Sap runs Fieldglass Temp Staff Procurement Process : Supplier Info Session and Guided Tour

February, 2016

Agenda

15 min – Introduction

60 min – System Walk Through

15 min – Q&A

Objectives Slide

At the end of this guided tour, you will be able to:

- Understand the Temp Staff procurement process in Fieldglass using the Contingent Module
- Navigate and access the Fieldglass system
- Administrate your Supplier Account
- Know where to find training documents and additional support

About Fieldglass

Together, SAP and Fieldglass will provide the:

- software, collaboration tools, network connectivity and intelligence

Required to:

- assess, engage, and optimize contingent workforce globally across the entire employee lifecycle

To deliver:

- maximum workforce performance and spend control – all on a single, integrated platform

#1 in HR   **#1** in Procurement

#1 in Contingent Workforce/VMS
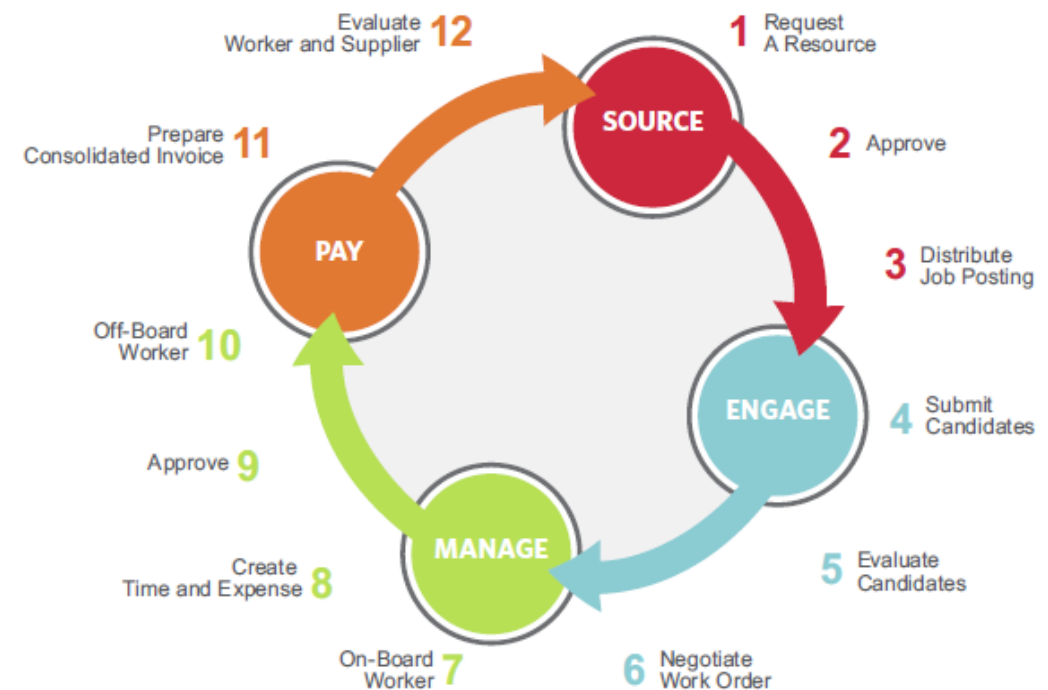
#1 in Business Networks

Business Objectives and Benefits

SAP runs Fieldglass (SrF) provides an **end to end process** for SAP to more effectively manage the sourcing and ordering of external resources as well as the administration of the external workforce lifecycle. The Fieldglass solution provides the following efficiencies:

- ✓ Streamlining the length of time it takes to find and engage qualified external resources
- ✓ Reporting and reconciliation of work hours performed
- ✓ Better transparency into our external workforce
- ✓ Administration of vendor wages/timesheets (where applicable)
- ✓ Supplier invoicing

After process harmonization, Fieldglass will provide a fully integrated solution which covers the End-to-End Process for the engagement of External Workers in <u>one solution.</u>

CONTINGENT WORKER PROGRAM WORKFLOW

- 1 Request A Resource
- 2 Approve
- 3 Distribute Job Posting
- 4 Submit Candidates
- 5 Evaluate Candidates
- 6 Negotiate Work Order
- 7 On-Board Worker
- 8 Create Time and Expense
- 9 Approve
- 10 Off-Board Worker
- 11 Prepare Consolidated Invoice
- 12 Evaluate Worker and Supplier

SOURCE · ENGAGE · MANAGE · PAY

3rd Party Temp Staff Procurement Process Overview

Temp Staff P2P Process

Supplier tasks

Request

| Requester | Doc.Owner | *MSP | Suppliers | EWFC | COR | ProcOps | AdHoc | Worker | System |

Request

- Create Request
- Check Candidates
- Approve Request
- Check Candidates
- Submit Candidates

Engage

- Create Workorder
- Approve Workorder
- Approve Workorder
- Approve Workorder
- Approve Workorder
- Approve Workorder
- Accept Workorder
- Activate Workorder
- Onboarding Items
- Onboarding Items
- Onboarding Items
- Create Account
- Onboarding Items
- Send E-Mail to Worker

Pay

- Approve Timesheet
- Approve Expense Sheet
- Approve Timesheet
- Approve Expense Sheet
- Create Timesheet
- Create Expense Sheet
- Create Invoice

Internal   7

Roles and Responsibilities

Hiring Manager / Requestor	Cost Center Manager	EWFC	GPO/Procurement Ops	MSP (Randstad)	Co-Suppliers
• Identifies the need for a resource • Completes the request within Fieldglass; selects candidate and completes interviews • Creates work order • Manages revisions in work order as necessary • Approves time sheet, if time approver/supervisor	• Approves work order and work order revisions	• Approves and activates work order • Ensures compliance • Maintains work order revisions • Supports managers with Fieldglass inqueries	GPO - • Defines preferred suppliers • Negotiates rates and agreements • Approves Work Order Procurement Ops: Completes quality check of Work Orders and approves	• Fills/source for temporary staff requests • Accepts work orders • Manages the temporary staff program in Germany	• Submit candidates to job postings • Accepts work orders (and work order revisions)

Supplier Onboarding & Account Administration

Supplier Onboarding & Account Enablement Steps

Onboarding to networks

- Supplier registration to the Ariba Network for procurement module is mandatory / pre-requisite for onboarding to Fieldglass
- Supplier registration to Fieldglass

Account Enablement/ Administration

- **Invoice Tax Information (ITI)**
  - ITI has to be captured once, then automatically will populated the "Bill From" information on the invoice
- **Remit-to Address**
- It is a mandatory field and supplier can enter multiple Remit-to Addresses that they can chose which address should appear on the Work Order and the Invoice.
- **Reason Codes**
- **Set up Account Users, Roles & Permissions**

Invoice

ID	SAPXIN00000544	Buyer	SAP
Code	SAPXIN00000544	Supplier	SAP UAT Supplier
End Date	30/08/2015	Remit-to Address	124578
Worker	Brown, Jim		Musterstrasse
Site	SAP SE (0001) (0001)		Walldorf, Baden-Württemberg 69190
Business Unit	SAP SE (0001) (0001)		DEU
Invoice Type	Worker based	Submitted By	Supplier, SAP UAT (qatest8@fg.com)
Invoice Billing Schedule		Submit Date	27/08/2015 01:40 PM
Status	Approved		
Service Description:	External Services / Temporary Staff		

Remit-to Address

Supplier ITI /Bill From

Self-billing (Gutschrift)

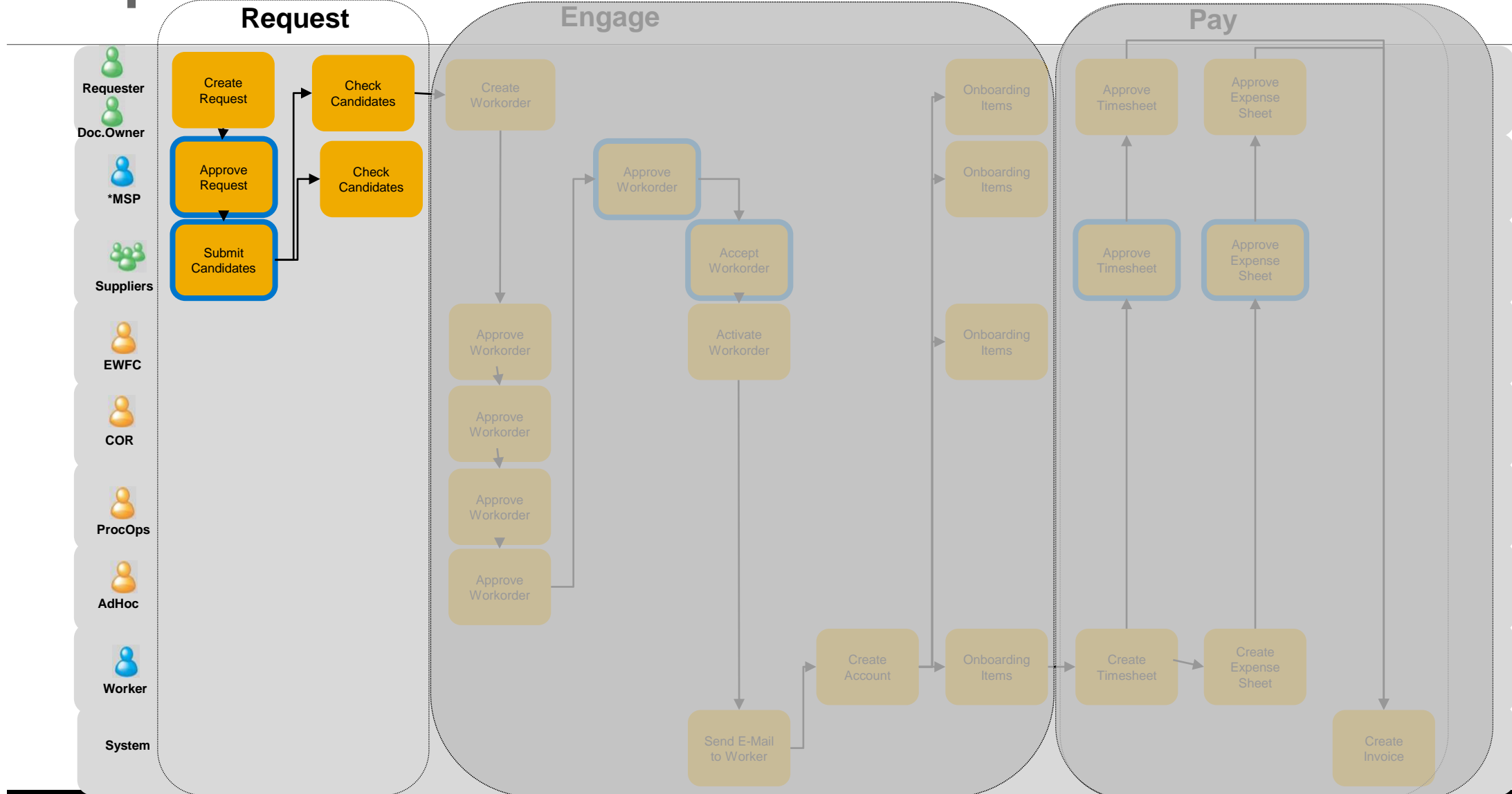| Bill To	SAP	From	SAP UAT Supplier
Address	Dietmar-Hopp-Allee 16,,Walldorf,Germany,DEU	Address	123 Way Dr,,Walldorf,Germany,DEU
ITI Name (Code)	SAP SE (0001)	ITI Name (Code)	Randstad
Tax ID	DE143454214	Supplier Tax ID	123456789#
Other	Self-billing (Gutschrift)	Other	Self-billing (Gutschrift)

Guided Tour

- Account Administration (Overview)
- General introduction to the UI
- Respond Job Posting (Submit Candidates)
- Approve & Accept Work Orders
- Approve Timesheet & Expense sheets
- Create worker account and complete onboarding items

- Reporting
- Where to find Fieldglass online training
- Support Materials

Temp Staff P2P Process

Supplier tasks

Request

| | Engage | Pay |

Requester

Doc.Owner

*MSP

Suppliers

EWFC

COR

ProcOps

AdHoc

Worker

System

Create Request

Check Candidates

Approve Request

Check Candidates

Submit Candidates

Create Workorder

Approve Workorder

Accept Workorder

Activate Workorder

Approve Workorder

Approve Workorder

Approve Workorder

Send E-Mail to Worker

Create Account

Onboarding Items

Onboarding Items

Onboarding Items

Onboarding Items

Approve Timesheet

Approve Expense Sheet

Approve Timesheet

Approve Expense Sheet

Create Timesheet

Create Expense Sheet

Create Invoice

Internal

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Request: Respond to Job Posting (Submit Candidates)

As Is Process	To Be Process

As Is Process

- Request for temporary staff is done by completing request form or contacting Randstad

- Randstad provides candidate resumes/ information via outlook

- Interview coordination is done via Meeting request within Outlook

- Candidate confirmation and purchase order creation handled manually by Randstad

To Be Process

- Hiring Manager uses single sign on to access Fieldglass account and creates a request
  - Fieldglass

- Randstad receives and reviews the request and begins to source for the temporary staff role

- Temp staff request is submitted to co-suppliers to submit candidates in Fieldglass

- Candidate resume submission/review and interview coordination will be completed via Fieldglass

- Selected candidate is procured in Fieldglass and a work order is created within Fieldglass tool by Hiring Manager

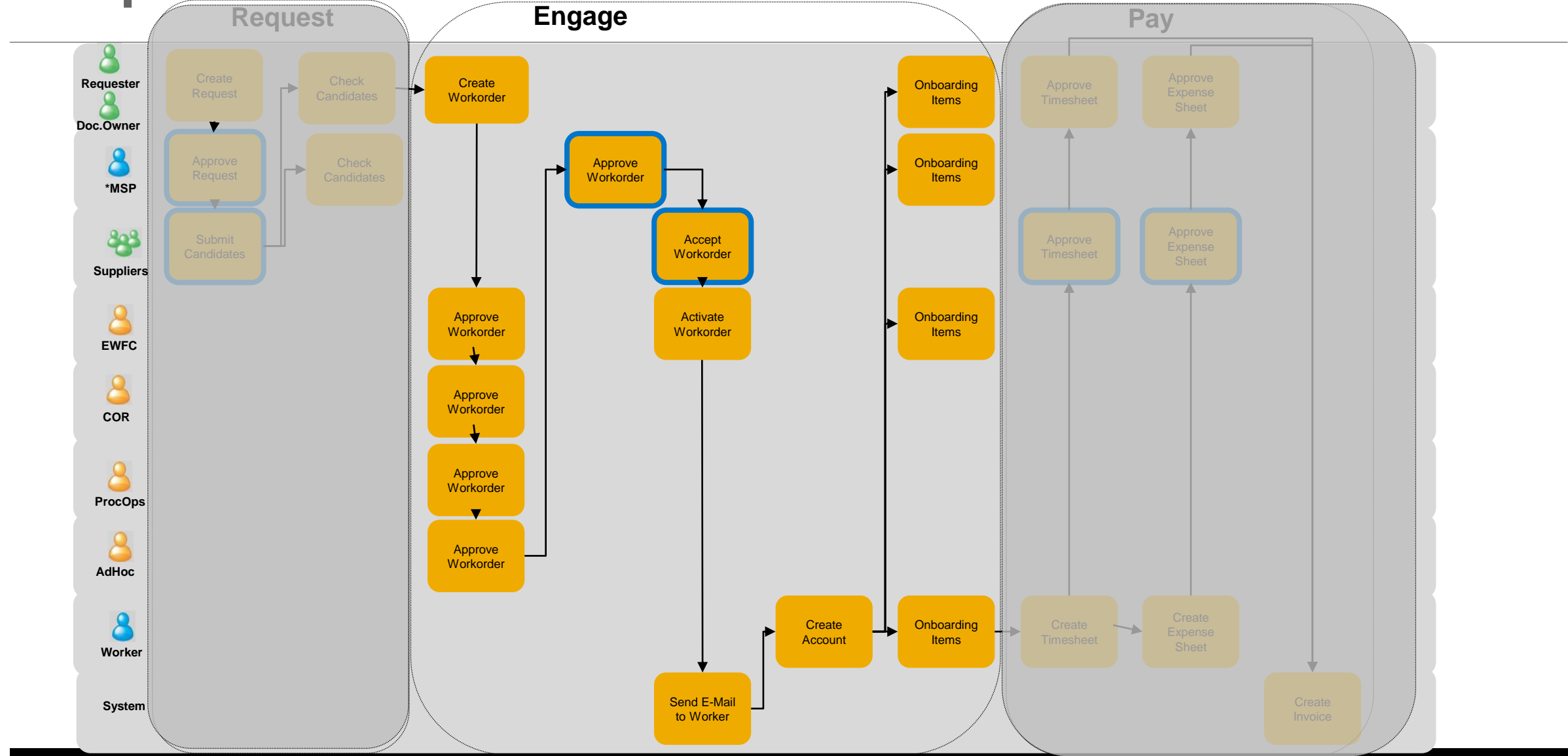**All requests will route to Randstad and Co-Suppliers via Fieldglass for Germany.**

Guided Tour-Request

Temp Staff P2P Process

Supplier tasks

Request

Engage

Pay

Requester

Doc.Owner

*MSP

Suppliers

EWFC

COR

ProcOps

AdHoc

Worker

System

Create Request

Check Candidates

Approve Request

Check Candidates

Submit Candidates

Create Workorder

Approve Workorder

Accept Workorder

Activate Workorder

Approve Workorder

Approve Workorder

Approve Workorder

Approve Workorder

Send E-Mail to Worker

Create Account

Onboarding Items

Onboarding Items

Onboarding Items

Onboarding Items

Approve Timesheet

Approve Expense Sheet

Approve Timesheet

Approve Expense Sheet

Create Timesheet

Create Expense Sheet

Create Invoice

Internal

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Engage: Approve / Accept Work Order

As Is Process

- Purchase order created by Randstad
- Manager creates the profile worker in Fieldglass and c-user ID is generated
- Randstad sends activation package (CPS Form/Questionnaire) to selected resource to complete and sign
- Randstad sends package to hiring manager to initiate onboarding
- Randstad sends the request to activate to the EWFC
- EWFC reviews the profile worker and approves or rejects

To Be Process

- Hiring Manager/Supervisor creates work order in Fieldglass *Work orders will replace the PO process!*
- Work order is sent to EWFC for review, EWFC will review policy compliance and other org data points
- Work order is reviewed (approved) by Randstad
- Work order is accepted/rejected by co-suppliers
- EWFC activates the work order
- Temp staff worker registers in Fieldglass to begin completing time sheet and expenses
- C-user ID is completed when worker register in Fieldlgass
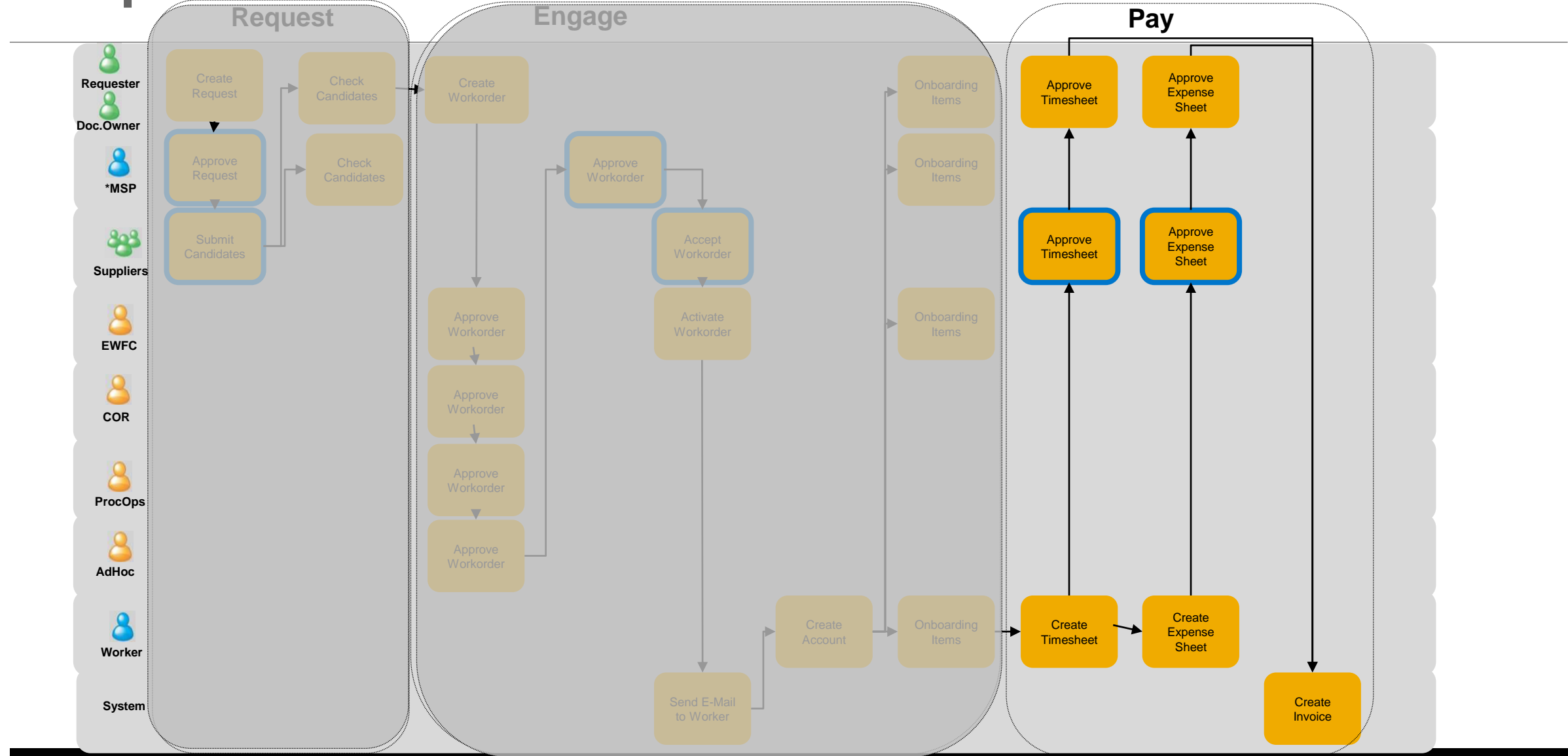- Manager views onboarding checklist to initiate onboarding

Guided Tour-Engage

Temp Staff P2P Process

Supplier tasks

Request

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Doc.Owner

*MSP

Suppliers

EWFC

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ProcOps

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Worker

System

Create Request

Check Candidates

Approve Request

Check Candidates

Submit Candidates

Create Workorder

Approve Workorder

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Approve Workorder

Accept Workorder

Activate Workorder

Onboarding Items

Onboarding Items

Onboarding Items

Create Account

Onboarding Items

Send E-Mail to Worker

Approve Timesheet

Approve Expense Sheet

Approve Timesheet

Approve Expense Sheet

Create Timesheet

Create Expense Sheet

Create Invoice

Pay (Guided Tour for Time Sheet Approval)

As Is Process	To Be Process

As Is Process

- Supplier sends SAP invoices on Ariba/ outside Ariba that are uploaded into ISP system.
- SAP then forwards the invoice to the cost center owner for approval per the approver listed on the PO(manual process)

To Be Process

- Timesheets are completed by the worker(s) in Fieldglass
- Supplier can review the timesheet before submitting to SAP for approval
- Once the Hiring Manager approves the workers timesheet in Fieldglass, the invoice (per supplier per work order) will be automatically generated on Fieldglass and send via the Fieldglass/Ariba network to ISP
  - The invoice is automatically paid by SAP. No further approval required

- Only invoices with wrong data will be manually handed (corrections) by SAP accounts payable

Guided Tour-Approve Timesheet

Terminology

SAP	Fieldglass
C-user ID	Buyer Reference
Plant	Site
Company Code	Division Code
Cost Center Owner	Owner
Purchasing Org	Business Unit
Direct Hiring Manager	Supervisor
Cost Center, Internal Order, Sales Order, WBS Element	Cost Object
Purchase Order	Work Order

Support Materials

Support Materials and Trainings

- SAP Supplier Training Materials (SAP Supplier Marketplace)
  - https://websmp107.sap-ag.de/~sapidp/011000358700000792792007E/
    - Supplier Administrator Guide
    - Supplier Transactional Guide & Quick Reference Guide
    - Worker Quick Reference Guide
    - Reporting and Analytics Process Guide
- FG Standard Web Trainings:
  - Transactional Training on the second and fourth Tuesdays of the month
  - Administrative Training on the second and fourth Thursdays of the month

  http://www.fieldglass.com/education/training
- Online (under Help Menu) Training Links

Supplier Fieldglass Helpdesk

Supplier Fieldglass Helpdesk:

- US (toll free): 1.866.467.4833
- EMEA (toll free): +44 0800.169.1741
- EMEA (toll free): +44 0800.169.1674
- APAC (toll free): +61 1800.395.912

E-Mail: Fieldglass Help Desk <fieldglasshelp@sap.com>

Q&A

Thank you