



### 3- Invoice upload to the system

This a sample of the other sample invoice document that we would require uploading to the portal where again most of the figures and information in the header would be auto populated or the user can enter some of the missing information. But the portal should be able to recognize the bottom part and values where they would be used in populating other excel reports depending on the type or service, month....ect (the actual excel to be uploaded would be given by the client upon new signing or Paperless would provide one for small companies)

Customer	0	Max. Dev	0	93	Rig Name	MP-4				
Contract #	0	Max. Temp	0	160	Well Name	ABSF_113_0				
WELL LOCATION	0	Casing Size	0	7	Field Name	ABU SAFAH				
Vendor #	0	Bit Size	0	8.5	Well Type	Oil				
Service Type	0	Casing Depth	0	7714 FT	Well Category	Workover				
Conveyance Type	0	Total Depth	0	11890 FT	Logging Unit	OS-20				

  

REFERENCE	ITEM#	SAP NUMBER	DESCRIPTION	From	To	QTY.	UM	UNIT PRICE	ODR	AMOUNT USD
B.01		10 4963	SERVICE CHARGE		1	0	1 EA	1000	200	1200
G.03		20 4980	Flat Bed Truck mileage charge		230	0	230 KM	2.0		460
G.03		30 4987	Pickup or Car mileage charge		50	0	50 KM	1.05	0	52.5

### 4- Time sheet filling and Multiple approving levels for some sheets such as the Time Sheet

The Time sheet would be something similar to the below where one would enter his work activities for the month and then the document would go to 2-4 approval sequence before its finalized, then the admin would be able to export a sheet with all approved employees information and pay. Managers would also be able to see such graph in the bottom but not sure whether this could be populated with the digital time sheet it self and populated or we go to individually export each user.. (please advise on this one)

**My Company name**  
My company slogan

Insert Your Logo

111 Street  
Town/City, County, ST, 00000  
0-000-000-0000  
0-000-000-0000  
info@yourcompanysite.com  
www.yourcompanysite.com

**Weekly Timesheet**

Department: [Department]  
Employee's ID: [ABC123456]

Employee: [Name]  
Employee's phone: [000-000-0000]  
Employee's e-mail: abc@yourname.com  
Manager: [Name]

Week Commencing: 23/09/2013

Day	Regular Hours	Overtime	Sick	Vacation	Public Holidays	Other	Total	
Monday	23/09	4.00	5.00	1.00	1.00	8.00	2.00	21.00
Tuesday	24/09							-
Wednesday	25/09							-
Thursday	26/09							-
Friday	27/09							-
Saturday	28/09							-
Sunday	29/09							-
<b>Total hours</b>		4.00	5.00	1.00	1.00	8.00	2.00	
<b>Hourly Rate</b>		\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Pay</b>		\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	

<b>Regular Hours</b>	%	19.05
<b>Overtime</b>	%	23.81
<b>Sick</b>	%	4.76
<b>Vacation</b>	%	4.76
<b>Public Holidays</b>	%	38.10
<b>Other</b>	%	9.52

**Total Reported Hours: 21.00      Gross Pay \$ 20.00**

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

### 5- Change all the DOS on the Portal and all pages to Service