

Top Tips

Auto Invoice

This should always be set to yes.

Out of Country Engagements and Self-Identified Taxes

Insight use two templates within in Fieldglass – In Country Delivery and Out of Country Delivery.

It is the responsibility of the partner to **self-identify** the correct tax when they have delivered services out of the country where they are based. For example, a UK based partner delivering work for a client in France.

To identify whether a Fieldglass SOW is an Out of Country engagement, you can check the classification by clicking on the **Details** tab of the relevant SOW and viewing the information in the Statement of Work Details box. The information is highlighted in yellow below.

The screenshot shows the 'Details' tab of a Statement of Work (SOW) in Fieldglass. It is divided into two main sections: 'Accounting (EUR)' and 'Statement of Work Details'. The 'Accounting' section shows budget information: Maximum Budget (1,650.00), Spend to Date (0.00), Other Pending Spend (0.00), and Remaining Budget (1,650.00). Below this is a 'Cost Allocation' table for 'Motorola-21041 - Netapp Install Germany (GBR.0005013.005)' with a total of 100,000 EUR. The 'Statement of Work Details' section includes fields for Client Name, Supplier Reference, Billable? (Yes), Master SOW? (No), Classification (Services - Out of Country Delivery), Division (Services), Seller Market (United Kingdom), Location (UK-United Kingdom (Sheffield) (United Kingdom)), Business Unit (CDCT Services), and Description (Motorola-21041 - Netapp Install Germany).

The screenshot shows the 'Adjustments' section of a SOW. It features a table with columns for Level, Name, Description, Unit, and Value. One adjustment is listed: Level 1, Name 'Site Tax - SOW - All Modules', Unit 'Percentage', and Value '20,000'. There are also buttons for 'Continue', 'Complete Later', and 'Cancel' at the bottom.

When requesting billing against this engagement, you will need to select the drop-down box in the Adjustments section and select **Self-Identified Tax**. You need to input the percentage amount in the value box. Please note you **only need to do this for Out of Country Engagements**, Fieldglass will automatically add the correct tax value for In Country engagements.