

# SAP Fieldglass Registration and Supplier Account Configuration

July 2018



# Network Registration and Account set-up on SAP Fieldglass

- 1. Supplier Network registration**
- 2. Configure Invoice Settings (Auto invoicing vs. Manual invoicing)**
- 3. Fieldglass Supplier Company Set Up Wizard**
- 4. Configure Invoice Tax Information**
- 5. Configure Remit-To Addresses for Invoicing**
- 6. Configure Reason Codes (If you want to reject an Item)**

# Network Registration and Account set-up on SAP Fieldglass



## Please register to SAP business networks (ARIBA and Fieldglass)

- **ARIBA Network** registration is a pre-requisite for using Fieldglass
  - **Why?** ARIBA is used as technical interface for invoice posting from Fieldglass to SAP ERP. There are no additional transaction costs for ARIBA network usage for FG invoices.
- After completing Fieldglass network registration, the supplier administrator user must set up a Fieldglass account. Use the supplier company set up wizard to guide you through the process, and complete basic admin configurations

## 4 steps before working in Fieldglass...



### Admin config includes:

- **Invoice Tax Information (ITI):** captured once, and populate on the FG invoice "Bill From" data
- **Remit-to Address:** captured once, can enter multiple Remit-to Addresses and select the address to appear on Work Order and FG invoice

- **Consultants** must register an account on FG to have access to capture/submit timesheets/expense sheets for time and material contracts.
- **Note:** For fixed price/ managed services contracts, the workers do not have to be registered since they do not capture timesheets.

# How to register on ARIBA Network (if you do not already have a ARIBA account with a SAP Relationship)

1. In case you do not yet have an Ariba account: go to **supplier.ariba.com**.
2. Go to the Link “**Register Now**” on the bottom left corner.
3. You will receive an e-mail notification which contains your Ariba Network ID (ANID e.g. **AN01XXXXXXXXXX**) that you will need to complete your registration on Fieldglass.
4. Please **send your Ariba ANID to [saprunsfeldglass@sap.com](mailto:saprunsfeldglass@sap.com)** We connect your account with SAP and send you subsequently the Fieldglass registration link.

Supplier Login

User Name

Password

Login

Having trouble logging in?

---

New to Ariba?

[Register Now](#) or [Learn More](#)

# How to register on the Fieldglass Network

From: [fieldglass@fieldglass.net](mailto:fieldglass@fieldglass.net) [mailto:[fieldglass@fieldglass.net](mailto:fieldglass@fieldglass.net)]  
Sent: Wednesday, November 25, 2015 3:53 PM  
To: [rahshikt@magna.in](mailto:rahshikt@magna.in)  
Subject: Invitation to join the Fieldglass system [Supplier: Magna Infotech Pvt. Ltd]



Magna Infotech Pvt. Ltd.

SAP has invited you to be a supplier for them in the Fieldglass system.  
This registration invite will expire on 12/16/2015.

1

Click on the link below (or copy/paste into your web browser) to register.

[Click here](#)

**PLEASE NOTE:** During the registration process, you will be asked to provide your Ariba Network ID (ANID). Please be sure to enter the correct ANID, as this will be required for SAP invoicing. If you do not know your correct ANID, contact [Procurement\\_Solutions\\_Excellence@sap.com](mailto:Procurement_Solutions_Excellence@sap.com) or log into your Ariba Network account to obtain.

After registering, please set up one or more of your company's applicable Remit To Addresses for proper payments.

You may save this email for reference to these directions during the Fieldglass registration process

## Details

Buyer  
SAP  
Supplier  
Magna Infotech Pvt. Ltd

This notification was sent by the Fieldglass system. If you have any questions regarding this notice, please contact the Fieldglass Helpdesk at: [mailto:fieldglasshelp@sap.com](mailto:mailto:fieldglasshelp@sap.com)

By Phone:

- 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 395 912

Please do not respond to this email.

## Welcome to SAP Fieldglass

You have been invited to use the Fieldglass system to assist SAP with automating their contingent workforce management and services procurement programs.

In order to create your Fieldglass account, you will need to complete the Supplier registration process. We will guide you through the following steps:

1. Enter information about your company to create a Fieldglass account. If you already have an existing account we can link your accounts together.
2. Create your Fieldglass username and password.
3. Sign the Fieldglass End User Agreement or, if necessary, forward the agreement to another person to for signature.
4. Complete any additional steps required by SAP.

If you need assistance with this registration, please contact us at the Help Desk:

[fieldglasshelp@sap.com](mailto:fieldglasshelp@sap.com)  
US (toll free) 1 866 467 4833  
EMEA (toll free) +44 (0) 800 169 1741 or  
APAC (toll free) +61 1800 395 912

Do you have an existing Fieldglass account that you would like to link to SAP?

Yes  No

**i** Since you do not have an existing SAP Fieldglass account, we will assist you with creating a new account. This will enable you to view and complete transactions in the SAP Fieldglass system. To create your account, we will collect some information about you and your company.

[Cancel](#)

# How to register on the Fieldglass Network

## Create a New SAP Fieldglass Account

Tell us about your company.

### Company Details

Company Name  
DeWolf Staffing

3

Ariba Supplier Network ID<sup>[1]</sup>

Please capture the Ariba supplier network ID in the correct format "AN01040215107"

### Company Address

Address 1

4

Address 2 (optional)

City

State/Province (optional)

Country

ZIP/Postal Code (optional)

Phone Number (optional)

Fax Number (optional)

### Company Preferences

Time Zone  
GMT

Date Format  
YYYY-MM-DD

Number Format  
#,##0.99 (Example: 1,234,567.99)

5

### User Information

First Name  
Tim

Last Name  
DeWolf

Title (optional)

6

Username  
timothy.dewolf@sap.com

**i** This information will be used to create your Fieldglass user account. You will use your username and password to sign in to Fieldglass in the future. Your secret question and answer will be used to help you reset your password in the event you forget it.

### Security Details

Desired Username

Password

Re-enter Password

Secret Question

Answer to Secret Question

Confirm Answer

7

# How to register on the Fieldglass Network

## End User Agreement

The Fieldglass Supplier End User Agreement (EUA) is a legal agreement that defines a supplier's usage of and access to the Fieldglass system. All suppliers must have a signed EUA on file in order to access the Fieldglass system. You can review and electronically sign the EUA below. Once signed, you will have access to your Fieldglass account. If you prefer, you can forward the EUA to another individual in your organization using the I am not the correct person button at the bottom of the page. If you forward the EUA, we will still create your Fieldglass account. However, you will not be able to view or complete any transactions until the EUA has been signed.

## Company Details

**Company Code**  
F195

**Company Name**  
DeWolf Supplier

**Ariba Supplier Network ID**  
AN881234

## Signer's Details

**First Name**  
Tim

**Last Name**  
DeWolf

**Title**  
(No Value)

**Email**  
timothy.dewolf@sap.com

## EUA

Please review the EUA, indicate that you have read and understood the agreement, and sign the Declaration below.

**Contractor Access Agreement**

This Contractor Access Agreement ("Agreement"), when signed or accepted (including electronic acceptance) by "with offices located at ("Contractor"), becomes a binding agreement between SAP Fieldglass and Contractor for the Service effective on the date signed by Contractor below ("Effective Date").

**1. Definitions.**

1.1 "Affiliate" of a party means any legal entity in which a party, during the term of the Agreement, directly or indirectly, holds more than fifty percent (50%) of the shares or voting rights or has the direct or indirect power to direct the management and policies of an entity, whether through ownership, contract, or otherwise, or controls or is under common control with a legal entity which holds the foregoing ownership or management power.

1.2 "Users" means Contractor's and its Affiliates' employees, agents, contractors, consultants, suppliers or other individuals who are authorized by Contractor to use the Service.

1.3 "Cloud Materials" mean any documents or materials related to the Service provided or produced by or with SAP Fieldglass, and any improvements, designs, contributions or derivative works thereto.

1.4 "Confidential Information" means, with respect to Contractor, Contractor's information entered into the Service (also referred to as "Contractor Data"), and with respect to SAP Fieldglass: (a) the Service, the Cloud Materials, and any improvements of the Service; (b) computer software (both object and source codes); (c) techniques, concepts, methods, processes, designs, and program interfaces embodied in or relating to the Service and Cloud Materials; and (d) all system security and system architecture design relating to the Service. In addition to the foregoing, Confidential Information of either SAP Fieldglass or Contractor (the party disclosing information being the "Disclosing Party") includes information (a) the Disclosing Party protects against unrestricted disclosure to others designated as confidential at the time of disclosure, and (b) information that should reasonably be understood to be confidential given the nature of the information and the circumstances surrounding its disclosure.

1.5 "SAP Fieldglass" means the party entering this Agreement with Contractor as identified in Section 9.2.

1.6 "Joint Customers" means a third party authorized by SAP Fieldglass which has invited Contractor to use the Service so that such third party may, at its sole discretion, procure certain labor from Contractor through the Service.

1.7 "Restricted Information" means (a) government identification numbers or financial account numbers associated with individual persons (e.g. U.S. Social Security numbers, driver's license numbers, or personal credit card numbers); (b) bank account information, (c) medical records or health care information associated with individuals; (d) information regulated under the International Traffic in Arms Regulations; and (e) without the express prior written consent of SAP Fieldglass, technical data restricted under U.S., German, Irish or other laws for national security or export purposes (other than such non-classified data controlled under U.S. EAR90 ECCN or equivalent).

1.8 "Service" means the hosted, on demand service, including upgrades and updates thereto, made generally available by SAP Fieldglass to contractors for contractors to supply labor or services to Joint Customers.

**2. Access Rights and Restrictions.**

2.1 Subject to the terms of this Agreement, SAP Fieldglass will use reasonable efforts to make the Service available to Contractor in accordance with, and for the term of, this Agreement to permit Users to remotely access and use the Service solely to interact with Joint Customers ("Permitted Use"). Contractor is granted a limited, nonexclusive right to use the Cloud Materials in connection with its Permitted Use, except for the limited rights expressly granted herein, the Agreement does not transfer from SAP Fieldglass any right or interest in the Service or the Cloud Materials. All rights or interests not expressly granted to Contractor in the Agreement are reserved by SAP Fieldglass. SAP Fieldglass owns all right, title and interest in any and all copyrights, trademark rights, patent rights and other intellectual property or other rights in the Service and Cloud Materials.

2.2 Contractor shall not sublicense, license, sell, lease, rent or otherwise make the Service available to third parties (other than Users who are using the Service in accordance with Contractor's Permitted Use). Contractor shall be responsible for the acts and omissions of its Users as if they were the acts and omissions of Contractor.

2.3 Contractor shall not and shall ensure that its Users do not: (a) copy, translate, disassemble, decompile, reverse-engineer or otherwise modify any parts of the Service; (b) transmit any content, data or information that is unlawful, abusive, harassing, tortious, defamatory, vulgar, libelous, invasive of another's privacy right or right of publicity, or racially or ethnically objectionable; (c) infringe the intellectual property rights of any entity or person; (d) interfere with or disrupt the software and systems used to host or connected with the Service; (e) use the Service in the operation of a service bureau, outsourcing or time-sharing service; (f) circumvent or disclose the user authentication or security of the Service or any host, network, or account related thereto; (g) access the Service for the purpose of building a competitive product or service or modify its features or user interface; (h) permit access to the Service by a direct competitor of SAP Fieldglass; or (i) make any use of the Service that violates any applicable local, state, national, international or foreign law or regulation.

I have read and understood the above information and agree to the above terms and conditions on behalf of DeWolf Supplier

## DECLARATION

This agreement will not be "signed" in the same way as a traditional paper document. To assent to the terms of the agreement, the signatory must enter his or her first name and last name preceded and followed by a slash (/) symbol (first name last name). SAP Fieldglass will deem the entry as being adopted to serve the function of the signature.

The undersigned declares that he/she is properly authorized to execute this agreement on behalf of the party to the contract and that he/she is intending to enter into a binding contract as a result of the electronic signature process, which shall be deemed a valid legal signature.

Enter your name in the following format: /Tim DeWolf/

This is a legally recognized signature.

[Cancel](#)

[I am not the correct person](#)

[Decline](#)

[Accept and Continue](#)

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# Configure Invoice Settings

- auto invoicing vs manual invoicing

1. Select Admin Icon to display Admin menu



665

981

Work Items

Messages

Search by ID or text



Home View Create Analytics

Welcome 'Hays Supplier



- Pinned Links
- View: Job Postings
- View: Job Seekers
- View: Work Items
- View: Work Items
- View: Work Items
- View: Workers

SAP Fieldglass Release Notes - Click here to see what's new

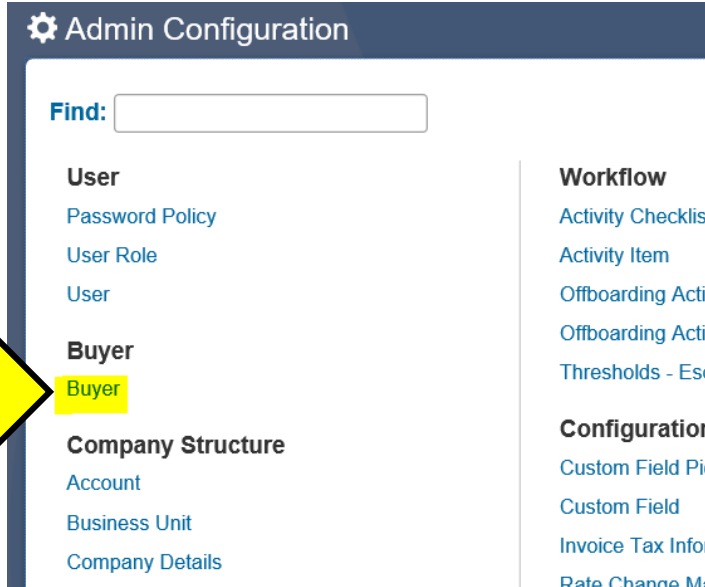
### Company Setup Wizard 100%

Use the wizard to help guide you through the steps to update and maintain your company setup.

[Click here to open the Wizard](#)

# Configure Invoice Settings

- auto invoicing vs manual invoicing



Admin Configuration

Find:

- User
  - Password Policy
  - User Role
  - User
- Buyer**
  - Buyer
- Company Structure
  - Account
  - Business Unit
  - Company Details

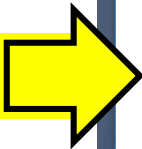
Workflow

- Activity Checklis
- Activity Item
- Offboarding Acti
- Offboarding Acti
- Thresholds - Esc

Configurator

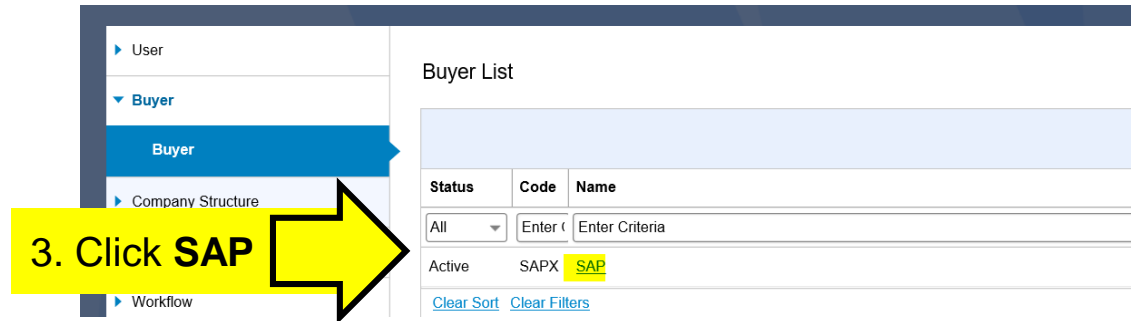
- Custom Field Pix
- Custom Field
- Invoice Tax Infor
- Rate Change M:

2. Click Buyer



**Important:**

Please ensure you select the right auto invoicing setting for both Contingent and Services. See next page for details.

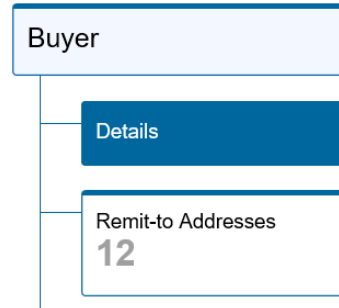
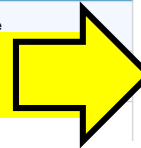


Buyer List

Status	Code	Name
All	Enter (	Enter Criteria
Active	SAPX	SAP

Clear Sort Clear Filters

3. Click SAP

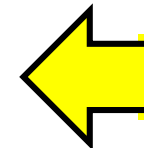


Buyer

- Details
- Remit-to Addresses  
12

SAP

Edit



4. Click Edit

Details

Name	SA
Address 1	39
City	Ne
State/Province	Pe

# Configure Invoice Settings

- auto invoicing vs manual invoicing

The screenshot shows the 'Edit Buyer: SAP' configuration page. Under the 'Buyer Preferences' section, there are two rows of settings:

- Auto Invoicing for Contingent \***: Radio buttons for 'Yes' and 'No'. The 'No' button is selected.
- Auto Invoicing for Services \***: Radio buttons for 'Yes' and 'No'. The 'No' button is selected.
- Lock \***: Radio buttons for 'Yes' and 'No'. The 'Yes' button is selected.

Yellow callout boxes with arrows provide instructions:

- Box 5: 'Click **Auto Invoicing** as "Yes" or "No"'. Arrows point to the 'Auto Invoicing for Contingent' and 'Auto Invoicing for Services' radio buttons.
- Box 6: 'Click **Lock** as "Yes" or "No"'. Arrows point to the 'Lock' radio buttons.

At the bottom of the form are 'Cancel' and 'Update' buttons.

## Important:

Please ensure you select the right auto invoicing setting for both Contingent and Services modules.

- **Auto invoicing : Yes** – means invoices will be *automatically created by Fieldglass* for timesheets/ expenses are SAP approved for orders created in Fieldglass.
- **Auto invoicing : No** – means the invoices will have to be *manually created by you in Fieldglass* for when timesheets/ expenses are SAP approved for orders created in Fieldglass.
- **Lock** : For services if you select **Yes**, the auto invoice setting on SOW can not be changed

**Note:** To determine if you will auto invoice or manually invoice when using SAP Fieldglass, please check the „HOW TO INVOICE IN SAP FIELDGLASS“ document accessible from your SAP Fieldglass homepage in the reference library section

# Network Registration and Account set-up on SAP Fieldglass

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# Supplier Company Setup Wizard in SAP Fieldglass

## Overview

When supplier administrator users log into SAP Fieldglass, their home pages now display the new SAP Fieldglass Company Setup Wizard. The wizard is ideal for new supplier administrator users who may not be familiar with all of the available SAP Fieldglass features and functionality. Existing suppliers can also use the wizard to gain a better understanding of the options available to them.

The use of the Company Setup Wizard is optional. Suppliers can continue to administer SAP Fieldglass using the existing admin objects.

## Impact

Day 1 Admin

# Supplier Company Setup Wizard in SAP Fieldglass

Supplier admin users now see a **Company Setup Wizard** widget on the home page. A user can remove the Company Setup Wizard widget from the home page by clearing the **Show Company Setup Wizard** check box in the Home and Detail Page section of My Preferences.

From the widget, supplier admins can launch the new SAP Fieldglass Company Setup Wizard. This wizard is a useful tool that assists suppliers when setting up their company information in SAP Fieldglass.

If the user previously opened the wizard, a bar graph displays the progress toward completing the wizard.

Click to open the Company Setup Wizard.

The screenshot displays the SAP Fieldglass home page for user Judy Lane. The page features a navigation bar with the user's name and a sidebar with widgets for 'Workers' (188), 'Starred Items' (No items found), and another widget (179). The main content area includes a notification for 'SAP Fieldglass Release Notes' and a 'Company Setup Wizard' widget. The wizard widget shows a progress bar at 62% and a button labeled 'Click here to open the Wizard'. A yellow callout box points to this button, and another yellow callout box points to the progress bar.

# Supplier Company Setup Wizard in SAP Fieldglass

The Company Setup Wizard is available to all supplier admin users (new and existing suppliers) and steps through common supplier company setup items. Detailed instructions and help are available during the setup process.

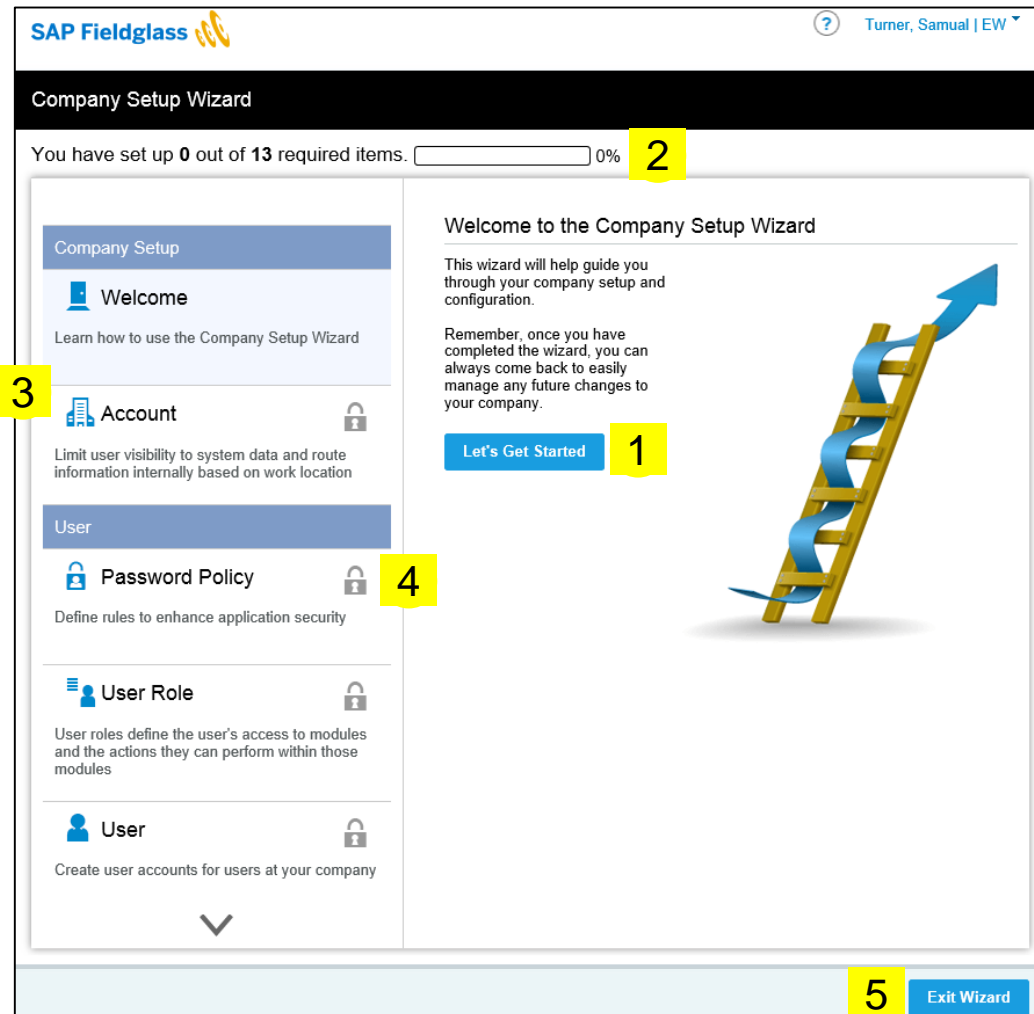
The wizard steps supplier admin users through the following items:

- **Account**
- **Company Details**
- **Thresholds – Escalation**
- **Password Policy**
- **Buyer**
- **Business Unit**
- **User Role**
- **Storefront**
- **User**
- **Reason**


Since the use of the Company Setup Wizard is optional, supplier admins are not required to open it. Suppliers can continue to administer SAP Fieldglass using the existing admin objects.

Similarly, if the wizard is started, it is not required to complete it. Supplier admins can open and exit the wizard anytime.

# Supplier Company Setup Wizard in SAP Fieldglass



When a user launches the Company Setup Wizard, the Welcome page displays.

- 1 Click **Let's Get Started** to begin company setup.
- 2 The progress bar displays the number of steps completed.
- 3 Wizard steps are shown in the left pane. To jump to a step, click the step name.
- 4 The **Locked Icon**  displays next to wizard steps that cannot be accessed until all previous steps are completed.
- 5 Click **Exit Wizard** at any step to exit the wizard. The wizard can be reopened by clicking **Click here to open the Wizard** button on the home page.



# Supplier Company Setup Wizard in SAP Fieldglass

SAP Fieldglass

Turner, Samuel | EW

## Company Setup Wizard

You have set up 1 out of 13 required items. 8%

- Company Setup
- Welcome
- Account** 2
- User
- Password Policy
- User Role
- User

### Account

Accounts are used to limit the information that users can see in SAP Fieldglass. Accounts are made up of sites and are associated to your users. Accounts help you route information, such as job posts, to specific users based on the location of the work.

A single, default account has been created for you. Click the account code below to review or update it. The setup of additional accounts is optional, but recommended.

To set up additional accounts now, click **Create Account**. If you aren't sure, you can click **Finished Step** now and add accounts later.

Once you are happy with the account setup, click **Finished Step**.

**Create your Account** **Finished Step**

#### Created Accounts

Items Found: 1 [Filter](#)

Code	Name	Description	Sites
EW	EW	EW	

[Clear Sort](#) [Clear Filters](#)

Page 1 Rows 1 1-1 of 1

Data as of 04:58 PM [Refresh](#) [Save as CSV](#)

**Exit Wizard**

1 Instructional text is provided to help supplier admins through the setup process.

2 The **Progress Icon** displays next to the current (in progress) step.

3 Action buttons are located here. The supplier has options to create or edit items in each step.

Functionality within the wizard is similar to the admin object. For example, once a supplier clicks **Create your Account** (shown left), the admin page to create an account opens.

4 For each step, a list view displays below the buttons and any defaulted or buyer-created admin items are listed.

# Supplier Company Setup Wizard in SAP Fieldglass

SAP Fieldglass

Turner, Samuel | EW

## Company Setup Wizard

You have set up 1 out of 13 required items. 8%

- Company Setup
- Welcome
- Account**
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To set up additional accounts now, click **Create Account**. If you aren't sure, you can click **Finished Step** now and add accounts later.

Once you are happy with the account setup, click **Finished Step**.

[Create your Account](#) [Finished Step](#)

### Created Accounts

Items Found: 1 [Filter](#)

Code	Name	Description	Sites
<a href="#">EW</a>	EW	EW	<a href="#">8</a>

[Clear Sort](#) [Clear Filters](#)

Page 1 Rows 1 1-1 of 1

Data as of 04:58 PM [Refresh](#) [Save as CSV](#)

[Exit Wizard](#)

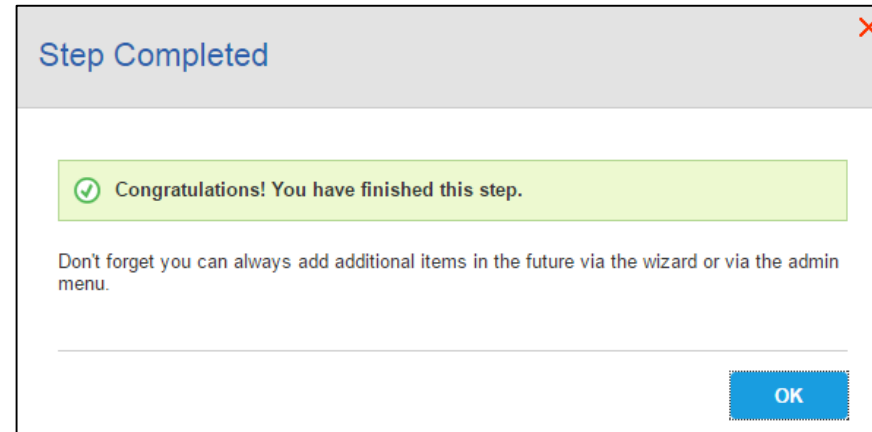
Click **Finished Step** to move to the next step of the wizard.

If you have previously visited this page of the wizard, a **Next Step** button displays instead.

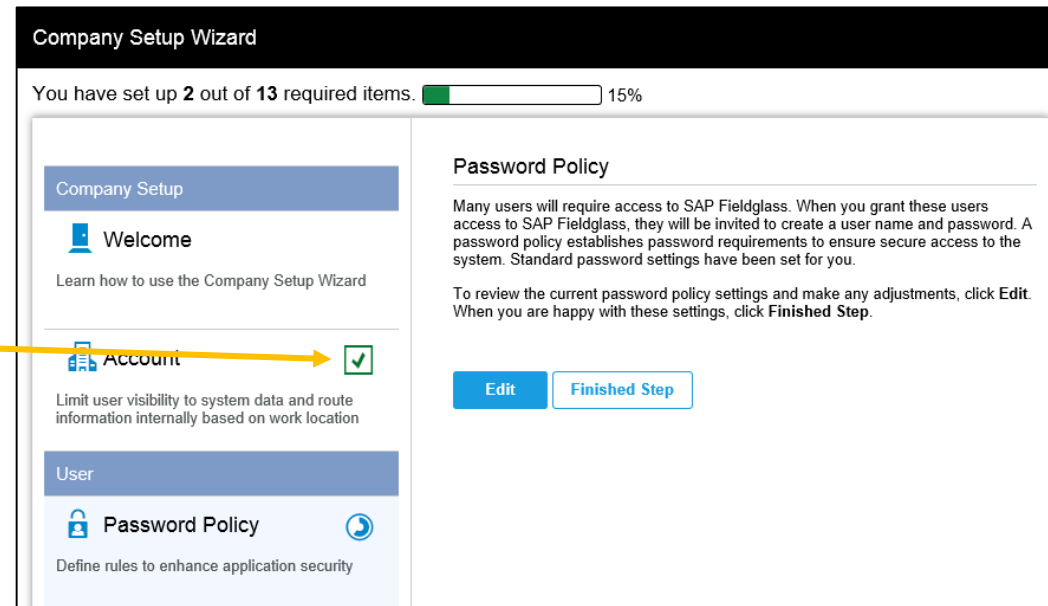
# Supplier Company Setup Wizard in SAP Fieldglass

Once you click **Finished Step**, a confirmation message displays. Click **OK** to move to the next step.

If associations are required, the confirmation message lists the associations that need to be set up. The wizard then steps the user through making the required associations.

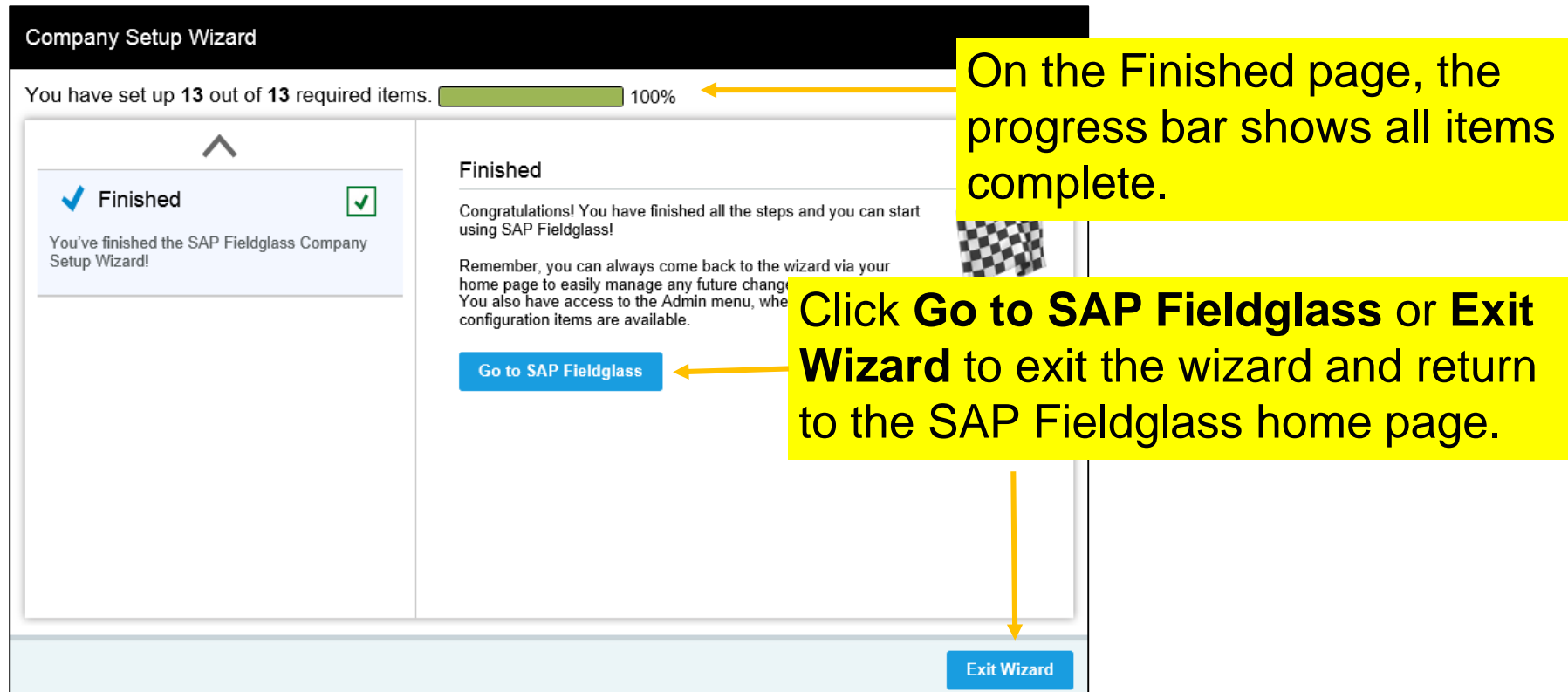


A **Check Icon**  displays next to completed steps in the left pane.





# Supplier Company Setup Wizard in SAP Fieldglass

The Finished page is the last step of the wizard. Although the wizard has been completed, it can be restarted to make changes. Alternately, updates can be made within the admin objects.



Company Setup Wizard

You have set up 13 out of 13 required items.  100%

**Finished** 

You've finished the SAP Fieldglass Company Setup Wizard!

**Finished**

Congratulations! You have finished all the steps and you can start using SAP Fieldglass!

Remember, you can always come back to the wizard via your home page to easily manage any future changes. You also have access to the Admin menu, where configuration items are available.

[Go to SAP Fieldglass](#)

[Exit Wizard](#)

On the Finished page, the progress bar shows all items complete.

Click **Go to SAP Fieldglass** or **Exit Wizard** to exit the wizard and return to the SAP Fieldglass home page.

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# Configure ITI (Invoice Tax Information) for Invoicing

- information that will appear on the Fieldglass invoice



1. Select Admin Icon to display Admin menu



665

981

Work Items

Messages

Search by ID or text

Home View Create Analytics

Welcome 'Hays Supplier



- Pinned Links
- View: Job Postings
- View: Job Seekers
- View: Work Items
- View: Work Items
- View: Work Items
- View: Workers

SAP Fieldglass Release Notes - Click here to see what's new

### Company Setup Wizard 100%

Use the wizard to help guide you through the steps to update and maintain your company setup.

[Click here to open the Wizard](#)

# Configure ITI (Invoice Tax Information) for Invoicing

- information that will appear on the Fieldglass invoice

## Admin Configuration

Find:

### User

- Password Policy
- User Role
- User

### Buyer

- Buyer

### Company Structure

- Account
- Business Unit
- Company Details
- Labor Type
- Storefront

### Messaging

- Messaging
- System Variables

### Workflow

- Activity Checklist
- Activity Item
- Offboarding Activity Checklist
- Offboarding Activity Item
- Thresholds - Escalation

### Configuration

- [Custom Field Pick List](#)
- Custom Field
- [Invoice Tax Information](#)

- Rate Change Matrix
- Reason
- Remit-to Address
- XSL Template

### Report

- Predefined Reports
- Report Audit Trail
- Report Category
- Report Default Fields

### System Tools

- System Audit Trail
- View all Notifications
- View all Work Items

2. Click on Invoice Tax Information in the Configuration section.

# Configure ITI (Invoice Tax Information) for Invoicing

- information that will appear on the Fieldglass invoice

Home View Create Analytics Work Items (665) Messages (981) Search by ID or text

Admin Configuration

- User
- Buyer
- Company Structure
- Messaging
- Workflow
- Configuration**
  - Custom Field Pick List
  - Custom Field
  - Invoice Tax Information**
  - Rate Change Matrix
  - Reason
  - Remit-to Address
  - XSL Template
- Report
- System Tools

### Invoice Tax Information List

[New](#) ← 3. Click on New to create ITI.

Items Found: 7 [Filter](#)

Code	Name
<a href="#">002</a>	Supplier SE
<a href="#">001</a>	Hays AG
<a href="#">003</a>	Test
<a href="#">Mertens</a>	Mertens
<a href="#">Mertens Test</a>	Mertens Test
<a href="#">101</a>	ITI101
<a href="#">0007</a>	New ITI

[Clear Sort](#) [Clear Filters](#)

Page 1 Rows 10 1-7 of 7

Data as of 15:11 Refresh Save as CSV



# Configure ITI (Invoice Tax Information) for Invoicing

- information that will appear on the Fieldglass invoice

✎ Add New Invoice Tax Information

Details

Code \*

Name \*

Invoice Header \*

Tax ID Label \*

Tax ID Value \*

Address 1 \*

Address 2 (optional)

City \*

State/Province (optional) ZIP/Postal Code (optional)

Country \*

Other (optional)

Cancel

Capture the ITI information that should appear as the “Bill From” on the invoice generated from Fieldglass.

- **Code**: can be any number or mixture of numbers/letters selected by you as a supplier. This value will help you with the orientation between the codes in case your company has several sites/entities.
- **Name**: enter the name of your company.
- **Invoice Header** : enter the text „Self billing Invoice“ for self-billing or “Invoice” for manual invoicing.
- **Tax ID Label** : enter the text „Supplier Tax ID“.
- **Tax Id Value** : enter your **supplier VAT ID number**.
- **Address, City, Country, Zip/Postal Code** : enter the address that will appear as the „Bill From“ address on the invoice per company code.
- **State/ Province** : enter the complete country name (e.g. Germany) in order for the entire country name to appear in the „Bill From“ Address on the invoice (instead of DEU)
- **Other** : enter the text „Self billing Invoice“ for self-billing or “Invoice” for manual invoicing.

Once all mandatory fields (marked with \*) are completed, click on Add button.

See here:  
Completed example

Details	
Code	6R75
Name	Randstad Deutschland GmbH & Co.KG
Invoice Header	Selfbilling Invoice*
Tax ID Label	Supplier Tax ID
Tax ID Value	DE123047934
Address 1	Helfmann-Park 8
Address 2	
City	Eschborn
State/Province	
Country	DEU
ZIP/Postal Code	65760
Other	Selfbilling Invoice*

\* For countries where the self-billing invoice process is not used, please capture „Invoice“ instead of „self-billing invoice“

# Configure ITI (Invoice Tax Information) for Invoicing

- information that will appear on the Fieldglass invoice

Admin Configuration → Invoice Tax Information List → Invoice Tax Information → Sites

Invoice Tax Information

- Details
- Sites 0
- Invoice Locations 0

Supplier SE

Add 6. Click on Add

Sites

No associations have been defined. Click the "Add" button to resolve.

5. After ITI is created, click on Sites.

# Configure ITI (Invoice Tax Information) for Invoicing

- information that will appear on the Fieldglass invoice

8. Select the SAP ordering company code Site(s) you want to associate to the ITI.


Note: If your supplier ITI does not change per Site, you can add multiple company codes (Sites) you provide services for SAP


For example:


- SAP SE
- SAP Deutschland
- SAP Schweiz
- Hybris GmbH


Associate Sites to Invoice Tax Information

Warning: ITI assigned to Sites that do not require ITI code by Buyer company will not be shown on Invoices.

7. Click on Filter 

<input type="checkbox"/>	Code	Name	Buyer Code	Invoice Tax Information Code	Invoice Tax Information Required
<input type="checkbox"/>					All 
<input type="checkbox"/>	3501	SAP Mexico (003) SAPX		001	Yes
<input type="checkbox"/>	7101	SAP INDIA (0071) SAPX		001	No
<input type="checkbox"/>	8531	Hybris GmbH (08) SAPX		001	Yes
<input type="checkbox"/>	0301	SAP Oesterreich   SAPX		Mertens Test	Yes
<input type="checkbox"/>	0401	SAP Nederland B SAPX		Mertens Test	Yes
<input type="checkbox"/>	0001	SAP SE (0001) SAPX		101	Yes
<input type="checkbox"/>	3371	SAP BCS GmbH   SAPX		001	Yes
<input type="checkbox"/>	0801	SAP AMERICA, II SAPX		001	Yes
<input type="checkbox"/>	2301	SAP Deutschland SAPX			Yes
<input type="checkbox"/>	8321	FreeMarkets Inter. SAPX		001	No

9. Click on Add button 

Cancel  Add

# Network Registration and Account set-up on SAP Fieldglass

1. **Supplier Network registration**
2. **Configure Invoice Settings (Auto invoicing vs. Manual invoicing)**
3. **Fieldglass Supplier Company Set Up Wizard**
4. **Configure Invoice Tax Information**
5. **Configure Remit-To Addresses for Invoicing**
6. **Configure Reason Codes (If you want to reject an Item)**

# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

1. Select Admin Icon to display Admin menu



665

981

Work Items

Messages

Search by ID or text



Welcome 'Hays Supplier



- Pinned Links
- View: Job Postings
- View: Job Seekers
- View: Work Items
- View: Work Items
- View: Work Items
- View: Workers

SAP Fieldglass Release Notes - Click here to see what's new

### Company Setup Wizard 100%

Use the wizard to help guide you through the steps to update and maintain your company setup.

[Click here to open the Wizard](#)

# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

## Admin Configuration

Find:

### User

- Password Policy
- User Role
- User

### Buyer

- Buyer

### Company Structure

- Account
- Business Unit
- Company Details
- Labor Type
- Storefront

### Messaging

- Messaging
- System Variables

### Workflow

- Activity Checklist
- Activity Item
- Offboarding Activity Checklist
- Offboarding Activity Item
- Thresholds - Escalation

### Configuration

- Custom Field Pick List
- Custom Field
- Invoice Tax Information
- Rate Change Matrix
- Reason
- Remit-to Address**
- XSL Template

### Report

- Predefined Reports
- Report Audit Trail
- Report Category
- Report Default Fields

### System Tools

- System Audit Trail
- View all Notifications
- View all Work Items

2. Click on Remit-to Address in the Configuration section.

# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

- ▶ User
- ▶ Buyer
- ▶ Company Structure
- ▶ Messaging
- ▶ Workflow
- ▼ Configuration
  - Custom Field Pick List
  - Custom Field
  - Invoice Tax Information
  - Rate Change Matrix
  - Reason
  - Remit-to Address**
  - XSL Template
- ▶ Report
- ▶ System Tools

## Remit-to Address List

[New](#) ← 3. Click on New to create Remit-to Address.

Items Found: 13 [Filter](#)

Status	Code	Address 1	Buyers
All	<input type="text"/>	<input type="text"/>	
Active	<a href="#">001</a>	Willy-Brandt-Platz 1-3	<a href="#">1</a>
Active	<a href="#">HA</a>	Am Flies	<a href="#">1</a>
Active	<a href="#">2</a>	Dietmar Hopp Allee	<a href="#">1</a>
Active	<a href="#">002</a>	Street	<a href="#">1</a>
Active	<a href="#">123</a>	Straße	<a href="#">1</a>
Active	<a href="#">0301</a>	Lassallestraße 7b	<a href="#">1</a>
Active	<a href="#">123456</a>	Walldorf 1a	<a href="#">1</a>
Active	<a href="#">Mertens</a>	Walldorf 1	<a href="#">1</a>
Active	<a href="#">Mertens</a>	Walldorf 1a	<a href="#">1</a>
Active	<a href="#">101</a>	D. Hopp Allee	<a href="#">1</a>

# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

4. Capture and Add Remit-to Address that should appear on the invoice generated from Fieldglass.

- **Code** : enter a value that is unique per buyer. (Can be the same code as in the ITI information.)
- **Address 1, City, State/Province, ZIP/ Postal Code** : enter full address details of your company.
- **Country** : select country.
- **Tax ID Label** : enter the text „Supplier VAT ID“.
- **Tax ID Value** : enter your supplier VAT ID number.

Once all mandatory fields (marked with \*) are completed, click Add.

*Note: If a warning message displays, click Add again.*

See here:  
Completed  
example

The screenshot shows the 'Add New Remit-to Address' form. The 'Details' section contains the following fields:

- Code \***: 0001
- Address 1 \***: Lassaleesstrasse 7
- Address 2 (optional)**: (empty)
- City \***: Weins
- State/Province (optional)**: Niederösterreich
- ZIP/Postal Code \***: 1021
- Country \***: Austria (AUT)

The 'Tax IDs' section contains a table with the following data:

Tax ID Label	Tax ID Value
Tax ID	ATU3423424

The 'Add' button is highlighted in yellow. The 'Cancel' button is also visible.



# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

Admin Configuration → Remit-to Address List → Remit-to Address → Buyers

Remit-to Address 0001ST

Add

Buyers

Buyers 0

Workers 0

No associations have been defined. Click the "Add" button to resolve.

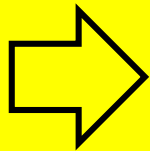
6. Click Add to link the buyer to the remit-to address.

5. After the Remit-to address is created, click Buyers.

# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

8. Select **SAPX**.



Associate Buyers to Remit-to Address

Buyers

7. Click Filter to display the buyer/s.

Filter

<input checked="" type="checkbox"/> Code ▲	Name
	All ▼

Warning: Type a search value in column search fields and press enter.

Cancel

9. Click Add to link the buyer to the remit-to address.


Add

# Configure Remit-To Addresses for Invoicing

- address which will appear on the Fieldglass invoice

Admin Configuration → Remit-to Address List → Remit-to Address → Buyers

## Remit-to Address

- Details
- Buyers 1**
- Workers 0 

**0001ST**


[Update](#) [Add](#)


Buyers

Items Found: 1 [Filter](#)

<input checked="" type="checkbox"/>	Name	Code
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<a href="#">SAP</a>	SAPX

[Clear Sort](#) [Clear Filters](#)

Page  Rows  1-1 of 1 

Data as of 10-11  Refresh

**Result :**  
Remit- to address created and linked to the Buyer.

# Network Registration and Account set-up on SAP Fieldglass

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4. **Configure Invoice Tax Information**
5. **Configure Remit-To Addresses for Invoicing**
6. **Configure Reason Codes (If you want to reject an Item)**

# Configure Reason Codes

- required for rejecting work items in Fieldglass

1. Select Admin Icon to display Admin menu



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981

Work Items

Messages

Search by ID or text



Home View Create Analytics

Welcome 'Hays Supplier



- Pinned Links
- View: Job Postings
- View: Job Seekers
- View: Work Items
- View: Work Items
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SAP Fieldglass Release Notes - Click here to see what's new

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# Configure Reason Codes

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- Predefined Reports
- Report Audit Trail
- Report Category
- Report Default Fields

### System Tools

- System Audit Trail
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← 2. Click on Reason in Configuration section.

# Configure Reason Codes

- required for rejecting work items in Fieldglass



- User
- Buyer
- Company Structure
- Messaging
- Workflow
- Configuration**
  - Custom Field Pick List
  - Custom Field
  - Invoice Tax Information
  - Rate Change Matrix
  - Reason**
  - Remit-to Address
  - XSL Template
- Report
- System Tools

## Reason List

[New](#) ← 3. Click on New.

Items Found: 9 [Filter](#)

Module	Type	Name
All	All	
Work Order	Closed	<a href="#">WOC</a>
Job Posting	Declined	<a href="#">Candidat mismatch</a>
Statement of Work	Declined	<a href="#">Cannot serve this region</a>
Job Posting	Declined	<a href="#">region cannot be serviced</a>
Statement of Work	Declined	<a href="#">SOW details not correct</a>
Job Posting	Declined	<a href="#">Test</a>
RFX	Declined	<a href="#">Test case</a>
Work Order	Declined	<a href="#">wrong rates maintained</a>
Job Seeker	Withdrawn	<a href="#">candidate is not available anymore</a>

[Clear Sort](#) [Clear Filters](#)

Page 1 Rows 10 1-9 of 9

Data as of 09:16 [Refresh](#) [Save as CSV](#)

# Configure Reason Codes

- required for rejecting work items in Fieldglass


[← Back to List](#)

 Add New Reason 


Details


Module \*

Statement of Work 

 Select **Module**.

Type \*

Declined 


 Select **Type**.

Name \*

Candidate mismatch

 Capture **Name** of reason.

[Cancel](#)

4. Click on Add. 

[Add](#)



# Fieldglass Support Materials and Trainings

- Link of reference materials will be sent to you as part of the enablement process
- For Fieldglass administration and services procurement transactional **reference guides** and recordings and **support contacts** refer to [SAP Supplier Portal](#) (Fieldglass Supplier Network).
  - Supplier Administrator Guide
  - Supplier Transactional Guide & Quick Reference Guide
  - Worker Quick Reference Guide
  - Reporting and Analytics Process Guide
- Fieldglass Standard Web Trainings available: Training links <http://www.fieldglass.com/education/training>
  - Transactional Training on the second and fourth Tuesdays of the month
  - Administrative Training on the second and fourth Thursdays of the month
- Online Help in Fieldglass (under Help Menu)

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