AB01)
Bill Rate		125.00	Business Unit	SAP SE (0001) (0001)
Billable Per Diem		0.00	Email	
Maximum Expense		0.00	Security ID	SA10090000
Cost Allocation		%	Hours per Day	10
IT Procure 2 Pay - G (CC_0101035030)		100.000	Hours per Week	40
	Total	100.000	Total Hours	120.00
Adjustment Group			Estimated Additional Spend	0.000 %
			Estimated Expenses	0.000 %
			Flat Adjustments	0.00

Attention: Tax Jurisdiction for CANADIAN SUPPLIERS: 1997ed6031u, lorem ipsum dolor sit amit

- The **Accept Work Order** screen will display. Continue to capture the required work order fields displayed on the screen.
 1. Worker email address
 2. Remit to address (required for invoice data)
 3. Auto invoice type. Default setting is "Both". Leave as is. This setting allows that the invoice is automatically generated as soon as the timesheet / expense sheet is approved by the SAP approver. This means no need for manually created invoices.
 4. Pay rate of special rates (e.g. OT - Overtime rate) if required
 5. Indicate if you selected the correct tax adjustment setting in the section below. **Note: this is an interim step and required because the adjustment field (indicated in the insert below) is not mandatory in the tool, but is important and required information for invoices. If the tax adjustment value is not specified on the work order, all the invoices for this particular work order will be rejected by SAP accounts payable.**
 6. Select tax adjustment value from dropdown in **Adjustments** section

Accept Work Order

Warning: This Site requires Invoice Tax Information to be specified but it is missing for the Supplier. Please have your System Administrator address this prior to invoicing Time and Expense for this Worker.
Your data has not been saved. Please review the errors or warnings and try again.

Work Order	Period	Job Seeker	Job Posting	Buyer Name
SAPXWO00000712	08/02/2016 to 26/02/2016	sarielast, sarielast (MAN1JS00000188)	Administrative Assistant (SAPXJP00000805)	SAP

Posting Information

Supplier Reference (optional)

1.

Worker Email

2.

Remit-to Address

3.

Auto Invoice Type

Time Sheet Expense Sheet Both None

Accounting

Rate	Final Bill Rate (EUR)	Pay Rate (EUR)
ST /Hr (Visible to Buyer)	100.00	51.28
OT /Hr (Visible to Buyer)	125.00	0.00

4.

Invoice Adjustment [?](#)

[Edit](#)

Did you select the correct tax information in the adjustments section below?

5.

Adjustments

6.

x	Level	Name	Description	Unit	Value
x	1	DEU, Umsatzsteuer/VAT 19%_VB (Invoice)		Percentage	19.000
x	1				

[Cancel](#)

[Continue](#)

- Click **Continue**. A summary screen is displayed before you finally submit the accepted work order
- To complete the step, click **Accept**

Accept Work Order

Work Order	Period	Job Seeker	Job Posting	Buyer Name
SAPXWO00000712	08/02/2016 to 26/02/2016	sarielast, sarielast (MAN1JS00000188)	Administrative Assistant (SAPXJP00000805)	SAP

Details

[Make Changes](#)

Posting Information

Supplier Reference
(No Value)

Worker Email
s.trollip@sap.com

Remit-to Address
0001 (Test, Test, Test, DEU)

Auto Invoice Type
Both

Accounting

Rate	Final Bill Rate (EUR)	Pay Rate (EUR)
ST /Hr (Visible to Buyer)	100.00	51.28
OT /Hr (Visible to Buyer)	125.00	68.00

[Cancel](#)

[Accept](#)

- After the **work order** has been accepted, the work order status will be set to **Accepted**
- *Next step is for EWFC to activate the work order*

[Go to List: Work Order](#)

 **Work Order** SAPXWO00000712

sarielast, sarielast

Period	Status	Next Step	Job Seeker ID	Job Posting	Buyer
08/02/2016 to 26/02/2016	Accepted	Activate (by Buyer)	MAN1JS00000188	Administrative Assistant SAPXJP00000805	SAP

[Edit Work Order](#)

[More Actions](#) ▾