

# SAP Fieldglass Quick Reference Guide

## Supplier Registration Process for Fieldglass

Supplier

*\*All screenshots provided are examples only*

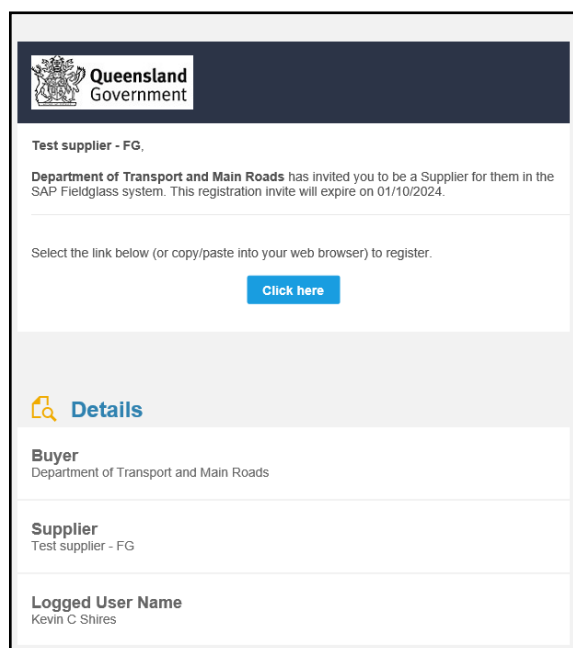
### Overview

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](mailto: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.

**Welcome to SAP Fieldglass**

You have been invited to use the SAP Fieldglass system to assist Department of Transport and Main Roads with automating their contingent Workforce management and services procurement programs.

In order to create your SAP Fieldglass account, you will need to complete the Supplier registration process. We will guide you through the following steps:

1. Enter information about your company to create an SAP Fieldglass account. If you already have an existing account we can link your accounts together.
2. Create your SAP Fieldglass username and password.
3. Sign the SAP Fieldglass Contractor Access Agreement or if necessary forward the agreement to another person to for signature.
4. Complete any additional steps required by Department of Transport and Main Roads.

If you have any questions regarding your registration, access [SAP Fieldglass Help Center](#) to find documentation or submit a support case.

Do you have an existing SAP Fieldglass account that you would like to link to Department of Transport and Main Roads? ☐ Yes ☒ No

**Continue** Cancel

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

Then click “Continue”.

**Create a New SAP Fieldglass Account**

Not set about your company.

Note that all organizations are required to provide up-to-date, accurate, and complete address data, including city, state/province, country, and zip code, in order to access the SAP Fieldglass Cloud Service.

**Company Details**

Company Name  
SERVICE PVT LTD

Company Code \*  
[Field with 'Check Availability' button] **Use Check Availability to suggest alternative codes as required**

Please only use letters and numbers. We'll suggest alternative codes if your requested code is not available.

Federal Tax ID  
(No Value)

Tax Number Type  
(No Value)

**Company Address**

Address 1 \*  
[Field with '36 Ave Street']

Address 2 (optional)  
[Field]

City \*  
[Field with 'Brisbane']

4. Accept the Contractor Access Agreement (CAA).

**Contractor Access Agreement**

The SAP Fieldglass Supplier Contractor Access Agreement (CAA) is a legal agreement that defines the usage of and access to the SAP Fieldglass system for a Supplier. All Suppliers must have a signed CAA on file in order to access the SAP Fieldglass system. You can review and electronically sign the CAA below. Once signed, you will have access to your SAP Fieldglass account. If you prefer, you can forward the CAA to another individual in your organization using the **I am not the correct person** button at the bottom of the page. If you forward the CAA, we will still create your SAP Fieldglass account. However, you will not be able to view or complete any transactions until the CAA has been signed.

**Company Details**

Company Code  
TEST12

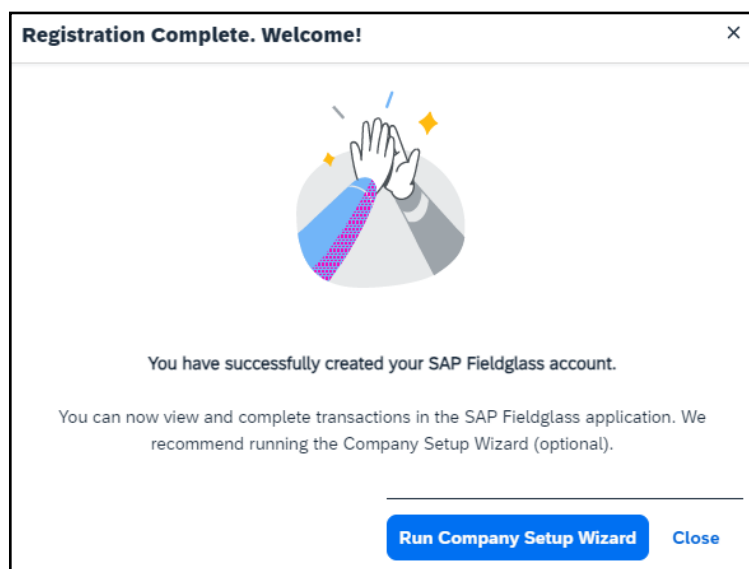
Company Name  
Test supplier - FG

Ariba Supplier Network ID (optional)  
AN01398782726

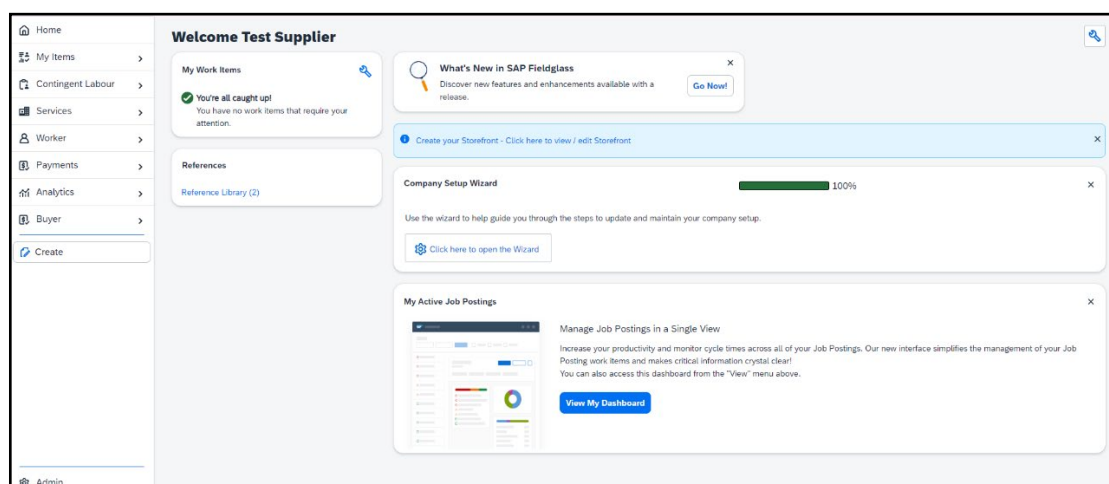
**Signer's Details**

|                     |                       |
|---------------------|-----------------------|
| First Name<br>Test  | Last Name<br>Supplier |
| Title<br>(No Value) |                       |

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](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto: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     |