SAP Fieldglass Supplier Quick Reference Guide

May 2020

SAP Fieldglass

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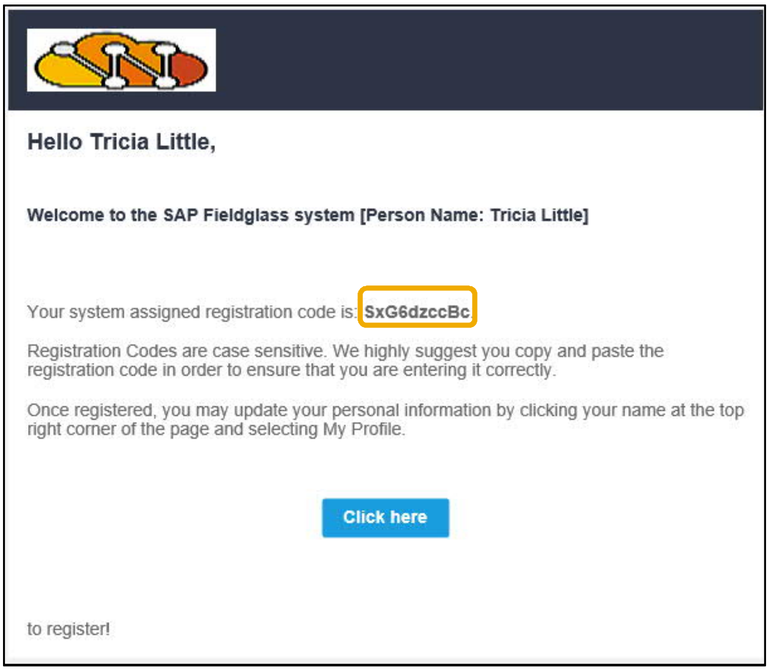
REGISTER YOUR SAP FIELDGLASS USER ACCOUNT

Before you log into the SAP Fieldglass application, you must register your user account. You will receive an email when your system administrator creates your account. The email will contain a registration code and a link to the SAP Fieldglass registration page.

1. Copy the registration code from the email.
2. Click the **Click here** link in the email to open the registration page.


Hello Tricia Little,

Welcome to the SAP Fieldglass system [Person Name: Tricia Little]

Your system assigned registration code is: **SxG6dzccBc**

Registration Codes are case sensitive. We highly suggest you copy and paste the registration code in order to ensure that you are entering it correctly.

Once registered, you may update your personal information by clicking your name at the top right corner of the page and selecting My Profile.

Click here

to register!

3. Paste the temporary registration code from the email into the **Registration Code** field and click **Next**.
4. Create a **Username** and **Password**. Depending on how your company is set up, you may not be able to make changes to your username.
5. Click **Sign In**.

SIGN IN TO SAP FIELDGLASS

After you have registered your account, you can log directly into SAP Fieldglass to view and respond to work items.

1. Navigate to **https://www.fieldglass.net** from your internet browser (suppliers working with European data center customers should use **https://www.fieldglass.eu**).
2. Enter your **Username** and **Password**.
3. Click **Sign In**.

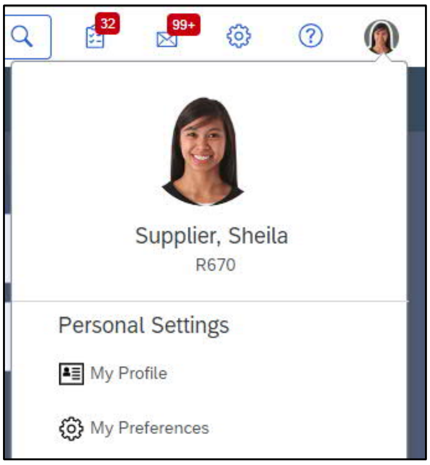
CUSTOMIZE YOUR SAP FIELDGLASS HOME PAGE

You can select the information that you want to display on your SAP Fieldglass Home page.

1. On your Home page, click the **Customize** link in the upper right hand side of the page.
2. For each section shown, select **On** to display the section on your Home page or select **Off** if you do not want to display the section on your Home page.
3. You may also reorganize home page sections by selecting the **Move** option to drag and drop a section to another position vertically on the page.
4. Click **Done** to return to your Home page.

EDIT MY PROFILE AND MY PREFERENCES

You can use My Profile and My Preferences to update your contact information, enter a new password, change your secret question and answer, and change notification settings.



To update your contact information, enter a new password, or change your secret question and answer:

1. Click on your profile picture or the user icon in the upper right corner of the page. Select **My Profile** in the menu that appears.
2. To update your contact information, click **Edit** in the section where your name is displayed. Make the necessary updates and click **Update**.
3. To change your password, click the **Change Password** link in the **Account Information** section. Enter your new password information and click **Change**.
4. If allowed by your configuration, you can select a proxy or delegate to act on your behalf. To do so, click **Edit** in the **Proxies & Delegates** section.

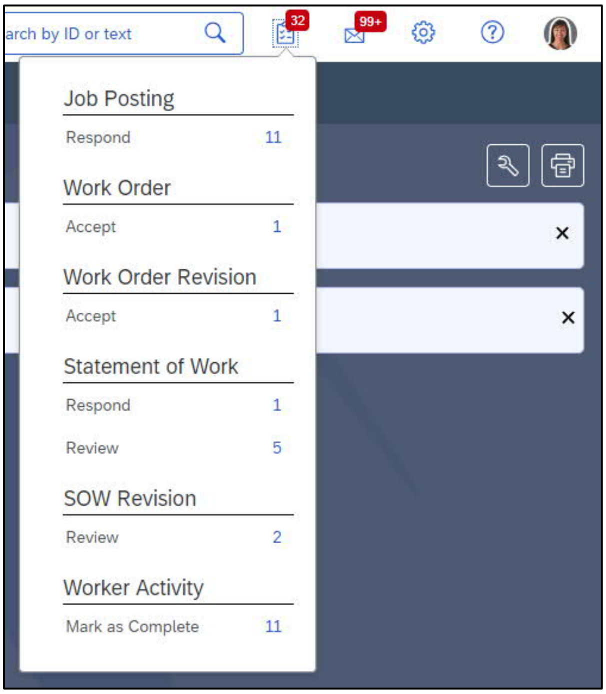
To change the notifications that you receive by email:

1. Click on your profile picture or the user icon in the upper right corner of the page. Select **My Preferences** in the menu that appears.
2. Click **Edit** in the **Messaging** section. Select the types of notifications that you want to receive by email and click **Update**.

VIEW WORK ITEMS

Items requiring action, such as responding to a job posting, can be accessed through your Work Items menu.

1. From the SAP Fieldglass Home page, click the **Work Items** menu, located in the upper right corner of the page.
2. Select the desired action, such as **Respond** for job postings or **Mark as Complete** for activity items.



3. From the **Work Items** page, you can take action on an item (for example, **Decline** or **Accept**), or you can click an item **ID** to view more detail about the item.

MAKE A WORKFORCE RECORD VISIBLE TO A BUYER

A buyer may wish to hire a specific individual for a job posting. To create a job posting for a specific person, the buyer must be able to view the candidate in your workforce. To make a workforce record visible to a buyer:

1. From the **View** menu, select **Workforce**.
2. Click the **ID** of the individual you want to make visible to the buyer.
3. Click **Actions** and select **Edit**.
4. Select **Yes** for **Visible to all Buyers?**. If multiple buyers are serviced through the instance, you will have the option to select specific buyers to view the workforce record.
5. If you would like to allow buyers to create a named job posting from the workforce record, select **Yes** for **Available to all Buyers?**. If multiple buyers are serviced through the instance, you will have the option to select specific buyers to utilize the workforce record.
6. Click **Continue**.
7. If you are satisfied with the changes made to the workforce record, click **Update** on the review screen.

RESEND A JOB SEEKER'S INVITATION

When a job seeker has been activated by a buyer, the job seeker will receive an email invitation to register in SAP Fieldglass. The worker has 21 days to register before the invitation expires. You can resend an invitation when a job seeker has misplaced the original email, or if it has expired.

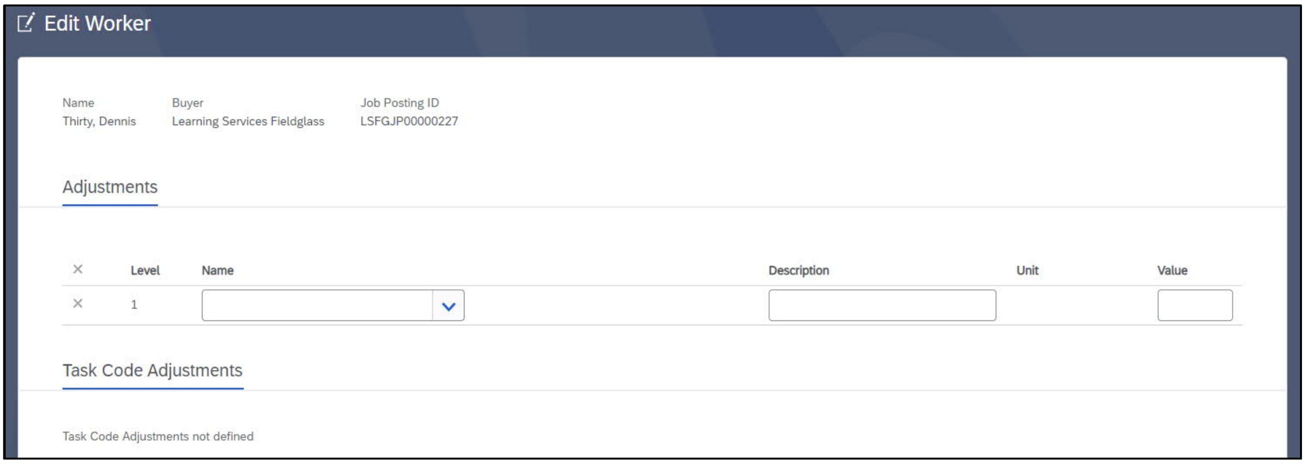
1. From the **View** menu, select **Work Order**.

2. Click the **ID** of the desired work order.
   Note: The work order must be in “Activated” status.
3. Click **More Actions** and select **Resend Invitation**.
4. Verify the email address.
5. Click **Send**.

ADD INVOICE ADJUSTMENTS TO A WORKER’S PROFILE

If the buyer you are supporting allows you to manage adjustments, you can add invoice adjustments to any of your workers’ profiles at any time after a worker has registered. The adjustments will be automatically captured on invoices. To manage adjustments on a worker record:

1. From the **View** menu, select **Worker**.
2. Click the **ID** for the desired worker.
3. Click **Actions** and select **Edit Worker**.

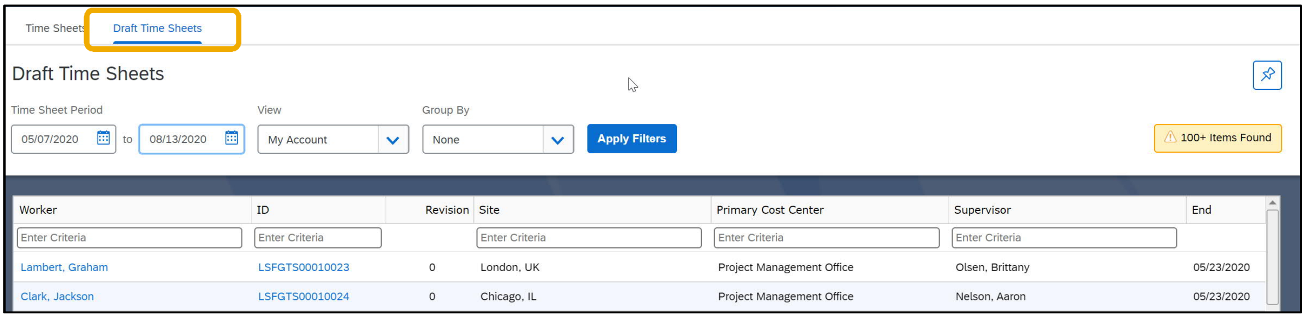


4. Select an **Adjustment**.
5. Enter an adjustment **Value**. The value entered should be based on the unit associated with the adjustment. For example, a tax adjustment may have a unit of Percentage. The value entered should be the tax percent, such as 7.
6. Verify the **Remit-to Address**, if applicable.
7. Click **Update**.

VIEW DRAFT TIME SHEETS

You may wish to view time sheets that have not yet been submitted by workers. Viewing draft time sheets for the prior week is a quick method of determining which workers have not submitted their time sheets and therefore may not be appropriately invoiced. To view draft time sheets:

1. From the **View** menu, click **Time Sheet**.

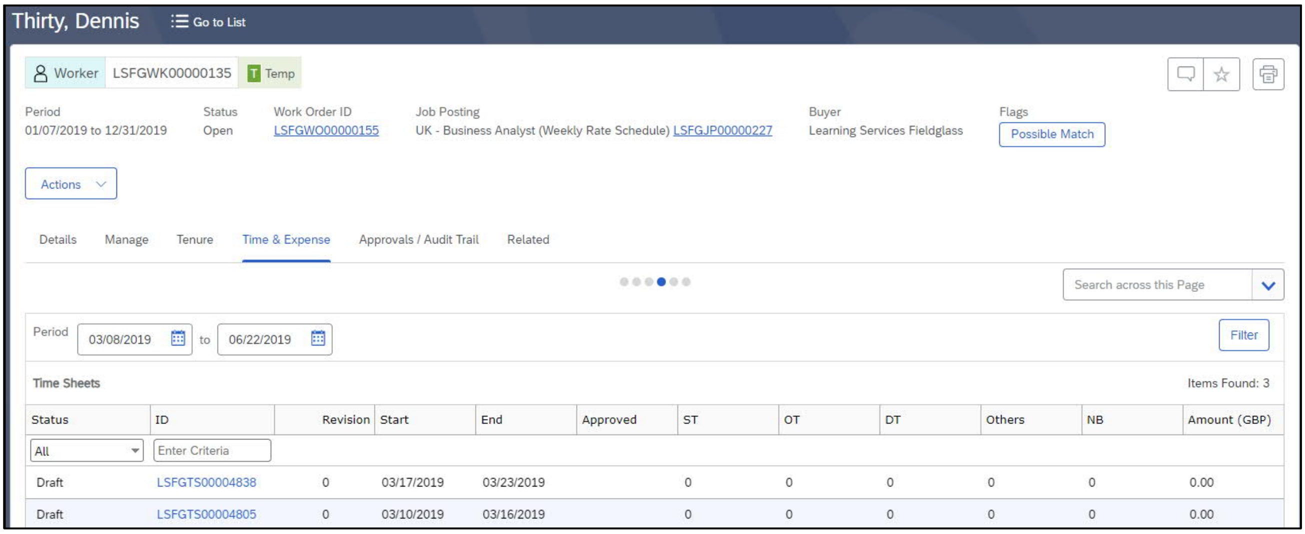


2. Click **Draft Time Sheet List** above the date fields and other filters.
3. Use the **Time Sheet Period** fields and the **Apply Filter** button to search for draft time sheets in a specific date range.
4. Use the **Group By:** field to group draft time sheets. For example, you can group draft time sheets by worker, site, or supervisor.

SUBMIT A TIME SHEET FOR A WORKER

If the buyer you are supporting uses auto registration of workers, you can enter time sheets on behalf of the worker. You can also submit time sheets for non-auto registered workers if allowed by the buyer. To submit a worker's time sheet:

1. From the **View** menu select **Worker**.
2. Click the **ID** of the worker for whom you want to submit a time sheet.
3. Click on the **Time & Expense** tab.



4. Click the **ID** link for the time sheet you want to submit.
5. Click **Edit**. You may be prompted to select task codes to enter time against.
6. Complete the time sheet.
7. Click **Submit**.

RUN REPORTS

Users with the appropriate user role permissions can run reports. Reporting access and visibility is controlled by your SAP Fieldglass system administrator. To run a report:

1. From the **Analytics** menu, click **All Reports**.
2. Use the search fields and **Filter** button to search for the report you want to view.
3. Click the **Name** of the desired report.
4. Select filters and output formats as appropriate. The filters that are available will vary based on the report you selected.
5. Click **Run**.

GET HELP

SAP Fieldglass Customer Support Specialists are always available to assist you.

You may speak to a Customer Support Specialist by calling:

- US (toll free) 1 866 467 4833
- EMEA (toll free) +44 (0) 800 169 1741
- EMEA (toll free) +44 (0) 800 169 1674
- APAC (toll free) +61 1800 395912

You may also email your questions to SAP Fieldglass Customer Support at fieldglasshelp@sap.com

www.sap.com/contactsap

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