Fieldglass Statement of Work

Information for Supplier
REGISTRATION

Sample Supplier,
Deutsche Börse Group has invited you to be a Supplier for them in the SAP Fieldglass system. This registration invite will expire on 22/11/2021.

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

Click here

You will be asked whether you already have an existing account.

• If yes, you have the option to link your new account to your existing account.

• If not, you will be directed to the “Create a New SAP Fieldglass Account” page where you will be required to complete some details about your company. Please make sure to fill in all mandatory fields, marked with an asterisk (*) as well as the Ariba Supplier Network ID field.

SIGN IN

After a successful registration, you can log into Fieldglass to view and respond to the different Work Items.

1. Open https://www.fieldglass.eu
2. Enter username and password
3. Click Sign In

For further information you can watch the supplier information Video, click here. Or use the Supplier Manual which you can find here.
When the Buyer sends their SOW Bids or SOWs or any item for your action, you will be receiving these notifications through email, or you may also see these in the Message Center in Fieldglass. The email notice will usually include high level description of the SOW or SOW Bid and a link for you to directly access.

1. Click here to open the notifications.
Supplier Activities in Fieldglass
Receiving your Work Items in Fieldglass

1. Open the relevant notification which you want to view.

2. This kind of preview concerning the submitted new SOW Bid will also be sent via email.
1. Click on the Work Item Menu.

2. Select Respond under SOW Bid.
Supplier Activities in Fieldglass
Responding to a Statement of Work Bid

1. Click on the ID of the SOW Bid.
Supplier Activities in Fieldglass
Responding to a Statement of Work Bid

1. Click here to **Respond** the SOW Bid.

2. If you want to **Decline** the SOW Bid click here, a pop-up will appear and you will need to **select a reason**. Optionally you can add a comment.

3. If you have any questions regarding the SOW Bid you can use the **chat function**. **It is recommended not to send any personal information.**

Deutsche Börse Group
1. Please ensure you have added a value in the maximum budget field before entering other details.

2. You can also attach documents.

3. Click Continue.
Supplier Activities in Fieldglass
Responding to a Statement of Work Bid

1. In the clauses section you can find the relevant terms and conditions.

2. Click Continue.
Supplier Activities in Fieldglass
Responding to a Statement of Work Bid

1. Here you can switch between Events and Fees.
2. Click on + Add New Event.
3. On the right screen another window appears. Fill in all mandatory fields such as Name, Capitalized and Amount.
4. Click Add. You can also add more than one event or fee.
Supplier Activities in Fieldglass
Responding to a Statement of Work Bid

1. Click on **Calculate Totals** to get the total amount.
2. Click **Continue**.
1. Before you submit your SOW Bid Response, you have to answer to some important questions.
Supplier Activities in Fieldglass
Responding to a Statement of Work Bid

1. Click on Edit to answer the questions.

2. When you are done answering the relevant questions, click on Submit.
Now you have successfully responded to the SOW Bid.
1. When the Buyer has selected your SOW Bid, you will be notified via the Message Center on the top right or via mail.

2. To accept the SOW, you can either go through the Work Item Menu next to the Message Center, or through the button on the top left and then select Statement of Work out of the dropdown.
1. Click on the ID of the SOW Bid.
Supplier Activities in Fieldglass
Responding to a Statement of Work

1. Click on **Respond**.
1. Now you can review all your inputs and entries once again.

2. Click **Continue**.
1. In the Clauses section you can change some terms and conditions if you are not quite satisfied with the buyer’s settings.

2. Click on Edit where you want to change something and type in the right/adapted version.

3. Click Continue.
1. In the Characteristics section you can still add, adapt or remove events and fees.

2. Click Continue whenever you are ready.
Supplier Activities in Fieldglass

Responding to a Statement of Work

In the Review section you can check your input data once again.

1. Click Complete Later when you are not done yet but also can't finish it right now.

2. Click Cancel if you want to cancel the whole process.

3. You can also go back by clicking on the respective section at the top to adjust something.

4. Click Submit when you are done creating the SOW response.
Once all details have been finalized and the SOW has been fully approved by the Buyer, you are able to accept the SOW.

1. Click on the Work Item Menu.

2. Click Accept under Statement of Work and select the relevant SOW ID on the next screen.
Supplier Activities in Fieldglass
Accepting/ Declining a Statement of Work

1. If you click on accept, you will be going through the details of the SOW and be able to update the primary contact person as well as add attachments, if necessary. Click through the process and submit in the end.

2. If you click on decline, a dialog box will appear. Select a reason and add comments (optional), then click decline. The buyer will be notified that you declined the SOW.
If you want to add a fee or event retrospectively, click ...

1. view and choose Statement of Work. Select the relevant SOW ID on the next screen.
Supplier Activities in Fieldglass

Submitting an Event

If you want to submit an event, go to the Characteristics section.

1. Click on the event you want to mark as completed.
1. Click on **Mark as Complete**, add a completion date on the next screen and confirm the final terms (amount), then click **continue** to review and submit.
Supplier Activities in Fieldglass

Submitting Rejected Line Items

There is the possibility that the Buyer will reject submitted SOW line items for various reasons and you will have to resubmit them for approval once again.

1. **Click on the Work Item Menu** and choose **Resubmit Rejected. Select** the relevant SOW ID on the next screen.
1. Click on **Edit** to update the line item accordingly. Click **continue** to review and then **submit** for the approval of Buyer.

2. Note that you will be able to see the reason for the rejection in the comments of the Details tab.
Contact

Purchasing Section
Lars Förstner

E-mail lars.foerstner@deutsche-boerse.com