

Supplier Training - SOW

Instructor Led Training

Audiences:

- Supplier Users
- Support Desk

Today's Agenda

Module	Duration
<i>Welcome to SAP Fieldglass</i>	5 minutes
<i>Registration & Access</i>	10 Minutes
RFP/SOW Overview - Responses	30 minutes
Adding Workers to an SOW	15 minutes
Time/Expense and Payment Requests	15 minutes
Reporting Basics	10 minutes
Total Duration	85 minutes

Ground Rules

Please help us create an effective workshop environment by actively participating in discussions, being present and engaged, and being on time from breaks.

Ask Questions



Try to avoid side conversations/chats



Turn off or silence all phones to avoid disturbances



Course Objectives

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

- Navigate and utilize SAP Fieldglass for the support of SOW Resources
- Understand how to respond to and manage RFP/SOW requests
- Understand how to add resources to an SOW
- Understand how to submit time/expense and request payment
- Understand basic reporting functions within the system



Key Terms

Before we begin the course, let's go through some of the key terms used in the course:

Name	Description
Assignment	Refers to the job assignment in Fieldglass that the worker is completing
Business Unit	Refers to the Business Unit/Group that owns the Assignment in Fieldglass
Buyer Reference	Refers to the Staffing Supplier that is designated in Fieldglass
Contract Worker	Refers to the individual that has been selected to complete a contract assignment in Fieldglass
Cost Center	Refers to the Cost Center that the Assignment will be allocated to for billing in Fieldglass
Expense	Refers to the invoicing items outside of hours worked that a worker can enter in Fieldglass
ID	Refers to the unique identification number for assignments, workers, timesheets, etc. in Fieldglass
Miscellaneous Invoice	Refers to items that are invoiced for work that is not directly related to the worker's specific job in Fieldglass
Resource	Refers to the candidates submitted in Fieldglass

Source to Pay Overview

We are pleased to announce that we are moving to Kyndryl's own Source to Pay platform.

Supplier Project Notification

We are pleased to announce that we are moving to Kyndryl's own Source to Pay platform.

It will be independent from current solution provided. Thus, we will set up a new Trading Relationship between you, SAP Ariba and us.

Kyndryl and SAP Ariba have reached an agreement to provide you this service without any network fees associated with Kyndryl transactions only. (*)

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities.

What does this mean for you?

Conducting business on the SAP Business Network will be required and your POs, invoices, acknowledgments, and ship notices will be transmitted using this platform.

When will this take effect?

We are targeting a cutover date from current business-to-business process in two activations in May and July 2023.

What will happen next?

You will have been contacted with important communications and instruction for joining the SAP Business Network. This includes establishing a trading relationship with Kyndryl on the SAP Business Network and configuring your SAP Business Network account.

Where do I find resources for suppliers?

Go to Kyndryl's [Supplier Information Portal](#).

Who can I contact if I have questions?

Get in touch by emailing:

Supplier Enablement Team: SupplierEnablement@kyndryl.com

Module 1: Registration and Access



Module Objectives

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

- Understand how to navigate within SAP Fieldglass
- Complete registration
- Provision and manage New User access
- Identify and act on your work items
- Observe a live demo within SAP Fieldglass

Provisioning New User Access

Supplier Administrative User

- The Supplier Administrator User is the contact that received the registration email for SAP Fieldglass
- That user was responsible for completing the initial registration process within the system and is the key contact within SAP Fieldglass for the Supplier Organization
- The Supplier Administrator is the only resource who can provision additional Supplier User access within the system
- Supplier Admins will also be responsible for ensuring that the supplier contact details are accurate and up to date; resetting user passwords; and editing profiles or access within the system

Provisioning New User Access

Supplier Administrative User

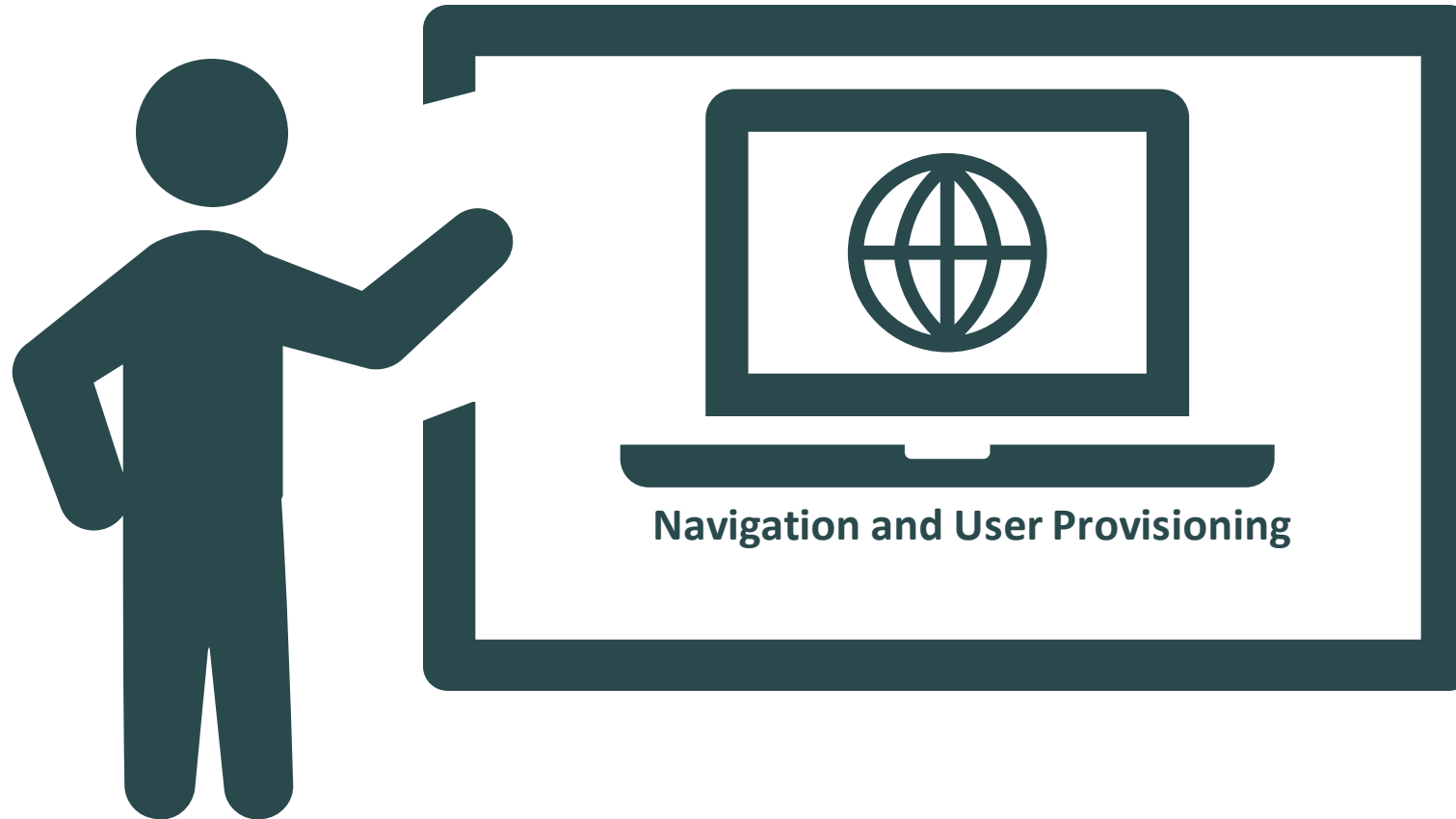
New User Setup:

- Click on the Admin icon in the upper right-hand corner
- Click the User link in the User section
- Click New
- Enter information into all required fields for each section within the page
- Once complete, click 'Add'
- The User account will be saved within the system and the new user will receive two invitation emails from SAP Fieldglass to complete the registration process

The screenshot displays the SAP Fieldglass Admin Configuration interface. At the top, a navigation bar includes a search bar labeled 'Search by ID or text', a settings gear icon circled in red, and notification icons for 99+ messages and 0 alerts. The main content area is titled 'Admin Configuration' and 'User List'. On the left, a sidebar shows the 'User' section selected. The 'User List' table shows 2 items found. Below the table, the 'Add New User' form is visible, showing the 'Account Setup' section with fields for Prefix, First Name, Last Name, Username, Display Name, and Email.

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 2: RFP/SOW Responses



Module Objectives

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

- Respond to an RFP
- Accept/Reject an SOW
- Negotiate an SOW Request
- Review and Accept SOW Revisions

Responding to BIDs (RFP)

Supplier Users – All Roles (Dependent Upon Profile Associations)

The screenshot shows the SAP Fieldglass interface. On the left, the 'My Work Items' sidebar lists various work items: Summary (111), Job Posting (16), Work Order (2), and Statement of Work (15). The 'Summary' item is selected. On the right, the 'Items Requiring Action' section lists actions: Job Posting - Respond (16), Work Order - Accept (2), Statement of Work - Accept (2), Statement of Work - Review (13), and SOW Bid - Respond (10). The 'SOW Bid - Respond' action is highlighted in yellow. Below this, the 'Your Work Items' section shows a table of work items with columns for Received, ID, Name, Buyer, and Submitted. The table contains three rows of data. Below the table, the 'Managed Service Request - DKK' section shows details for a specific request, including Status (Pending Response), Managed Service Bid ID (KYDTQ00000271), Period (2023-02-01 to 2023-04-30), and Buyer (Kyndryl Deutschland GmbH). The 'Accounting (DKK)' section shows the Maximum Budget (0.00) and Buyer Reference. At the bottom, the 'Managed Service Request' section shows a success message: 'Managed Service Bid has been submitted.'

Received	ID	Name	Buyer	Submitted
2023-03-20	KYDTQ00000271	Managed Service Request - DKK	Kyndryl Deutschland GmbH	2023-03-20
2023-03-15	KYDTQ00000324	Managed Service Request - SGD	Kyndryl Deutschland GmbH	2023-03-15
2023-03-15	KYDTQ00000323	Managed Service Request - SGD	Kyndryl Deutschland GmbH	2023-03-15

Status	Managed Service Bid ID	Period	Buyer
Pending Response	KYDTQ00000271	2023-02-01 to 2023-04-30	Kyndryl Deutschland GmbH

Accounting (DKK)

Maximum Budget	Buyer Reference
0.00	

Managed Service Bid Details

Managed Service Request - DKK

Managed Service Bid

Status: Submitted

Managed Service Bid ID: KYDTQ00000

Period: 2023-02-01 to 2023-04-30

Buyer: Kyndryl Deutschland GmbH

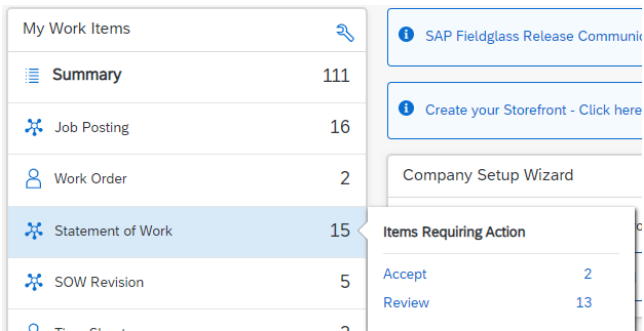
Success! Managed Service Bid has been submitted.

- BIDs (RFP) requests will show within the Work Items along the left-hand corner of the page
- Select 'Summary' and click on 'SOW BID – Respond' to review and respond to the RFP
- All BIDs for your organization will populate within the listing for review. For a more detailed view, select the blue hyperlink
- In the upper right-hand corner, there are options to 'Respond' or Decline the BID
- To respond, select 'Respond' and complete the required fields, adding any applicable notes or attachments and then select 'Continue'
- There will be an option to add additional deliverables (events/schedules/expenses) and to continue
- Review the details of the response and select "Submit" to route the response back to the Manager for the review and approval

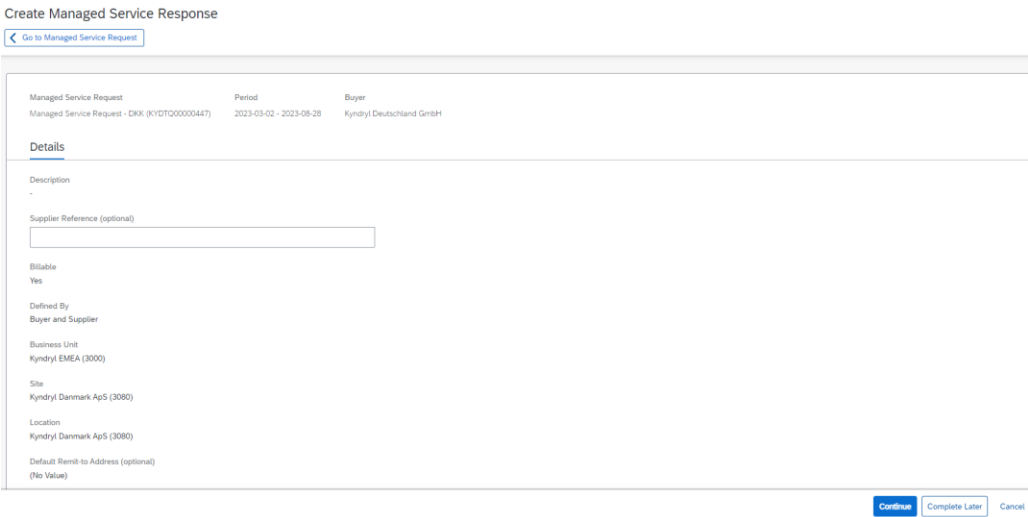
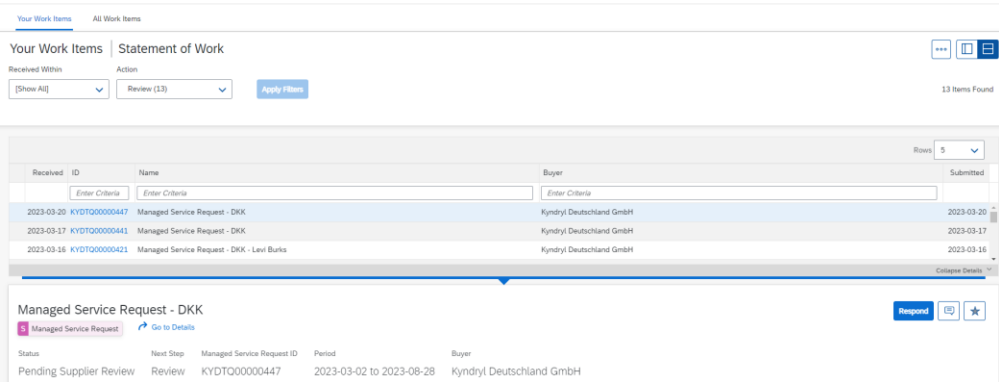
Responding to SOW

Supplier Users – All Roles (Dependent Upon Profile Associations)

- SOW requests will show within the Work Items along the left-hand corner of the page.
- Select ‘Statement of Work’ and click on Respond to review and respond to the SOW In the upper right-hand corner, there are options to ‘Respond’
- To respond, select ‘Respond’ and complete the required fields, adding any applicable notes or attachments and then select ‘Continue’



*SOWs can also be viewed by selecting the ‘View’ module and then clicking on Services – ‘Statement of Work’



Responding to SOW (Continued)

Supplier Users – All Roles (Dependent Upon Profile Associations)

- There will be an option to add additional deliverables (events/schedules/expenses) and to continue
- IF the SOW is intended to have worker roles, there will be an option to view and manage the roles and continue
- Review the details of the response and select “Submit” to route the response back to the Manager for the review and approval

Create Managed Service Response

Details Deliverables Managed Service Workers Review

Deliverables

Managed Service Request Details

Managed Service Request	Period	Buyer
Managed Service Request - DKK (KYDT000000447)	2023-03-02 - 2023-08-28	Kyndryl Deutschland GmbH

Add Deliverables

Events Schedules Expenses Management Events

+ Add New Event

Sequence Number	Name	Description	Due On	Capitalized	Amount	Units	PO Number
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
2023-03-09	Event1		No	1,050.00			
2023-03-24	Event2		No	1,500.00			

Page 1 Rows 10 1-2 of 2

Managed Service Workers

Managed Service Request Details

Managed Service Request	Period	Buyer
Managed Service Request - DKK (KYDT000000447)	2023-03-02 - 2023-08-28	Kyndryl Deutschland GmbH

Suppliers will be able to add Managed Service Workers after Managed Service Request is completely Approved

Project Manager
In Kyndryl Denmark ApS (3080)

Estimated Worker Spend
45,000.00

Workers

0 workers entered

Add Project Manager Select from Workforce

Name	Start Date	End Date	Location	Worker's Personal Email	Average Rate (DKK)	Committed Spend (DKK)
Once this Managed Service Request has been approved, you can add Managed Service Workers						

Add New Role

Submit Managed Service Response for Buyer Review

Comments (optional)

Remaining: 1000

Submit Cancel

Negotiating SOW:

The same response process will be utilized to ‘negotiate’ any SOW requests. The Supplier will review and add details and deliverables as needed and will submit back to the Manager for review and approval. Once approved, the SOW will again populate for the Supplier to review and accept.

SOW Revisions

Supplier User

- Revisions to SOWs will also be completed within SAP Fieldglass.
- Revisions are located under the ‘Summary’ section of the work items
- Revisions will populate for Review and also for Acceptance
- Similar to the response, the details of the SOW can be access and modified to add deliverables, or roles, and submitted to the Manager for review and approval
- Once fully approved internally, the Revision will need to be accepted by the Supplier

My Work Items		SAP Fieldglass Release Communication - Click here	
Summary	110	Items Requiring Action	
Job Posting	16	Job Posting - Respond	16
Work Order	2	Work Order - Accept	2
Statement of Work	15	Statement of Work - Accept	2
SOW Revision	5	Statement of Work - Review	13
		SOW Bid - Respond	9
		SOW Revision - Accept	2
		SOW Revision - Review	3

Add Deliverables

Events Schedules Expenses Management Events

+ Add New Event									
X	Sequence Number	Name	Description	Due On	Capitalized	Amount	Units	PO Number	
	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value=""/>	All	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	
X	test 1				No	5,000.00			
X	test 2				No	5,000.00			
X	Updated Project Completion			2023-05-31	No	15,000.00			
								Page 1	Rows 10 1-3 of 3

Your Work Items

All Work Items

Your Work Items

SOW Revision

Received Within

Action

[Show All]

Review (3)

Apply Filters

Received	ID	Revision	Name	Buyer
<div>Enter Criteria</div>	<div>Enter Criteria</div>	<div>Enter Criteria</div>		
2023-03-16	KYDTQ000	3	Managed Service Request -	Kyndryl Deutschland GmbH
2023-03-09	KYDTQ000	1	Managed Service Request -	Kyndryl Deutschland GmbH
2023-03-07	KYDTQ000	1	Managed Service Request -	Kyndryl Deutschland GmbH

Managed Service Request - DKK

Managed Service (Final)_v2

Go to Details

Status

Next Step

Managed Service Request ID

Period

Buyer

Pending Supplier Review

Review

KYDTQ000 (Rev. 3)

2023-02-01 to 2023-06-30

Kyndryl Deutschland GmbH

Accounting (DKK)

Managed Service Request Details

Maximum Budget

25,000.00

Buyer Reference

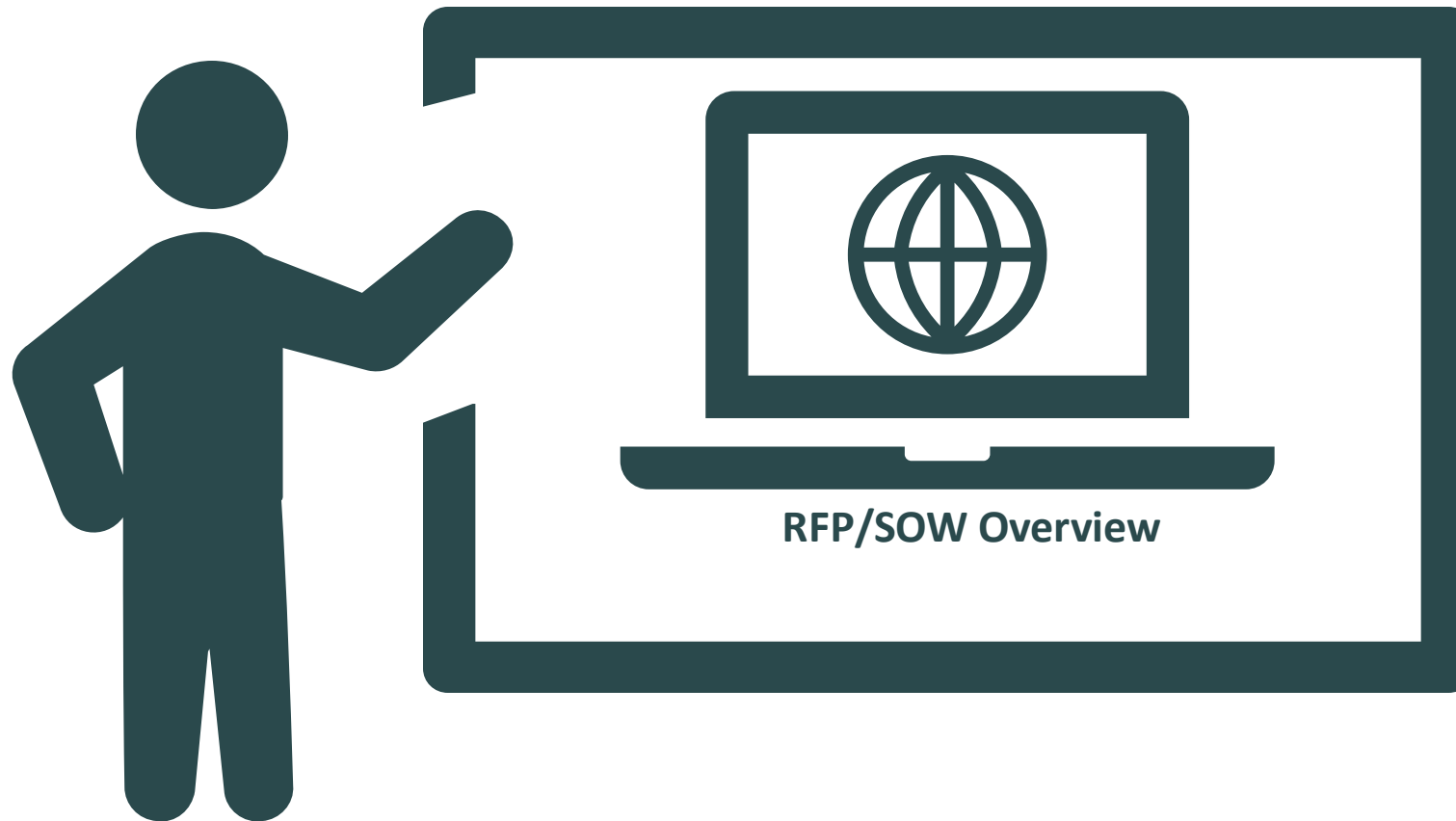
Spend to Date

0.00

Supplier Reference

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 3: Adding Workers to an SOW



Module Objectives

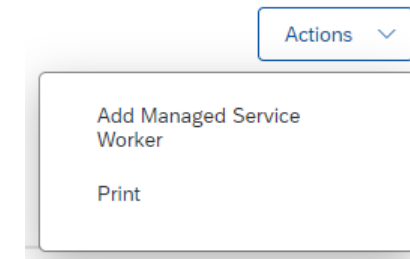
At the end of this module, you will be able to:

- Add/Remove workers from an SOW
- Understand Onboarding/Offboarding requirements

Add Workers

Supplier User

- Workers who need badge access or will be billing time and materials within the SOW will need to be added to Fieldglass (There will be no Workday ID for workers who are not listed within Fieldglass. IF no access is needed or there is no t&M, no workers will need to be added to the SOW).
- To add workers to an SOW, select 'View' and select 'Statement of Work' under the services listing
- Select the SOW to add workers to by clicking on the blue hyperlink
- Select the 'Actions' button in the upper right-hand corner and click on 'Add Managed Service Worker'
- Page will refresh to complete worker details
- There is also an option to add existing workforce for any resources which are already within SAP Fieldglass
- Complete all required fields and select 'Add' to add the resource to the SOW



Add Managed Service Worker

Managed Service Request ID	Name	Period	Buyer
KYDT000000	For Payment Request, Resource Load, and Timecard Videos	2023-03-01 - 2023-03-31	Kyndryl Deutschland GmbH

Setup

Worker Primary Contact

Site
Kyndryl Denmark ApS (3080)

Location
Kyndryl Denmark ApS (3080)

Role

Role

Architect / Kyndryl Denmark ApS / Hr
design person
Developer
Project Manager
Worker

Add Cancel

Details

Search Existing Workforce
Search all workforce records to determine if an individual has been previously submitted before adding a Managed Service Worker.

Existing Workforce

First Name

Last Name

Auto Register Managed Service Worker

Yes No

Time Zone

US Eastern

Start Date

End Date

Worker's Personal Email

Registration email will be sent to this address. Also used for Worker to recover username and password

Worker Country / Region of Origin

Security ID

Confirm Security ID

Requested Information

Add Cancel

Remove Workers

Supplier User

The screenshot displays the Kyndryl Supplier User interface. At the top, there are tabs for 'View', 'Create', and 'Analytics'. Below these, a navigation bar includes 'My Items' (with a sub-link 'My Active Job Postings'), 'Contingent Labor' (with a sub-link 'Job Posting'), and 'Worker' (with a sub-link 'Worker'). An 'Actions' button with a dropdown arrow is highlighted with a red box. Below the navigation bar, a list of actions is shown: 'Revise', 'Edit Worker', 'Edit Worker Profile', 'Create Expense Sheet', 'Close Worker', 'Reset Password', 'Add Attachment', and 'Print'. The 'Close Worker' action is highlighted with a red box. Below this, a modal titled 'Close Worker' is open. It contains a 'Reason' dropdown menu (with a red box around it), an 'Actual End Date' date picker (with a red box around it), and a 'Comments (optional)' text area. At the bottom of the modal, there are 'Close Worker' and 'Cancel' buttons. The Kyndryl logo is visible in the bottom left corner.

View Create Analytics

My Items
My Active Job Postings

Contingent Labor
Job Posting

Worker
Worker

Actions

Revise

Edit Worker

Edit Worker Profile

Create Expense Sheet

Close Worker

Reset Password

Add Attachment

Print

Close Worker

Reason *

<Select a Reason>

Actual End Date *

Comments (optional)

Remaining: 1000

Close Worker Cancel

- To remove workers from an SOW, select 'View' and 'Worker' under the Worker listing
- Page will refresh with listing of workers
- Select worker to be removed by clicking on the blue hyperlink
- Page will refresh with worker record details
- Click the 'Actions' button and select 'Close Worker'
- Enter reason for closing worker, the end date, and any necessary comments
- Select 'Close Worker' to close the worker's record

Onboarding and Offboarding

Supplier User and Worker

Onboarding requirements:

- Requirements are listed within your contracts for support
- Within SAP Fieldglass, no background screening information will be housed but should be marked as completed and listed with the date of completion within the system along with any other required items
- All resources should clear background requirements prior to starting their assignments. Any discrepancies in the background requirements should be addressed within your internal compliance teams

My Work Items	
Summary	111
Job Posting	16
Work Order	2
Statement of Work	15
SOW Revision	5
Time Sheet	2
Worker Activity	60
Miscellaneous Invoice	1

SAP Fieldglass Release Communi

Create your Storefront - Click here

Company Setup Wizard

Use the wizard to help guide you thrc

Click here to open the Wizard

My Active Job Postings

Items Requiring Action

Mark as Complete 60

Activity Items List				
Background Check				
Activity Item				
Status	Due	Actor	Code	
Pending	2023-02-22	Supplier Account	Background Check	

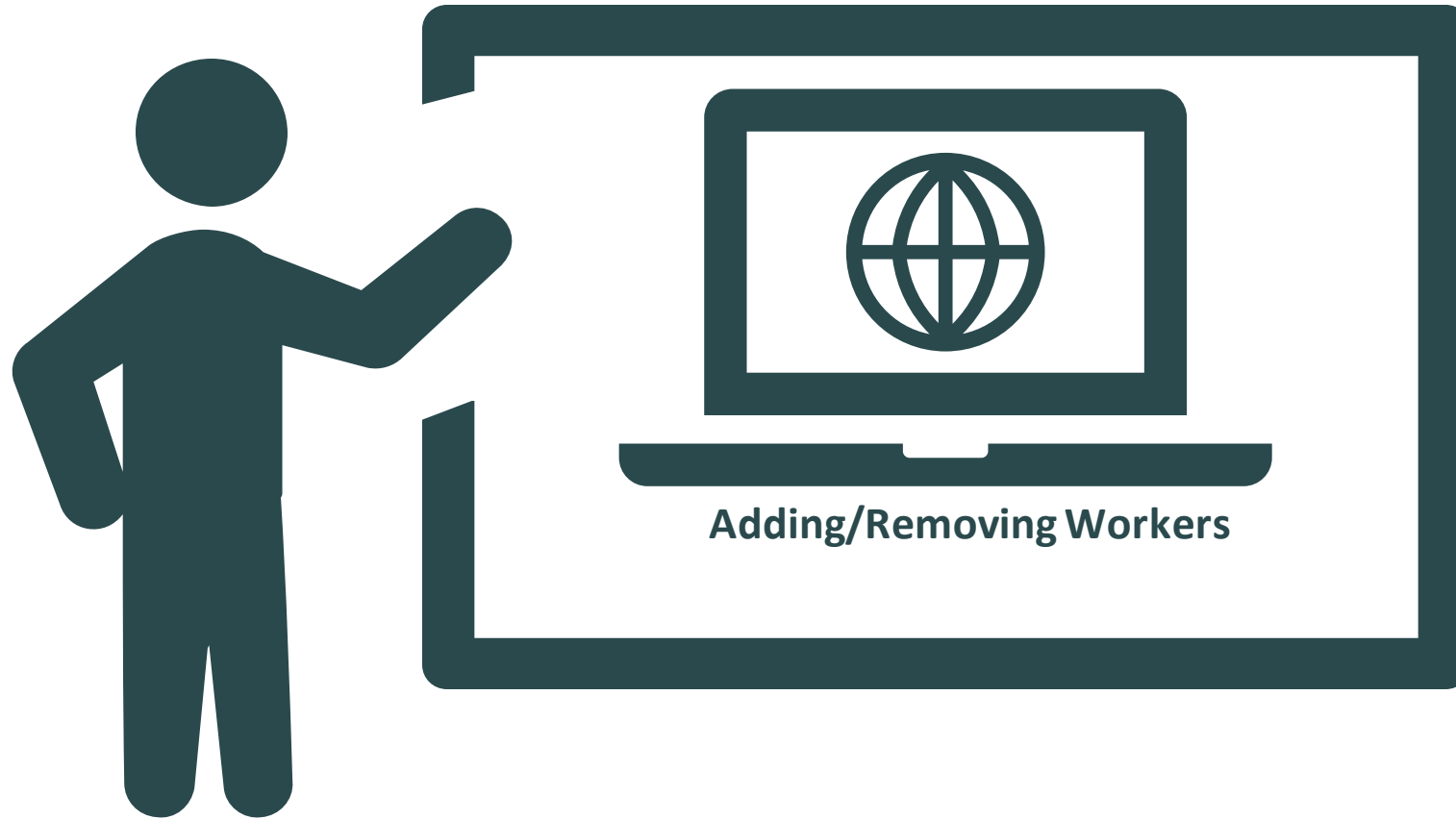
Mark as Complete

Offboarding requirements:

- When workers end an assignment, Suppliers should ensure that the end of assignment is communicated accordingly
- Also ensure that all time and/or expenses have been entered within the system

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 4: Time/Expense and Invoicing



Module Objectives

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

- Submit Time/Expense
- Submit Deliverables
- Payment Requests

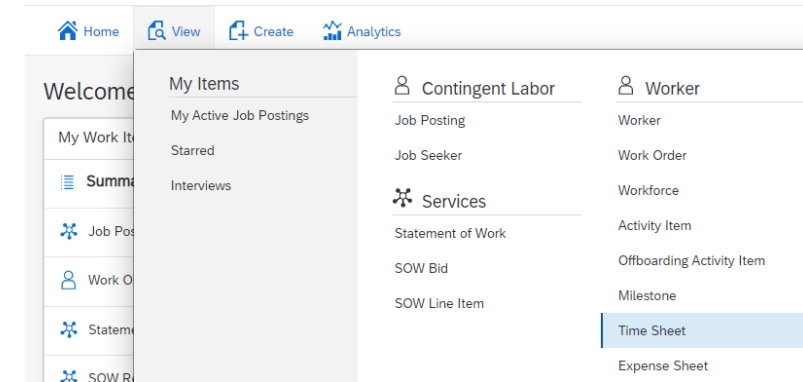
Submitting a Time/Expense

Supplier User and Worker

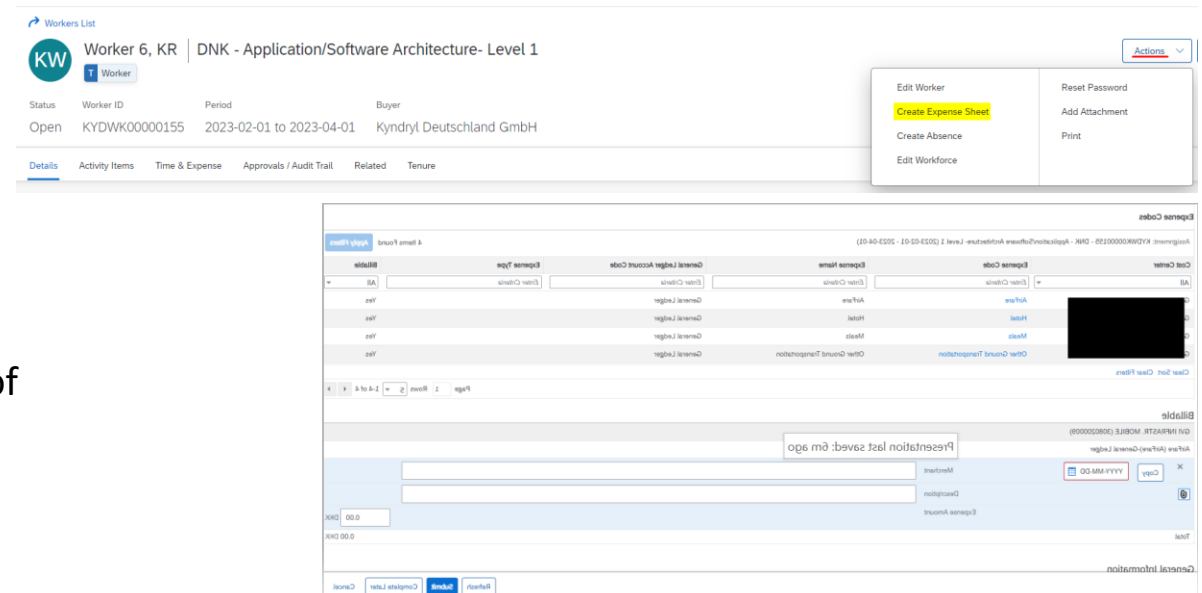
- Time and/or Expense entries can be submitted by the worker directly or by the Supplier on behalf of the worker
- Timesheets can be accessed for the assignment dates and current period
- Supplier Administrators should ensure to review and audit time sheets and draft timesheets within the system
- Expenses may or not be a part of the resources assignment and will require documentation for approval. Expense entries will be submitted to the Hiring Manager for review and approval
- Miscellaneous invoices may be used to submit items which don't have expense codes and have been agreed to as a part of the assignment. Miscellaneous invoices will route for approval and payment in the same manner as the time and expense sheets

kyndryl

Timesheets can be accessed, edited, and submitted from the view module within the system. Suppliers also can view all draft timesheets for their resources.



Expense sheets can be accessed via the 'Actions' within the worker's record.



Submitting Fees/Deliverables

Supplier User

- To complete an event or schedule, select the 'View' module and then select 'SOW Line Item' under the Services tab
- A listing of line items will appear, select the item which you are looking to update
- Select 'Mark as Complete' to confirm the details and update the item
- If necessary, the line item can be itemized, allowing for additional details on the date of completion and an opportunity to itemize the overall total
- The totals shall not exceed the budget approved within the SOW
- Once submitted, the line item will route to the Manager for review and approval
- Status will be updated to 'Approved' once approved and can be submitted for payment following the approval

The screenshot displays the Kyndryl SOW Line Item management interface. At the top, there are tabs for 'View', 'Create', and 'Analytics'. Below these, a sidebar menu shows 'My Items' with sub-items: 'My Active Job Postings', 'Starred', 'Interviews', 'Contingent Labor', 'Job Posting', 'Job Seeker', 'Services', 'Statement of Work', 'SOW Bid', and 'SOW Line Item' (which is highlighted).

The main content area shows a 'Managed Service Request - DKK' for 'test 2'. It includes a 'Mark as Complete' button and an 'Itemize' button. Below this, there is a table with columns: Status, Next Step, Event ID, Completed On, and Buyer. The table shows a single row with the status 'Created', next step 'Need to mark as complete', event ID 'KYDPE00000103', completed on '(No Value)', and buyer 'Kyndryl Deutschland GmbH'.

Below the table is the 'Add and Complete Itemized Event' form. It has sections for 'Details', 'Accounting', and 'General Information'. The 'Details' section includes fields for Name, Description (optional), Completed Date (YYYY-MM-DD), Auto Invoice (No), and Site (Kyndryl Denmark ApS). The 'Accounting' section includes a 'Capitalized?' dropdown (Yes/No), a 'Remaining Amount' of 5,000.00 DKK, and an 'Amount' field. The 'General Information' section includes a 'Comments (optional)' field.

At the bottom of the form are buttons for 'Submit & Copy', 'Submit', and 'Cancel'.

Below the form is the 'SOW Line Items' table. It has filters for 'Period' (2023-03-14 to 2023-07-11), 'View' (My Account), 'Group By' (None), and an 'Apply Filters' button. The table has columns: Status, Type, Line Item ID, Line Item Name, Revision, and SOW ID. It shows three rows of data, all with a status of 'Pending Approval', type of 'Event', line item ID of 'KYDPE00000', line item name of 'test 1', revision of '0', and SOW ID of 'KYDTQ00000'.

Invoicing

Supplier User

The invoicing process will begin in SAP Fieldglass via the submittal and approval of time sheet entries, expense sheet entries, fees, and any miscellaneous invoices.

All time, expenses, fees, and miscellaneous invoices will be submitted within the system by the Worker or Supplier and routed to the assignment manager for review and approval. Once approved, the invoice process will begin.

There are currently 3 Invoicing Processes in place for the program:

1. Fully Integrated

- in this process, once submitted entries are approved, taxes are allocated within SAP Fieldglass and the base invoice is created. The Supplier User will need to 'create' the invoice within the system, which will route all approved entries to Ariba for processing directly.

(Singapore, Denmark, Germany, Hong Kong, Luxembourg, Switzerland, Netherlands, Sweden, Belgium, France)

2. Partially Integrated Invoice

- in this process, once entries are approved, the Supplier User will download the invoice data from SAP Fieldglass and send to the government site for processing. Once confirmation has been received from that site, the Supplier User will need to 'create' the invoice within the system. The invoice will flow through Kyndryl's systems for processing and payment.

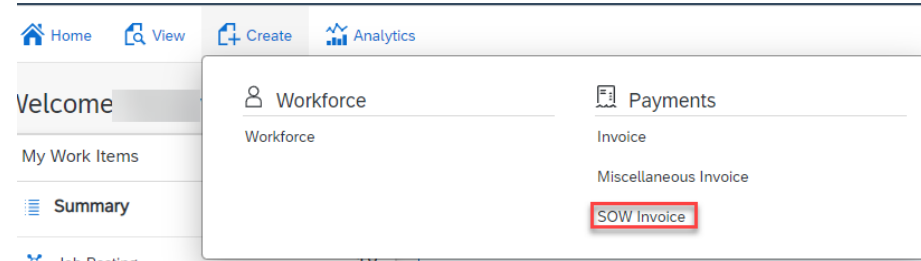
3. Proforma Invoice

- in this process, once approved within SAP Fieldglass, the Supplier User will gather all data for the pro forma invoice creation and submit to applicable site (Kyndryl; Government; Etc.). Kyndryl will process for payment.

Payment Request

Supplier User

- To create the invoice, the Supplier User will need to login to SAP Fieldglass and select 'Create' and select 'SOW Invoice' to get the invoice created
- Select the SOW which will need to be invoiced
- Enter an invoice code for reference and select the Remit to address. Select 'continue' then 'submit' to generate the invoice within SAP Fieldglass



Create Invoice - Select Statement of Work

End Date: 2023-04-26 Apply Filters

Group By: None 11 Items Found

ID	Name	Buyer	Statement of Work Site	Item Type	Revised?	Original Item	Total Items
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Enter Criteria"/>	
KYDT000000265	For Payment Request, Resource L...	Kyndryl	Kyndryl Danmark ApS	Line Items	No		2
KYDT000000265	For Payment Request, Resource L...	Kyndryl	Kyndryl Danmark ApS	Time Sheets	No		2
KYDT000000114	Managed Service Request - DKK	Kyndryl	Kyndryl Danmark ApS	Line Items	No		1

Managed Service Request Information

Invoice Code *

test1234

Remit to Address *

RTA w/Tax ID -- Nyhavn 63a, 2 København Hovedstaden DNK

Events

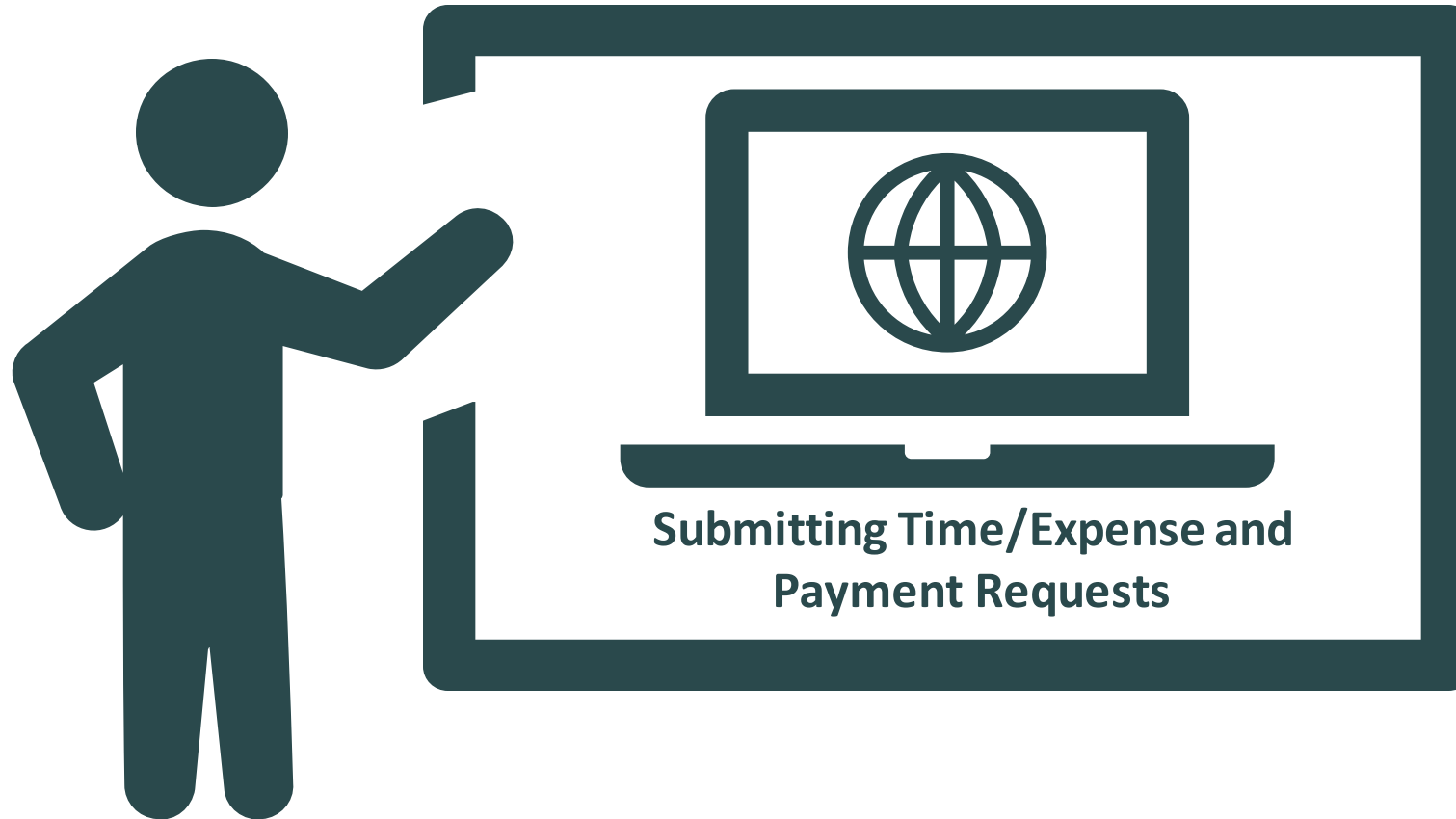
<input checked="" type="checkbox"/>	ID	Name	Line Item Site	Date	Tax Guidance	Tax Jurisdiction	Amount (DKK)
<input checked="" type="checkbox"/>	KYDPE00000093	Project Kick-Off	Kyndryl Danmark ApS	2023-03-10	✓	DNK	10,000.00
Total							10,000.00

Expenses

<input checked="" type="checkbox"/>	ID	Line Item Site	Date	Tax Guidance	Tax Jurisdiction	Amount (DKK)
<input checked="" type="checkbox"/>	KYDTU000000003	Kyndryl Danmark ApS	2023-03-10	✓	DNK	555.00
Total						555.00

Demonstration

In this demonstration, the following task will be performed:



Module 5: Reporting

kyndryl.



Module Objectives

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

- Run reports within the SAP Fieldglass

Reporting Review

Supplier User

- Within the 'Analytics' module there are predefined reports available for reference
- Reporting capabilities are limited to user role preferences and profile associations
- All reporting can be edited to add additional fields or modules per user preference
- Within the selected report, click the 'edit' option from the upper right-hand corner
- Additional field options will populate on the left side of the screen
- Drag and drop within the report accordingly

The screenshot displays the 'Draft Time Sheets' report interface. At the top, there's a 'Go to List' link and a 'Draft Time Sheets' title. Below this is a 'REPORT' section with 'Run', 'Edit', and 'Actions' buttons. The 'Edit Report' section is active, showing a left sidebar with a 'Fields' list and a main area with 'Groups' and 'Columns' tables.

Fields List (Left Sidebar):

- Base Module: Time Sheet
- Work Order
- Audit
- Work Order Owner Email
- Work Order Owner Username
- Base Data
- Previous Work Order Owner Email
- Previous Work Order Owner Username
- Previous Work Order Owner Email
- Previous Work Order Owner Username

Groups Table:

Module	Data Field Name	Display Name	Sort Order
Time Sheet	Currency	Currency	ASC
Worker	Site	Site	ASC

Columns Table:

Module	Data Field Name	Display Name	Sort Order
Time Sheet	Time Sheet ID	Time Sheet ID	
Worker	Worker	Worker	
Time Sheet	Time Sheet Start Date	Time Sheet Start Date	
Time Sheet	Time Sheet End Date	Time Sheet End Date	ASC

Additional options for the last row (Time Sheet End Date):

- Summary Function (optional): Count
- Suppress Duplicates (optional): ☐
- Word Wrap (optional): ☐

Reporting Review

Supplier User

- Reports can also be scheduled to run automatically within the system
- Within the selected report, click on 'schedule report' from the actions drop down
- All required fields for the schedule are listed in red and will need to be completed prior to saving the setup
- User will determine the frequency; start date; and delivery of the scheduled report

The image shows two screenshots from a web application. The top screenshot is the 'Draft Time Sheets' report page. It has a header with 'Go to List' and 'Draft Time Sheets'. Below the header is a 'REPORT' section with tabs for 'Details', 'Related Items', and 'Previous Runs'. A 'Filter Sets' dropdown is set to 'Draft Time Sheets DEFAULT' with a 'Save As' button. On the right, there is an 'Actions' dropdown menu with options: 'Set Up Home Page', 'Schedule Report', and 'Copy Report'. The bottom screenshot is the 'Schedule Report' configuration page. It features a blue information banner at the top stating: 'This report will be automatically executed based on the schedule below. Report output can then be accessed from the My Reports List or from the Report Output List. Since the number of days in a month vary, Monthly frequency schedules will use the last day of the month when appropriate.' Below this is a table with columns 'Name' and 'Folder'. The table contains one row: 'Draft Time Sheets' under 'Name' and 'Status' under 'Folder'. The 'Scheduling' section includes: 'Turn On Schedule?' with radio buttons for 'Yes' (selected) and 'No'; 'Schedule Name' with a text field containing 'Draft Time Sheets'; 'Delivery Type' with radio buttons for 'URL' (selected) and 'Attachment'; 'Frequency' with a dropdown menu; 'Start Date/Time' with a date/time picker showing 'MM/DD/YYYY' and a time dropdown; and 'Email Addresses' with a text field for multiple addresses separated by commas or semicolons. A 'Remaining: 2000' indicator is at the bottom right.

Demonstration

In this demonstration, the following task will be performed:



Course Summary

Now you know how to:

- Navigate within SAP Fieldglass
- Respond to RFPs/SOWs
- Add/Remove Workers on an SOW
- Submit Time/Expenses and Payment Requests
- Reporting Basics





Thank You!