Fieldglass Statement of Work

Information for Supplier

DEUTSCHE BÖRSE
GROUP

REGISTRATION

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.

Supplier Activities in Fieldglass

Receiving your Work Items in Fieldglass

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**.

Supplier Activities in Fieldglass

Receiving your Work Items in Fieldglass

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.*

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

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.**

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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.*

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Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Click on **Calculate Totals** to get the total amount.

2. Click **Continue.**

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

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.

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Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

Now you have successfully responded to the SOW Bid.

SOW Bid List

SOW Bid - Supplier Example

B SOW Bid

Status	SOW Bid ID	Period	Buyer
Submitted	DEBOTQ00001015	19/12/2022 to 23/12/2022	Deutsche Börse Group

✓ **Success!**
SOW Bid has been submitted.

Bid Response | Details | Clauses | Characteristics | Questions | Related

Accounting (EUR)

Maximum Budget	200,000.00

SOW Bid Details

Supplier Reference	
Cut-off date to submit questions Via Chatbot from Service Provider	19/12/2022
Cut-off date to answer all relevant questions and provide feedback to all service providers	19/12/2022
Service Provider informed of qualification status (Short List)	20/12/2022
Service Provider presentations (Short List Candidates only)	21/12/2022
Service Provider informed of qualification status	22/12/2022
Planned service start date	23/12/2022
Project background	Test
General approach	Test
Necessary Service-Provider Capabilities	Test
Deliverables	Test
Landscape overview	Test
Project Plan	Test
Project Scope	Test
Limitations	Test

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Supplier Activities in Fieldglass
SOW Bid Results

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* 🔍 View *button on the top left and then select Statement of Work out of the dropdown.*

ODER

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. Click on the **ID** of the SOW Bid.

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. Click on **Respond.**

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. Now you can review all your inputs and entries once again.

2. Click **Continue.**

SAP Fieldglass

Create SOW Response

‹ Go to Statement of Work

1

Statement of Work | Period | Buyer
SOW Bid - Supplier Example (DEBOTQ00001016) | 19/12/2022 - 23/12/2022 | Deutsche Börse Group

Details

Description
This Template should only be used after a Decision Form was filled in and approved. Please contact purchasing if you are unsure about the process.

Supplier Reference (optional)

Billable
Yes

Defined By
Buyer and Supplier

Business Unit
EUREX Clearing AG (0072)

Site
EUREX Clearing AG (0072)

Location
EUREX Clearing AG (0072)

Default Remit-to Address (optional)
(No Value)

Posting Information

2 Continue | Complete Later | Cancel

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Supplier Activities in Fieldglass

Responding to a Statement of Work

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.**

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Supplier Activities in Fieldglass

Responding to a Statement of Work

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.

Supplier Activities in Fieldglass

Accepting/ Declining a Statement of Work

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.

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Supplier Activities in Fieldglass

Creating a Fee/ Event retrospectively

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.

Supplier Activities in Fieldglass
Submitting an Event

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.

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Supplier Activities in Fieldglass
Submitting Rejected Line Items

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

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