SAP Fieldglass Quick Reference Guide

Supplier Registration Process for Fieldglass

Supplier

*All screenshots provided are examples only

## Overview

This guide provides the steps for a Supplier to register on SAP Fieldglass.

Prerequisite: The Supplier must have a SAP Ariba account linked with TMR, to be able to proceed through this QRG.

Instructions

1.   The B2B Solutions, SAP Ariba Support Team will send an invitation to register for SAP Fieldglass, it will come from fieldglass@fgvms.eu.
        The invite is sent to the Supplier account contact (usually the Ariba contact).
        Please check your spam folder if it has not arrived in your Inbox.
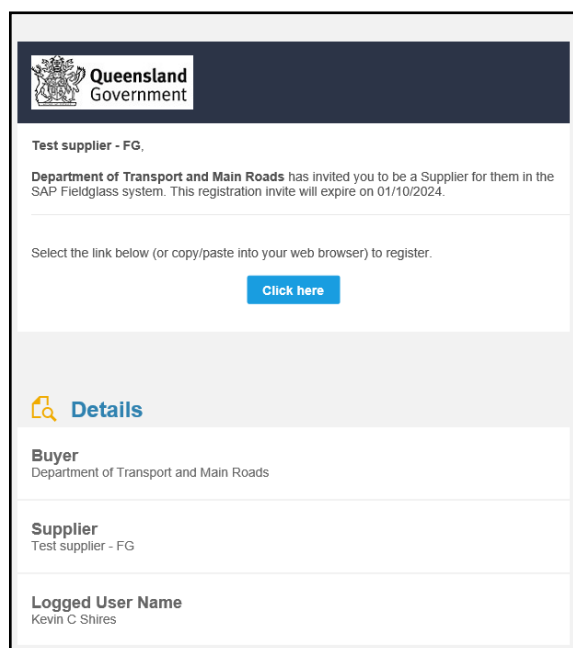
2.   Select "Click here", you are taken to the "Welcome to Fieldglass" screen.
        Read and answer the question, "Do you have an existing SAP Fieldglass account that you

would like to link to Department of Transport and Main Roads?"
Click "Continue" when finished.

3. Fill out the following fields/details on screen.
   a. Company Details.
   b. Company Address.
   c. Company Preferences.
   d. User Information.

   Then click "Continue".

4. Accept the Contractor Access Agreement (CAA).

5.   Select "Run Company Setup Wizard" to complete your supplier account setup.
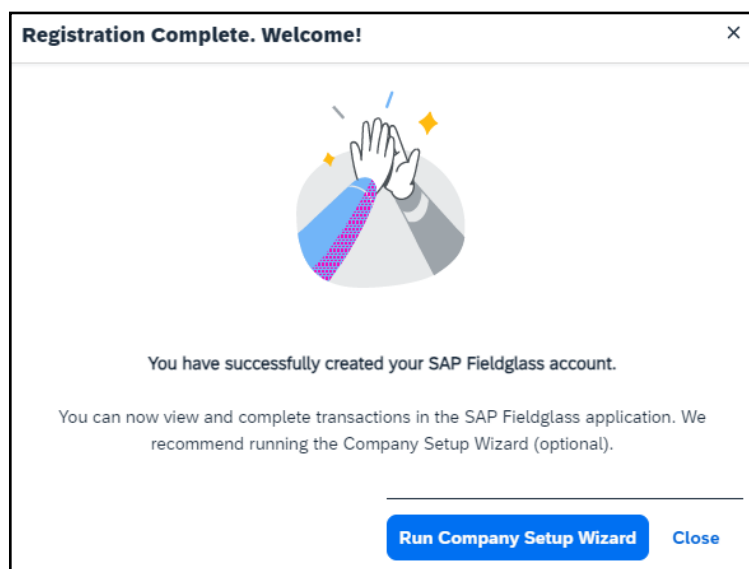
6.   Once the setup wizard is finished, you will now have access to your active Fieldglass account.
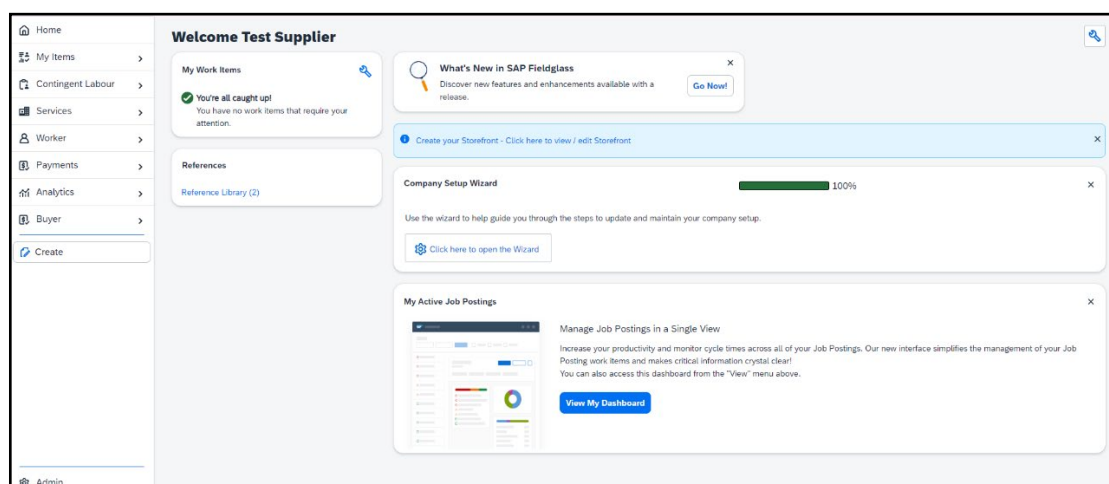
Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	06/08/25	Creation	Kevin Shires	Xanthe Nightingale