

SAP Fieldglass Quick Reference Guide

Candidate rejected and resubmission of the same candidate

Supplier process

**All screenshots provided are examples only*

Overview

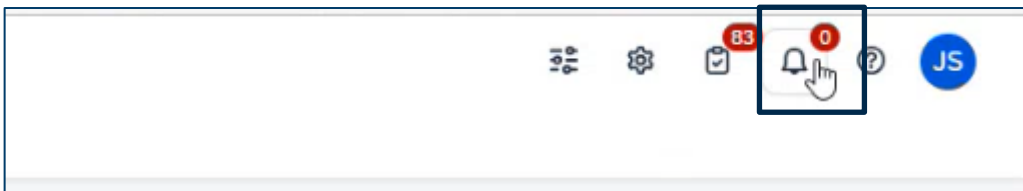
This process is to be carried out by a Supplier if they are required to resubmit a candidate due to information missing/error. This is usually carried out as a result of a request from TMR.

Instructions

Step 1:

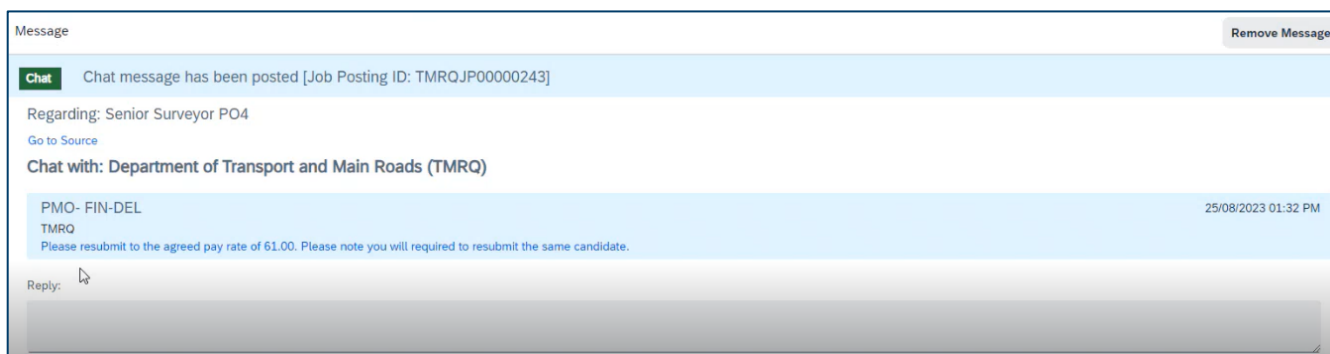
Log into SAP Fieldglass.

On the Homepage, click on the Notification bell in the top right-hand corner of the screen.



Click on '**Chat**' in the relevant notification.

The message sent from TMR will be visible, allowing you to provide a response if required now or at a later date.

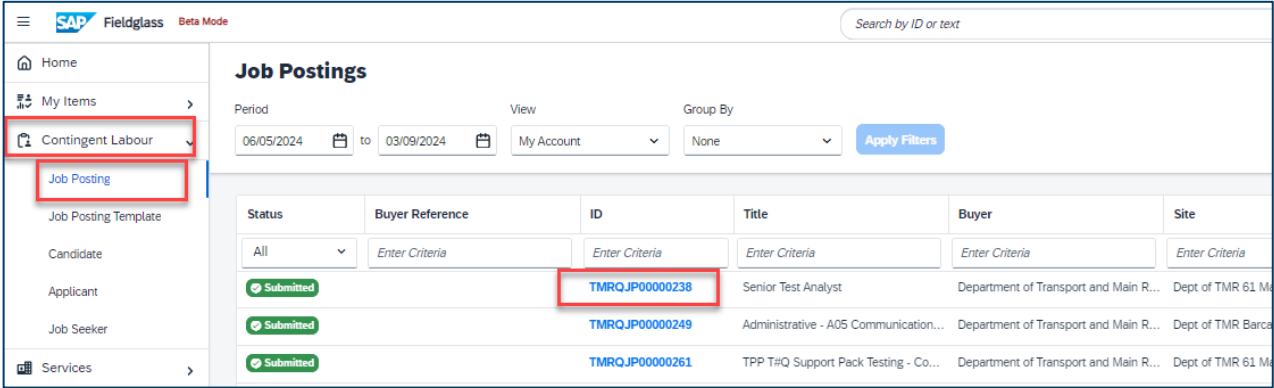


Step 2:

Click ‘Accept’.

Step 3:

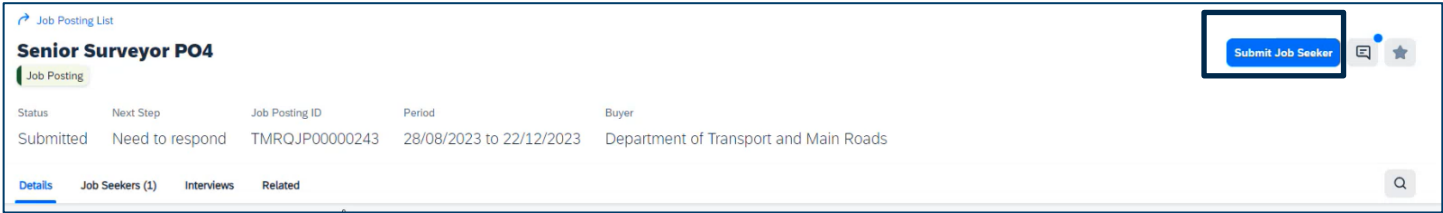
From the Sap Fieldglass homepage, select ‘Job Posting’ from the Contingent Labour menu options.



Step 4:

Select the relevant Job Posting that was rejected by TMR.

Click on ‘Submit Job Seeker’.



Step 5:

Complete the mandatory fields (*).

Enter the ‘First Name’ and ‘Last Name’ of the Candidate you would like to submit,

First Name * Last Name *

Sally Martella

Enter the ‘Security ID’:

The Security ID must be created with the following naming convention:

- First 3 initials of first name (capital),
First 3 initials of last name (capital),
2 digit day of birth; and
2 digit month of birth.

- Please use CAPITALS. The Security ID field is case sensitive.
- Example John Smith, born Nov 3th. Security ID = JOHSMI0811.
- If there are situations where the first or last names only consist of two characters. Then pad out the name suffix with an 'X'.
Example: Jo Smith born Jan 18th would have a Security ID of, JOXSMI1801.
- Ensure both fields match.

Security ID *

Confirm Security ID *

Step 6:

Complete/correct the missing or incorrect information as per the chat information you received.

Refer to the Quick Reference Guide, FGSUP-CON01 Respond to a Job Posting for detailed information on each field.

Step 7:

An ERROR message will appear. Click on the X at the top left-hand corner of the error notification box and it will disappear, allowing you to continue.

Step 8:

Click '**Continue**'.

Click '**Resubmit**'.

The Job Seeker has now been re-submitted to TMR.

Senior Surveyor PO4

Job Posting

Status	Next Step	Job Posting ID	Period	Buyer
Submitted	Need to respond	TMRQJP00000243	28/08/2023 to 22/12/2023	Department of Transport and Main Roads

Success!

Your job seeker has been submitted successfully and a new workforce record has been created for them.

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	21/05/24	Creation	S2P	S2P
2.0	16/08/24	Full review, rates 2.0	Xanthe Nightingale	Shane Ravenswood
2.1	06/08/25	Qld Govt branding, document control	Xanthe Nightingale	Kevin Shires