

XRM Supplier quick guide

Submit Expenses



Topic:

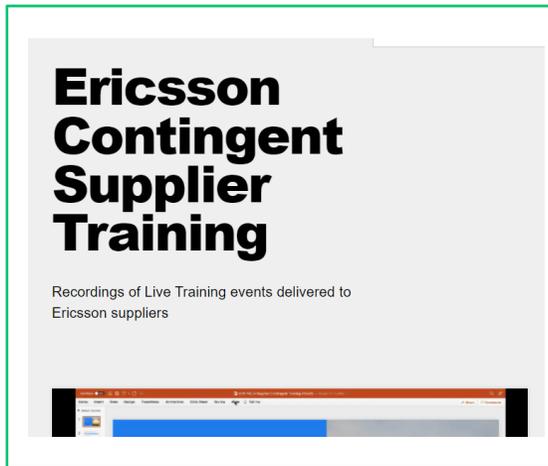
This guide aims to give quick step by step instructions to Submitting Expenses in XRM Fieldglass

Available Training Material & User Guides



How-To Videos

Self-learning videos



The password to the how-to videos page is: *welcometoxrm*

Full User Guides

Comprehensive user guides with full instructions on "how-to"

Cost Center	Expense Code	Expense Name
All		
NEA CU Head	HT	Hotel
NEA CU Head	AP	Apartments
NEA CU Head	GP	Gasoline/Petrol
NEA CU Head	DA	Other Allowances
NEA CU Head	TA	Taxi
NEA CU Head	AF	Airfare

Clicking an 'Expense Code' opens the expense item in the 'Billable' section.

The following fields are available and accept values: 'Date,' 'Merchant,' 'Description,' 'Expense Code,' and 'Amount.'

"Enter a date by using the calendar icon or typing a date in the 'Date' field.

Enter applicable text in the 'Merchant,' 'Description,' and 'Project Code.'"

Located at the SAP Fieldglass Reference Library

Quick Guides

Shortened version of the comprehensive user guides

Supplier submits expenses-1

Steps

- 1 In the global search field, enter the Work Order for which you wish to submit expenses and click enter.
- 2 Go to Actions and click: Create Expense Sheet.

Located at the SAP Fieldglass Reference Library

Supplier creates Expenses



ERCSWO00007941 1

Adlerz, Eva | T18Q

Search by ID or text

Actions 2

Create Expense Sheet 3

Steps

1 Type the Work Order in the global search field and hit enter.

2 Click on Actions

3 Select Create Expense Sheet

Supplier Creates Expenses



Expense Codes		
Assignment: ERCSWK00004287 - 1st level Operations HU Job Stage 4 (29/04/2022 - 28/07/2022)		
Cost Center	Expense Code	Expense Name
All	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
BBRO STV GAP G&A (2421015503)	HT	Hotel
BBRO STV GAP G&A (2421015503)	MF	Meals or Food
BBRO STV GAP G&A (2421015503)	RC	Rental Car
BBRO STV GAP G&A (2421015503)	PA	Parking
BBRO STV GAP G&A (2421015503)	OC	Other Car Expenses
BBRO STV GAP G&A (2421015503)	GP	Gasoline or Petrol
BBRO STV GAP G&A (2421015503)	OA	Other Allowances
BBRO STV GAP G&A (2421015503)	VP	Visa or Passport
BBRO STV GAP G&A (2421015503)	OM	Other Miscellaneous

Steps

1
Select an expense code

2
Scroll down the page and
Enter expense date

3
Attach receipt.

Billable	
BBRO STV GAP G&A (2421015503)	
Hotel (HT)-Expense Code (655107/402606)	
<input type="text" value="DD/MM/YYYY"/> 2	Merchant <input type="text"/>
<input type="text" value="0"/> 3	Description <input type="text"/>
Expense Amount	<input type="text" value="0.00"/> HUF
Total	0.00 HUF

Note: Please note the Copy button. You can copy the expense and change details.

Supplier Creates Expenses



Billable

BBRO STV GAP G&A (2421015503)

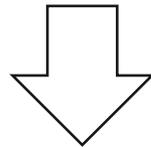
Hotel (HT)-Expense Code (655107|402606)

Merchant: Supplier Slomo **1**

Description: Hotel Hilton **2**

Expense Amount: 0.00 HUF **3**

Total: 0.00 HUF



General Information

Comments (optional)

please find the receipt attached **4**

Remaining: 1968

Steps

1
Insert Merchant

2
Insert a description for the expense code

3
Insert the amount of the expense

4
Add a comment

Supplier Creates Expenses



Steps

1 Add Attachments

2 Submit expense

3 After submission, the status will be pending approval from Hiring Manager.

Status	Next Step	Expense Sheet ID	Submit Date	Buyer
Pending Approval	Buyer needs to approve	ERCSES00002914	02/05/2022 10:48	Ericsson
<p>✓ Success! Expense Sheet has been submitted.</p>				

How to get support – Suppliers



CREATE A TICKET

Do you need support with an SAP Fieldglass (XRM) related question?

Create a support request:

- [Web page \(all type of Queries\)](#)

or

- [If you have a question related to XRM User guidance/Timesheet queries Support](#)



CALL US

For urgent matters call us:

[External phone numbers](#)

(Select your country to find the contact information)



INCIDENT MANAGEMENT

For urgent matters call us:

If you have a ticket that requires additional attention, or the resolution received is not sufficient report it to :

[PTP Incident Management Team](#)

Contact XRM Support for any invoicing queries