

# Using the Billing Document Generator (Add-On) for Google Sheets

Reference Guide (v2.1)

# Overview



After completing this reference guide, you will be able to:



- Populate the Billing Document Generator Add-on to generate billing sheet for T&M, PPU, and Other contract pricing types



- Incorporate additional scenarios to generate the billing sheet using the Billing Document Generator Add-on



- Highlight the best practices for populating the Billing Document Generator Add-on



- ▶ **Intended Audience:** Suppliers
- ▶ **Purpose:** This reference guide provides a deep dive into populating the Billing Document Generator Add-on for different contract pricing types.
- ▶ **Related Resources:**
  - [Enabling the Billing Document Generator Add-on](#)
  - [How to Submit your Billing Sheet and Invoice to Google](#)
  - [Billing Document Generator Add-on Template Fields](#)



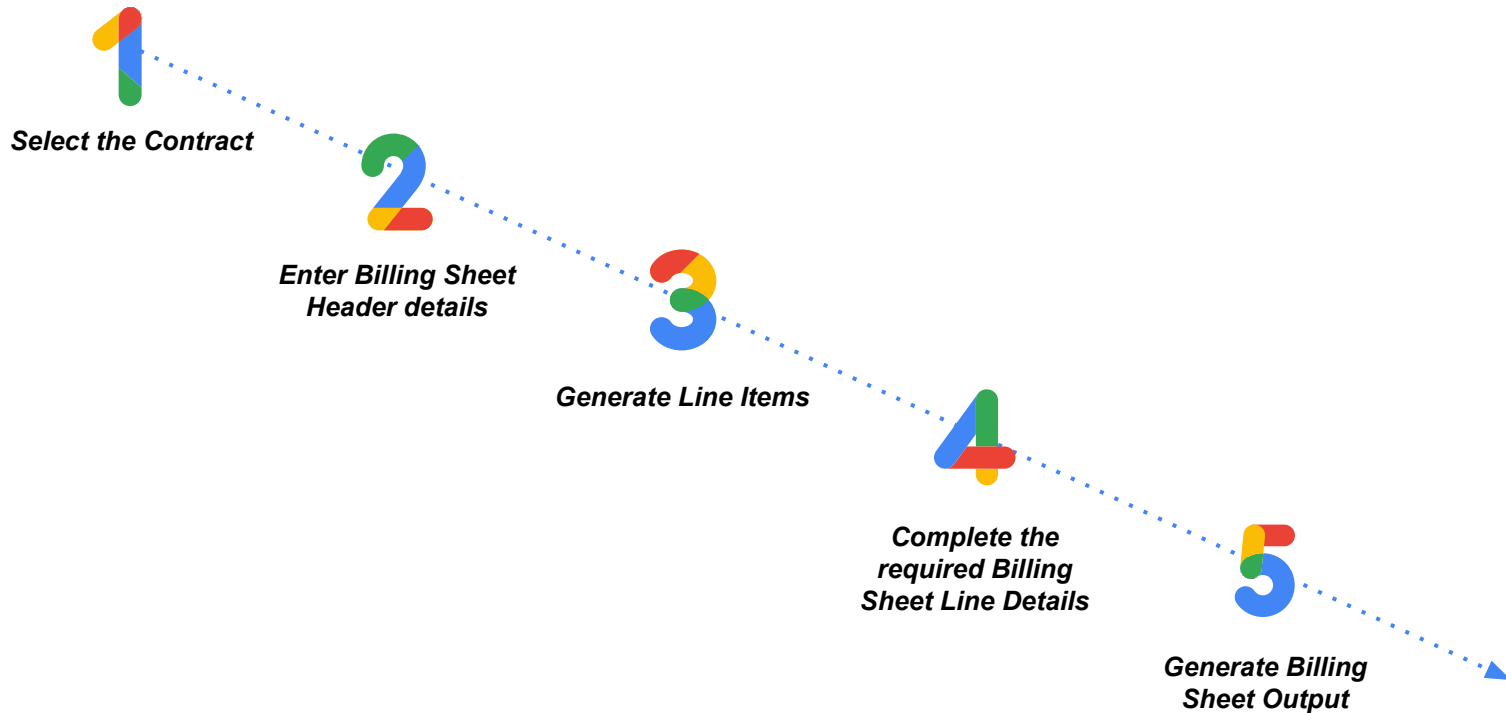
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# Process overview

Follow the six steps below to create billing sheet using the Billing Document Generator Add-on for all contract pricing types.





# Overview of contract pricing types

New contract pricing types have been added to increase the throughput and expansion of supplier base. Below are the various contract types Google's Invoice Validation Team (IVT) will be capturing:

## Time and Material (T&M)

Contracts that specify the resource role, site and rate (typically hourly, monthly, quarterly or weekly)

## Price Per Unit (PPU)

Contracts based on the number of units (hours / sprints / tickets ) necessary for completion of projects/services.

## Other

### Deliverable

Contract does not have a due date and is not time bound

### Milestone

Contract has a due date and there is no fixed interval

### Fixed Fee Interval

Contracts with regular cadence / payment period



## Generating billing sheet for T&M contract pricing type

- Step by step instructions



# Generate billing sheet for T&M contract pricing type



Follow the steps below to auto-generate billing sheet for **T&M contract pricing** type.

## 1. Select the contract

Search and select the **contract** which needs to be referenced to create a billing sheet. You can either select the contract from the list of available options in the dropdown or use the search feature to manually input the contract ID.



**Note:** If you are unable to find your contract in the list, email your issue and contract ID to [IVThelp@google.com](mailto:IVThelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

**Document Builder**

The Document Builder helps capture the Billing Sheet header fields and create a template in this sheet to collect the Billing Sheet Line details. [Build: 9 Oct 2023]

**Step 1: Select the contract**

A contract change after generation of lines will require resetting the sheet.

Contract\*  
1224765-Contract

Contract Id: 1224765  
Contract Name: Contract

Select one of the linked Contracts

Related Contract

Found 4 related contracts.

In case the contract selected has a related contract/amendment/MSA, the status shall be reflected here.

# Generate billing sheet for T&M contract pricing type (Cont'd)



## 2. Enter Billing Sheet Header details

Enter the Billing Sheet Header details such as **PO Number**, **Invoice Reference Number**, **Service Start Date**, and **Service End Date**.



**Note:** Remember, the add-on will only permit selecting a date range within the tenure of the contract or tenure of the related contract (if the checkbox is selected). If you are unable to select the desired Service Start and End Date, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

Document Builder

Step 2: Enter Billing Sheet Header details

Purchase Order Number\*  
410098655444

Invoice reference number\*  
INVTST

Service start range\*  
1/1/2020

Service end range\*  
1/31/2020

Found 4 related contracts.



# Generate billing sheet for T&M contract pricing type (Cont'd)



## 3. Generate Line Items

- Select the **Contract Term** for which you want to create a billing sheet line. You can either select the role from the list of available options in the dropdown or use the search feature to manually input the role name.



**Note:** *In case roles are not visible, try to select other related contracts from Step 1 and then search the roles again.*

- Enter the **number of Billing Sheet Lines** that you want to insert for the selected role.
- Click the **Add Lines** button.

Document Builder

Step 3: Generate Line Items

Contract Term\*  
USA\_Engineer\_English\_MC

Site:USA  
Role:Engineer  
Language:English  
Currency:USD  
UoM:MON-Months

Number of Billing Sheet Lines\*  
1

Add Lines

Found 4 related contracts.



# Generate billing sheet for T&M contract pricing type (Cont'd)

## 4. Complete the required Billing sheet line details

On the left side, the required number of billing sheet lines will get added.



- **Green** colored fields are pre-populated by the generator and must be reviewed.
- **Orange** colored fields are **mandatory and must be populated manually**.
- **Blue** colored fields are optional.

**Note:** Do not change any field value of the fields highlighted in green as they are populated as per the contract. In case any changes are made, the billing sheet may get rejected in the subsequent validation.

- In the working sheet, enter the **Billable Quantity/Hours/Amount**. If the contract is signed for rate type in months i.e. UoM = MON then, input 1 or 0.9. If the contract is signed for the rate type in hours i.e. UoM = HR then, input the actual hours.
- Enter the **Agent LDAP** of the respective agent for which the billing sheet is being submitted.

SOW Number	Contract Term Description	Language	Site	Related Contract Number	Related contract Line Item Nu	Supplier Number
1224765	Engineer	English	USA	1224765	3	100005763
Rate Type	fxConversionRate	Unit of Measure	Billable Quantity/Hours/Amount	Agent LDAP		
RT		1 MON	1	kkobem		

4a

4b

# Generate billing sheet for T&M contract pricing type (Cont'd)



## 5. Generate Billing Sheet output

- Verify the data in the working sheet and click the **Validate** button to check for any errors in the billing sheet.

Document Builder

Add Lines

Step 4: Complete the required Billing sheet line details

Please enter billing sheet line details in the sheet on the left. Following are the type of columns in the sheet:

- **Green** are prepopulated fields.
- **Orange** are required user populated fields.

Step 5: Generate Billing Sheet output

Generate CSV

**Validate** 5a

Reset

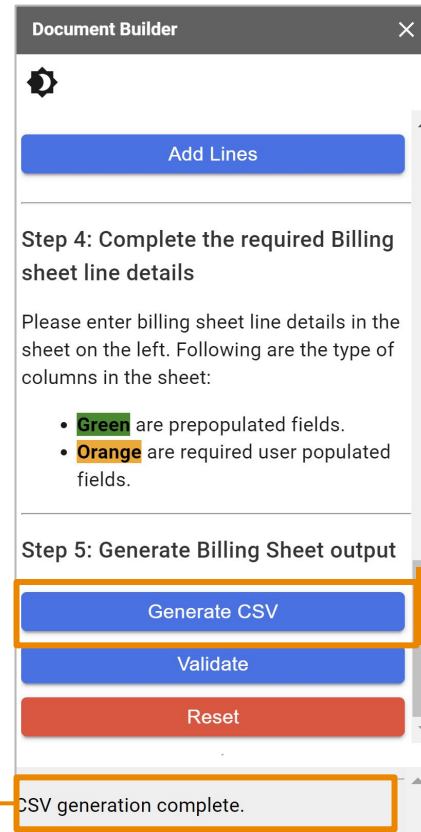
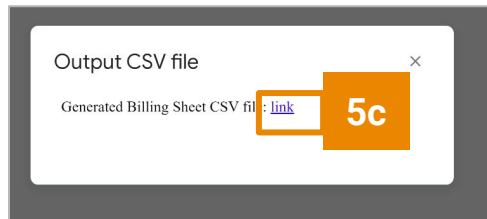
Validation complete.

The status of validation will be displayed here. In case the validation fails, an error message will be displayed.



# Generate billing sheet for T&M contract pricing type (Cont'd)

- b. Click on **Generate CSV** to generate the billing sheet in CSV file format.
- c. Click on the available **link** to view the billing sheet CSV file. The billing sheet CSV file will open in a new tab.




The status of billing sheet generation will be displayed here.

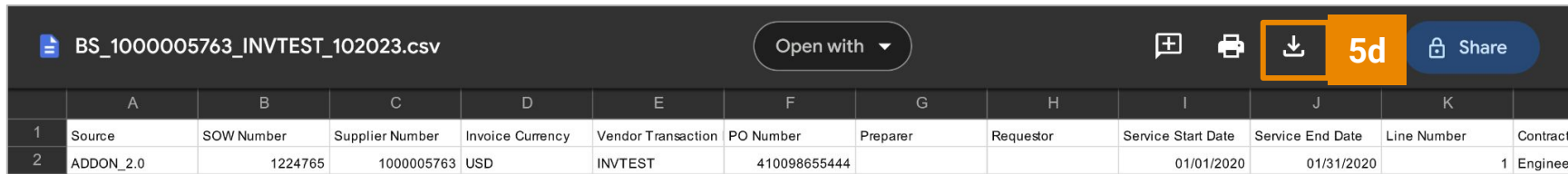


# Generate billing sheet for T&M contract pricing type (Cont'd)

d. Click the **download** icon to download the billing sheet CSV file to your system.

Use the same downloaded billing sheet CSV file while submitting your billing sheet and invoice to Google via Ariba Network or email channel.

 **Note:** The billing sheet filename will be in the format: "Billing Sheet\_SupplierNumber\_InvoiceNumber\_Date.CSV" by default.



	A	B	C	D	E	F	G	H	I	J	K	
1	Source	SOW Number	Supplier Number	Invoice Currency	Vendor Transaction	PO Number	Preparer	Requestor	Service Start Date	Service End Date	Line Number	Contract
2	ADDON_2.0	1224765	1000005763	USD	INVTEST	410098655444			01/01/2020	01/31/2020	1	Enginee



## Generating billing sheet for PPU contract pricing type

- Step by step instructions



# Generate billing sheet for PPU contract pricing type



Follow the steps below to auto-generate billing sheet for **PPU contract pricing** type.

## 1. Select the contract

Search and select the **contract** which needs to be referenced to create a billing sheet. You can either select the contract from the list of available options in the dropdown or use the search feature to manually input the contract ID.



**Note:** If you are unable to find your contract in the list, email your issue and contract ID to [IVThelp@google.com](mailto:IVThelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

In case the contract selected has a related contract/amendment/MSA, the status shall be reflected here.

Document Builder

The Document Builder helps capture the Billing Sheet header fields and create a template in this sheet to collect the Billing Sheet Line details. [Build: 3 Oct 2023]

Step 1: Select the contract

A contract change after generation of lines will require resetting the sheet.

Contract\*  
12354128-GEN Deploy : Nt

Contract Id: 12354128  
Contract Name: GEN Deploy : Network Deployment - Managed Services

Select one of the linked Contracts

Related Contract

Found 0 related contracts.



# Generate billing sheet for PPU contract pricing type (Cont'd)

## 2. Enter the Billing Sheet Header details

Enter the Billing Sheet Header details such as **PO Number**, **Invoice Reference Number**, **Service Start Date**, and **Service End Date**.



**Note:** Remember, the add-on will only permit selecting a date range within the tenure of the contract or tenure of the related contract (if the checkbox is selected). If you are unable to select the desired Service Start and End Date, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

Document Builder

Step 2: Enter Billing Sheet Header details

Purchase Order Number\*  
41009865444

Invoice reference number\*  
INVTEST

Service start range\*  
6/1/2023

Service end range\*  
6/30/2023

Found 0 related contracts.





# Generate billing sheet for PPU contract pricing type (Cont'd)

## 3. Generate Line Items

- a. Select the **contract term** authorized in the contract for the service period. You can either select the devices from the list of available options in the dropdown or use the search feature to manually input the device name.



**Note:** *In case devices are not visible, try to select other related contracts from Step 1 and then search again.*

- b. Enter the count of units delivered for which you want to bill in the **Amount USD** field.
- c. Click the **Add Items** button.

Document Builder

Step 3: Generate Line Items

Contract Term\*  
\_Access Switch Preparatic **3a**

Site:  
Role:Access Switch Preparation 1 Project  
Language:  
Currency:USD  
UoM:EA-Each

Amount USD \*  
50 **3b**

Give consolidated amount against other reimbursable expenses for the above service period in the contract currency

Add Items **3c**

Found 0 related contracts.



# Generate billing sheet for PPU contract pricing type (Cont'd)

## 4. Complete the required Billing sheet line details

On the left side, the required number of billing sheet lines will get added.



- **Green** colored fields are pre-populated by the generator and must be reviewed.
- **Orange** colored fields are **mandatory and must be populated manually**.
- **Blue** colored fields are optional.

**Note:** Do not change any field value of the fields highlighted in green as they are populated as per the contract. In case any changes are made, the billing sheet may get rejected in the subsequent validation.

- In the working sheet, enter the **Billable Quantity/Hours/Amount** as per the unit in which the devices have been billed in the contract.
- Optionally, you may enter the **Agent LDAP** of the respective agent for which the billing sheet is being submitted.

SOW Number	Contract Term Description	Language	Site	Related Contract Number	Related contract Line Item Number	Supplier Number
12354128	Access Switch Preparation 1 Project			12354128	1	1000051194

Service Start Date	Service End Date	Rate Type	fxConversionRate	Unit of Measure	Billable Quantity/Hours/Amount	Agent LDAP
4	06/01/2023	06/30/2023	RT	1 EA	50	kkobem

4a

4b



# Generate billing sheet for PPU contract pricing type (Cont'd)

## 5. Generate Billing Sheet output

- a. Verify the data in the working sheet and click the **Validate** button to check for any errors in the billing sheet.

Document Builder

⚙️

Add Items

Step 4: Complete the required Billing sheet line details

Please enter billing sheet line details in the sheet on the left. Following are the type of columns in the sheet:

- **Green** are prepopulated fields.
- **Orange** are required user populated fields.

Step 5: Generate Billing Sheet output

Generate CSV

**Validate** 5a

Reset

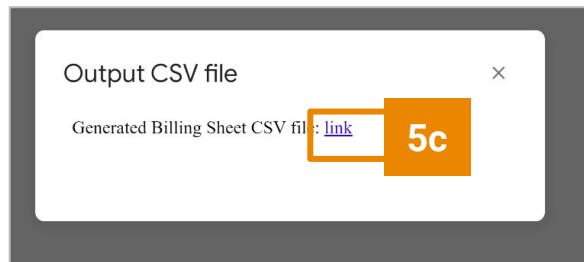
Validation complete.

The status of validation will be displayed here. In case the validation fails, an error message will be displayed.



# Generate billing sheet for PPU contract pricing type (Cont'd)

- b. Click on **Generate CSV** to generate the billing sheet in CSV file format.
- c. Click on the available link to view the billing sheet CSV file. The billing sheet CSV file will open in a new tab.




The status of billing sheet generation will be displayed here.

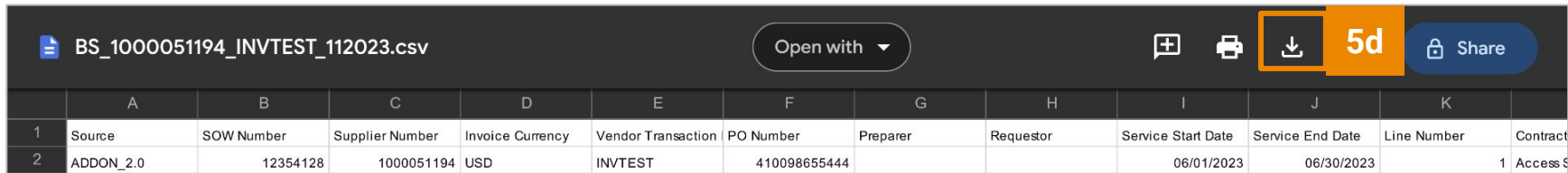


# Generate billing sheet for PPU contract pricing type (Cont'd)

d. Click the **download** icon to download the billing sheet CSV file to your system.

Use the same downloaded billing sheet CSV file while submitting your billing sheet and invoice to Google via Ariba Network or email channel.

 **Note:** The billing sheet filename will be in the format: "Billing Sheet\_SupplierNumber\_InvoiceNumber\_Date.CSV" by default.



	A	B	C	D	E	F	G	H	I	J	K	
1	Source	SOW Number	Supplier Number	Invoice Currency	Vendor Transaction	PO Number	Preparer	Requestor	Service Start Date	Service End Date	Line Number	Contract
2	ADDON_2.0	12354128	1000051194	USD	INVTEST	410098655444			06/01/2023	06/30/2023	1	Access S



## Generating billing sheet for other contract pricing types

- Step by step instructions



# Generate billing sheet for other contract pricing type



Follow the steps below to auto-generate billing sheet for **other contract pricing** type.

## 1. Select the contract

Search and select the **contract** which needs to be referenced to create a billing sheet. You can either select the contract from the list of available options in the dropdown or use the search feature to manually input the contract ID.



**Note:** If you are unable to find your contract in the list, email your issue and contract ID to [IVThelp@google.com](mailto:IVThelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

In case the contract selected has a related contract/amendment/MSA, the status shall be reflected here.

The screenshot shows the 'Document Builder' window. At the top, it says 'The Document Builder helps capture the Billing Sheet header fields and create a template in this sheet to collect the Billing Sheet Line details. [Build: 9 Oct 2023]'. Below this, it says 'Step 1: Select the contract'. A note states: 'A contract change after generation of lines will require resetting the sheet.' There is a search box labeled 'Contract\*' with the value '1079872-Contract' entered. To the right of this box is a large orange number '1'. Below the search box, it displays 'Contract Id: 1079872' and 'Contract Name: Contract'. There is a checkbox labeled 'Select one of the linked Contracts' which is currently unchecked. Below this is a dropdown menu labeled 'Related Contract'. At the bottom of the window, a grey box displays the text 'Found 4 related contracts.' An orange arrow points from this box to the blue callout box on the left.



# Generate billing sheet for other contract pricing type (Cont'd)

## 2. Enter Billing Sheet Header details

Enter the Billing Sheet Header details such as **PO Number**, **Invoice Reference Number**, **Service Start Date**, and **Service End Date**.



**Note:** Remember, the add-on will only permit selecting a date range within the tenure of the contract or tenure of the related contract (if the checkbox is selected). If you are unable to select the desired Service Start and End Date, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

Document Builder

Step 2: Enter Billing Sheet Header details

Purchase Order Number\*  
410098655444

Invoice reference number\*  
INVTEST

Service start range\*  
1/1/2023

Service end range\*  
1/31/2023

Found 4 related contracts.



# Generate billing sheet for other contract pricing type (Cont'd)



## 3. Generate Line Items

- Select the **Contract Term** such as Milestone / Deliverable / Fixed Fee Interval which aligns with the billing item for the service period. You can either select the description from the list of available options in the dropdown or use the search feature to manually input the description name.



**Note:** In case contract terms are not visible, try to select other related contracts from Step 1 and then search again.

- Enter the consolidated **Amount** in the currency signed in the contract for which you want to bill.
- Click the **Add Items** button.

Document Builder

Step 3: Generate Line Items

Contract Term\*  
USA\_On-call support\_Engli

Site:USA  
Role:On-call support  
Language:English  
Currency:USD  
UoM:HR-Hourly

Amount USD \*  
1000

Give consolidated amount against other reimbursable expenses for the above service period in the contract currency

Add Items

Found 4 related contracts.



# Generate billing sheet for other contract pricing type (Cont'd)

## 4. Complete the required Billing sheet line details

On the left side, the required number of billing sheet lines will get added.



- **Green** colored fields are pre-populated by the generator and must be reviewed.
- **Orange** colored fields are **mandatory and must be populated manually**.
- **Blue** colored fields are optional.

**Note:** Do not change any field value of the fields highlighted in green as they are populated as per the contract. In case any changes are made, the billing sheet may get rejected in the subsequent validation.

No extra fields need to be added in this scenario. You will notice that all fields will be in green hence, no manual input will be required from your end in the working sheet.

SOW Number	Contract Term Description	Related Conti	Related c	Supplier Number	Vendor Transaction Number	PO Number
1079872	On-call support	1079872	3	1000005763	INVTEST	410098655444

Service Start Date	Service End Da	Unit of Measure	fxConversionRate	Billable Quantity/Hours/Amount	Language	Site
01/01/2023	01/31/2023	HR	1	1000	English	USA



# Generate billing sheet for other contract pricing type (Cont'd)

## 5. Generate Billing Sheet output

- Verify the data in the working sheet and click the **Validate** button to check for any errors in the billing sheet.

The screenshot shows the 'Document Builder' window. At the top, there is a gear icon and an 'Add Items' button. Below that, the text reads 'Step 4: Complete the required Billing sheet line details' followed by instructions to enter details in a sheet. A legend indicates that green fields are prepopulated and orange fields are required user-populated. Under 'Step 5: Generate Billing Sheet output', there are three buttons: 'Generate CSV', 'Validate', and 'Reset'. The 'Validate' button is highlighted with an orange border. Below the buttons, a status box displays 'Validation complete.'.

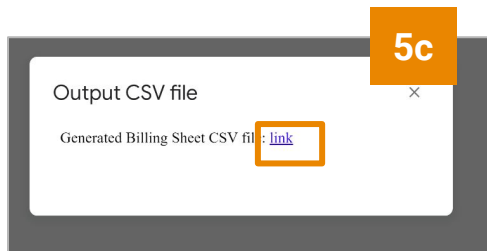
5a

The status of validation will be displayed here. In case the validation fails, an error message will be displayed.

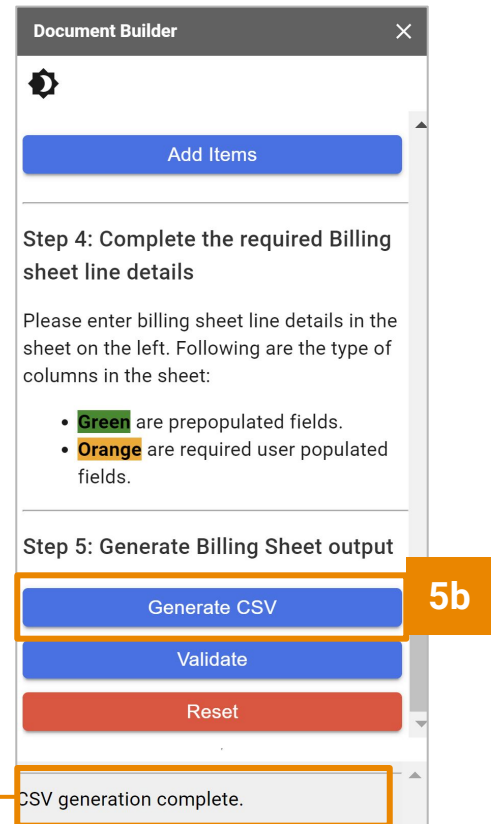


# Generate billing sheet for other contract pricing type (Cont'd)

- b. Click on **Generate CSV** to generate the billing sheet in CSV file format.
- c. Click on the available **link** to view the billing sheet CSV file. The billing sheet CSV file will open in a new tab.



The status of billing sheet generation will be displayed here.





# Generate billing sheet for other contract pricing type (Cont'd)

d. Click the **download** icon to download the billing sheet CSV file to your system.

Use the same downloaded billing sheet CSV file while submitting your billing sheet and invoice to Google via Ariba Network or email channel.



**Note:** The billing sheet filename will be in the format: "Billing Sheet\_SupplierNumber\_InvoiceNumber\_Date.CSV" by default.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Source	SOW Number	Supplier Number	Invoice Currency	Vendor Transaction	PO Number	Preparer	Requestor	Service Start Date	Service End Date	Line Number	Contract T
2	ADDON_2.0	1079872	1000005763	USD	INVTEST	410098655444			01/01/2023	01/31/2023	1	On-call sug



## Additional Scenarios

- Treatment of Expenses
- FX Conversion Rate
- Related Contracts, Amendments, MSAs
- Credit Scenarios
- Non-Billable
- Add Additional Information





# Treatment of expenses

Follow the steps below to auto-generate a billing sheet if expenses such as travel and reimbursement, variable cost, or performance bonus are authorized in the signed contract.

For this example, we have chosen a T&M contract pricing type.

## 1. Select the contract

Search and select the **contract** which needs to be referenced to create a billing sheet. You can either select the contract from the list of available options in the dropdown or use the search feature to manually input the contract ID.



**Note:** If you are unable to find your contract in the list, email your issue and contract ID to [IVThelp@google.com](mailto:IVThelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

**Document Builder**

The Document Builder helps capture the Billing Sheet header fields and create a template in this sheet to collect the Billing Sheet Line details. [Build: 9 Oct 2023]

**Step 1: Select the contract**

A contract change after generation of lines will require resetting the sheet.

Contract\*  
1602630-Contract

Contract Id: 1602630  
Contract Name: Contract

Select one of the linked Contracts

Related Contract

Found 0 related contracts.



# Treatment of expenses (Cont'd)

## 2. Enter Billing Sheet Header details

Enter the Billing Sheet Header details such as **PO Number**, **Invoice Reference Number**, **Service Start Date**, and **Service End Date**.



**Note:** Remember, the add-on will only permit selecting a date range within the tenure of the contract or tenure of the related contract (if the checkbox is selected). If you are unable to select the desired Service Start and End Date, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

Document Builder

Step 2: Enter Billing Sheet Header details

Purchase Order Number\*  
410098655444

Invoice reference number\*  
INVTEST

Service start range\*  
12/1/2022

Service end range\*  
12/31/2022

Found 0 related contracts.



# Treatment of expenses (Cont'd)



## 3. Generate Line Items

- a. Since this contract authorizes travel and reimbursement, variable cost, or performance bonus, you will be able to see those options available in the dropdown. Select the **Contract Term** for which you want to create a billing sheet line. You can either select the expense type from the list of available options in the dropdown or use the search feature to manually input the expense type.



**Note:** If the required expense is not available in the dropdown, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your correct contract data is loaded to the system.

- b. Enter the **number of Billing Sheet Lines** that you want to insert for the selected role.
- c. Click the **Add Lines** button.

Document Builder

Step 3: Generate Line Items

Contract Term\*  
ALL\_Travel Expense\_Engli: 3a

Site:ALL  
Role:Travel Expense  
Language:English  
Currency:USD  
UoM:AU-Activity

Number of Billing Sheet Lines\*  
1 3b

Add Lines 3c

Found 0 related contracts.



# Treatment of expenses (Cont'd)

You can now follow the steps from [Step 4 to 5](#) to complete, validate, generate, and download the billing sheet to your system.

SOW Number	Contract Term Description	Language	Site	Related Contract Number
1602630	Travel Expense	English	ALL	1602630

The expense item is mentioned in the Contract Term Description field.



# FX conversion rate

Follow the steps below to auto-generate a billing sheet if the contract is signed in a local currency or if it authorizes roles from different countries which follow multiple currencies.

For this example, we have chosen other contract pricing type.

1. Search and select the **contract** which needs to be referenced to create a billing sheet. You can either select the contract from the list of available options in the dropdown or use the search feature to manually input the contract ID.



**Note:** If you are unable to find your contract in the list, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

The screenshot shows a 'Document Builder' window with a settings icon and a close button. The main text reads: 'The Document Builder helps capture the Billing Sheet header fields and create a template in this sheet to collect the Billing Sheet Line details. [Build: 9 Oct 2023]'. Below this, a section titled 'Step 1: Select the contract' contains a note: 'A contract change after generation of lines will require resetting the sheet.' A text input field labeled 'Contract\*' contains the value '750257-Contract' and is highlighted with an orange border and a large orange '1' on the right. Below the input field, the text 'Contract Id: 750257' and 'Contract Name: Contract' is displayed. There is a checkbox labeled 'Select one of the linked Contracts' which is unchecked, followed by a dropdown menu labeled 'Related Contract' with a downward arrow. At the bottom of the window, a grey bar states 'Found 1 related contracts.'



# FX conversion rate (Cont'd)

## 2. Enter Billing Sheet Header details

Enter the Billing Sheet Header details such as **PO Number**, **Invoice Reference Number**, **Service Start Date**, and **Service End Date**.



**Note:** Remember, the add-on will only permit selecting a date range within the tenure of the contract. If you are unable to select the desired Service Start and End Date, email your issue and contract ID to [IVThehelp@google.com](mailto:IVThehelp@google.com). The Invoice Validation Team will ensure that your contract is loaded timely.

Document Builder

Step 2: Enter Billing Sheet Header details

Purchase Order Number\*  
410098655444

Invoice reference number\*  
INVTEST

Service start range\*  
3/1/2023

Service end range\*  
4/1/2023

Found 1 related contracts.

# FX conversion rate (Cont'd)



## 3. Generate Line Items

- a. Select the **Contract Term** for which you want to create a billing sheet line. You can either select the role from the list of available options in the dropdown or use the search feature to manually input the role name.



**Note:** In case roles are not visible, try to select other related contracts from Step 1 and then search the roles again.

- b. Enter the **FX Conversion Rate**.



**Note:** Since the role selected is from a location (UK) where currency is different from the currency (USD) in which the contract is signed in, inputting FX rate will be mandatory.

- c. Enter the consolidated **Amount** in the currency signed in the contract for which you want to bill.
- d. Click the **Add Items** button.

Document Builder

Step 3: Generate Line Items

Contract Term\*  
GBR\_L1\_English\_MON **3a**

Site:GBR  
Role:L1  
Language:English  
Currency:GBP  
UoM:MON-Months

FX Conversion Rate GBP to USD\* **3b**  
1.2

Amount GBP \* **3c**  
1

Give consolidated amount against other reimbursable expenses for the above service period in the contract currency

**Add Items** **3d**

Found 1 related contracts.



# FX conversion rate (Cont'd)

You can now follow the steps from [Step 4 to 5](#) to complete, validate, generate, and download the billing sheet to your system.

Unit of Measure	fxConversionRate	Billable Quantity/Hours/Amount	Language	Site
MON	1.2	1	English	GBR



The fx Conversion Rate item is mentioned in the line item.




# Related Contracts, Amendments, and/or MSAs

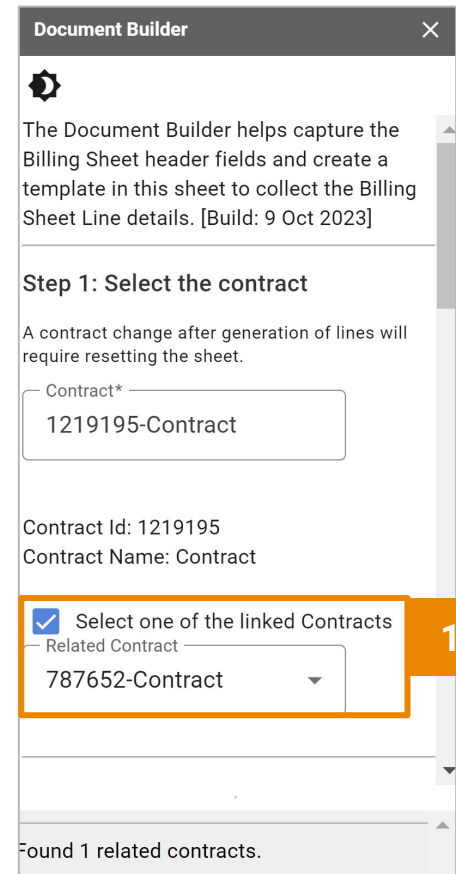
To add roles from one of the related contracts, amendments, and/or MSAs for any of the contract pricing types, you need to perform a few additional steps after [adding the billing sheet line](#).

For this example, we have chosen a T&M contract pricing type.


## 1. Select the contract

Click the **select one of the linked contracts** checkbox to view all the available linked contracts, amendments, and MSAs and select a related contract.

 **Note:** Select *Related contract ID* checkbox and contract from the dropdown only if the role / deliverable is not available in contract term description dropdown of the main contract.



**Document Builder** [Close]

 The Document Builder helps capture the Billing Sheet header fields and create a template in this sheet to collect the Billing Sheet Line details. [Build: 9 Oct 2023]

---

**Step 1: Select the contract**

A contract change after generation of lines will require resetting the sheet.

Contract\*  
1219195-Contract

Contract Id: 1219195  
Contract Name: Contract

**Select one of the linked Contracts**  
Related Contract  
787652-Contract

Found 1 related contracts.

# Related Contracts, Amendments, and MSAs (Cont'd)



## 2. Enter Billing Sheet Header details

Enter the Billing Sheet Header details such as **Service Start Date**, and **Service End Date**. The PO Number and Invoice Reference Number shall remain same.

Document Builder

Step 2: Enter Billing Sheet Header details

Purchase Order Number\*  
410098655444

Invoice reference number\*  
INVTEST

Service start range\*  
2/1/2023

Service end range\*  
2/22/2023

Found 1 related contracts.



# Related Contracts, Amendments, and MSAs (Cont'd)



## 3. Generate Line Items

- Select the **Contract Term** for which you want to create a billing sheet line. You will be able to see different roles which are linked to this related contract.
- Enter the **number of Billing Sheet Lines** that you want to insert for the selected role.
- Click the **Add Lines** button.

Document Builder

Step 3: Generate Line Items

Contract Term\*  
ARG\_NSC0001 SAP Consl

Site:ARG  
Role:NSC0001 SAP Consultant Core I  
Language:English  
Currency:USD  
UoM:HR-Hourly

Number of Billing Sheet Lines\*  
1

Add Lines

Found 1 related contracts.

# Related Contracts, Amendments, and MSAs (Cont'd)



You can now follow the steps from [Step 4 to 5](#) to complete, validate, generate, and download the billing sheet to your system.

SOW Number	Contract Term Description	Language	Site	Related Contract Number	Related contract Line Item Number
1219195	QA Test Team Lead	English	IND	1219195	1
1219195	NSC0001 SAP Consultant Core I	English	ARG	787652	1

A second line gets added to the working sheet with the related contract ID.

# Credit Scenarios



Scenario	What you need to know
<b>Credit Line Scenario</b>	<p><b>What is it?</b> Credit line is a scenario when there is a refund or a negative adjustment is required from the previous billing sheet.</p> <p><b>Where to select this option?</b> Under Step 3 “Generate Line Items” of the Billing Document Generator Add-on, the “Line Type” field will have an option of ‘Credit’.</p>
<b>Credit related to discounts, rebate, volume discounts</b>	<p><b>What is it?</b> When credits are not linked to the actual line of the contract, it could be for rebate or it could be related to some terms and conditions of a contract which do not have a contract line specifically.</p> <p><b>Where to select this option?</b> Under Step 3 “Generate Line Items” of the Billing Document Generator Add-on, the “Line Type” field will have an option of ‘Credit’. Remember to select the “Others” checkbox and provide the description of the charge.</p>

# Non-billable Scenario



Scenarios	What you need to know
<b>Non-Billable Scenario</b>	<p><b>What is it?</b> Non-Billable is a scenario where you may give Google a certain number of free resources or free non-billable hours when Google reaches a specific threshold.</p> <p>Non-Billable roles are majorly used for:</p> <ul style="list-style-type: none"><li>• Tracking time and expenses for internal projects</li><li>• Managing volunteers or interns</li><li>• Supporting billable employees</li></ul> <p><b>Where to select this option?</b> Under Step 3 “Generate Line Items” of the Billing Document Generator Add-on, the “Line Type” field will have an option of ‘Non-billable’.</p>

# Add Additional Information



Scenarios	What you need to know
<b>Add Additional Information</b>	<p><b>What is it?</b> Suppliers will have the option to generate additional attribute fields to existing lines (i.e. optional). These fields will be free text (alphanumeric) fields, allowing suppliers to add additional information such as workflow, project IDs, etc.</p> <p><b>Where to select this option?</b> Under Step 3 “Generate Line Items” of the Billing Document Generator Add-on, there is a “Add additional information” checkbox that can be selected.</p>



## Best Practices

- Best practices for populating the Billing Document Generator Add-on
- Additional callouts





# Best practices for populating the Billing Document Generator Add-on

Please ensure the following while populating the Billing Document Generator Add-on:

- ✓ Only one Billing Sheet should be submitted for each invoice
- ✓ Select a valid and active PO
- ✓ Invoice currency must be in the currency in which contract is signed
- ✓ Inputting FX conversion rate is mandatory if invoice currency is different from the currency for which role is selected
- ✓ Once the Billing Sheet .CSV file is downloaded, don't tamper with any field / filename, And do not reuse the file for creating another billing sheet



If you cannot find a contract or amendment that you are trying to submit, please notify [IVTHelp@google.com](mailto:IVTHelp@google.com) and provide the contract number or your invoice payment will be delayed



# Additional callouts

A few additional caveats to note while populating the Billing Document Generator Add-on:

fxConversionRate	Unit of Measure	Billable Quantity/Hours/Amount	Agent LDAP
1	MON		

In case there are any issues, the system will highlight those in red and would need to be rectified before generating the billing sheet.

Click **Reset** to start over the process again for a new contract or billing sheet output file.

The status of validation will be displayed here. In case the validation fails, an error message will be displayed.

### Document Builder

UoM:AU-Activity

Amount USD:

Give consolidated amount against other reimbursable expenses for the above service period in the contract currency

**Add Items**

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**Step 5: Complete the required Billing sheet line details**  
Please enter billing sheet line details in the sheet on the left

- Green prepopulated fields.
- Orange required user populated fields.
- Blue optional user populated fields.

---

**Step 6: Generate Billing Sheet output**

**Generate CSV**   **Validate**

**Reset**

---

Validation errors found. Please check the sheet.



# Resources and next steps



## Ready to learn how to use the Add-On?

Use this [link](#) to navigate to instructions on How to Use the Add-On.



### More resources

Find more information on the [Supplier Help Center](#)



### Questions

Contact [IVThelp@google.com](mailto:IVThelp@google.com) for additional questions on EVE