

Smarter technology for all

NGSP Payment Report

NA AWSP Labor reimbursement

Lenovo

Monthly labor reimbursement

- Work orders are paid following their closing month.
- Payment is approved around the 6th.
- Once approved, the payment report will display what will be paid.
- Payment is released monthly by the second or third Friday.
- Payment advice is sent to Vendor contact with full paid amount.
- Up to five business days after payment, payment date and payment confirmation number is included in the Payment Report for NGSP.
 - If payment was received within 5 business days, bear in mind that payment date and payment confirmation may not be available yet therefore kindly ask that no filters are applied before exporting.
 - In the Payment Report, filter by Closing date to previous month to confirm total labor amount
- Reports available in NGSP
 - Payment report displays labor information on all paid work orders.
 - Projected payment report displays labor information on all open work orders.
- Billing and payment inquiries contact AG_billing@lenovo.com

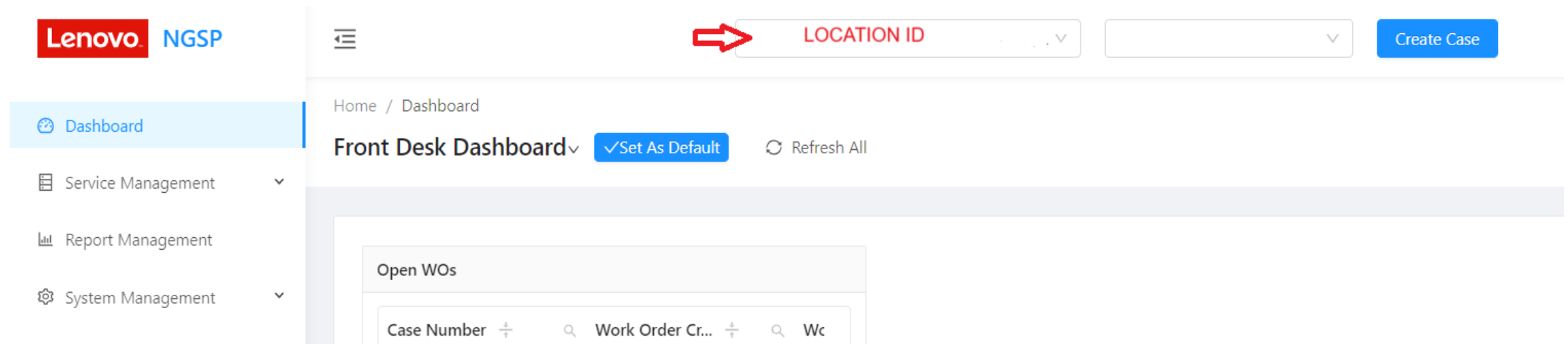
NGSP Payment Report

- **Step 1:**

Go to NGSP site: <https://ngsp.lenovo.com/>

- **Step 2:**

Input your location ID on the highlighted field and press enter



NGSP Payment Report

- **Step 3:**

Go to the **Report Management** Tab on the menu on the left side.

The screenshot displays the NGSP Report Management interface. The left sidebar contains a navigation menu with the following items: Dashboard, Service Management, Report Management (highlighted with a red arrow), System Management, Customer Management, Additional Links, and US & CA Links. The main content area shows the 'Report Management' header with tabs for 'My Watched', 'All', and 'Settings'. Below the header are input fields for 'Report Name' and 'Source Table', and a table listing various reports.

	Report Name	Source Table	Visualization Type	Action
☆	All in One Report	WorkOrder	DATA	...
☆	WO Assigned by Lenovo in Last 7 Days	WorkOrder	STATISTICS	...
☆	Payment Report	WorkOrder	DATA	...
☆	Multiple Failures	ProductParts	DATA	...
☆	Open WOs by Status	WorkOrder	STATISTICS	...

NGSP Payment Report

- **Step 4:**

Go to **All**, and then find the **Payment Report**

- **Step 5:**

Click on ... and then click on the **View Report** option

To add a report to “My Watched” list, please click on the star next to the report name.

Home / Report Management

Report Management

My Watched **All** Settings

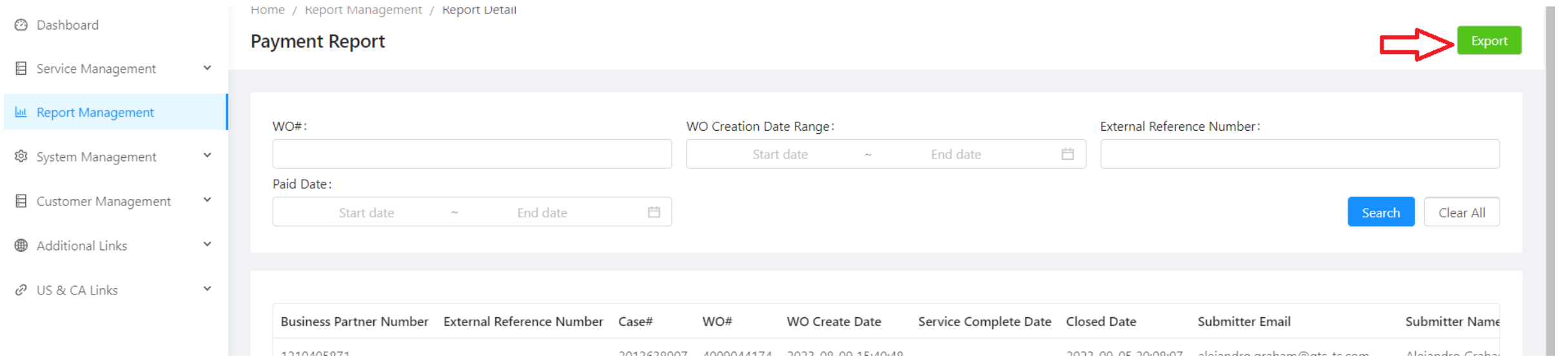
Report Name: Source Table: Filters

	Report Name	Source Table	Visualization Type	Action
☆	All in One Report	WorkOrder	DATA	...
☆	WO Assigned by Lenovo in Last 7 Days	WorkOrder	STATISTICS	View Report
☆	Payment Report	WorkOrder	DATA	...
☆	Multiple Failures	ProductParts	DATA	...
☆	Open WOs by Status	WorkOrder	STATISTICS	...
☆	Client Acquisition ROP	WorkOrder	DATA	...

NGSP Payment Report

- **Step 6:**

Click on **Export**



The screenshot displays the 'Payment Report' interface. On the left is a navigation menu with 'Report Management' selected. The main area contains a breadcrumb trail 'Home / Report Management / Report Detail', the title 'Payment Report', and a green 'Export' button highlighted with a red arrow. Below the title are search filters for 'WO#', 'WO Creation Date Range', 'External Reference Number', and 'Paid Date'. A 'Search' button and 'Clear All' button are also present. At the bottom, a table lists report data with columns for Business Partner Number, External Reference Number, Case#, WO#, WO Create Date, Service Complete Date, Closed Date, Submitter Email, and Submitter Name.

Business Partner Number	External Reference Number	Case#	WO#	WO Create Date	Service Complete Date	Closed Date	Submitter Email	Submitter Name
1210405871		2012628007	4000044174	2022-09-09 15:40:48		2022-09-05 20:00:07	alberto.graham@ata-transport.com	Alberto Graham

NGSP Payment Report

- **Step 7:**

Click on the bell on the top of the screen. This will let you know there is a new report available for download.

- **Step 8:**

Click on **here** to download the report.

The screenshot displays the NGSP Payment Report interface. At the top, there are two dropdown menus, one labeled "Location ID" in red text, and a blue "Create Case" button. A red arrow points to a notification bell icon with a red circle containing the number "3". A notification dropdown menu is open, titled "Notification (3)". It contains three identical notifications: "『 Payment Report.xlsx 』 has been exported, click [here](#) to download." Each notification includes a timestamp: "2023-09-08 15:56:45" for the first, and "2023-09-08 15:56:35" for the second and third. A red arrow points to the "here" link in the first notification. Below the notifications is a "Clear All" button. At the bottom of the interface, a table header is visible with columns: "Number", "Case#", "WO#", "WO Create Date", "Service", and "Email".

NGSP Payment Report

A	B	C	D	E	F	G	H	I
Business Partner Number	External Reference Number	Case	WO	WO Create Date	Service Complete Date	Closed Date	Submitter email	Su
1210xxxxxx		2013xxxxxx	4008xxxxxx	2023-07-18 21:54:36		2023-08-07 17:27:53	email	
1210xxxxxx		2013xxxxxx	4008xxxxxx	2023-07-26 15:23:06		2023-08-15 22:38:25	email	
1210xxxxxx		2013xxxxxx	4008xxxxxx	2023-07-31 18:30:47		2023-09-28 07:54:26	email	
1210xxxxxx		2013xxxxxx	4008xxxxxx	2023-07-31 18:59:48		2023-09-28 08:00:24	email	

I	J	K	L	M	N	O	P
Submitter Name	Order Type	Actual Service Type	MTM	Model	Serial	Technician Name	Claim Tier-Calculated
name	Customer Limited Warranty	BRING IN	20WE0018US	0018US	MP28JT8E	name	9
name	Customer Limited Warranty	PARTS ONLY	82J9000DUS	000DUS	MP2EJPC5	name	1
name	Customer Limited Warranty	BRING IN	20X6S1TK00	S1TK00	PF3QL6HX	name	9
name	Customer Limited Warranty	BRING IN	20X6S1TK00	S1TK00	PF3QWNJJ	name	9

R	S	T	U	V	W	X	Y
Parent Work Order	AWSP Repeat Repair	Technician Qualified	POP Status	Actual Labor amount	Total Net	Tax:HST(Local)	Tax:PST(Local)
	No	Yes		40	40	0	0
	No	Yes					
	No	Yes					