AIR CANADA

SAP Fieldglass Supplier Training Course

August 2025

AIR CANADA

Introduction to your Speakers

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Table of Contents

Section 1 | Introduction to Air Canada’s Transformation

AIR CANADA

Air Canada's Finance & Procurement Transition

Air Canada is transitioning to a new system in an effort to enhance and streamline our business processes.

This change includes:

- ✓ Integrating a new Enterprise Resource Planning (ERP) system
- ✓ Updating our SAP Business Network ID (ANID)
- ✓ Implementing advanced tools for procurement, supplier management, and financial transactions

Air Canada's Goal:

To make operations smoother, reduce manual tasks, save time and create a seamless finance and procurement experience

WHAT is changing for you as a supplier?

Familiarizing yourself
SAP Fieldglass

Suppliers will be required to use SAP Fieldglass as the platform for engaging services procurement, such as contingent workforce, professional services (SOW, statements of work), and third-party workers in general.

Invoicing in SAP Ariba

At the time of invoicing, ensuring that you (Supplier) are using the correct PO

Your Training Journey as a Supplier

This training is **essential** to your success with Air Canada. It will guide you through key-systems, provide step-by-step walkthroughs for critical processes, and share the resources you'll need to ensure a **smooth and disruption-free transition**. A thorough understanding of this content is **crucial** to avoid delays or errors after go-live!

MAY 2025
Receive initial communication from Air Canada about the SAP transition

JUNE 2025
Attend an Air Canada Supplier Summits

TODAY
Participate in Air Canada Supplier Training

SEPTEMBER 2025
Air Canada SAP Go-Live

SEPT 2025 - ONWARD
Obtain support from Air Canada's Supplier Enablement Team

In order to be successful in your role as a Supplier, you should:

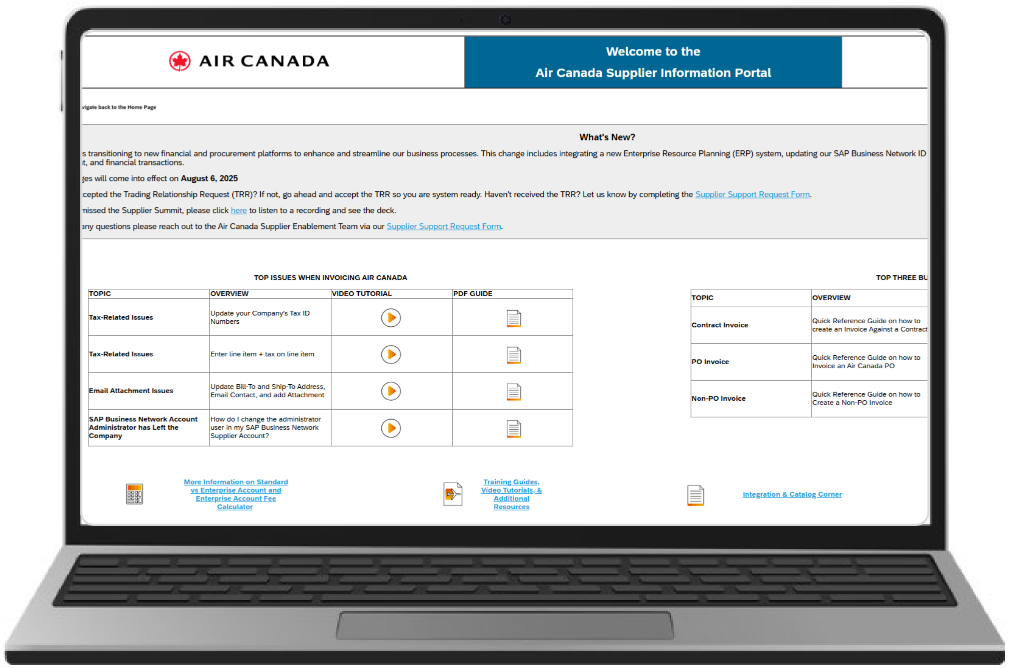
- Review key communications sent by Air Canada and ensure all relevant stakeholders on your team are aware
- Understand the procurement processes and be aware of the key resources available to you
- Ask questions and leverage Air Canada Supplier Enablement Team as a key resource

Available Supplier Resources For You!

Air Canada Supplier Information Portal

Air Canada Supplier Information Portal provides information for all suppliers conducting business with Air Canada.

On this site, you will find information regarding the transformation and several tools to help answer any of your questions.

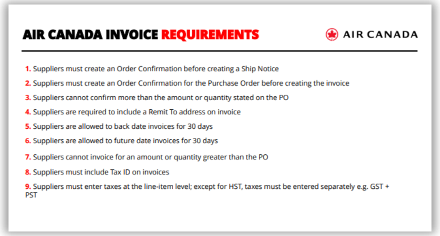


Need Support from Air Canada?

If you have any questions, please reach out to the Air Canada Supplier Enablement Team via our Supplier Support Request Form.

Includes:

- ✓ Training Guides and Video Tutorials
- ✓ Integration and Catalog Information
- ✓ Supplier Summit Recordings
- ✓ Reference Guides



AIR CANADA INVOICE REQUIREMENTS

AIR CANADA

1. Suppliers must create an Order Confirmation before creating a Ship Notice
2. Suppliers must create an Order Confirmation for the Purchase Order before creating the invoice
3. Suppliers cannot confirm more than the amount or quantity stated on the PO
4. Suppliers are required to include a Remit To address on invoice
5. Suppliers are allowed to back date invoices for 30 days
6. Suppliers are allowed to future date invoices for 30 days
7. Suppliers cannot invoice for an amount or quantity greater than the PO
8. Suppliers must include Tax ID on invoices
9. Suppliers must enter taxes at the line-item level; except for HST, taxes must be entered separately e.g. GST + PST

Section 2 | Training Course Overview

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Topics Being Covered Today

Introduction to SAP Fieldglass and the Contingent Workforce module

Understanding how to respond to Job Postings and accept Work Orders

Managing Timesheets & Expenses within Fieldglass

Submitting and Managing Invoices

Objectives of the Session:

- Understand what is SAP Fieldglass and how Air Canada plans to use it
- Understand the purpose of the Contingent Workforce module and its key processes
- Understand the link between SAP Fieldglass and SAP Ariba for the invoicing process

Ground Rules for Today's Session

Today is about building confidence and unlocking what's possible with SAP, so you're ready to take off with Air Canada

The training sessions are meant to support a smooth transition to SAP. This session is focused on equipping you with the tools and knowledge you need to navigate the new system with confidence. Recording of today's session and supporting material will be available via Air Canada Supplier Portal.

Respect the Agenda

Listen Actively and Respectfully

Participate in Activities

Ask Questions and Clarify Doubts

Section 3 | SAP Fieldglass for Suppliers

Section 3.1 | Introduction to SAP Fieldglass – General Overview

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Introduction to SAP Fieldglass for Air Canada Suppliers

SAP Fieldglass is a new technology for Air Canada focused on managing and operationalizing services procurement operations.

Overview

SAP Fieldglass

SAP Fieldglass is a cloud-based vendor management system (VMS) made up of 3 key modules

Fieldglass will enable unified processes and data in one system integrated with Air Canada's systems to increase visibility, collaboration, and control for all services procurement.

01

Contingent Workforce Module

This module is designed to help Air Canada manage the end-to-end process for engaging the **Contingent Workforce/Labour** from placing the request to offboarding of the consultant, including managing timesheets and expenses.

Focus of this session

02

Services Module

This module simplifies the operationalization and management of **Statements of Work (SOWs)** by defining milestones, deliverables, and other key details within service contracts.

It also allows workers to be directly tied to an SOW, enabling them to track their time and submit expenses when applicable and automate their accesses when applicable.

03

Worker Module

While this module provides a comprehensive and centralized view of all worker records, AC will primarily use it to manage **Profile Workers** – 3rd party workers not associated with the previous two modules.

It will help strengthen security, improve control over worker records, and support a centralized tracking system for better workforce management.

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Understanding SAP Fieldglass as a Supplier

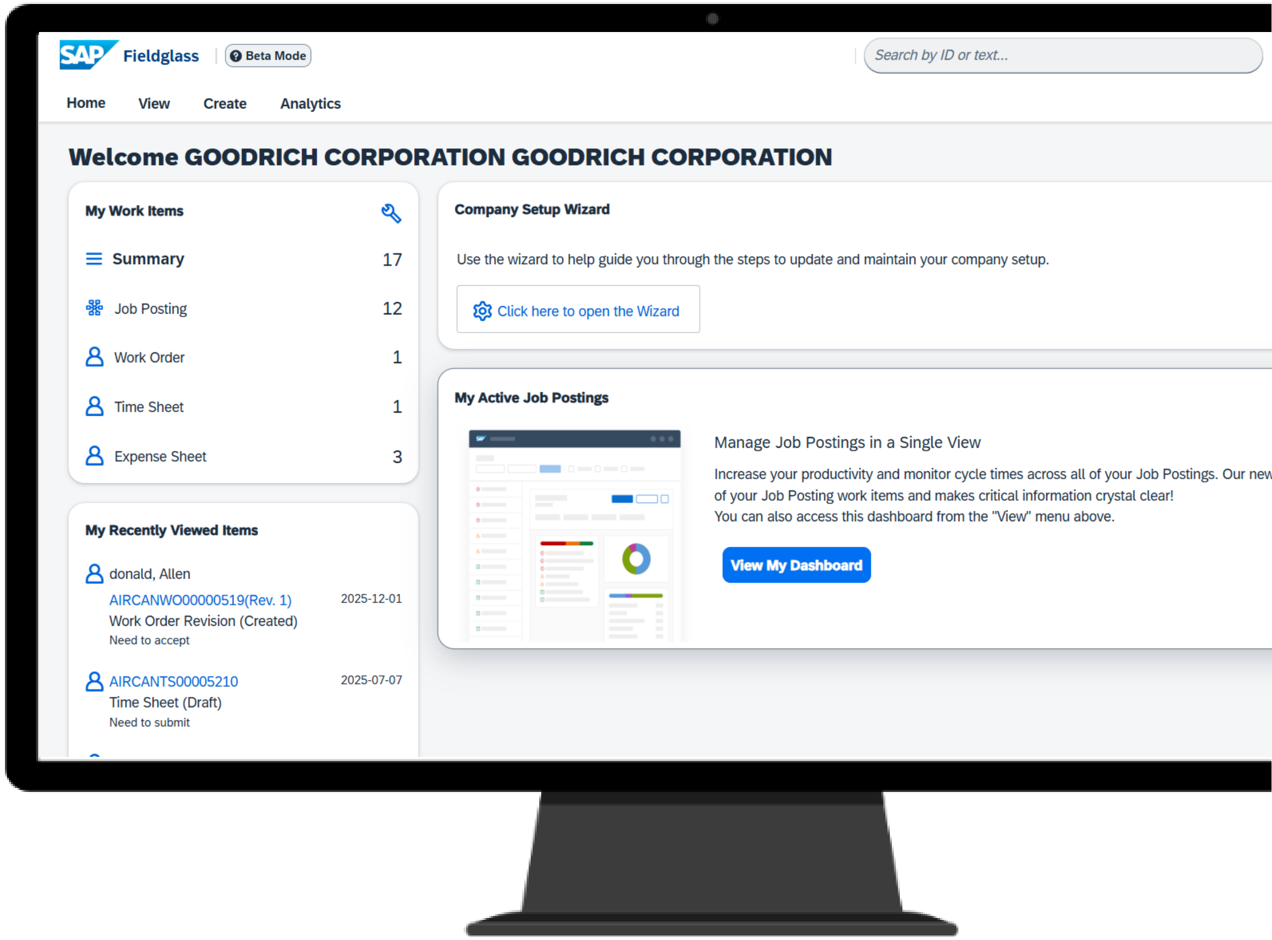
SAP Fieldglass

SAP Fieldglass allows Air Canada to manage the procurement of their services in a centralized platform to have full, end-to-end visibility onto their external workforce.

WHAT is changing for me as a supplier?

Moving forward, as an Air Canada Supplier, you will:

- ✓ Need to be registered in both SAP Fieldglass and SAP Ariba (detailed in the next slides ‘Pre-requisites’)
- ✓ Have a main point of contact managing SAP Fieldglass tasks
- ✓ Use SAP Fieldglass to manage any contingent worker contract with Air Canada, including responding to job postings, managing work orders, and overseeing worker activities such as timesheet and expense sheet submissions, directly in the system.



Section 3.2 | Pre-Requisites

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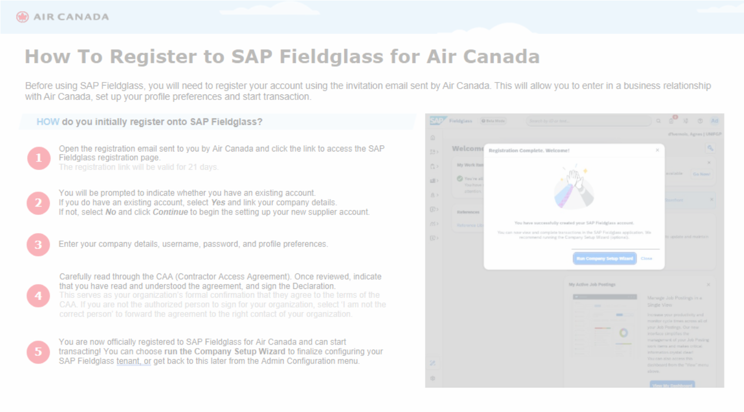
Pre-Requisites Overview

SAP Fieldglass

Before diving into using the SAP Fieldglass platform, ensure you have completed these key pre-requisites. Completing these steps helps you follow along smoothly and avoid delays later.

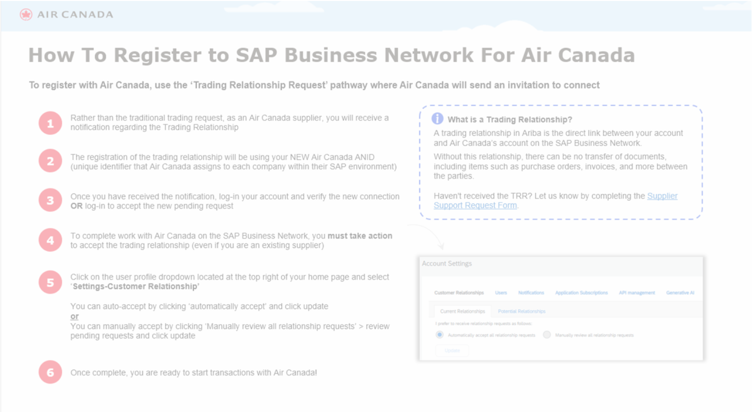
WHAT pre-requisites do suppliers need to have done?

Pre-requisite 1



1 **Complete the Supplier registration process in SAP Fieldglass**

Pre-requisite 2



2 **Complete the Supplier registration process in SAP Business Network and have an active Trading Relationship with Air Canada**

How To Register to SAP Fieldglass for Air Canada

Before using SAP Fieldglass, you'll need to register your account using the invitation email sent by Air Canada. This step allows you to establish a business relationship with Air Canada, set up your profile preferences, and start transacting in the system.

HOW do you initially register onto SAP Fieldglass?

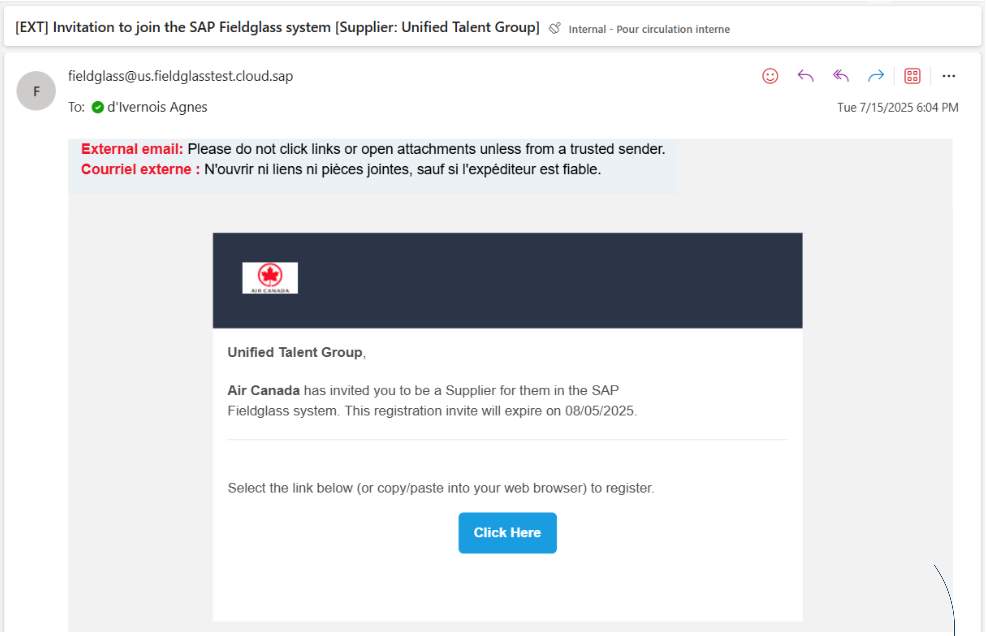
1. Open the registration email sent to you by Air Canada and click the link to access the SAP Fieldglass registration page.
   The registration link will be valid for 21 days.

2. You'll be asked whether you already have an existing account:
   - If you do, select ***Yes*** and link your company details.
   - If not, select ***No*** and click ***Continue*** to begin setting up your new supplier account.

3. Enter your company details, username, password, and profile preferences.

4. Carefully read through the CAA (Contractor Access Agreement). Once reviewed, indicate that you have read and understood the agreement, and sign the Declaration.
   This serves as your organization's formal confirmation that they agree to the terms of the CAA. If you are not the authorized person to sign for your organization, select 'I am not the correct person' to forward the agreement to the right contact of your organization.

5. You are now officially registered to SAP Fieldglass for Air Canada and can start transacting! You can choose **run the Company Setup Wizard** to finalize configuring your SAP Fieldglass tenant, or get back to this later from the Admin Configuration menu.


[EXT] Invitation to join the SAP Fieldglass system [Supplier: Unified Talent Group] Internal - Pour circulation interne

fieldglass@us.fieldglasstest.cloud.sap
To: d'Ivernois Agnes
Tue 7/15/2025 6:04 PM

External email: Please do not click links or open attachments unless from a trusted sender.
Courriel externe : N'ouvrir ni liens ni pièces jointes, sauf si l'expéditeur est fiable.

Unified Talent Group,

Air Canada has invited you to be a Supplier for them in the SAP Fieldglass system. This registration invite will expire on 08/05/2025.

Select the link below (or copy/paste into your web browser) to register.

Click Here

SAP Fieldglass Registration Emails

From:	Subject	Description
SAP Fieldglass	Invitation to join the SAP Fieldglass system	Contains the link to the SAP Fieldglass registration page.

Fieldglass registration emails expire after 21 days. If you registration email expires, contact the SAP Fieldglass Support Team to generate a new one.

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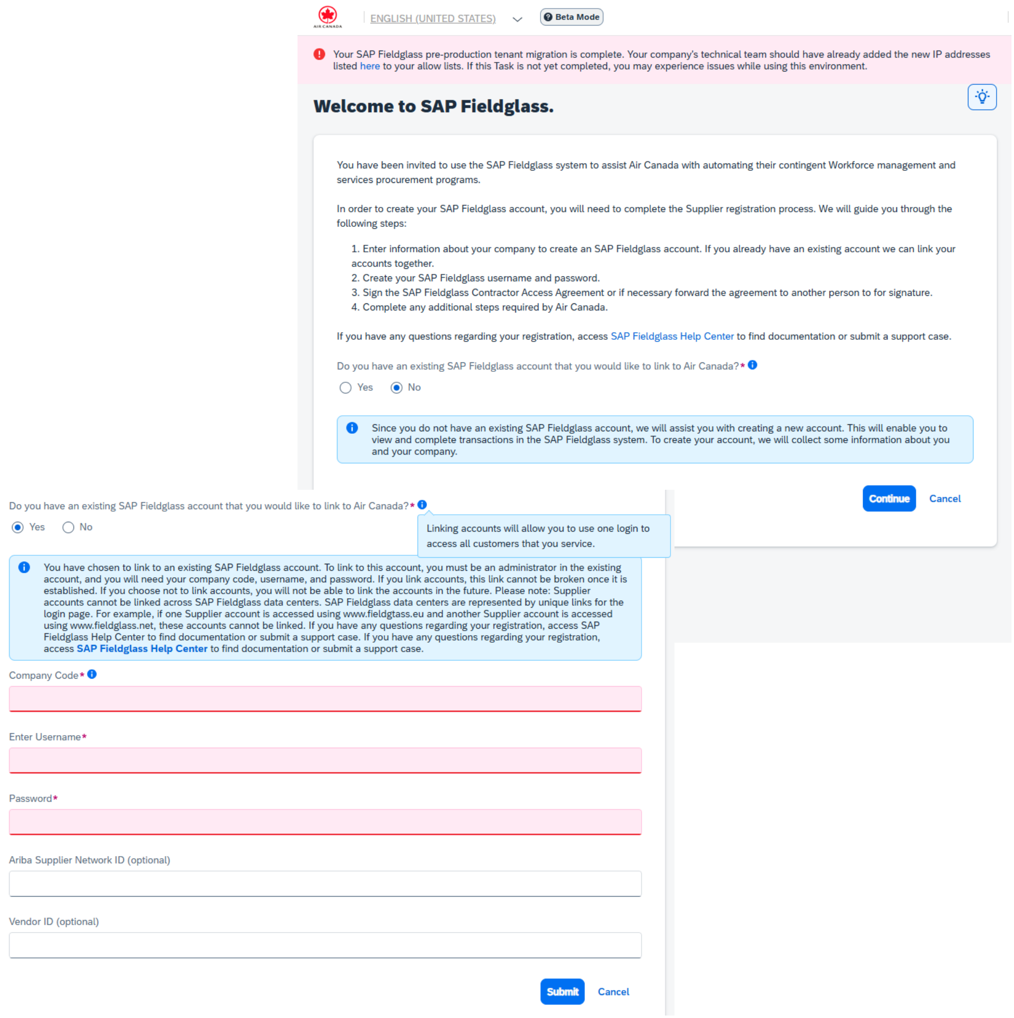

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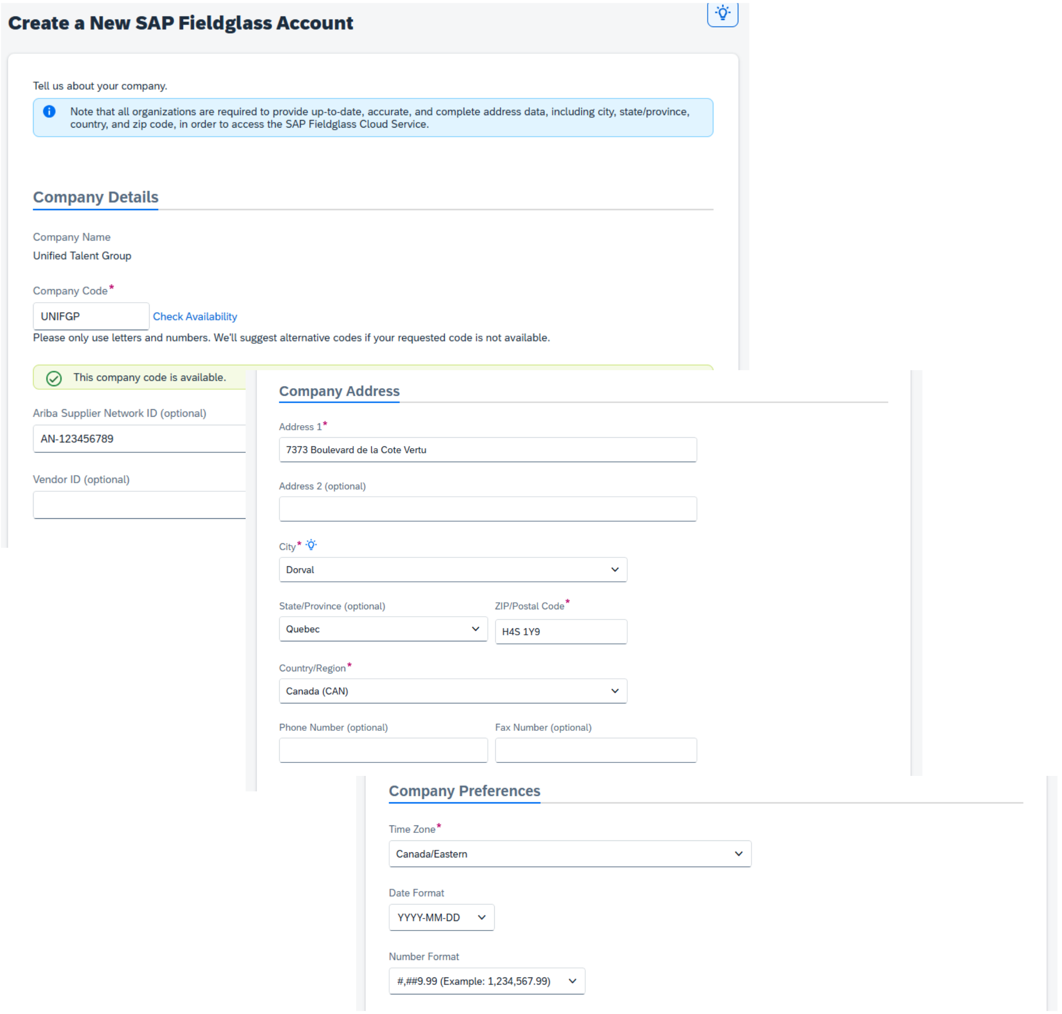

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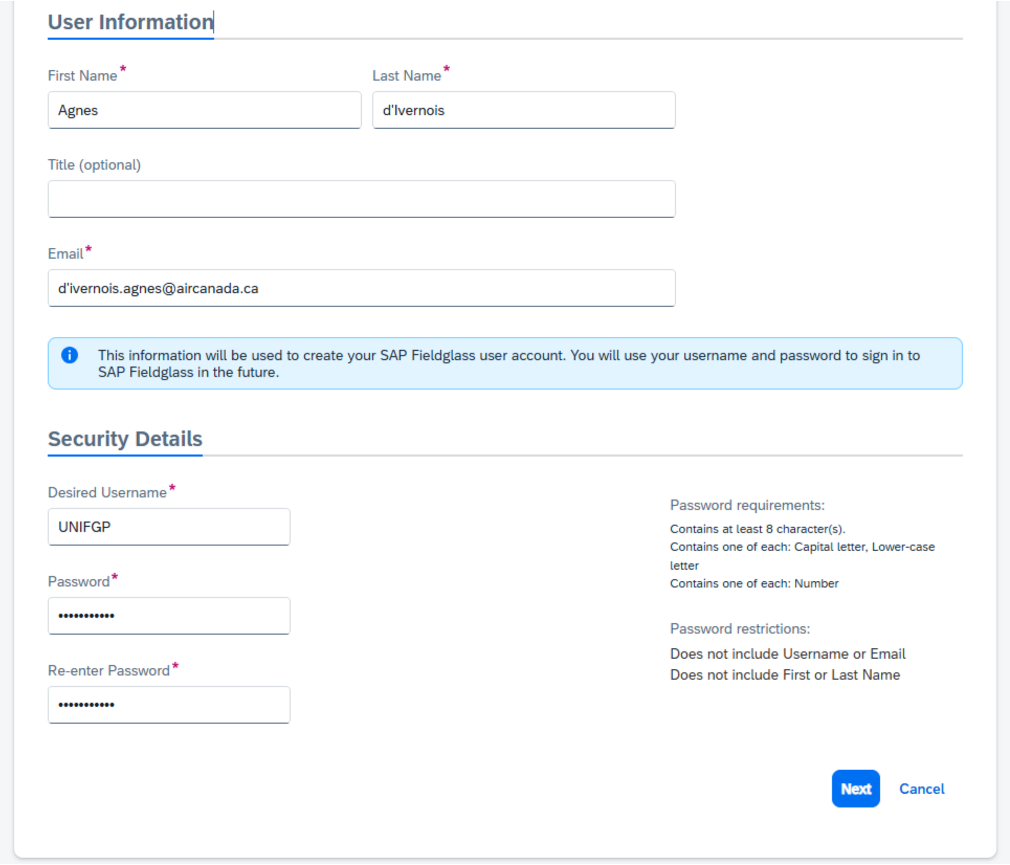

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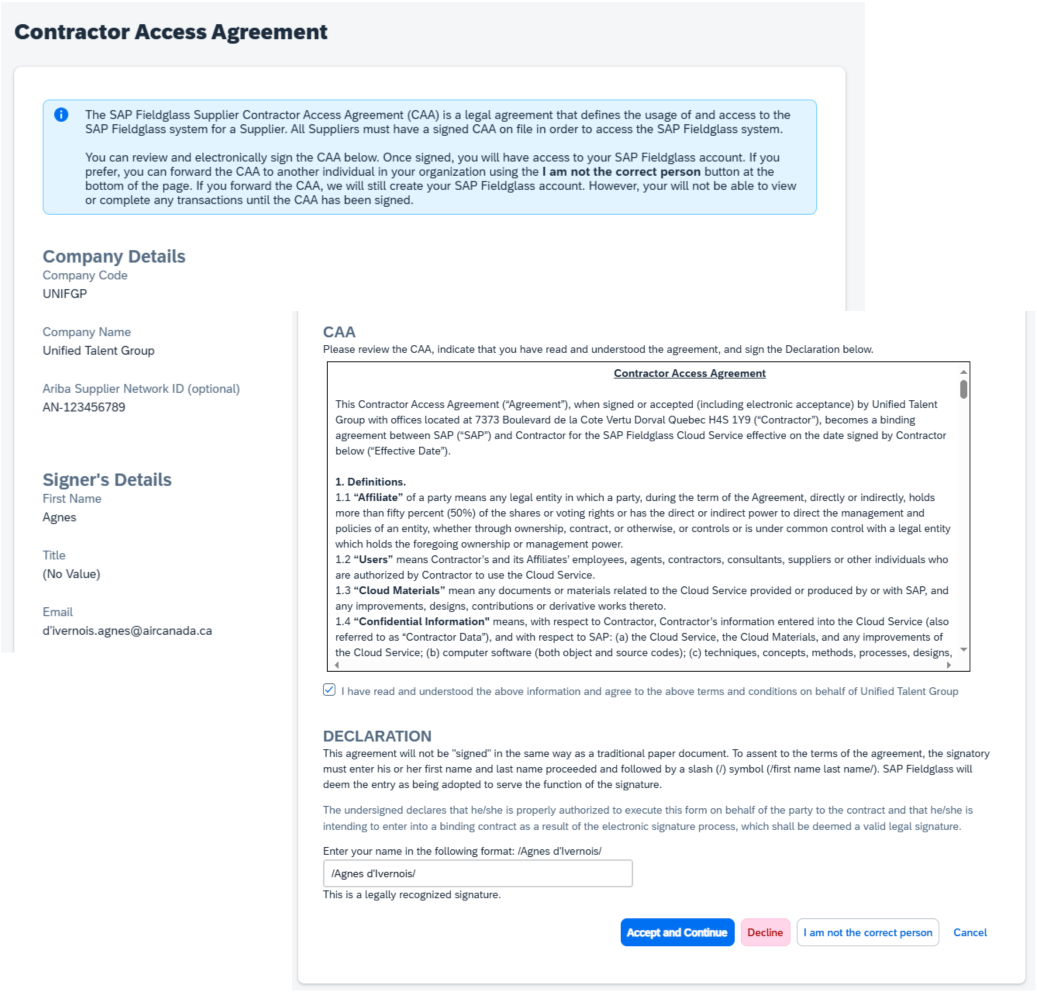

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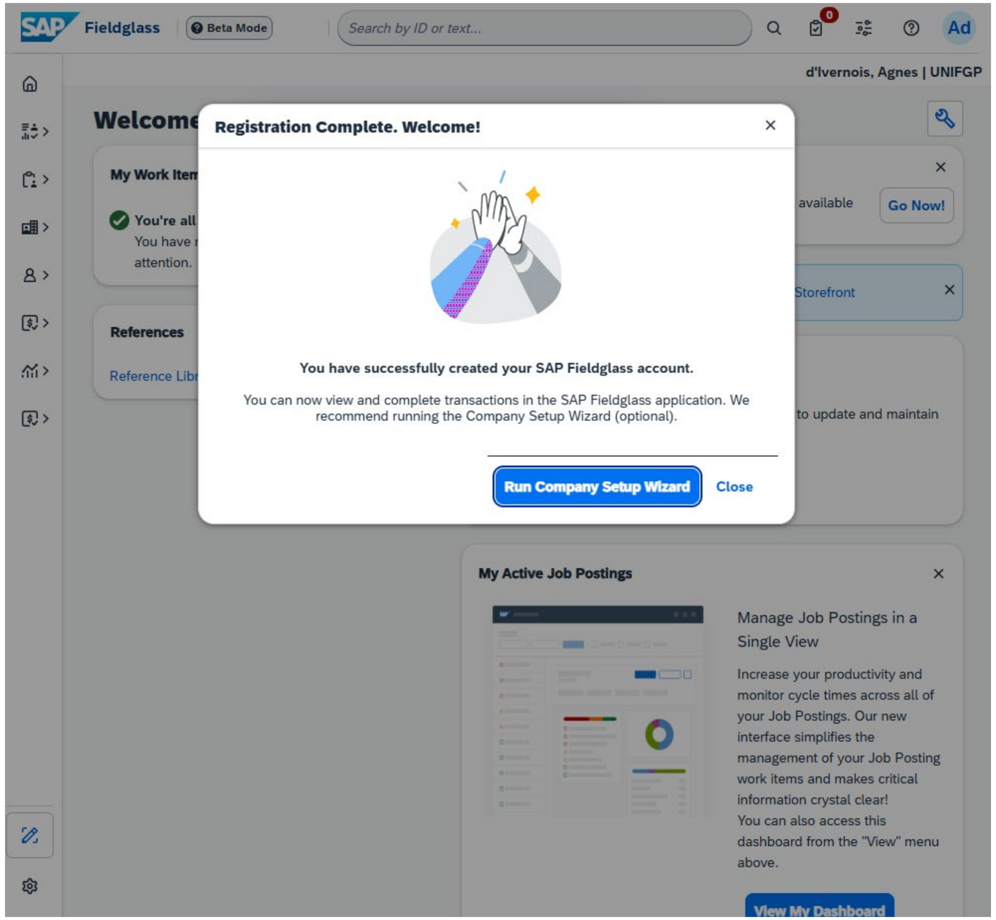

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How To Register Onto SAP Business Network For Air Canada

To register with Air Canada, use the 'Trading Relationship Request' pathway where Air Canada will send an invitation to connect

1. Rather than the traditional trading request, as an Air Canada supplier, you will receive a notification regarding the Trading Relationship

2. The registration of the trading relationship will be using your NEW Ariba ANID (unique identifier that Air Canada assigns to each company within their SAP environment)

3. Once you have received the notification, log-in your account and verify the new connection **OR** log-in to accept the new pending request

4. To start working with Air Canada on the SAP Business Network, you **must take action** to accept the trading relationship (even if you're already an existing supplier)

5. Click on the user profile dropdown located at the top right of your home page and select '**Settings-Customer Relationship**'

   You can auto-accept by clicking 'automatically accept' and click update
   or
   You can manually accept by clicking 'manually review' > review pending requests and click update

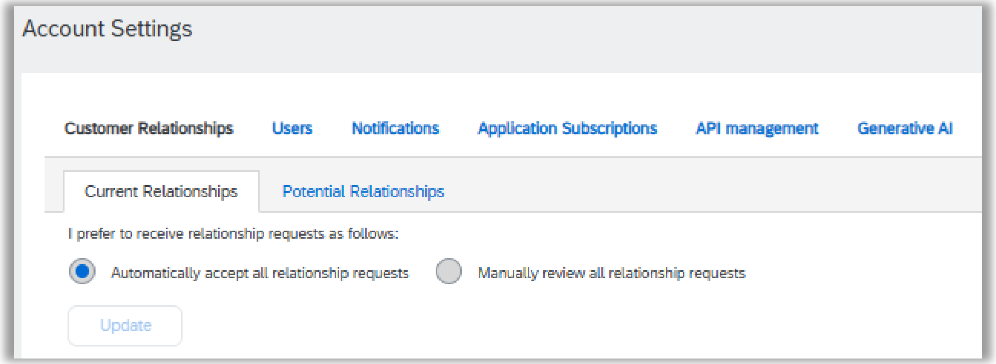
6. Once completed, you're ready to start transacting with Air Canada!

What is a Trading Relationship?

A trading relationship in Ariba is the direct link between your account and Air Canada's account on the SAP Business Network.

Without this relationship, there can be no transfer of documents, including items such as purchase orders, invoices, and more between the parties.

Haven't received the TRR? Let us know by completing the Supplier Support Request Form.



NOTE: If you are an existing supplier, you will not need to re-do this process and you will continue to use your existing ANID

Section 4 | Contingent Workforce Module for Suppliers

Contingent Workforce Module Introduction | Job Postings and Job Seekers | Work Orders | Timesheets & Expenses | Invoice Submissions

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Training Objectives and Outcomes

Section 4 | Introduction to the Contingent Workforce Module

This section will provide an overview of the Contingent Workforce module of SAP Fieldglass and how to navigate it as an Air Canada Supplier.

This section will focus on:

1	Understanding what the Contingent Workforce module is and how it fits into your workflow
2	Recognizing your role as a Supplier in the Air Canada end-to-end process
3	Navigating the module-related pages confidently, working through the key tabs

Section 4.1 | Introduction to the Contingent Workforce Module

What is the Contingent Workforce Module Used For

This module is designed to help Air Canada manage the end-to-end process for engaging the Contingent Workforce/Labour from requisition to offboarding of the consultant, including managing timesheets and expenses.

HOW would a supplier use Fieldglass?

- Receive job postings and submit relevant candidates in Fieldglass within this module
- Accept work orders (new and revised)
- Visibility into workers' engagement, making it easy to manage timesheets, expenses, and approval

Identifying the Roles Involved in the Contingent Workforce Module

SUPPLIER

The Supplier provides services to Air Canada under the terms of the contractual agreement.

CONTINGENT WORKER

This includes independent contractors, and Consultant/contractors sourced through staffing firms (Suppliers), managed via SAP Fieldglass.

AIR CANADA OWNER

An Owner is any person at Air Canada seeking to engage the services of external workers and managing their related transactions (Work Orders, timesheets, expense sheets).

AIR CANADA PROCUREMENT TEAM

The Air Canada Procurement Team is responsible for the operational aspects of Fieldglass processes and the main point of contact for any Fieldglass-related requests.

Note for Independent Contractors: you are considered to be both the **Supplier** and the **Contingent Worker.** This means you will need to complete tasks using **both accounts** in SAP Fieldglass.

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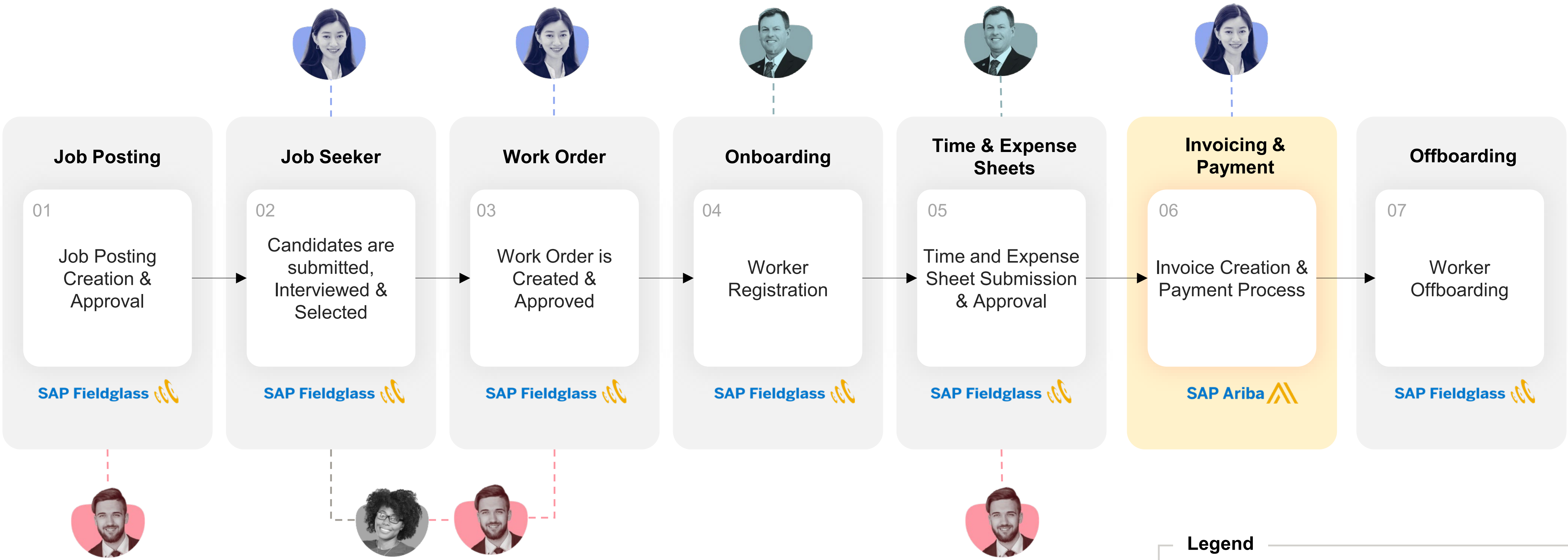
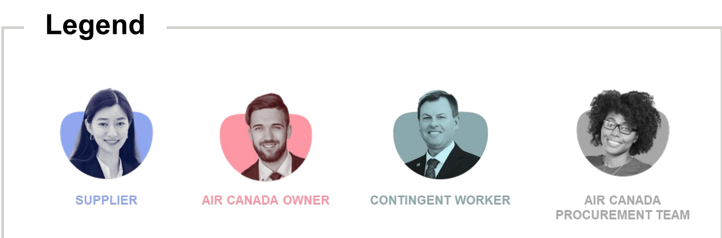
Visualizing the E2E (End-to-End) Contingent Workforce Process

This module of SAP Fieldglass is the centralized and streamlined tool for all contingent workforce requests of Air Canada. This training will go into each key process area and explain how to complete the following activities. Below is the high-level process overview of this module:





Section 4.2 | Navigating the SAP Fieldglass User Interface

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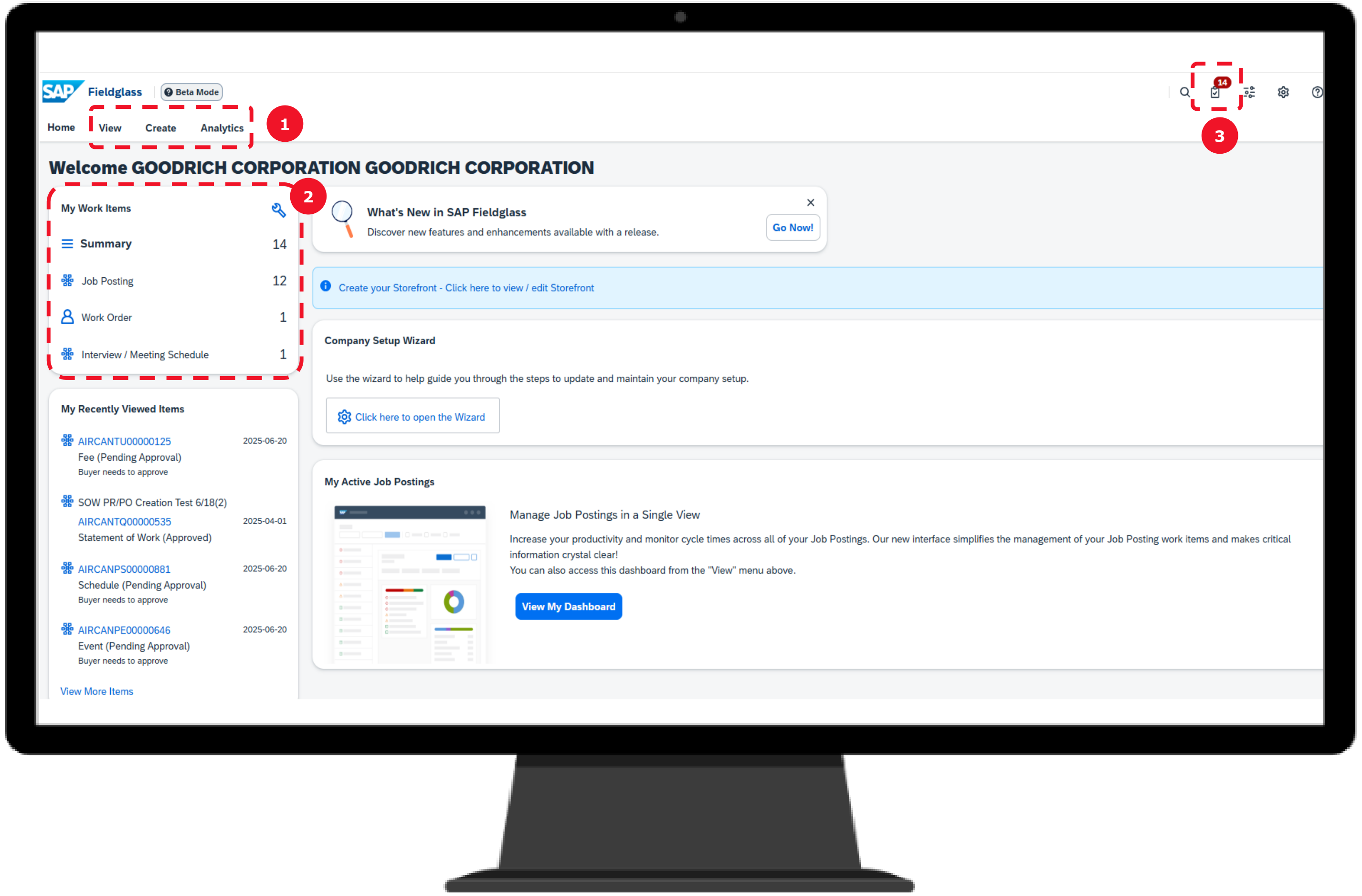
Navigating SAP Fieldglass Interface

As a supplier, the Fieldglass home screen is your central starting point for managing all tasks within Fieldglass. It gives you quick access to your open tasks, recent activity, notifications, allowing you take to action, stay compliant, and keep your work moving smoothly.



WHAT do you need to know?

1 The ***View* tab** allows you to access key pages like job postings, job seekers, workers, timesheets, and expense sheets.

The ***Create* tab** allows you to create new workforce profiles.

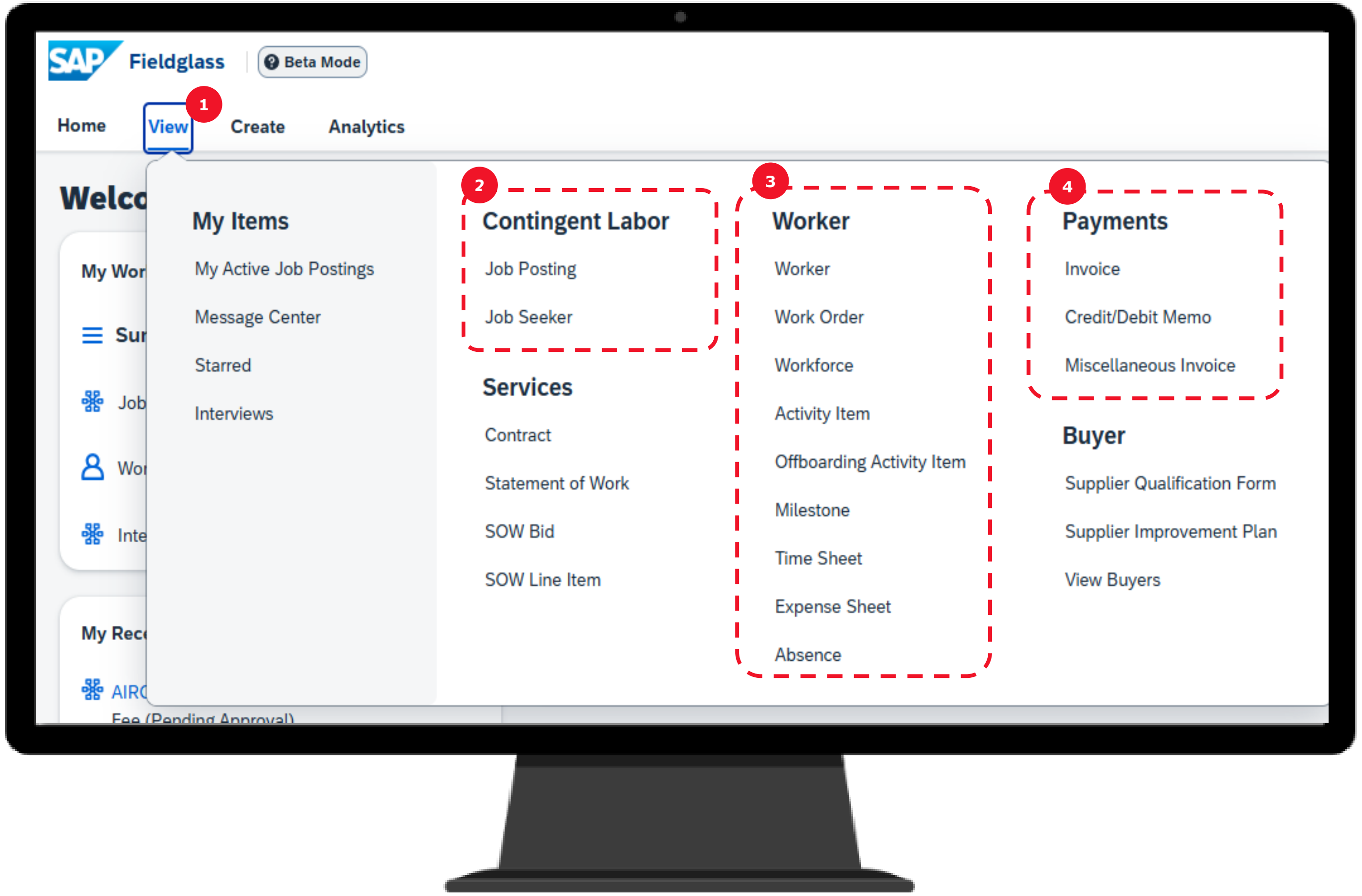
The ***Analytics* tab** allows you to view basic reports and dashboards to monitor key activities and performance tied to your workforce.

2 The ***Work Items*** dashboard allows you to view outstanding tasks, including job postings to respond to, work orders to accept, etc.

3 The ***Notifications*** panel alerts you of any item requiring your attention. They include items such as new job postings, status changes, etc. You will be notified both via **email** and via **system notification.** These preferences can be managed via the Settings menu.

Navigating SAP Fieldglass Interface | 'View' Tab

The View tab is a central navigation tool and understanding how to use it and where to find it means that you'll always know where to go when managing jobs, workers, or approvals.



WHAT do you need to know about this tab?

1 To get started in the Contingent Workforce Module, use the top menu bar and click on the ***View*** **tab**.
This is where you'll find key shortcuts to items such as job postings, workers, and work orders, helping you save time and stay organized.

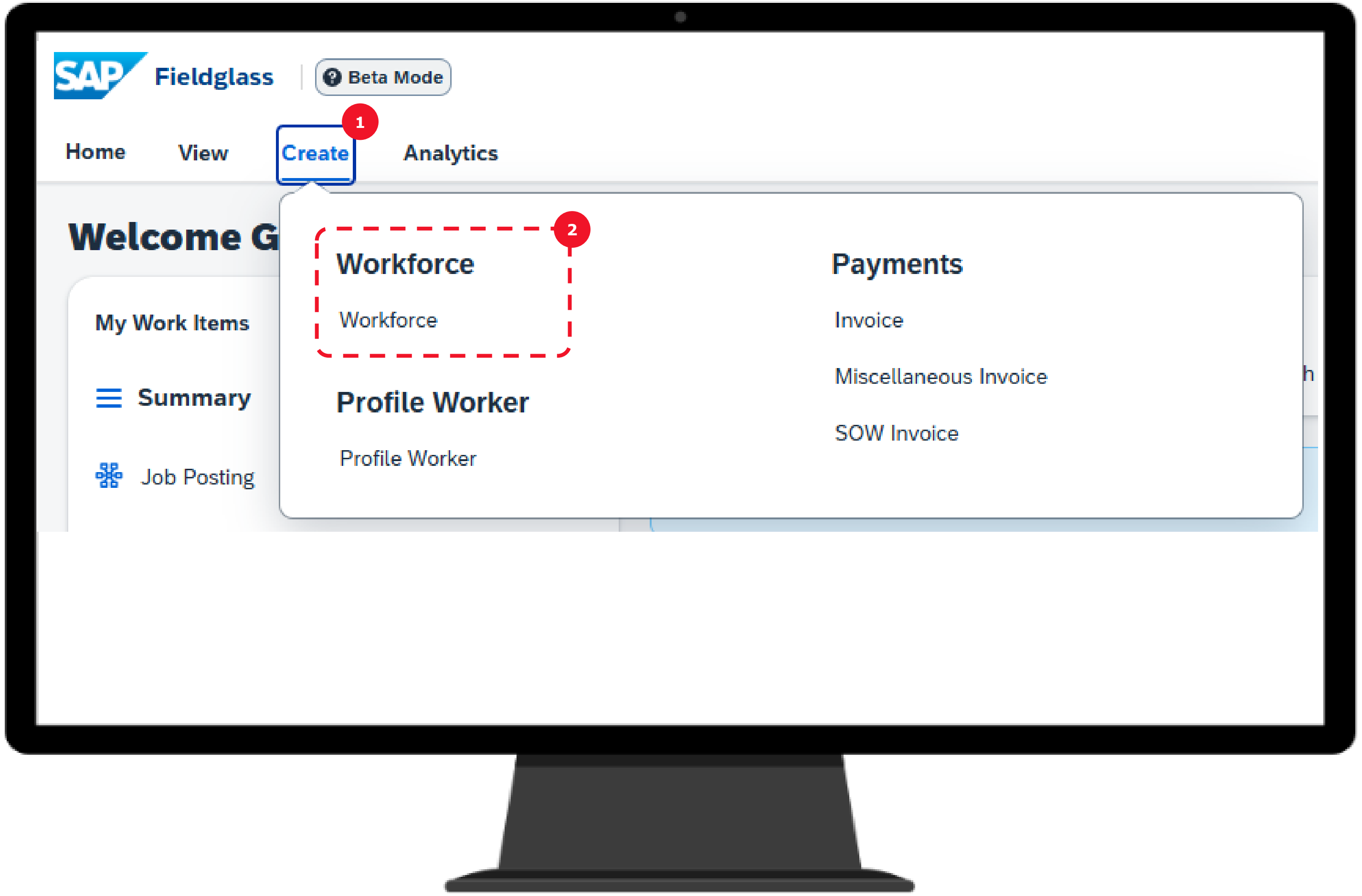
2 The ***Contingent Labour*** **section** allows you to see all open job postings received by your company.
You can also track applicants and their current status, making it easy to stay updated on who's been submitted, interviewed, and hired.

3 The ***Worker*** **section** shows all active and past workers tied to your job postings.
You can review their details, check assignment dates, and access any associated work order.

4 The ***Payments*** **section** provides visibility into invoice-related details, but no actions are required. While all invoice and payment activities are managed in Ariba and S/4 HANA (the ERP) via integrations, the Fieldglass invoice tab allows you to view Ariba invoice IDs and statuses for each Fieldglass submission.
The Credit/Debit Memo and Miscellaneous Invoice tabs are not used by Air Canada and can be ignored from a Fieldglass perspective.

Navigating SAP Fieldglass Interface | 'Create' Tab

The Workforce section under the Create tab, allows you to pre-populate your company's worker roster in Fieldglass. While this is not tied to a specific job posting or submission, it is a way of storing candidates' information in advance, so you can easily access and submit them later when job postings come in.



WHAT do you need to know about this tab?

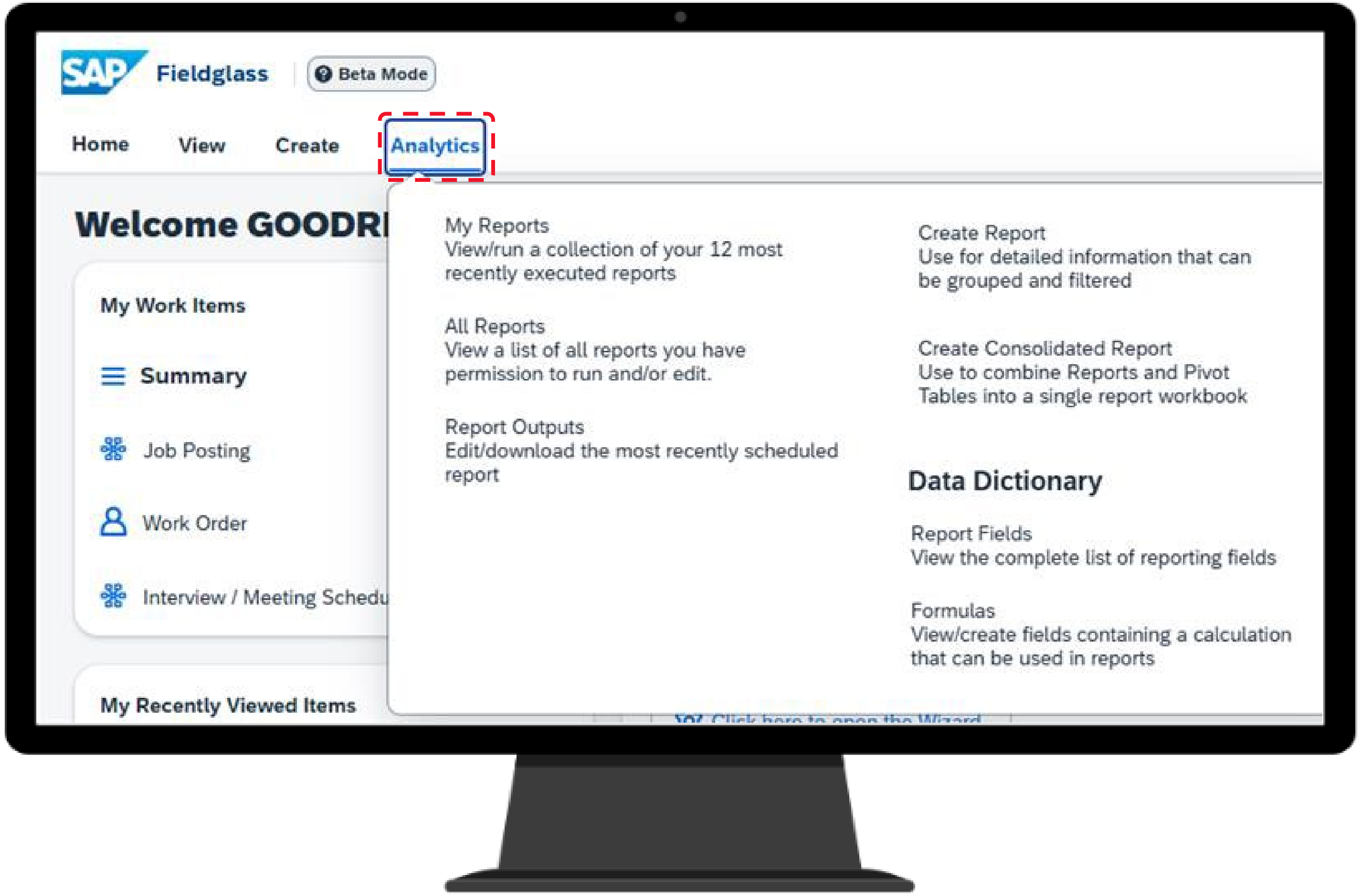
1 The ***Workforce*** section is not directly used to respond to a job posting.
It's a standalone area for entering worker details (main information, resume, willingness to travel, availabilities, qualifications, etc.) ahead of time. Think of it as your company's candidate database in Fieldglass.

2 Submitting a **job seeker** to a job posting does not require using this tab.
When a job posting is received you can create and submit a candidate directly at that moment without ever using the 'Create' tab.

Although using the 'Workforce' section is optional, it is always recommendable to help streamline the process of submitting job seekers.

Navigating SAP Fieldglass Interface | ‘Analytics’ Tab

The Analytics Tab gives you access to reporting and dashboard tools to help you monitor performance and have an overarching visibility onto your data.



WHAT do you need to know about this tab?

Suppliers automatically have access to basic reports, covering time, expenses, and activity related to their workers, assignments, and submissions.

Air Canada can also choose to share additional custom reports with suppliers, giving you broader visibility into performance, worker compliance, and project timelines.

Air Canada can also make custom dashboards, templates, or saved views available to suppliers, allowing you to track key metrics or activities more efficiently.

Knowledge Check

Q1: Which tab in Fieldglass displays job postings?

A) 'View' Tab

B) 'Analytics' Tab

C) 'Create' Tab

D) Home Page

Knowledge Check

A1: Which tab in Fieldglass displays job postings?

A) 'View' Tab

B) 'Analytics' Tab

C) 'Create' Tab

D) Home Page

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Section 4 | Contingent Workforce Module for Suppliers

Contingent Workforce Module Introduction | **Job Postings and Job Seekers** | Work Orders & Worker Registration | Timesheets & Expenses | Invoice Submissions

Training Objectives and Outcomes

Section 4.2 | Job Postings & Job Seekers

This section will deep dive into the early steps of the Contingent process: Receiving Job Postings and Submitting Job Seekers

This section will focus on:

1	Understanding what details to look for in job postings and how to review those
2	Submitting candidates (job seekers) against job postings' expectations, in line with Air Canada's requirements
3	Navigating the interview process

Job Postings & Job Seekers Process

Job Posting

01

Job Posting Creation & Approval

SAP Fieldglass

Job Seeker

02

Candidates are Submitted, Interviewed & Selected

SAP Fieldglass

WHAT are the key elements to job posting?

- Job Posting details
- Job Seeker information
- Interview scheduling tools

Please note that for certain categories of roles such as medical or Flight Operations Consultants, job postings may be sent to a single Supplier, and interviews may not be required.

Understanding Job Postings

WHAT is a job posting?

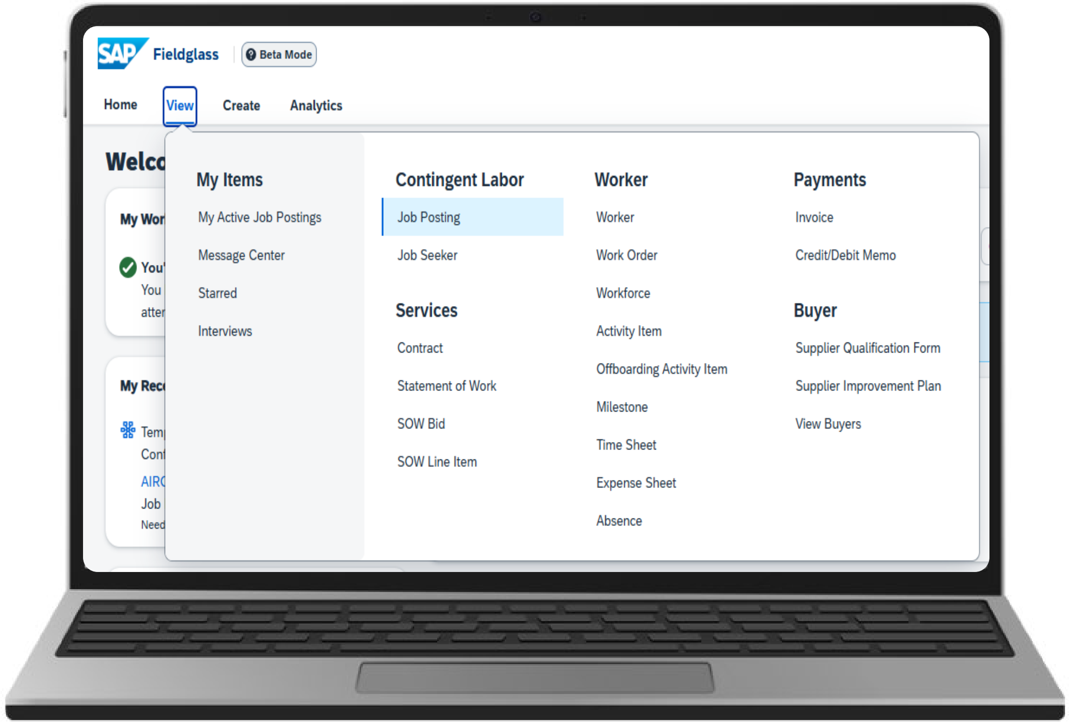
A **job posting** is a request created by Air Canada to source a contingent worker for a specific role.

It contains all the information you need as a Supplier to understand the requirements for a certain role and submit candidates accordingly. Each posting includes:

- ✓ The role and detailed description, including the numbers of years of experience, skills, and qualifications if applicable.
- ✓ The scope of services and applicable deliverables, start/end dates, requested rate(s) and budget breakdown, work location(s), etc.
- ✓ The number of positions open for the role, the maximum number of submissions allowed, and the maximum response date requested by.

HOW to access job postings?

From the ***View*** menu, go to ***Contingent Labor***, and click on ***Job Postings*** to see a full list of available positions you can submit candidates to.

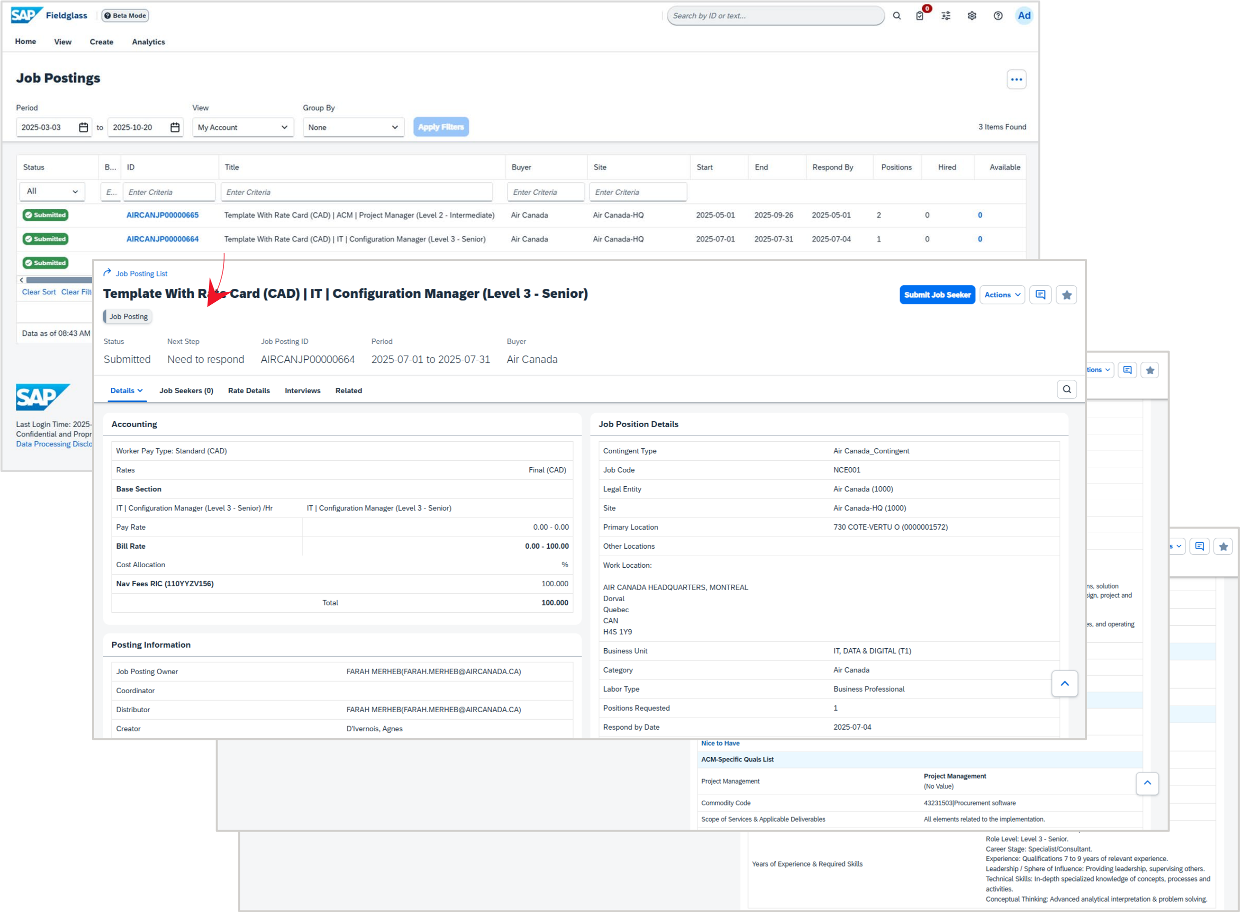


When a new job posting is available, you will receive a notification via email alerts. Note that these preferences can be managed from the Settings menu.

AIR CANADA

Reviewing Job Postings

HOW to review job postings?



1

This page shows all job postings available for the **selected date range**.

You can also filter job postings by their **current status**.
To do so, click the dropdown menu under the Status column to choose the status filter you want to view.

WHAT are the different statuses?

Submitted	**JP Submitted by AC, Pending JS Submission from Supplier**
Halted	**JP on pause from AC**
Withdrawn	**JP withdrawn by AC**
Closed	**JP closed by AC, No longer receiving applications**
Rejected	**JP Rejected by Supplier**

2

Clicking on a **Job Posting ID** opens the detailed job posting page, where you can review all the requested details and take necessary actions.

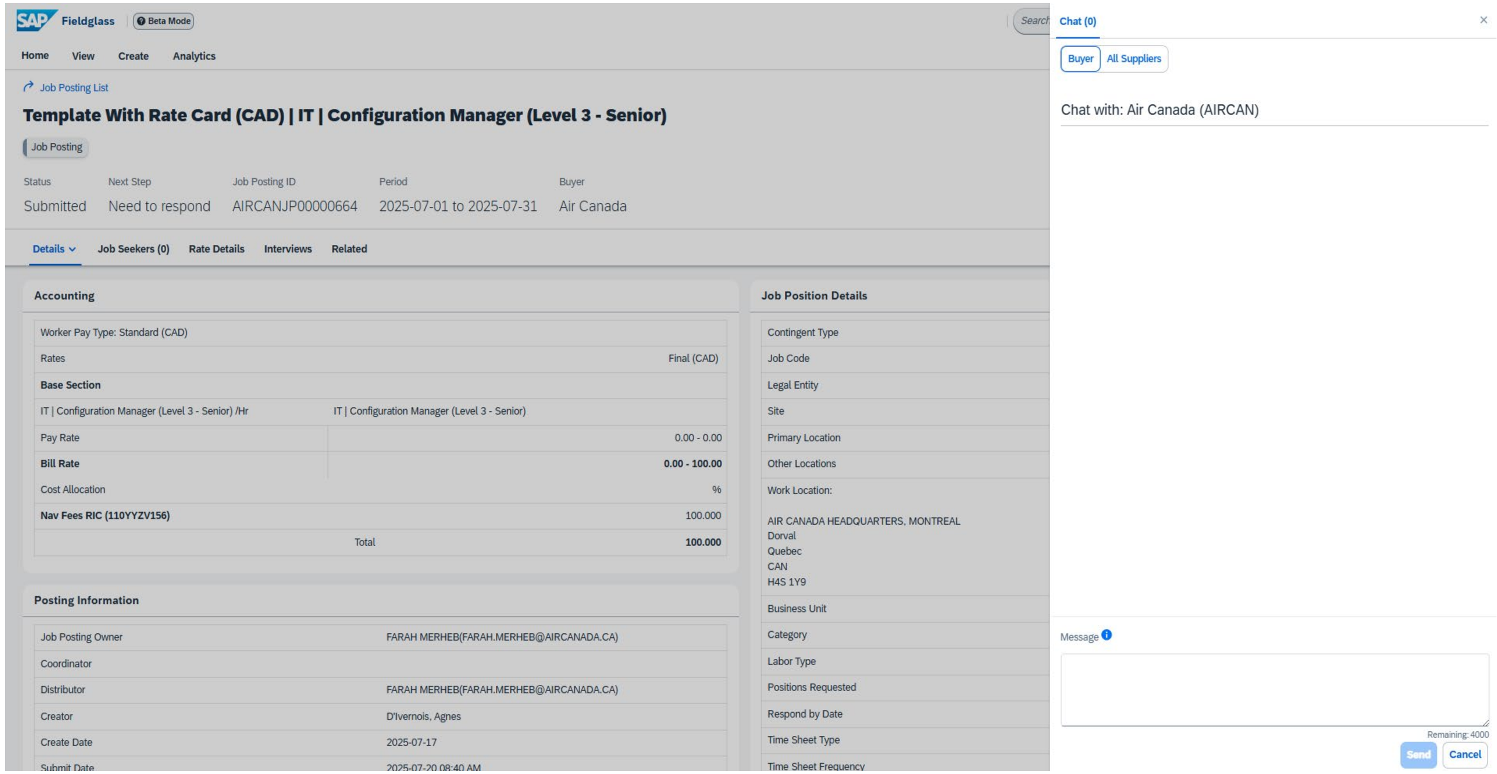
- **Submit Job Seeker** (blue box, top right): you can create a new job seeker or select an existing job seeker from your workforce database.
- **Decline** (Actions dropdown, top right): select the reason for decline (e.g., rate too low, no job seeker available, other) and kindly add a comment with details for continuous improvement purposes.

AIR CANADA

Need to Clarify Something? Use the In-App Chat Feature

While reviewing or responding to job postings, you may have questions about specific details or next steps.

To streamline communication, Fieldglass offers an **in-app chat feature that connects you directly** with Air Canada's Procurement Operations team – the team responsible for Fieldglass processes.



HOW to get there?

Look for the **Chat icon** in the top-right corner of the screen.

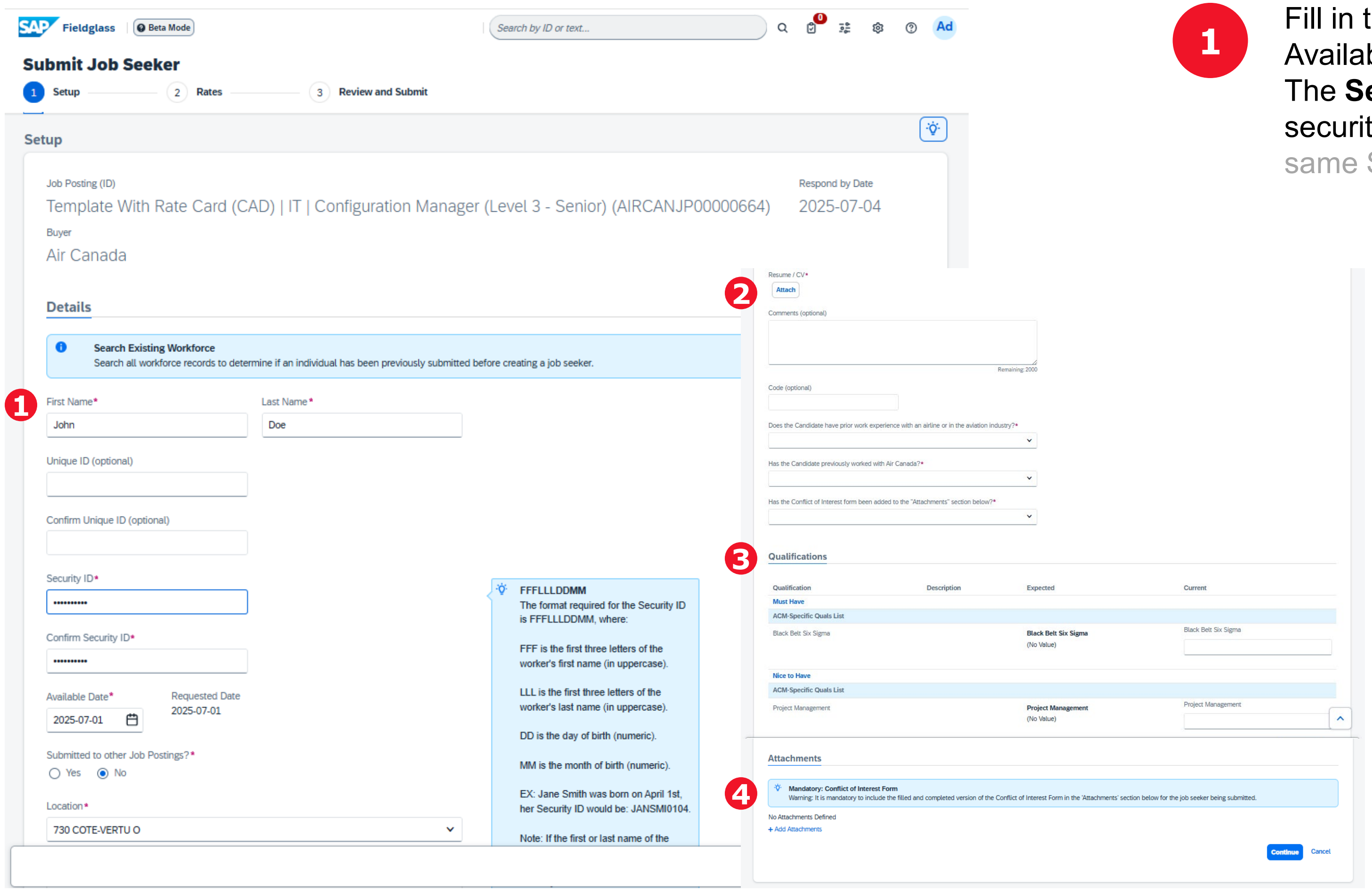
HOW it helps

- **Ask context-specific questions** directly from the page you're working on
- **Avoid email back-and-forth** by keeping communications within the system
- **Keep a record of your inquiries** tied to the exact submission for easy reference

Note that this feature is available **on most Fieldglass pages**, not just the job posting details page.

Submitting a Candidate: Job Seeker Details

This page allows you to submit a contingent worker candidate (job seeker) against the selected job posting. The first section is about the candidate's information and availability.



1 Fill in the **basic candidate information**: First Name, Last Name, Available Start Date, and Security ID.
The **Security ID** is a unique identifier required by Air Canada for security access management. If the candidate is later selected, this same Security ID will be used again to confirm their identity.

2 Upload the candidate's **Resume / CV** and answer a **few Air Canada-specific questions** related to the role and candidate's profile.

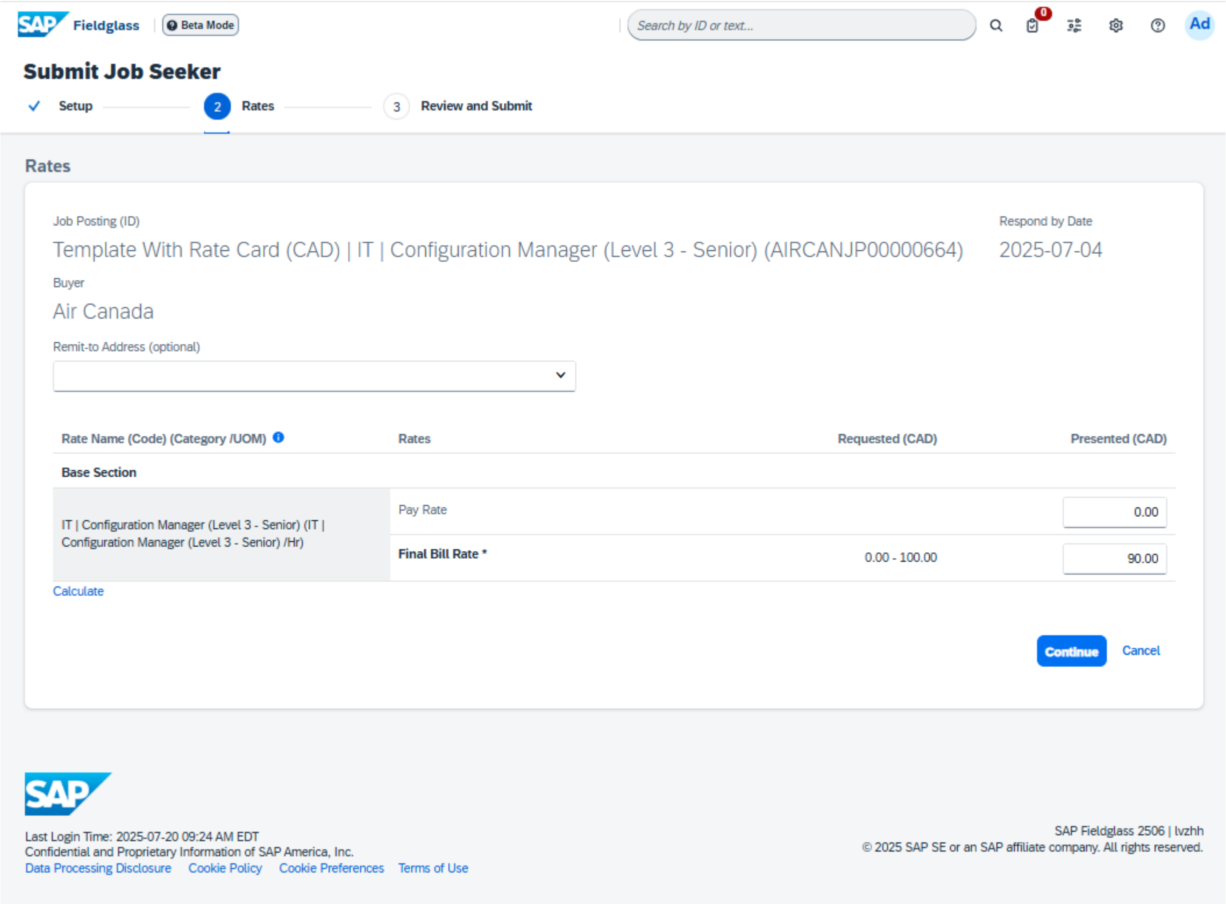
3 Depending on the job posting, you may be asked to provide details related to **qualifications.** Add any relevant scale and supporting documents to strengthen the candidate's submission. Note that qualifications are either *Must Have* or *Nice to Have*.

4 Lastly, you must upload a **completed Conflict of Interest Form** as per Air Canada's standard submission process.

AIR CANADA

Submitting a Candidate: Rate Details

On this page, you'll be asked to complete the rate information for the candidate you're submitting.



Understanding the rate fields

The **requested rate** reflects the rate range predefined by Air Canada for this job posting/position.
Note that the rate **unit** (per hour, per day) is indicated under the Base Section details.

The **presented rate** field is where you enter the proposed rate for your candidate, based on their qualifications.

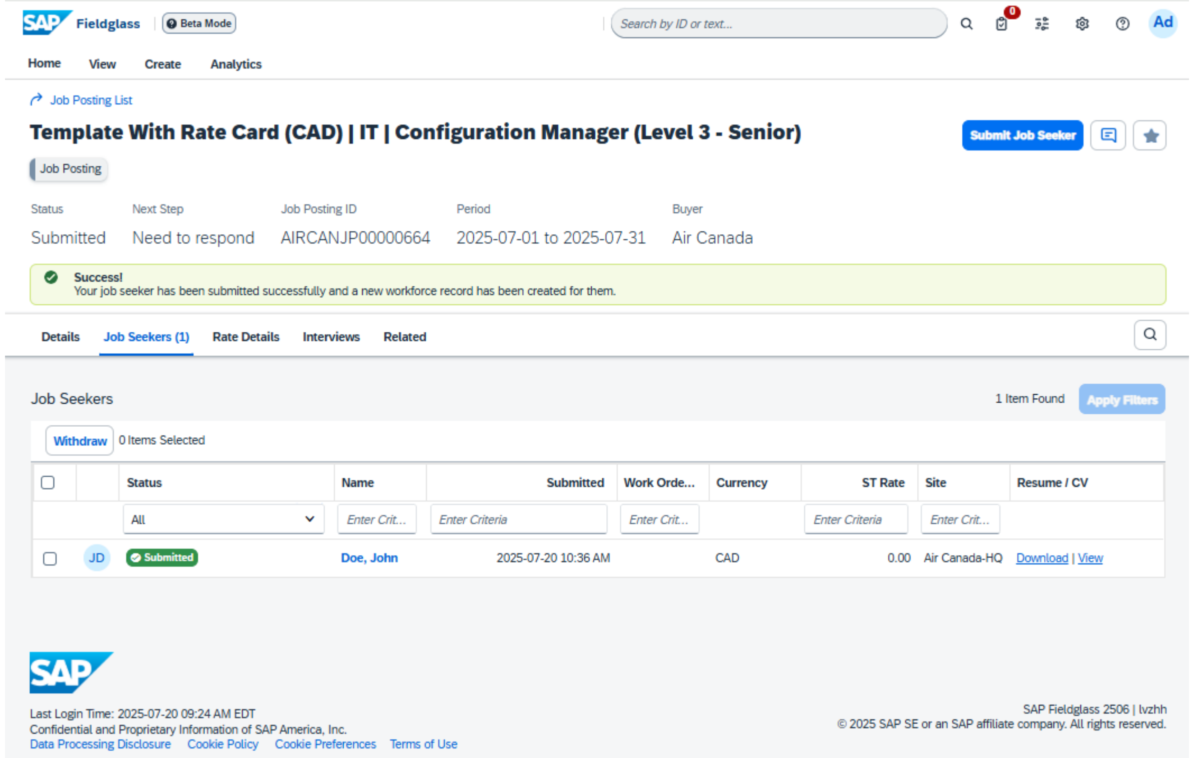
The **pay rate** represents the actual compensation the candidate will receive.
Note: the pay rate is not visible to Air Canada. If you prefer not to track pay rate values within your Fieldglass instance (e.g., for reporting purposes), you may enter "0".

Note that while submissions above the requested rate are permitted, **candidates within the approve range will be prioritized** for consideration.

Air Canada encourages **competitive and fair pricing** to support transparency and value in their contingent workforce processes.

Submitting a Candidate: Final Review and Submission

Before submitting, you can review all the entered details to ensure accuracy.



Once you clicked Submit

- A new **workforce record** is automatically created for the candidate. This allows for streamlined future submissions without re-entering their information.
- You'll be able to **track and manage** the candidate submission under the ***Job Seekers*** section of the Job Posting.
- Depending on the maximum number of submissions allowed per supplier, you may **submit another job seeker** (blue box, top-right)
- If needed, you can also **withdraw a submitted candidate** directly from the ***Job Seekers*** page.

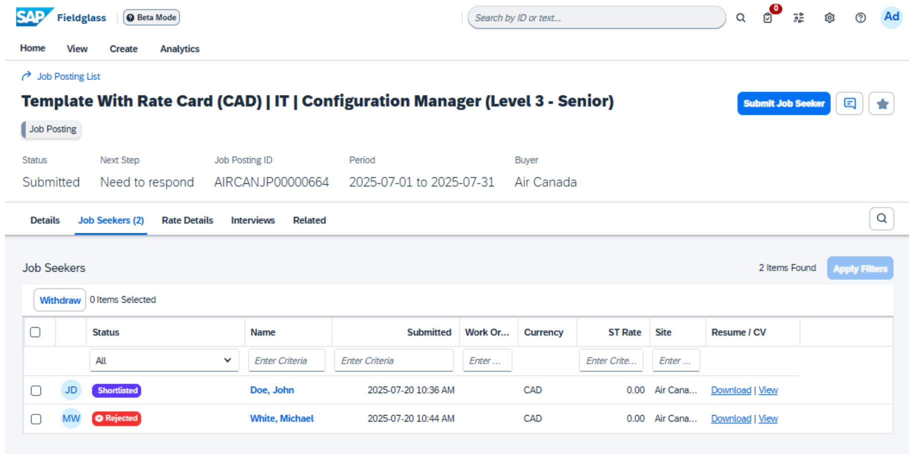
The next step is then with Air Canada to review the submitted job seekers and either reject or schedule interviews with the pre-selected candidates.

Tracking the Status of Submitted Candidates

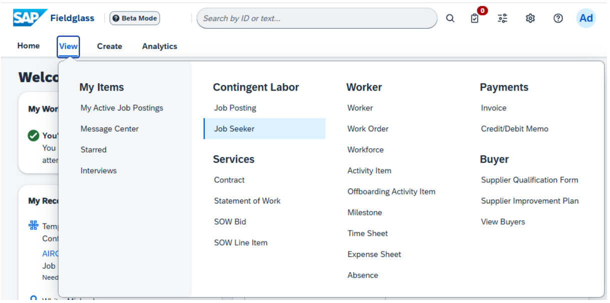
As Air Canada reviews and filters the candidate submissions, you can easily **track the status of each job seeker** you've submitted.

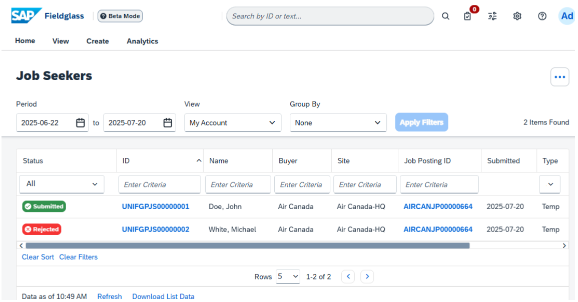
WHERE to track?

- Under the **Job Seekers tab** within the **specific Job Posting**



- Or, from the main **Job Seekers page** under the **View** menu (you can filter by job posting ID, buyer, etc.)





WHAT are the different statuses?

Submitted	**Job Seeker has been submitted to AC and is awaiting review**
Shortlisted	**Job Seeker is under further consideration for the role**
Rejected	**Job Seeker was not selected for further review**

To support continuous improvement in the submission process, **Air Canada will systematically provide a rejection reason, and, when relevant, a detailed comment**, which you can review under the candidate's submission for that job posting.

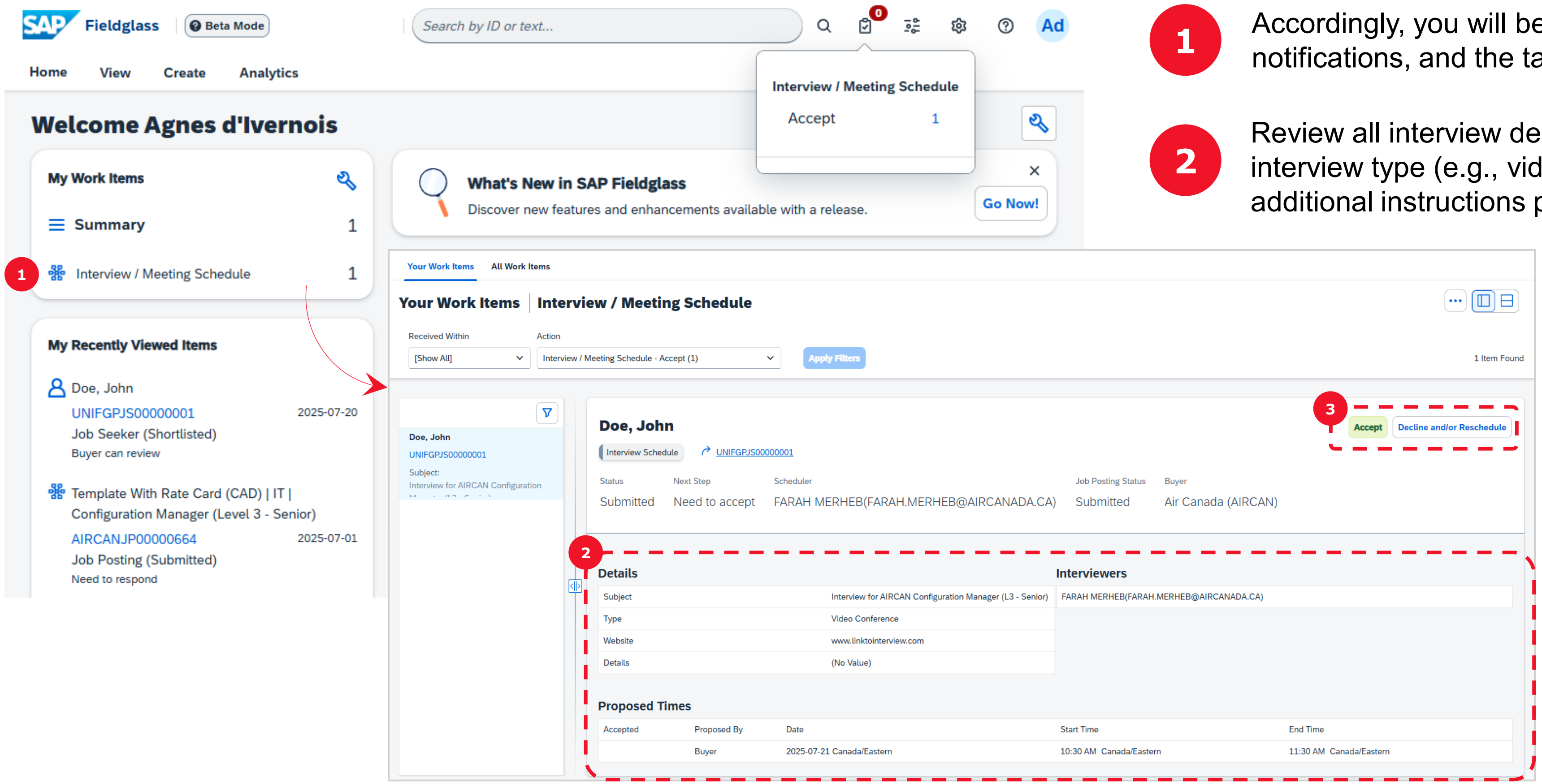
Work Order Pending Approval	**Job Seeker has been selected, and the Work order is being created and approved by Air Canada.** **Once approved, you will be prompted to accept it and begin worker's registration.**

AIR CANADA

Managing Interview Requests

If Air Canada shortlists a candidate, depending on the position at hand, they may initiate an interview request as part of the evaluation process.

As a Supplier, you are responsible for **coordinating the interview**, which includes communicating all the relevant details to the candidate and ensuring their availability and preparedness for the scheduled time.



1 Accordingly, you will be notified via automated emails, system notifications, and the task will reflect in your ***Work Items*.**

2 Review all interview details carefully, including the date, time, time zone, interview type (e.g., video conference, in-person, etc.) and any additional instructions provided.

3 If all the details appear correct, you can select **Accept**, which will return it to the buyer for further confirmation. You will receive a confirmation email once the buyer finalizes the interview with a link to add it to your calendar.

Alternatively, you can select **Decline and/or Reschedule**, which will allow you to propose new dates or times for the interview.

Interviews can also be managed by selecting the "Interviews" tab from the ***Job Seekers tab*** *under the specific Job Posting.*

Knowledge Check

Q2: Which of the following best describes the *Presented Rate* in Fieldglass?

A) The rate the buyer offers to pay the worker

B) The rate the worker will be paid

C) The rate the supplier proposes for the candidate

D) The maximum rate allowed for the role

AIR CANADA

Knowledge Check

A2: Which of the following best describes the *Presented Rate* in Fieldglass?

A) The rate the buyer offers to pay the worker

B) The rate the worker will be paid

C) The rate the supplier proposes for the candidate

D) The maximum rate allowed for the role

The **Presented Rate** reflects the rate the supplier is proposing for a candidate to perform the work outlined in the job posting. It helps the buyer evaluate candidates not only based on qualifications, but also on **cost alignment** with budget and expectations.

AIR CANADA

Section 4 | Contingent Workforce Module for Suppliers

Contingent Workforce Module Introduction | Job Postings and Job Seekers | **Work Orders & Worker Registration** | Timesheets & Expenses | Invoice Submissions

Training Objectives and Outcomes

Section 4.3 | Work Orders & Worker Registration

This section will provide a deep dive into how Suppliers manage Work Orders and Worker Registration in SAP Fieldglass.

This section will focus on:

1	Learn how to review and accept Work Orders issued by Air Canada
2	Understand the information required in the Work Order to initiate worker registration
3	Gain visibility into how to manage Work Orders throughout their lifecycle, including worker replacements, revisions, tracking progress, and monitoring budget consumption

AIR CANADA

Section 4.3.1 | Work Orders

AIR CANADA

Work Order Process

Work Order

03

Work Order is Created & Approved

SAP Fieldglass

Onboarding

04

Worker Registration

SAP Fieldglass

WHAT are the key elements to work orders and onboarding?

- Accepting Work Orders
- Registering Workers onto SAP Fieldglass

AIR CANADA

Understanding Work Orders

WHAT is a work order?

A **work order** is an online document that outlines the final terms of the contingent worker's engagement, including:

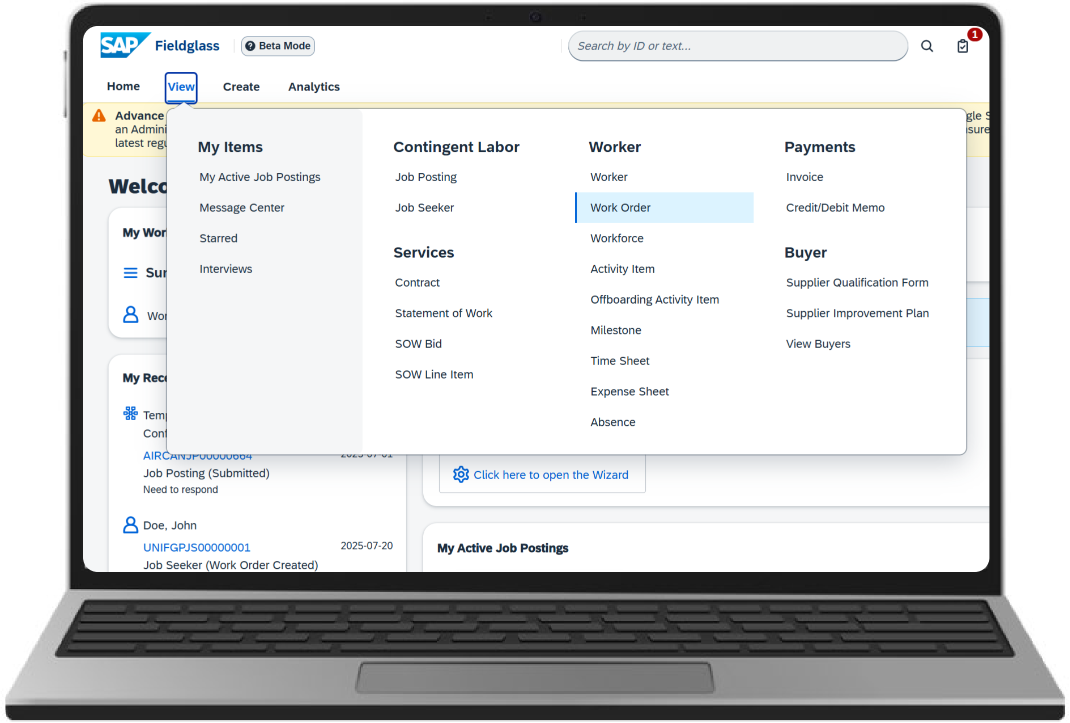
- ✓ The worker details (name, date of birth, etc.)
- ✓ Final start and end dates, scope of services and applicable deliverables
- ✓ Approved rates and associated cost structure
- ✓ Assigned location(s), timesheet frequency, maximum budget and any other related caps on spend.

When a **Master Consulting Services Agreement (MCSA)** is in place, the Work Order is considered the **governing legal document** for the engagement. However, in the absence of an MCSA, a **Consulting Services Agreement (CSA)** must be executed to establish the necessary legal framework.

In such cases, the CSA is signed outside of SAP Fieldglass, prior to the Work Order being sent for the Supplier's acceptance. Once signed, the CSA must be attached to the Work Order to ensure visibility and audit traceability.

HOW to access work orders?

From the ***View*** menu, go to ***Worker***, and click on ***Work Order*** to see a full list of your work orders.

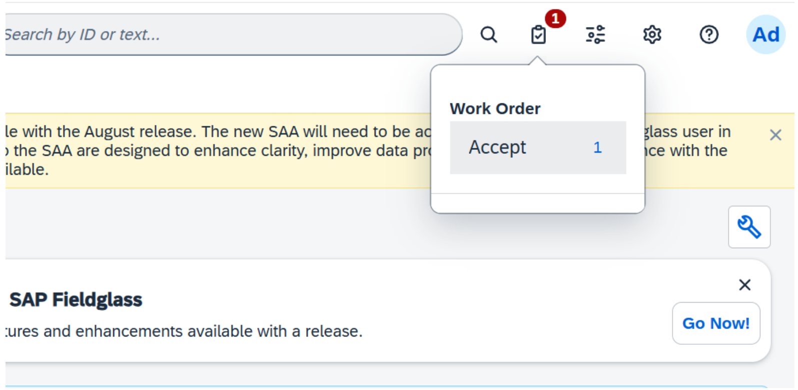


AIR CANADA

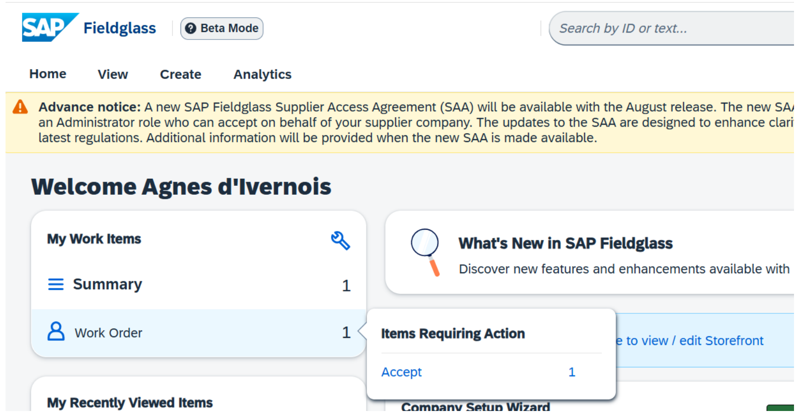
Accepting Work Orders (1/3)

WHERE to accept work orders?

- From the **notifications menu**



- Or, from your **Work Items** summary page

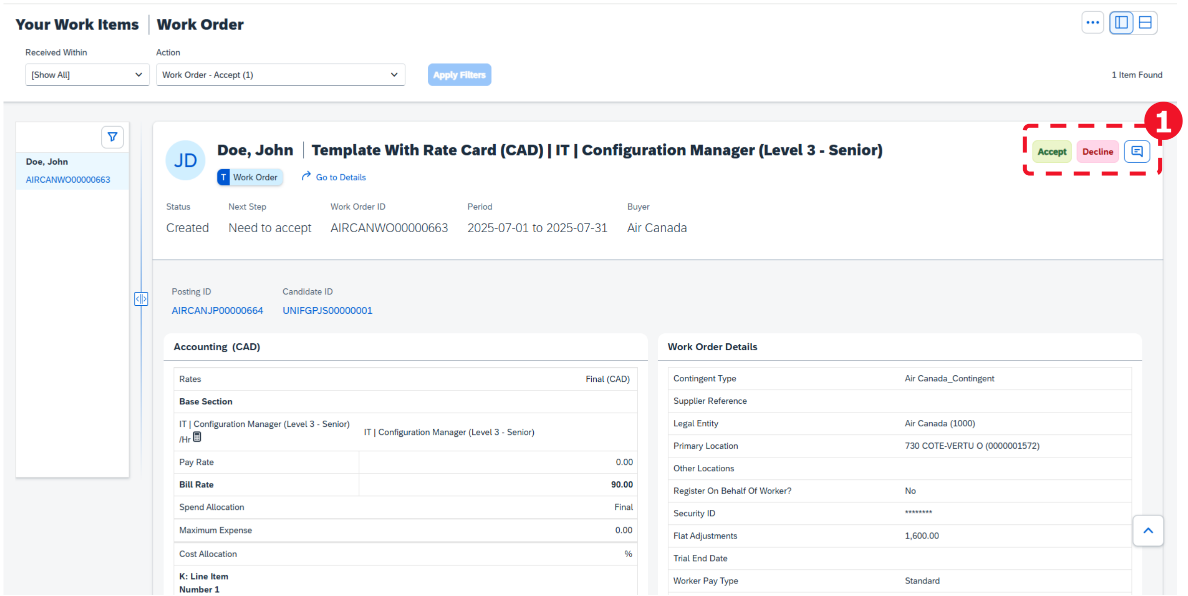


Once your Candidate has been selected by Air Canada for a position, a **work order** will be created and sent to you, the Supplier, for review and **acceptance** in SAP Fieldglass.

1

As the Supplier, it is your responsibility to:

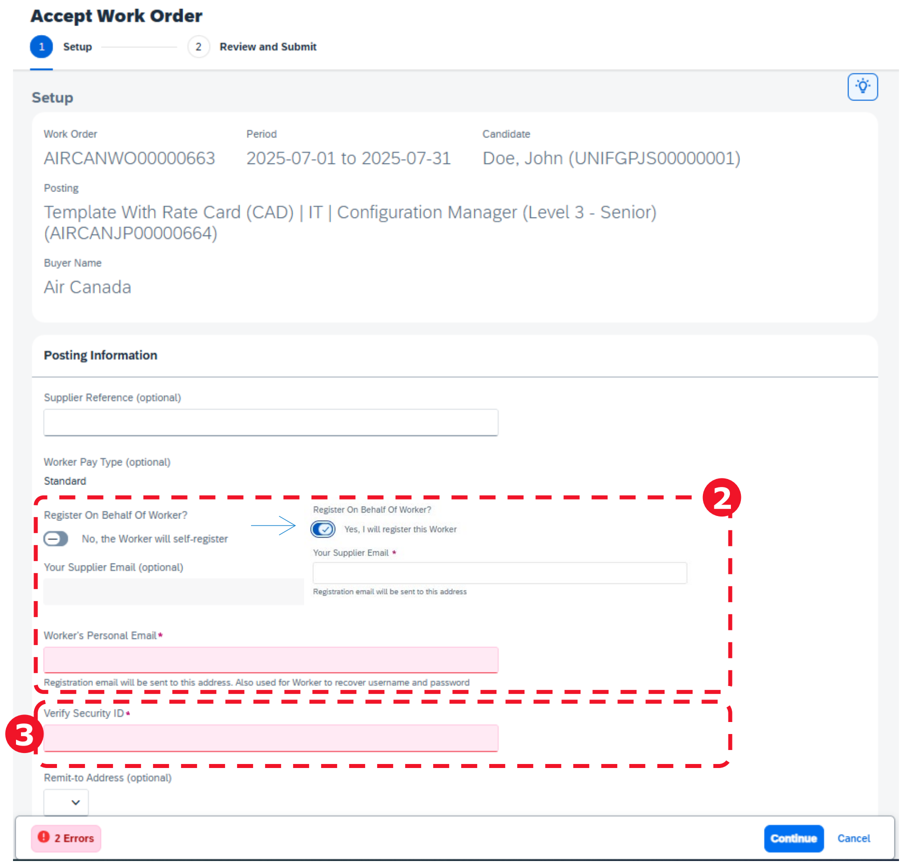
- Carefully **review** all the work order details
- **Accept** the work order if all information is accurate and complete
- If any information needs to be updated, or if the engagement will not proceed (e.g., the worker is no longer available), you may **reject** the work order, select a **reason,** and include a **comment** specifying the requested changes.



AIR CANADA

Accepting Work Orders (2/3)

After selecting “Accept” on the Work Order you will be taken to the “Accept Work Order” page, where you will be asked to complete the last details required for the Work Order to be fully confirmed.



Note that the **Remit-To-Address** field is not used by Air Canada (optional) and can be left blank. It does not impact onboarding or invoice processing.

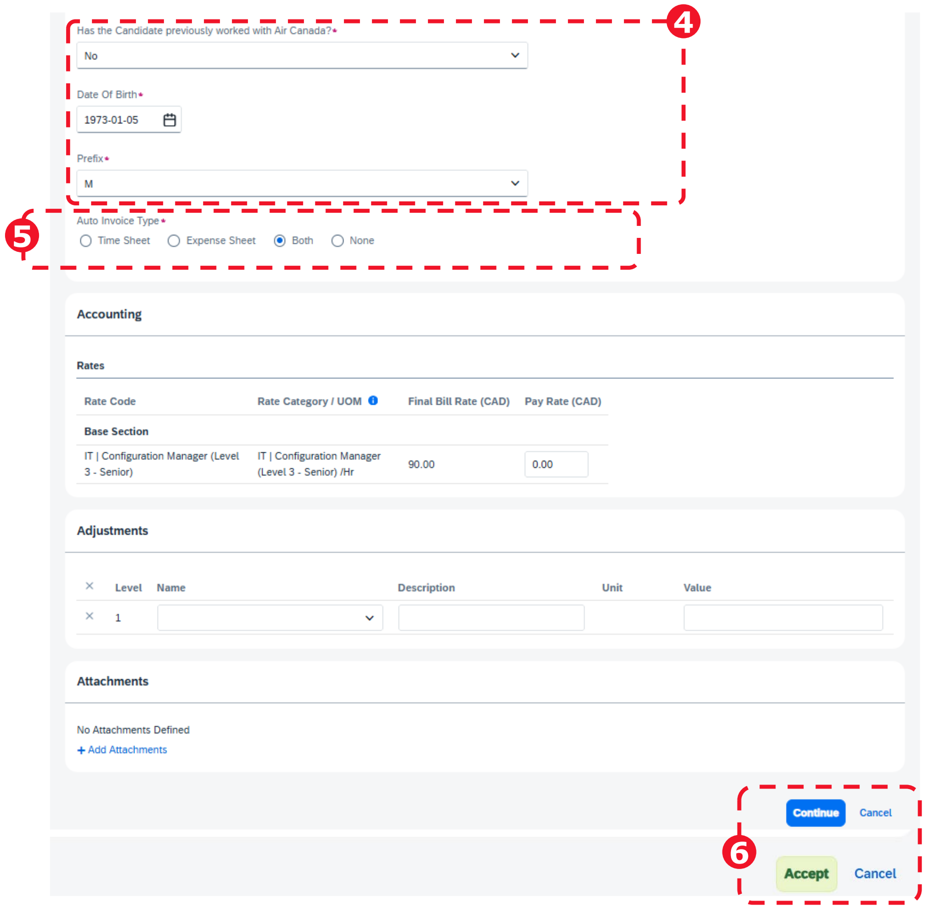
2 As a Supplier, you can choose to either:

- **Toggle ON** to register on behalf of the worker – in this case, you will need to provide your Supplier email address, and the registration link will be sent to you. This option may be used in cases of urgent onboarding, when you have internal onboarding workflows, or when your organization centrally manages worker credentials.
- **Toggle OFF** (default) you’ll enter the worker’s email address directly. The registration email will then be sent to the worker so they can set up their own account (username & password) to access SAP Fieldglass for submitting timesheets and expenses.

3 **Verify the Security ID**: you must re-enter the Security ID that was originally submitted during the Job Seeker step.
This is used to ensure consistency and confirm the identify of the selected worker.

Accepting Work Orders (3/3)

After selecting “Accept” on the Work Order you will be taken to the “Accept Work Order” page, where you will be asked to complete the last details required for the Work Order to be fully confirmed.



4 **Enter the remaining worker details** (general questions, date of birth, prefix)

5 **IMPORTANT: Always Set the Auto-Invoice Type to “Both”**
Note that this **setting does not trigger automatic invoice creation**. Instead, it simply enables SAP Business Network to send key invoice data (such as invoice ID and status) back to SAP Fieldglass, ensuring end-to-end visibility across the integrated systems.

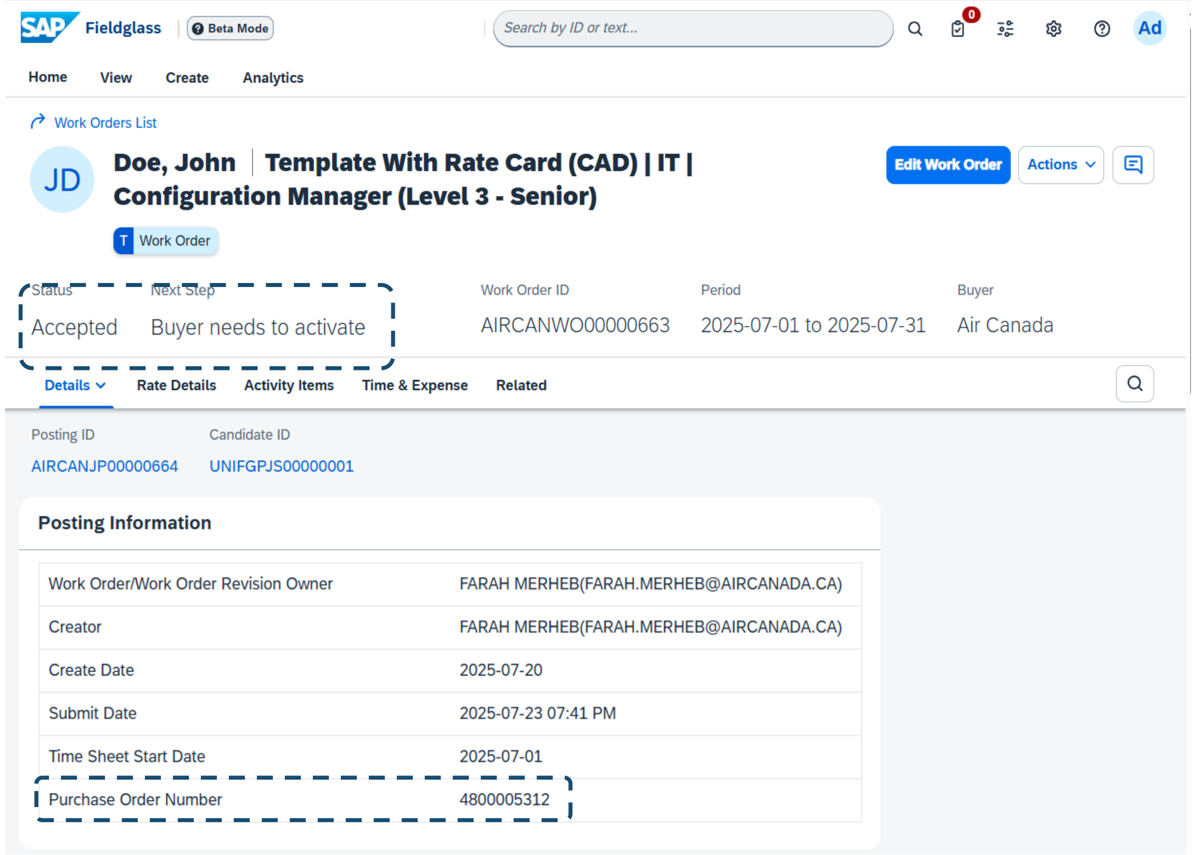
6 **Review** all the details and click **Accept** to officially confirm the Work Order.

The ***Adjustments*** section is not used in Air Canada’s process and should be left blank.

Work Order Confirmation & Integration Flow

Once you accepted the Work Order, the status in SAP Fieldglass will temporarily change to "***Pending External Acceptance***" before it updates to "***Accepted***".

In order to allow invoicing in Ariba, a **Purchase Order will be automatically generated via integrations**, and will appear in Fieldglass, at the Work Order level. This is the PO that will be used for invoicing.



Closer to the start date, Air Canada will activate the WO. At this point, the status will update to "***Activated***" and the next step will be "***Worker needs to register***". Once activated and registered, the worker will be able to begin submitting timesheets and expense sheets.

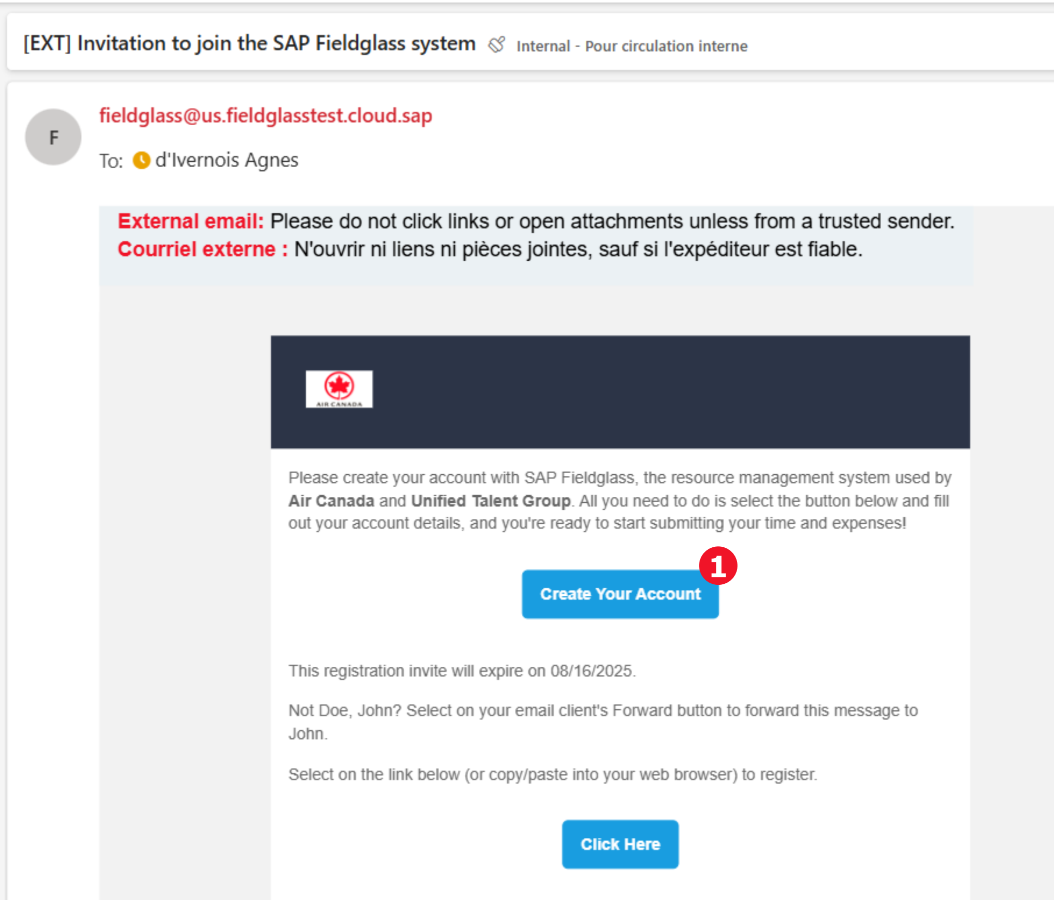
AIR CANADA

Section 4.3.2 | Worker Registration

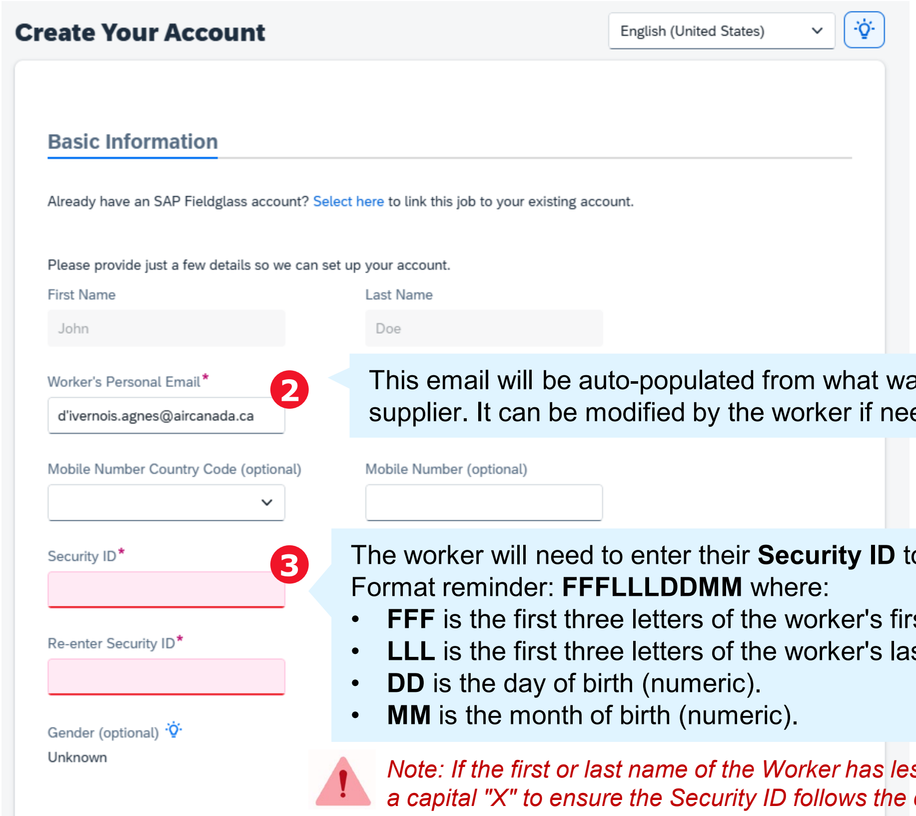
AIR CANADA

Worker Registration – Create Your Account

Once the Work Order is activated by Air Canada, a registration email will be sent to the Worker, which they will use to create their SAP Fieldglass account.
Note: If you previously selected that as the Supplier, you will register on behalf of the worker, the same registration email will be sent to the email address indicated before.



The first section of this page will require you to fill in your basic information.



This email will be auto-populated from what was entered by the supplier. It can be modified by the worker if needed.

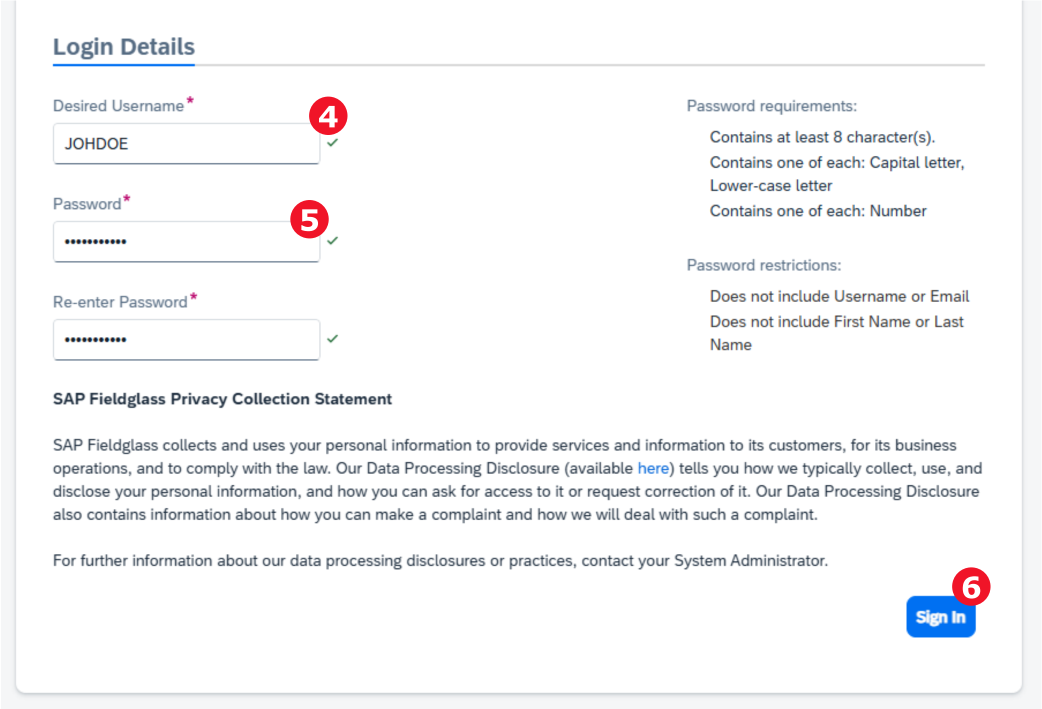
The worker will need to enter their **Security ID** to confirm their identity.
Format reminder: **FFFLLLDDMM** where:

- **FFF** is the first three letters of the worker's first name (in uppercase).
- **LLL** is the first three letters of the worker's last name (in uppercase).
- **DD** is the day of birth (numeric).
- **MM** is the month of birth (numeric).

Note: If the first or last name of the Worker has less than three letters, input a capital "X" to ensure the Security ID follows the correct format.

Worker Registration – Define Your Login Details

After completing the basic information section shown on the previous slide, scroll down the page to fill in the **login details**. These details will define the login credentials for your SAP Fieldglass account.



Login Details

Desired Username*

JOHDOE

Password*

•••••••••••

Re-enter Password*

•••••••••••

Password requirements:

Contains at least 8 character(s).

Contains one of each: Capital letter, Lower-case letter

Contains one of each: Number

Password restrictions:

Does not include Username or Email

Does not include First Name or Last Name

SAP Fieldglass Privacy Collection Statement

SAP Fieldglass collects and uses your personal information to provide services and information to its customers, for its business operations, and to comply with the law. Our Data Processing Disclosure (available here) tells you how we typically collect, use, and disclose your personal information, and how you can ask for access to it or request correction of it. Our Data Processing Disclosure also contains information about how you can make a complaint and how we will deal with such a complaint.

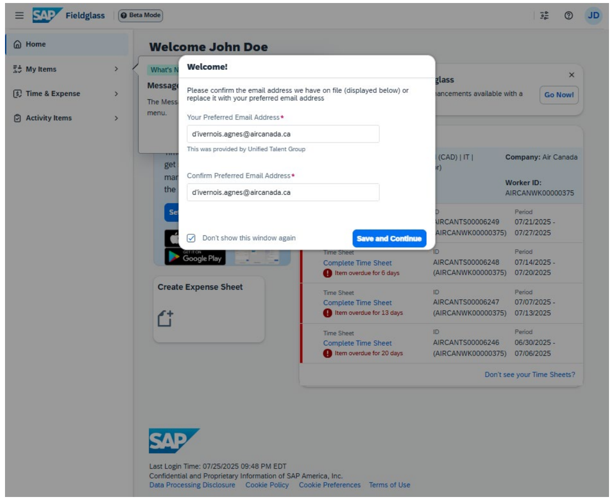
For further information about our data processing disclosures or practices, contact your System Administrator.

Sign In

4 Define your **Desired Username.** This will be used to log into the worker's SAP Fieldglass account.

5 Create a **Password.** This will be used to log into the worker's SAP Fieldglass account.

6 Once you have filled in all the required fields to create your account, select **Sign In**. This will take you to your SAP Fieldglass account.



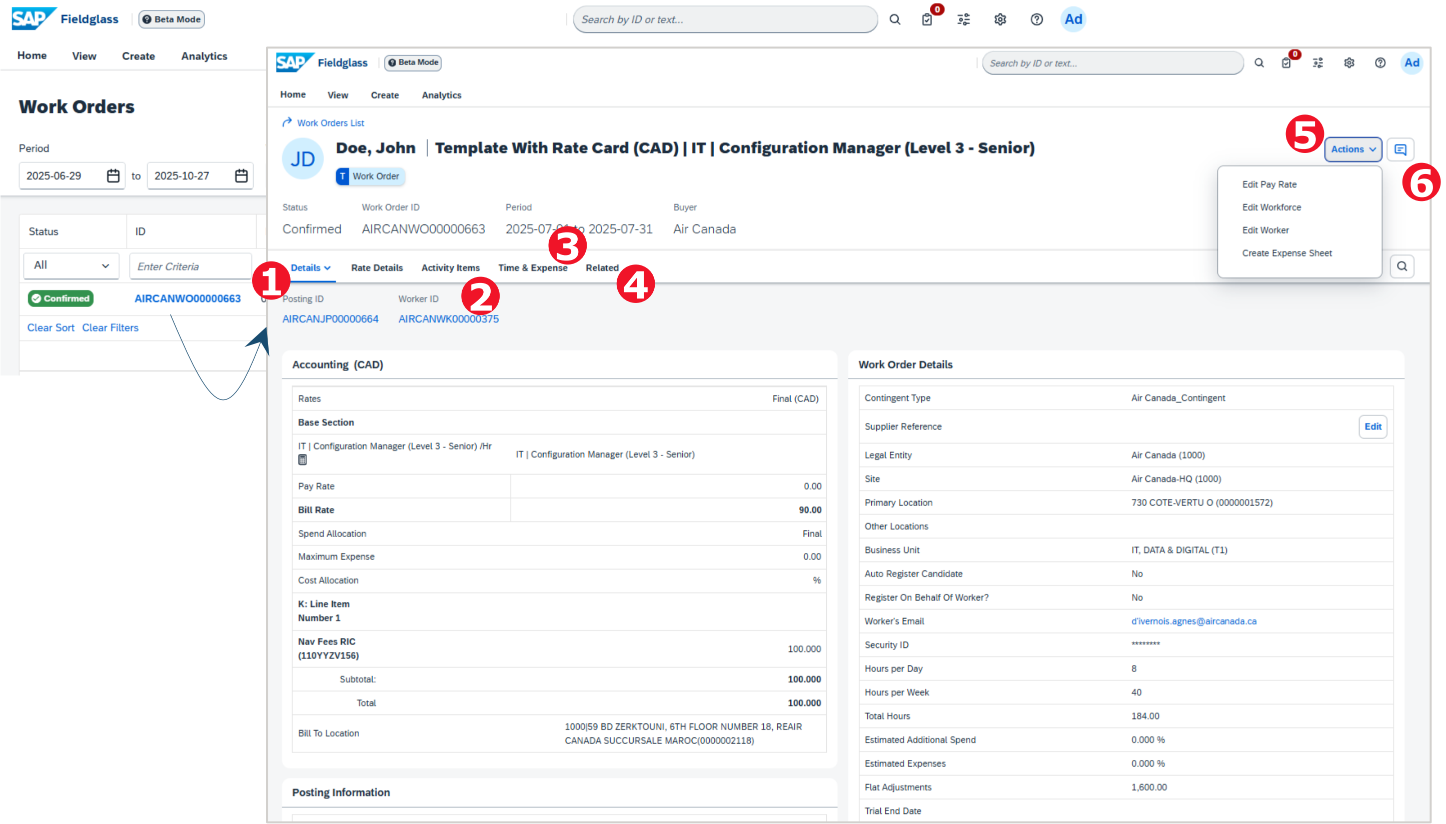
Section 4.3.3 | Work Order Lifecycle

AIR CANADA

Work Order Lifecycle

As a Supplier, you are responsible for managing active Work orders. These can be accessed at any time to review the Work Order and worker details, monitor timesheet and expense activity, and ensure accuracy throughout the engagement.

Navigate to ***View* > *Work Orders*** to access all your active and past Work Orders.



1. **Details Tab:** view comprehensive information including start/end dates, location(s), rate details, accounting information, etc.

2. **Activity Items Tab:** check for any due activity items.

3. **Time & Expense Tab:** monitor submitted timesheets and expense sheets.

   See statuses: *Draft, Pending Approval, Approved, Invoiced, Rejected.*

4. **Related Tab:** access linked records such as the Job Posting ID, Job Seeker ID, Worker Profile.
   This is useful for traceability purposes.

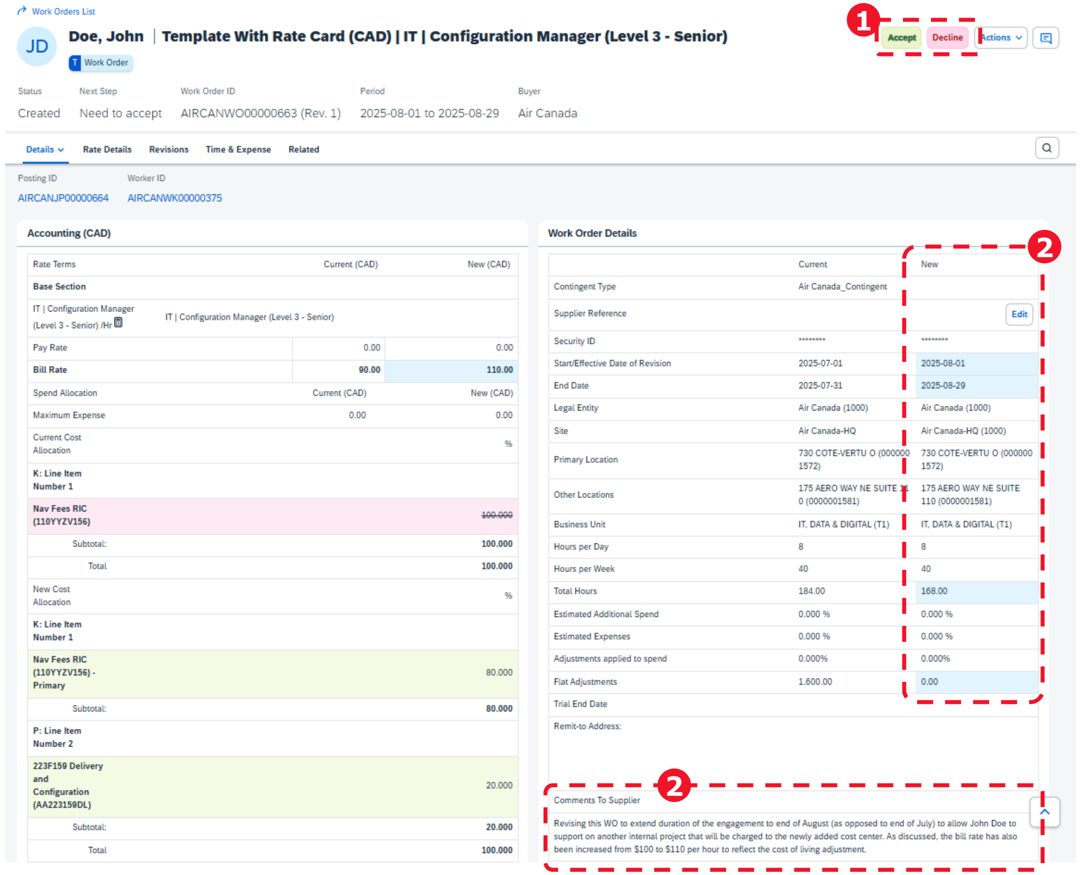
5. **Editing Work Order Information:** you may edit certain information such as the worker details.
   This is useful for traceability purposes.

6. **Communication Tools:** at any time, you can use the chat feature to communicate effectively with Air Canada procurement operations team.

Accepting Work Order Revisions

As part of the work order lifecycle, revisions may occasionally be required. You will receive a notification in your Work Items indicating that a revised work order requires your acceptance.

Revisions are initiated by Air Canada and follow the **same format and process as the original work order acceptance**.



1 Similarly to your initial acceptance of the Work Order, it is your responsibility to review the Work Order carefully.
You can either accept or decline the revision.

2 All changes made during the revision will be **highlighted in blue** for clarity. You can compare the updates by reviewing the "**Current**" vs. "**New**" **columns** and review any comments left by Air Canada for further information.

Revisions typically occur when there are financial implications, such as:

- A change in the **duration** of the engagement'
- A modification to the worker's **rate**
- The need to add or update a **cost center**

You can always review the Work Order history and compare previous versions by clicking on the **Revisions** tab for traceability and audit purposes.

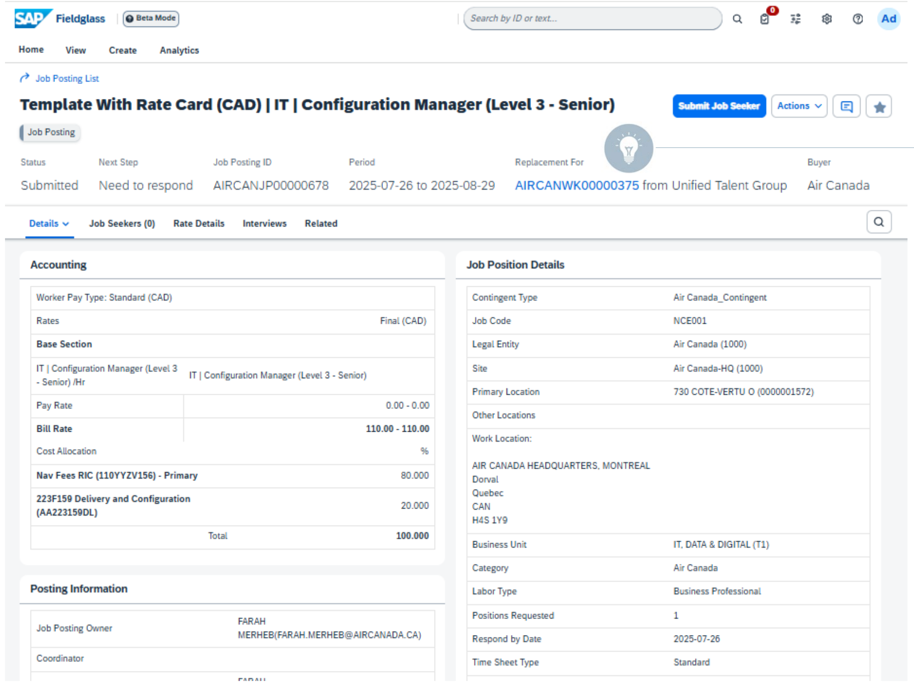
AIR CANADA

Replacing a Worker

In the event that a worker needs to be replaced (e.g., due to resignation or other reasons), you must **inform Air Canada** who will begin the worker replacement process.

SAP Fieldglass streamlines this process by automatically closing the initial Work Order and generating a new Job Posting.
This new job posting is sent exclusively to you, as the originally selected supplier, prompting you to **resubmit candidates**, following the **same process as the initial job seeker submission**.

Air Canada will review and select a suitable replacement from the new candidate submissions, and a **new work order will be automatically generated**.



To ensure continuity and traceability, the new job posting and resulting work order will be **system-linked to the original transaction**, allowing you to easily identify it as a replacement for the initial worker and maintain a clear audit trail.

Governance Considerations

- It is best practices to have the initial worker **submit all outstanding** timesheets and expense sheets **before the work order is closed**.

Integration Implications

- The initial PO will be closed.
- A **new PO** will be generated, **carrying forward the remaining budget** from the original work order.

AIR CANADA

Section 4 | Contingent Workforce Module for Suppliers

Contingent Workforce Module Introduction | Job Postings and Job Seekers | Work Orders & Worker Registration | **Timesheets & Expenses** | Invoice Submissions

Training Objectives and Outcomes

Section 4.4 | Timesheets & Expenses

This section will provide a deep dive into how to submit timesheets and expense sheets from both a Worker and Supplier standpoint in SAP Fieldglass.

This section will focus on:

1	Submitting timesheets with the correct hours, project code(s) and location(s).
2	Submitting expense sheets in line with Air Canada's requirements: expense location, supporting documentation (receipt).
3	Tracking the status of submitted claims and related documents for invoice processing.

Timesheets & Expenses Process

Time & Expense Sheets

05

Time and Expense Sheet Submission & Approval

SAP Fieldglass

WHAT are the key elements of submitting timesheets and expenses?

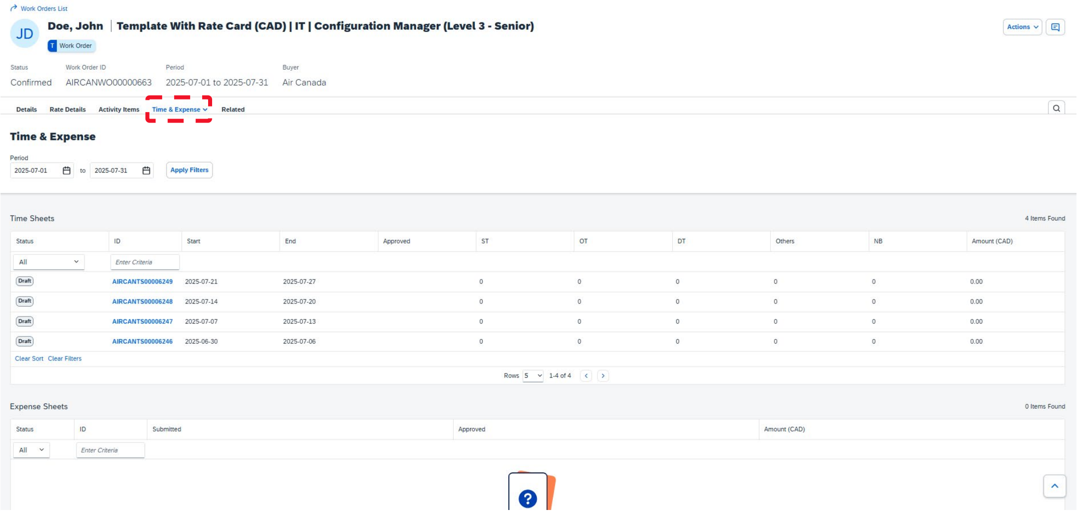
Contingent workers are required to submit timesheets and may also be required to submit expense sheets depending on the engagement. **All submissions and approvals take place in SAP Fieldglass, directly tied to the Work Order**.
In fact, **this is how the Work Order budget is consumed**, hence the importance of these being submitted accurately and on-time to ensure proper budget tracking and efficient invoicing and payment processes.

1. **Submission Responsibility:** Typically, workers are responsible for submitting their own timesheets and expenses. However, Suppliers also have the ability to submit on their behalf as needed.
2. **Timesheet Period & Availability:** Timesheets are only available for entry during the active assignment period and for the dates tied to the Work Order.
The submission frequency (e.g., weekly or monthly) may vary depending on the Work Order terms.
3. **Expense Sheets:** Expense submissions are not always applicable, depending on the engagement and the terms of the Work Order. If applicable, receipts and relevant supporting documents **must** be attached.
4. **Approval Process & Invoicing:** All timesheets and expense sheets are routed to the Work Order owner on the Air Canada side for review and approval. If a submission is rejected, it will be returned to the Worker/Supplier with a clear rejection reason and must be corrected and resubmitted.
Once approved, the data becomes available in SAP Business Network for invoice creation.

Section 4.4.1 | TS/ES Submissions as a Supplier

Accessing Timesheets as a Supplier

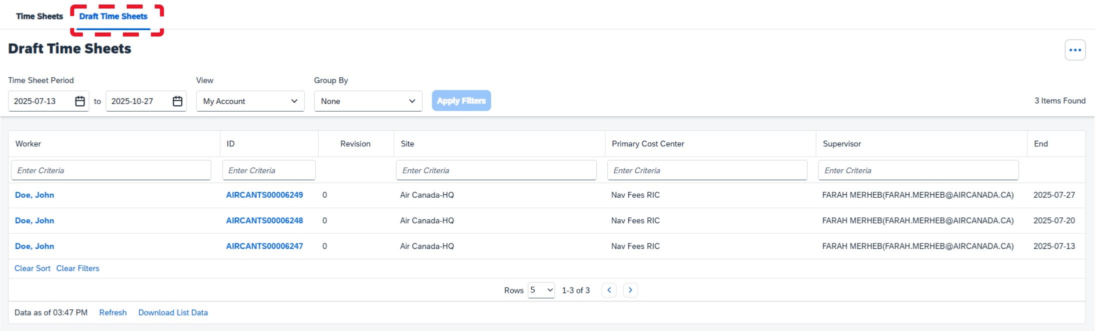
WHERE do I go as a Supplier to view and access timesheets?



Option 1: From the Work Order

- Select the applicable **Work Order** and click on the ***Time & Expense tab.***
- Select the desired time period. All timesheet available for that period will be displayed. Timesheets that are pending submission will be in *Draft* status.
- Click on the relevant timesheet ID, enter the time details on the next page and submit.

It is always recommended to double-check the Work Order terms (e.g., location, expected weekly hours, and other submission parameters) before submitting.



Option 2: From the Timesheet Menu

- From the homepage, navigate to the ***View > Timesheets* menu**.
- Use the tabs at the top of the page to toggle between:
  - **Time Sheets:** Displays all timesheets for all workers, across all statuses
  - **Draft Time Sheets:** Shows only the timesheets that are currently pending submission.

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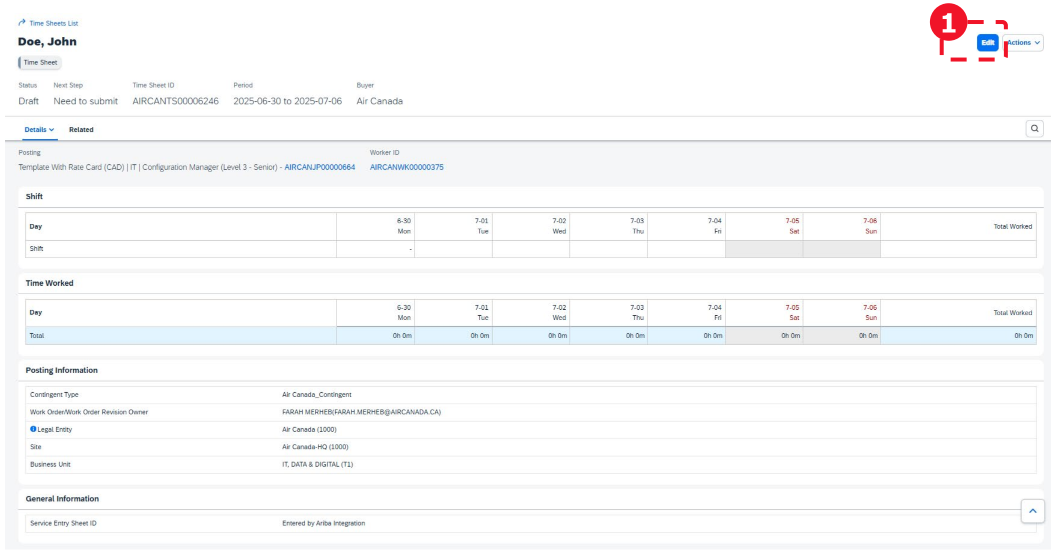
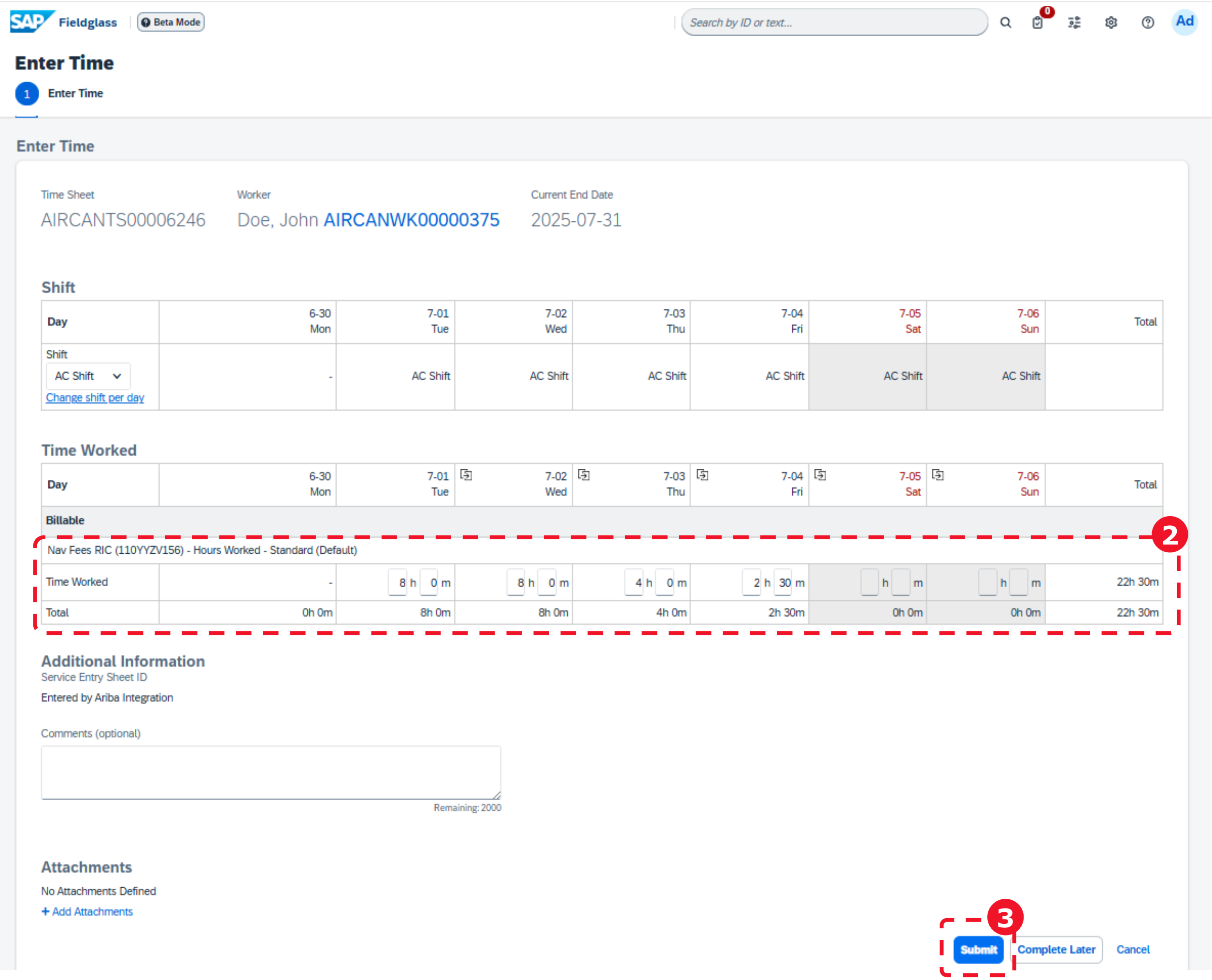
Submitting Timesheets as a Supplier

Once the Timesheet ID is selected, the timesheet page for that period opens. Click **Edit** to open the editable version of the timesheet.

You can now:

- **Enter the exact time worked** per day
- View the cost center associated with the work order.
  If there is more than one cost center or project tied to the Work Order, refer to the next slide for a specific use case on how to manage that scenario.
- *Optionally* add **comments** to provide context or notes
- *Optionally* attach any supporting **documentation** if needed
- Click **submit** to finalize the entry and send for AC approval



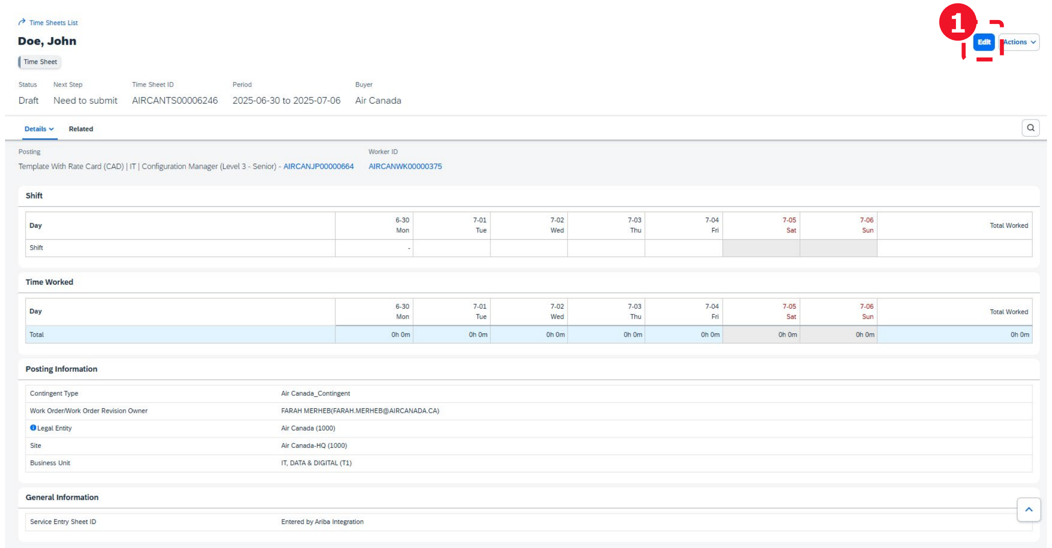


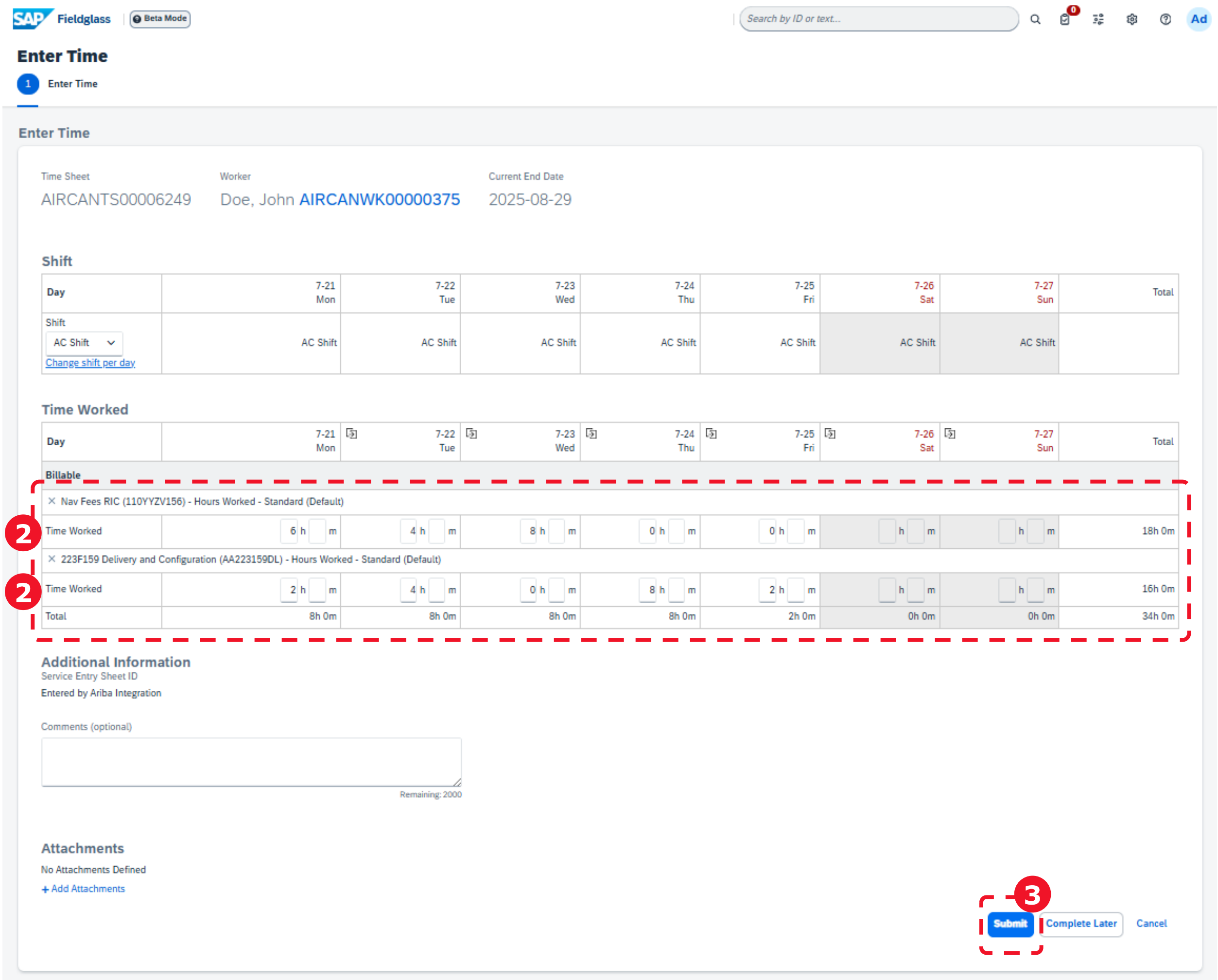
Submitting Timesheets as a Supplier – Multiple Cost Centers

Once the Timesheet ID is selected, the timesheet page for that period opens. Click **Edit** to open the editable version of the timesheet.

How to enter time when multiple cost centers are involved:

- When a Work Order is tied to **more than one cost center or project code**, you will see **one row per cost center** in the timesheet entry section. It is important to **allocate the correct number of hours per cost center, per day**, based on how the working hours were split.
- *Optionally* add **comments** to provide context or notes
- *Optionally* attach any supporting **documentation** if needed
- Click **submit** to finalize the entry and send for AC approval





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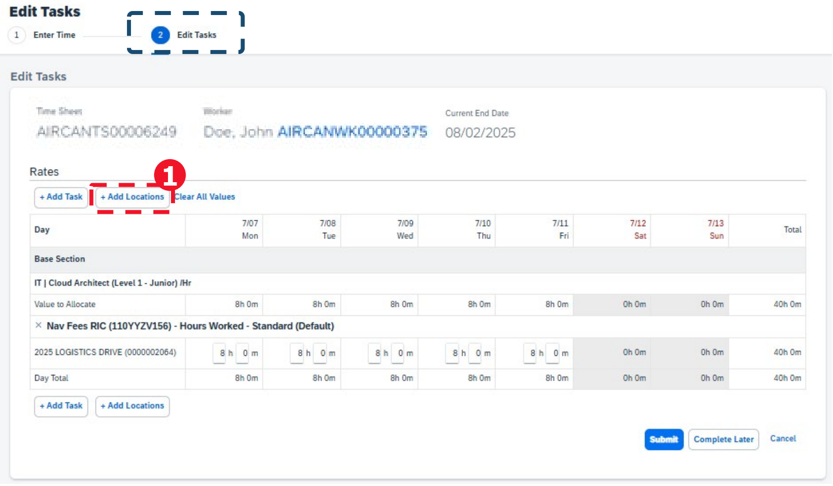
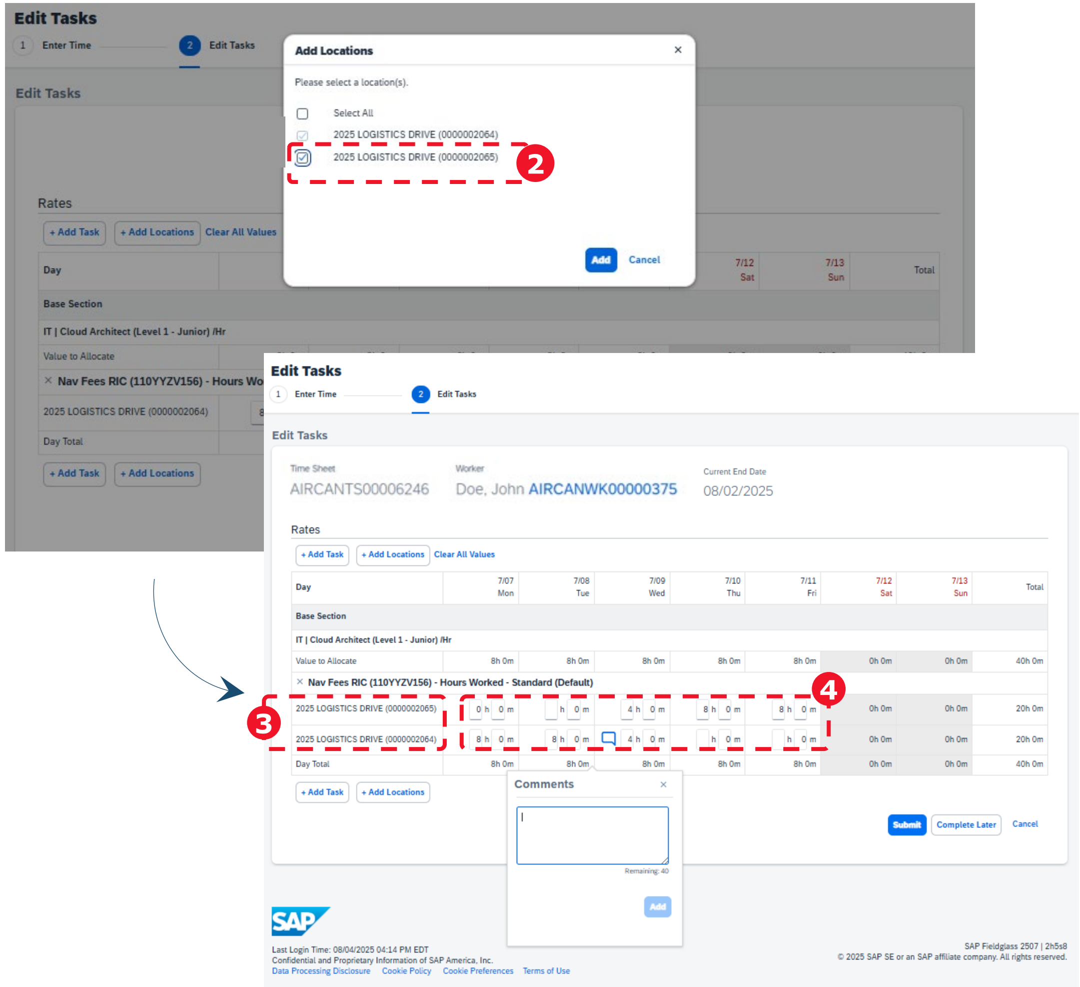
Submitting Timesheets as a Supplier – Multiple Locations

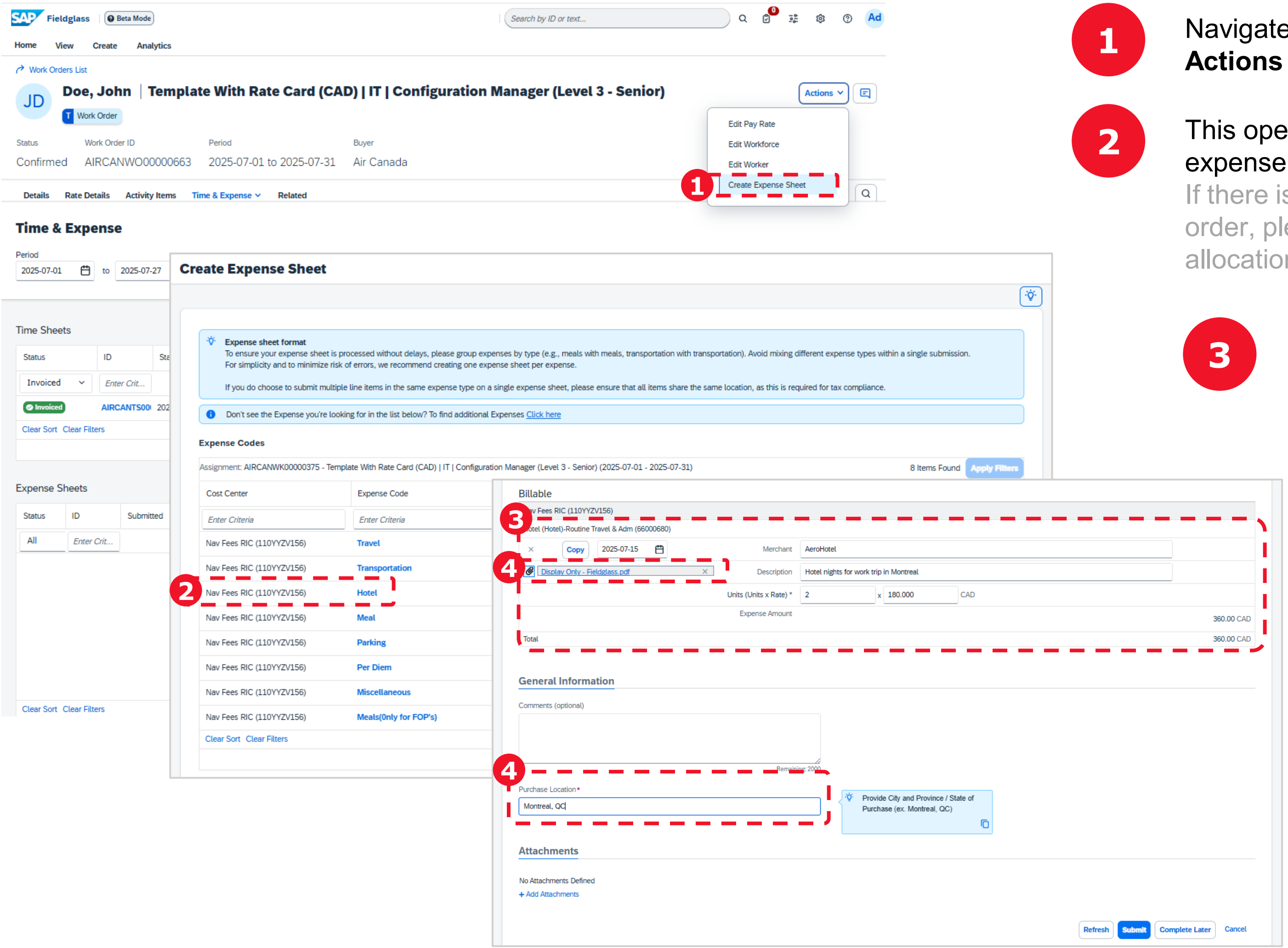
How to enter time when multiple locations are involved:

- When a Work Order is tied to **more than one location code**, you will see **an additional tab "*Edits Tasks*"** appear in the timesheet entry section.
- After entering the hours, you would navigate to the second tab to allocate time by location:
    1. Click "***Add Locations***"
    2. Select the **relevant location codes**
    3. This will generate **multiple line items** (one per selected location)
    4. **Distribute** the total hours entered in the first tab across the corresponding location rows. It is important to **allocate the correct number of hours per location, per day**, based on how the working hours were split.
- *Optionally* add **comments per time entry cell** using the **blue comment icon** for greater detail.
- Click **submit** to finalize the entry and send for AC approval





Submitting Expense Sheets as a Supplier



1 Navigate to the applicable Work Order and in the top-right corner, click on the **Actions** menu and select **Create Expense Sheet**.

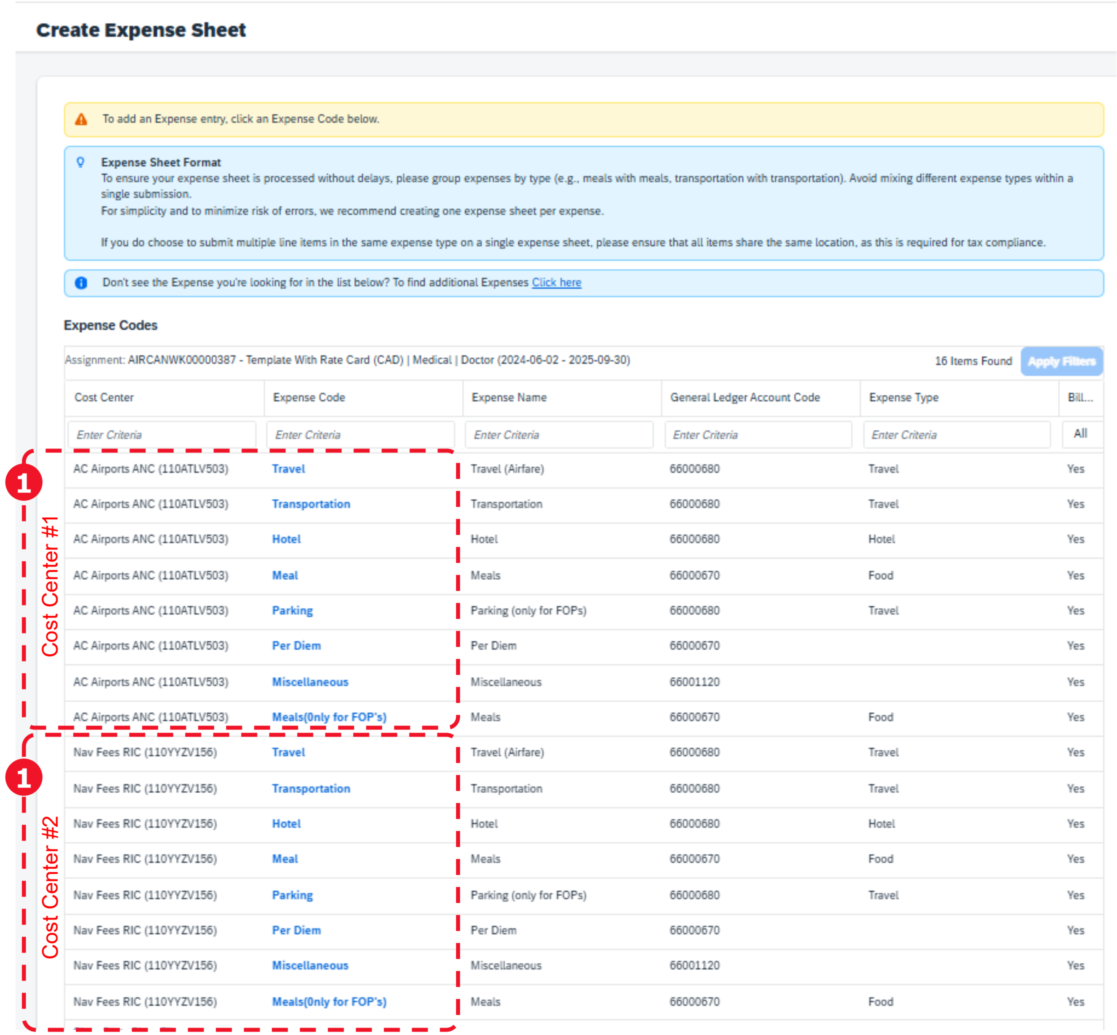
2 This opens the **Create Expense Sheet page** where you will see the available expense codes per cost center.
If there is more than one cost center or project code associated with the Work order, please refer to the next slides for guidance on how to manage split allocations.

3 **Fill in the expense details** (date, merchant, description, unit and rate) and review the expense amount automatically-calculated.

4 **Ensure you complete all required information**:
- Attach the expense **receipt** for each line item
- Enter the **Purchase Location** in the required format (City, Province/State)

Important Guidelines
You may submit multiple expenses in one expense sheet **only if:**
- They share the **same expense code** (e.g., multiple ***Meals***). Do not combine different expense types (e.g., Hotel and Transportation) within the same submission.
- All items were incurred in the **same purchase location**.

Submitting Expense Sheets as a Supplier – Multiple Cost Centers


Create Expense Sheet

To add an Expense entry, click an Expense Code below.

Expense Sheet Format
To ensure your expense sheet is processed without delays, please group expenses by type (e.g., meals with meals, transportation with transportation). Avoid mixing different expense types within a single submission.
For simplicity and to minimize risk of errors, we recommend creating one expense sheet per expense.

If you do choose to submit multiple line items in the same expense type on a single expense sheet, please ensure that all items share the same location, as this is required for tax compliance.

Don't see the Expense you're looking for in the list below? To find additional Expenses Click here

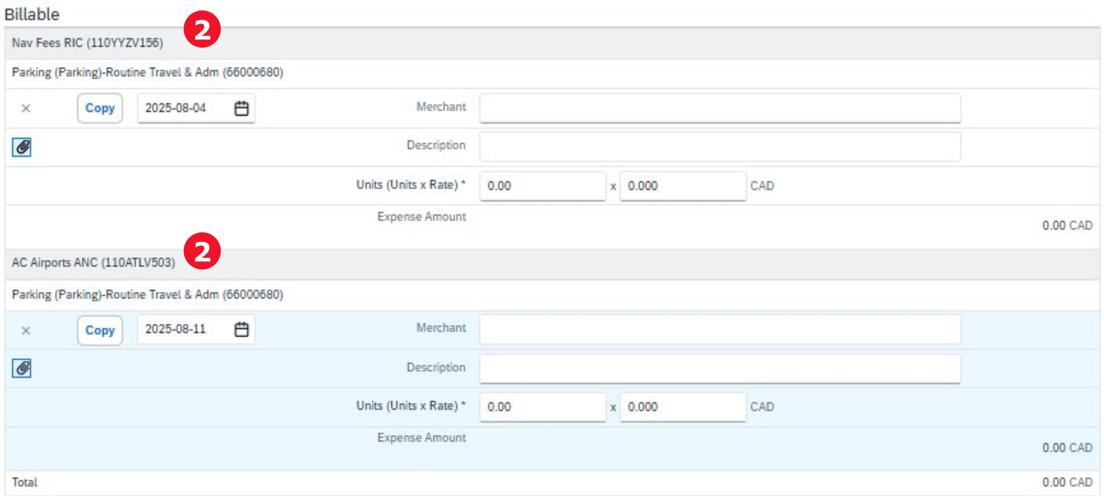
Expense Codes

Assignment: AIRCANWK00000387 - Template With Rate Card (CAD) | Medical | Doctor (2024-06-02 - 2025-09-30) 16 Items Found Apply Filters

Cost Center	Expense Code	Expense Name	General Ledger Account Code	Expense Type	Bill...
Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	Enter Criteria	All
AC Airports ANC (110ATLV503)	Travel	Travel (Airfare)	66000680	Travel	Yes
AC Airports ANC (110ATLV503)	Transportation	Transportation	66000680	Travel	Yes
AC Airports ANC (110ATLV503)	Hotel	Hotel	66000680	Hotel	Yes
AC Airports ANC (110ATLV503)	Meal	Meals	66000670	Food	Yes
AC Airports ANC (110ATLV503)	Parking	Parking (only for FOPs)	66000680	Travel	Yes
AC Airports ANC (110ATLV503)	Per Diem	Per Diem	66000670		Yes
AC Airports ANC (110ATLV503)	Miscellaneous	Miscellaneous	66001120		Yes
AC Airports ANC (110ATLV503)	Meals(Only for FOP's)	Meals	66000670	Food	Yes
Nav Fees RIC (110YYZV156)	Travel	Travel (Airfare)	66000680	Travel	Yes
Nav Fees RIC (110YYZV156)	Transportation	Transportation	66000680	Travel	Yes
Nav Fees RIC (110YYZV156)	Hotel	Hotel	66000680	Hotel	Yes
Nav Fees RIC (110YYZV156)	Meal	Meals	66000670	Food	Yes
Nav Fees RIC (110YYZV156)	Parking	Parking (only for FOPs)	66000680	Travel	Yes
Nav Fees RIC (110YYZV156)	Per Diem	Per Diem	66000670		Yes
Nav Fees RIC (110YYZV156)	Miscellaneous	Miscellaneous	66001120		Yes
Nav Fees RIC (110YYZV156)	Meals(Only for FOP's)	Meals	66000670	Food	Yes

1 When a WO is associated with more than 1 cost center, you will see **multiple versions of the same expense type list – one per cost center.**
For example, if both Cost Center A and Cost Center B are assigned, you will see 2 separate Travel, Transportation, Meals, etc. expense codes – each labeled with its corresponding cost center name.

2 On the expense sheet itself, expenses will be **grouped and displayed by cost center**.
As shown in the example below, each cost center will have its own section where you can enter the corresponding expense details.



A Submitted TS/ES & Accounting Visibility

Once timesheets / expense sheets are submitted, their status updates to ***Pending Approval***. The next step is for the Work Order owner on the Air Canada side to review and approve the submission.

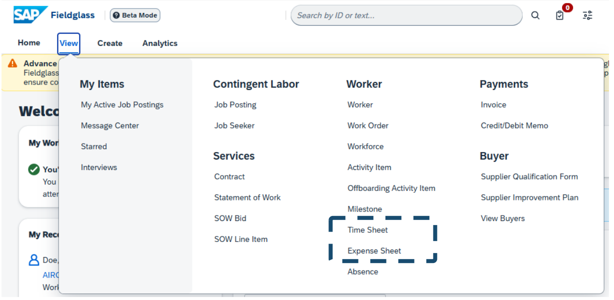
Note for timesheets that once submitted, the **Accounting section** appears, which includes the ***Bill to Buyer*** details: the bill rate, the quantity (i.e., hours worked). The **Total Amount** is automatically calculated as *bill rate x quantity* for that period.

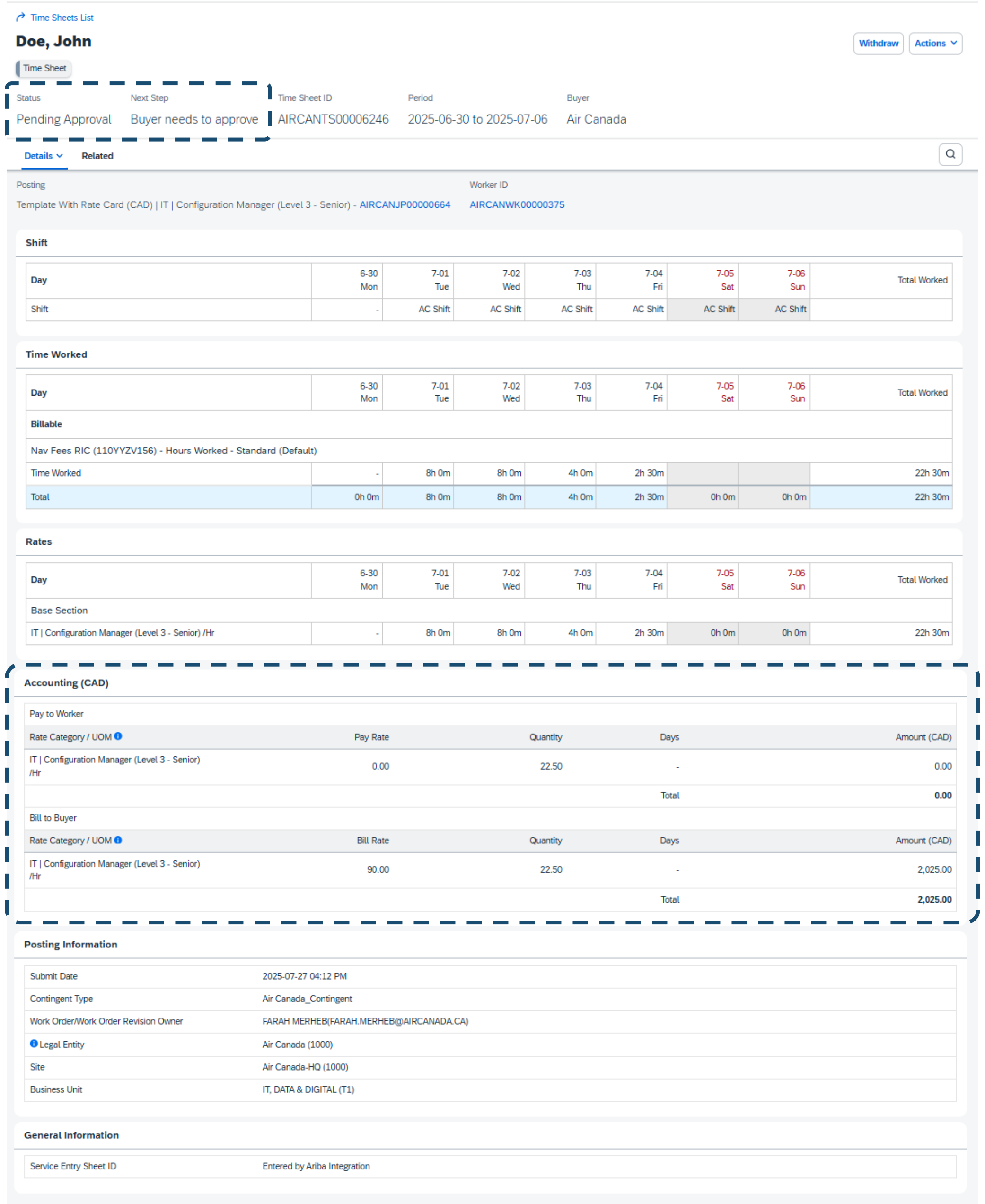
Note that this Accounting section is **only visible to you, as the Supplier.** Workers do not have the option to see the financial/billing information.

*As per Air Canada's design, Workers/Suppliers **must not withdraw** any submitted timesheets and expense sheets without first communicating with the Air Canada procurement operations team.*

Withdrawals can impact integration processes and may disrupt downstream invoicing processes.

You can review at any time the TS/ES submissions details and statuses in the ***View > Timesheets*** / ***Expense Sheets*** **menus.**





After Submission – What You Should Know

Approval & Rejection Process

After submitting timesheets and expense sheets, the **next step is for the Work Order owner** to review and approve the entry.

If the submission is **approved**, a Service Entry Sheet (**SES**) will be automatically created in Ariba Business Network through integrations (similar to how the PO was created), **ready to be invoiced**.
The SES **ID is sent back to SAP Fieldglass** on the corresponding TS/ES and their status in Fieldglass will update to ***Invoiced*** – *although this does not mean the real invoice was created yet*.

If the submission is **rejected**, a rejection reason will be provided with details explaining why it was returned. You will accordingly **receive the submission back** and can **make corrections before resubmitting**.

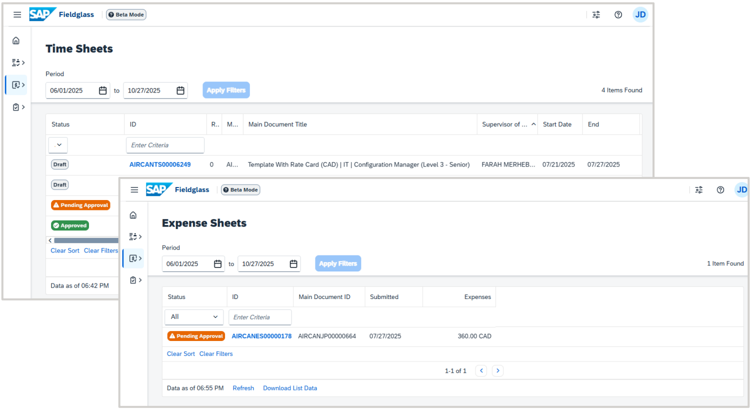
Need to Make a Change?

If you realize there is an error or need to edit a submitted timesheet or expense sheet, please note that, **as per Air Canada's processes, you cannot withdraw submissions yourself**.

In this case, **contact Air Canada Procurement Operations team immediately**, to request support and take appropriate next steps.

Track Your Submissions

You can review the details and track the status of all submitted timesheets and expense sheets (e.g., *Pending Approval, Approved, Invoiced, Rejected, etc.)* by going to the homepage ***View > Timesheet / Expense Sheet tabs*** from the homepage:



Note that for each TS/ES approved, a **dummy invoice is generated in Fieldglass** (View > ***Invoice*** menu) from where you will be able to see the ERP invoice ID and statuses in Fieldglass once created from Ariba BN, enabling **real-time visibility** across the integrated systems.

Knowledge Check

Q3: When is a worker expected to submit a timesheet?

A) Only after the assignment is completed.

B) When the supervisor requests it.

C) After starting an assignment, based on the defined schedule (Weekly, Monthly, etc.)

D) Only if expenses are being submitted.

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Knowledge Check

A3: When is a worker expected to submit a timesheet?

A) Only after the assignment is completed.

B) When the supervisor requests it.

C) After starting an assignment, based on the defined schedule (Weekly, Monthly, etc.)

D) Only if expenses are being submitted.

Assigning specific time slots to each candidate ensures that **interviews do not overlap**, which helps avoid confusion, delays, or missed meetings.

It also allows the hiring team **to properly prepare** for each interview and gives each candidate a fair opportunity to be evaluated without the pressure of time.

AIR CANADA

Section 4 | Contingent Workforce Module for Suppliers

Contingent Workforce Module Introduction

Job Postings and Job Seekers

Work Orders & Worker Registration

Timesheets & Expenses

Invoice Submissions

Training Objectives and Outcomes

Section 4.5 | Invoice Submissions

This section will deep dive into the invoice submission process for transactions tied to Fieldglass-based engagements.

This section will focus on:

1	Understanding how SAP Fieldglass and SAP Business Network are integrated to support invoicing purposes (process, key integration points and document flow)
2	Submitting invoices in SAP Business Network based on approved timesheets and expense sheets from SAP Fieldglass
3	Handling less common invoicing scenarios (e.g., credit memo, non-PO invoices)

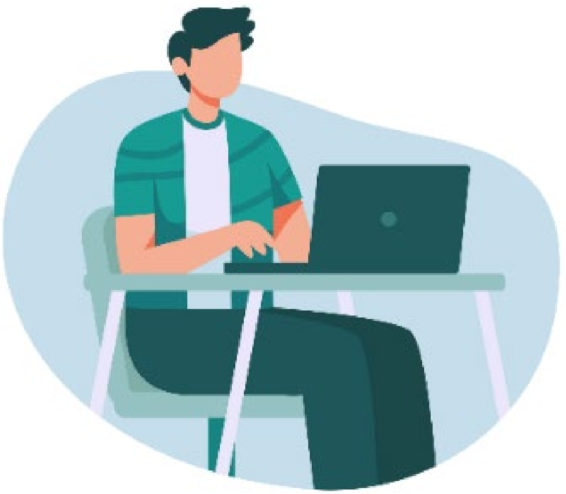
Invoicing Process

Invoicing & Payment

Invoice Creation & Payment Process

SAP Ariba

WHAT are the key elements to invoicing Fieldglass transactions?



- SAP Fieldglass as the tool for submissions and approvals
- SAP Fieldglass - SAP Business Network integrations for PO and SES creation (flow of documents)
- SAP Business Network for invoice submission

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Visualizing the Integration Flow: Fieldglass to Business Network

SAP Fieldglass is the central operational tool used for managing services transactions, submissions and approvals for Contingent workforce engagements.
SAP Business Network serves as the streamlined invoicing platform, receiving approved data from Fieldglass via integrations, enabling Suppliers to invoice without any additional review/approvals.

Work Order

Work Order is Created & Approved

SAP Fieldglass

→ **PO in Business Network**
Upon acceptance of the Work Order, a PO is automatically created in SAP Business Network via integrations, for **invoicing purposes**.

Time & Expense Sheets

Time and Expense Sheet Submission & Approval

SAP Fieldglass

→ **SES in Business Network**
Upon approval of the submitted TS/ES, a Service Entry Sheet (SES) is automatically created in SAP Business Network via integrations. Upon creation of the invoice, the SES will be pre-available for selection as line items associated with the above PO.

What this means for you as a Supplier

- You will manage all contingent workforce transactions (work order, timesheets, expense sheets) in **SAP Fieldglass.**
- You will use **SAP Business Network** as your centralized invoicing platform, even for Fieldglass transactions.
- You will have **real-time visibility** into your transaction IDs and statuses, across the integrated systems.
- This helps ensure faster, cleaner invoice processing and payments with **3-way match**.

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PO Invoice (1/4)

PO Flip is the most common invoicing method in Ariba. It allows you to generate an invoice directly from an existing Purchase Order, ensuring your invoice automatically aligns with the order details your customer has already approved, speeding up processing and payment.

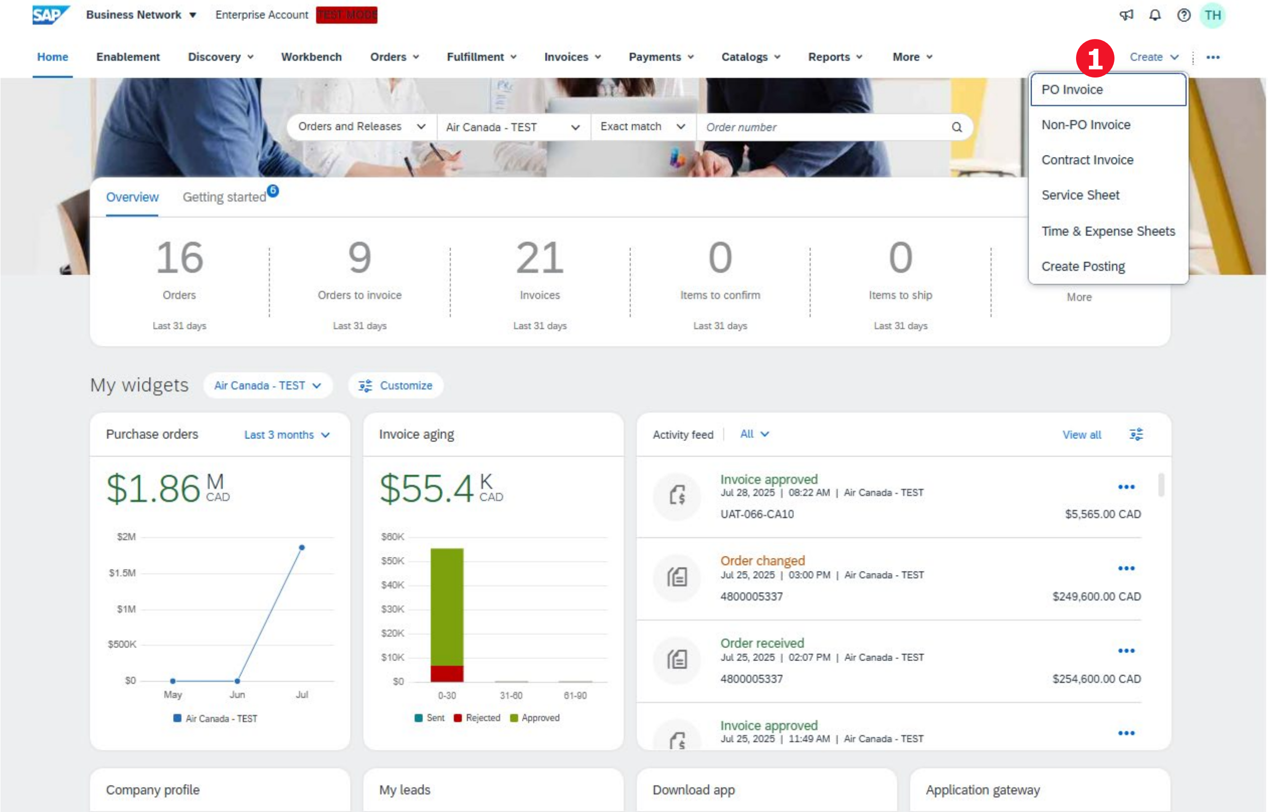
1. Once logged into your **SAP Business Network** account, click on the **Create** dropdown in the top-right corner and select **PO Invoice**. This ensures that you are initiating the invoice based on a valid Purchase Order tied to your Fieldglass Work Order.

2. From the list of available Purchase Orders, **select the one you're invoicing against** (visible on your Fieldglass WO as previously demonstrated). Click **Create Invoice**, then choose **Standard Invoice**. This automatically pulls in all approved SES (i.e., your approved timesheets and expense sheets from Fieldglass).

3. Fill in the mandatory invoice fields denoted by an asterisk (*), such as the Invoice #, Date, and your Supplier Tax ID.

4. Scroll to the bottom to view all **SES line items** pulled from Fieldglass. You can **select or deselect** specific SES entries to control what gets invoiced when. You can also review the amounts match what was approved in Fieldglass and that the **transaction IDs align** with your Fieldglass data (WO ID, TS/ES ID). You may **consolidate multiple SES line items n a single invoice** as long as they are associated with locations in the same country.

5. Click on **Next**, review the Invoice summary and click **Submit**. Your invoice is now going to be processed by Air Canada.



AIR CANADA

PO Invoice (2/4)

PO Flip is the most common invoicing method in Ariba. It allows you to generate an invoice directly from an existing Purchase Order, ensuring your invoice automatically aligns with the order details your customer has already approved, speeding up processing and payment.

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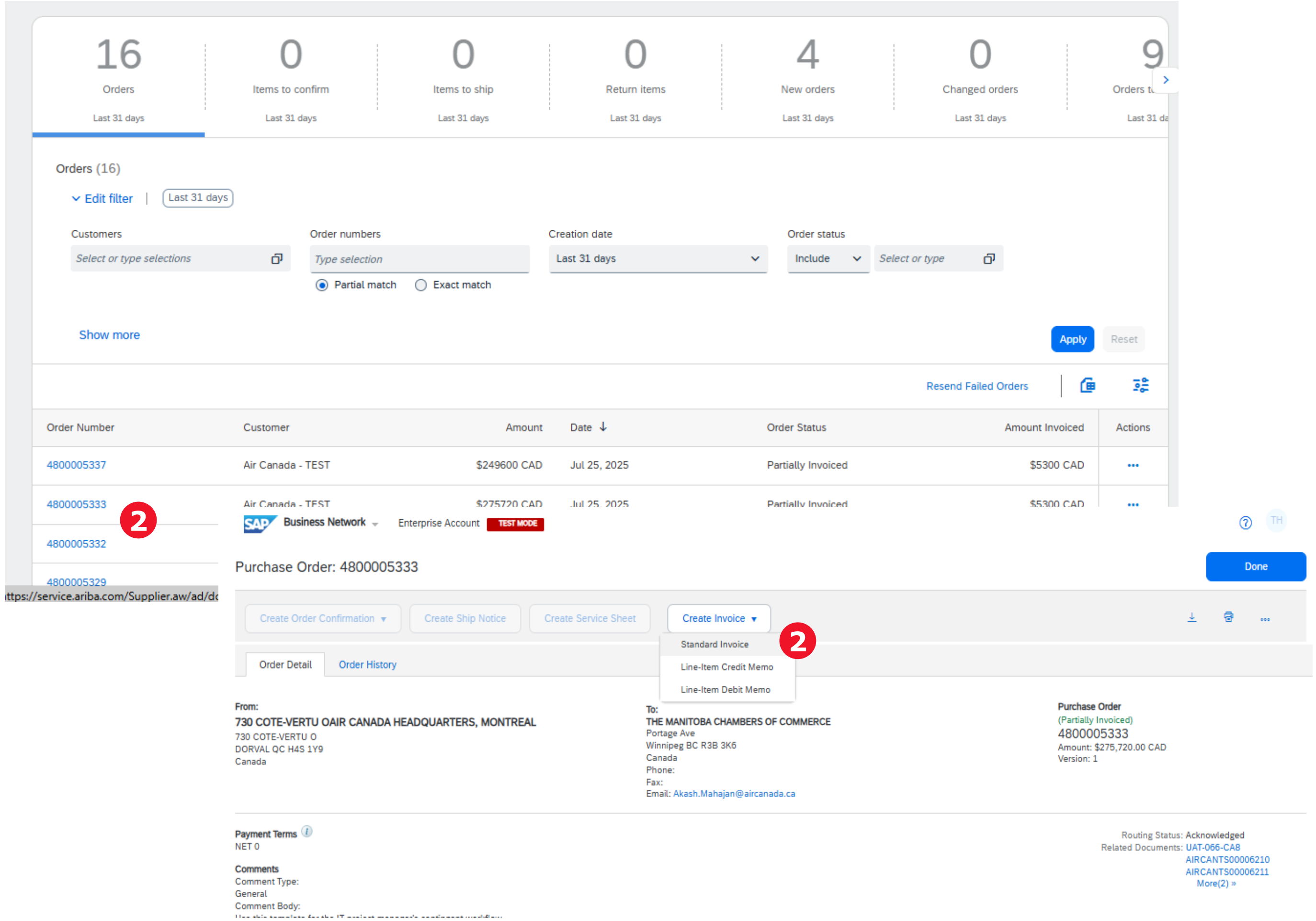
3 Fill in the mandatory invoice fields denoted by an asterisk (*), such as the Invoice #, Date, and your Supplier Tax ID.

4 Scroll to the bottom to view all **SES line items** pulled from Fieldglass. You can **select or deselect** specific SES entries to control what gets invoiced when. You can also review the amounts match what was approved in Fieldglass and that the **transaction IDs align** with your Fieldglass data (WO ID, TS/ES ID). You may **consolidate multiple SES line items n a single invoice** as long as they are associated with locations in the same country.

5 Click on **Next**, review the Invoice summary and click **Submit**. Your invoice is now going to be processed by Air Canada.



AIR CANADA

PO Invoice (3/4)

PO Flip is the most common invoicing method in Ariba. It allows you to generate an invoice directly from an existing Purchase Order, ensuring your invoice automatically aligns with the order details your customer has already approved, speeding up processing and payment.

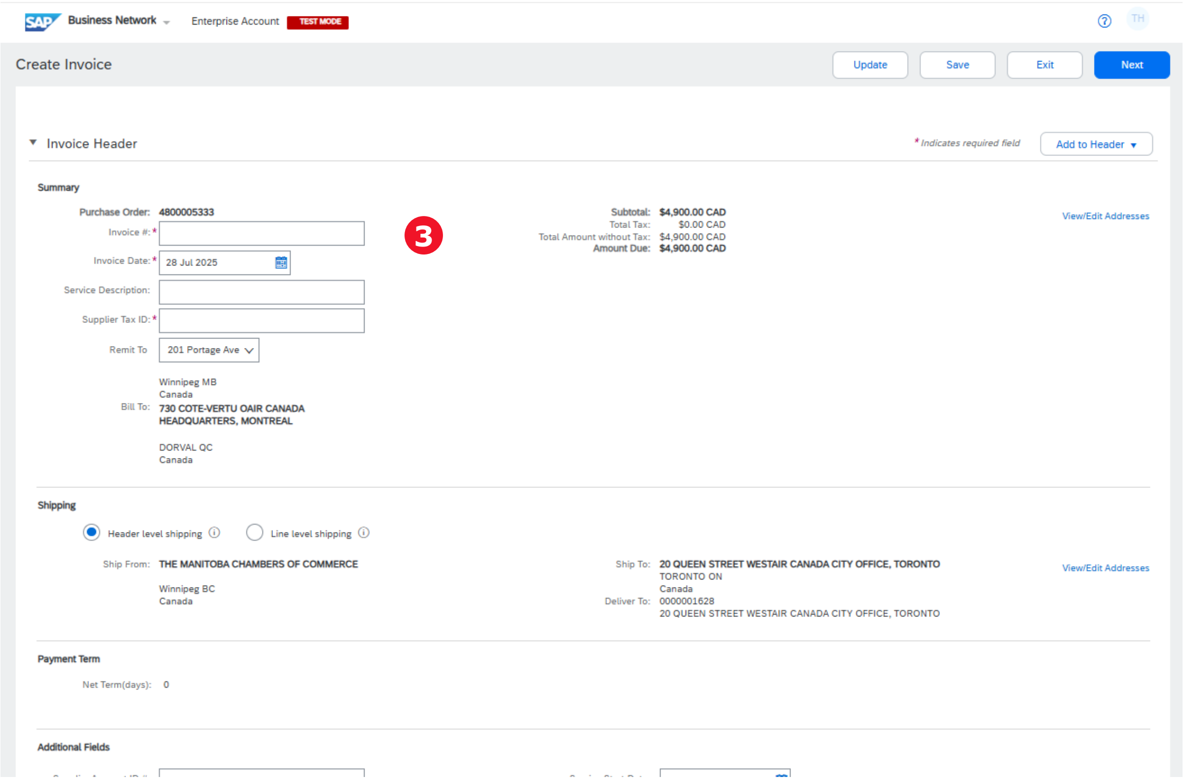
1. Once logged into your **SAP Business Network** account, click on the **Create** dropdown in the top-right corner and select **PO Invoice**. This ensures that you are initiating the invoice based on a valid Purchase Order tied to your Fieldglass Work Order.

2. From the list of available Purchase Orders, **select the one you're invoicing against** (visible on your Fieldglass WO as previously demonstrated). Click **Create Invoice**, then choose **Standard Invoice**. This automatically pulls in all approved SES (i.e., your approved timesheets and expense sheets from Fieldglass).

3. Fill in the mandatory invoice fields denoted by an asterisk (*), such as the Invoice #, Date, and your Supplier Tax ID.

4. Scroll to the bottom to view all **SES line items** pulled from Fieldglass. You can **select or deselect** specific SES entries to control what gets invoiced when. You can also review the amounts match what was approved in Fieldglass and that the **transaction IDs align** with your Fieldglass data (WO ID, TS/ES ID). You may **consolidate multiple SES line items n a single invoice** as long as they are associated with locations in the same country.

5. Click on **Next**, review the Invoice summary and click **Submit**. Your invoice is now going to be processed by Air Canada.



PO Invoice (4/4)

PO Flip is the most common invoicing method in Ariba. It allows you to generate an invoice directly from an existing Purchase Order, ensuring your invoice automatically aligns with the order details your customer has already approved, speeding up processing and payment.

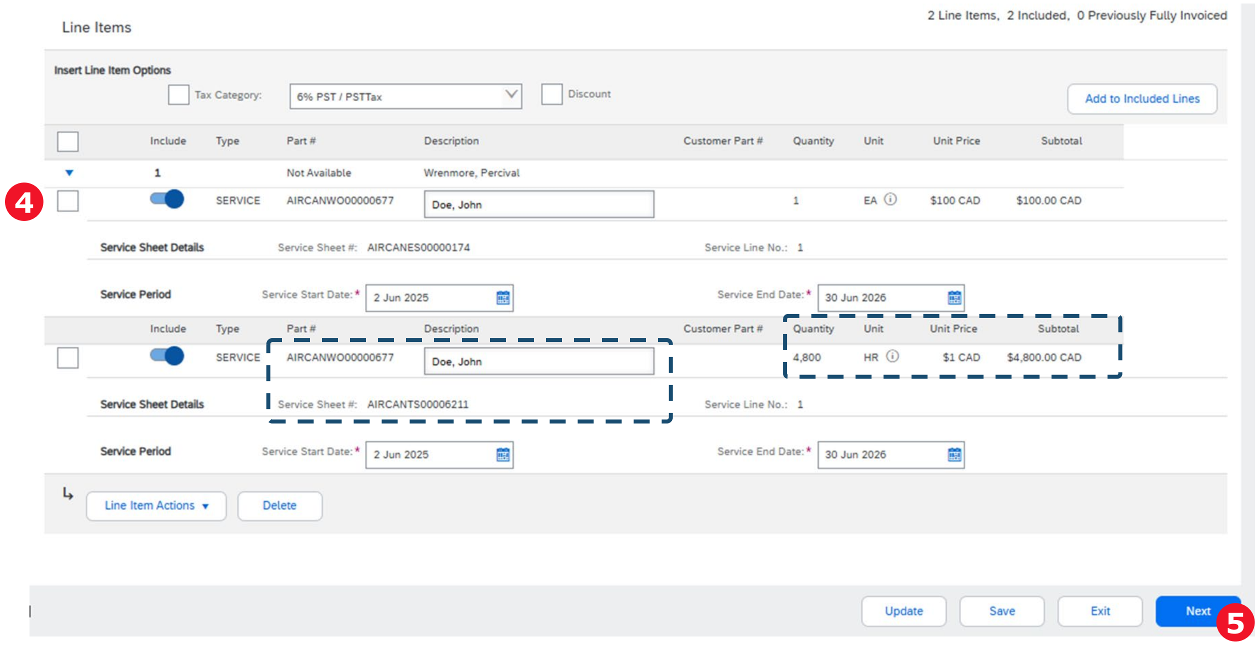
1 Once logged into your **SAP Business Network** account, click on the **Create** dropdown in the top-right corner and select **PO Invoice**.
This ensures that you are initiating the invoice based on a valid Purchase Order tied to your Fieldglass Work Order.

2 From the list of available Purchase Orders, **select the one you're invoicing against** (visible on your Fieldglass WO as previously demonstrated). Click **Create Invoice**, then choose **Standard Invoice**.
This automatically pulls in all approved SES (i.e., your approved timesheets and expense sheets from Fieldglass).

3 Fill in the mandatory invoice fields denoted by an asterisk (*), such as the Invoice #, Date, and your Supplier Tax ID.

4 Scroll to the bottom to view all **SES line items** pulled from Fieldglass. You can **select or deselect** specific SES entries to control what gets invoiced and when.
Additionally, you can **review** the amounts to ensure they match what was submitted and approved in Fieldglass, and verify that the **transaction IDs** (WO ID, TS/ES ID) **align** with your Fieldglass data.
You may **consolidate multiple SES line items into a single invoice** as long as they are associated with locations within the same country.

5 Click on **Next**, review the Invoice summary and click **Submit**.
Your invoice is now going to be processed by Air Canada.



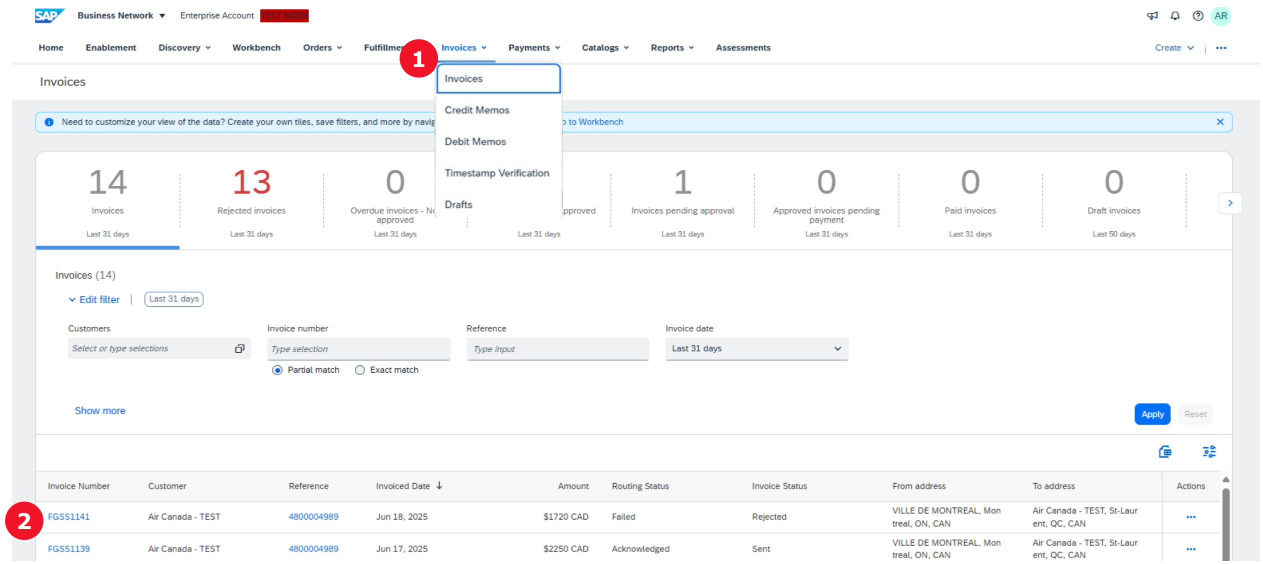
Credit Memo (1/2)

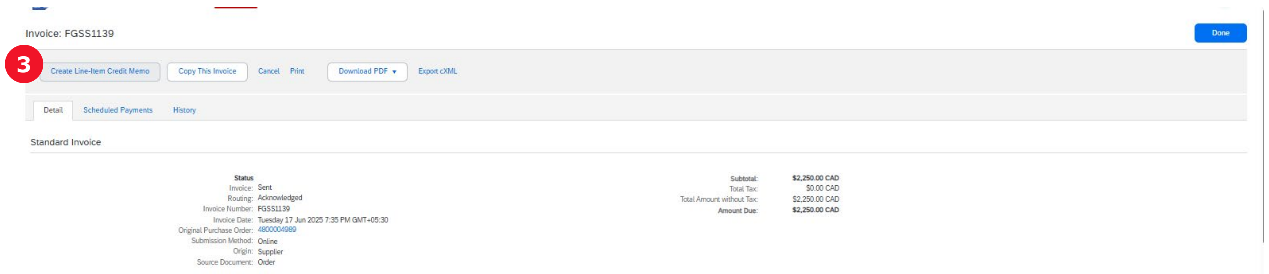
1. From your Ariba dashboard, select **‘Invoices’** from the **Invoice** tab dropdown list.

2. From the list of available invoices, select the invoice **you will be creating a Credit Memo against.** You can use the search fields to find the exact invoice by entering the invoice number.

3. From the Invoice page, select **‘Create Line Item Credit Memo’.**

Credit Memo’s can only be created at the invoice line item level and will be credited at the Purchase Order (PO) Level against future invoices created for that PO.





Credit Memo (2/2)

4 Ensure **'Price Adjustment'** is selected, as it is the only relevant adjustment type for Credit Memos created for service invoices.

5 Enter the **'Credit Memo #'**. This can be any value of your choosing, up to a 16-character limit.

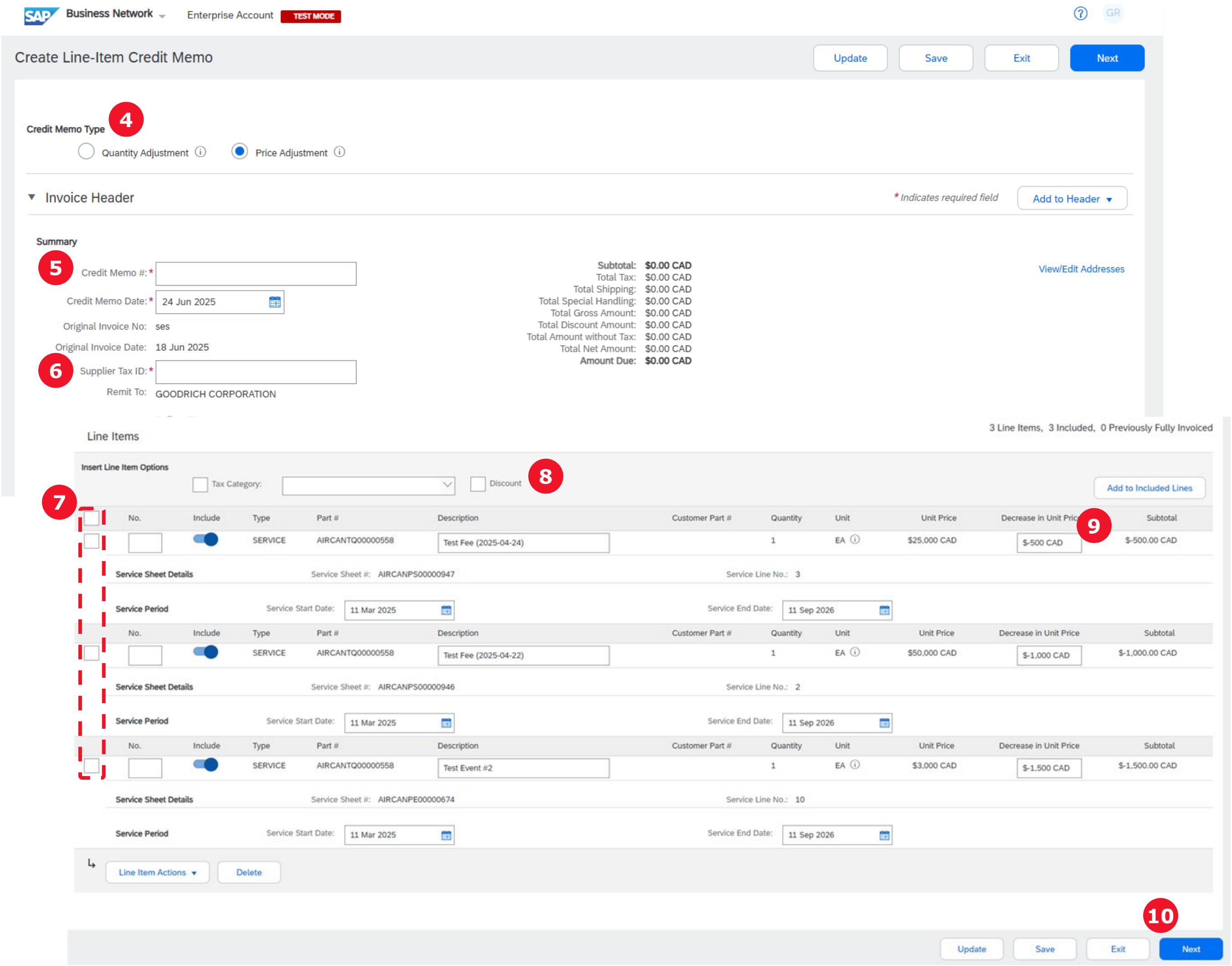
6 Enter your predefined Tax ID value. It is essential that the correct Tax ID is entered; if the Tax ID does not match the one from your S/4 supplier record, the Credit Memo will fail.

7 By default, all line items included in the invoice will appear when creating a Credit Memo. To remove line items not applicable to the Credit Memo, select the respective checkboxes and click **'Delete'**, located at the bottom left of the page.

8 Select the applicable taxes to be applied to the Credit Memo. Use the **'Add to Included Lines'** button, found on the right side of the page, to apply the taxes to the relevant line items you have selected using the checkboxes.

9 Enter the total amount to be credited for each line item. This amount must be entered as a negative value.

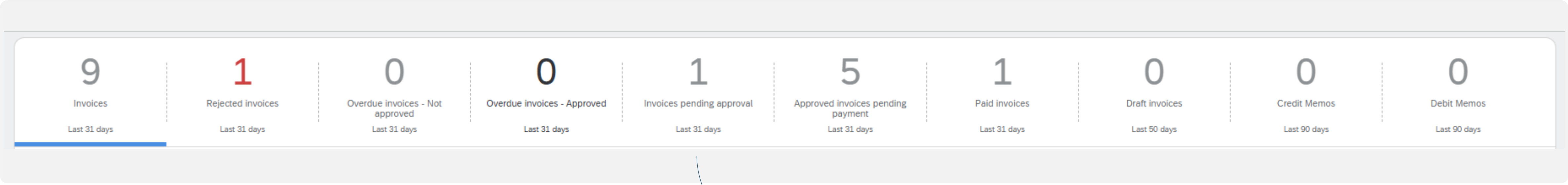
10 Once you have completed the creation of the Credit Memo, select **'Next'** to proceed to the summary page. Here, you can review and submit your Credit Memo.



Track Invoices in Ariba

Tracking invoices in Ariba helps you stay informed about where your documents are in the payment process. By checking statuses and history, you can quickly see if an invoice is approved, rejected, or pending action. Staying on top of these updates helps avoid delays and ensures, faster, smoother payment.

WHERE do Suppliers go to track invoices?



1. From your Ariba dashboard, click the **Invoices** tab.
   This page shows all your submitted invoices and summarizes the past 31 days for quick reference.

2. Use the available tabs, like ***Invoices*** or ***Rejected Invoices***, to filter by type.
   You can also further track the progress of individual invoices directly.

3. To see detailed tracking, select the invoice you want and go to the **History** tab. Here, you will find a full timeline of the invoice's journey through the SAP Business Network (Ariba).

What are the different tabs?

- Invoices: All submitted billing documents
- Rejected Invoices: Invoices declined by the buyer (Air Canada); will contain justification
- Overdue Invoices – Not approved: Late invoices, but still awaiting buyer approval
- Overdue Invoices – Approved: Approved, but past invoice payment date
- Invoices pending approval: Delivered invoices, but waiting customer review and approval
- Approved invoices pending payment: Awaiting customer review and final approval
- Paid invoices: Fully processed and paid invoices
- Draft invoices: Saved invoices, but not yet submitted
- Credit memos: Adjustments lowering invoice amounts
- Debit memos: Adjustments increasing invoice amounts

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Knowledge Check

Q4: Where will you submit your invoices for SAP Fieldglass transactions?

A) SAP Business Network

B) Via Email

C) It depends; each invoice type has specific instructions on how and where to submit the invoice on Ariba

Knowledge Check

A4: Where will you submit your invoices for SAP Fieldglass transactions?

A) SAP Business Network

B) Via Email

C) It depends; each invoice type has specific instructions on how and where to submit the invoice on Ariba

Section 5 | Training Closeout

Topics Being Covered Today

Introduction to SAP Fieldglass and the Contingent Workforce module

Understanding how to respond to Job Postings and accept Work Orders

Managing Time & Expenses within Fieldglass

Submitting and Managing Invoices

Objectives of the Session:

- ✓ For all suppliers, understand what is SAP Fieldglass and how Air Canada plans to use it
- ✓ Understand the purpose of the Contingent Workforce module and the key processes
- ✓ Understand the link between SAP Fieldglass and SAP Ariba for the invoicing process

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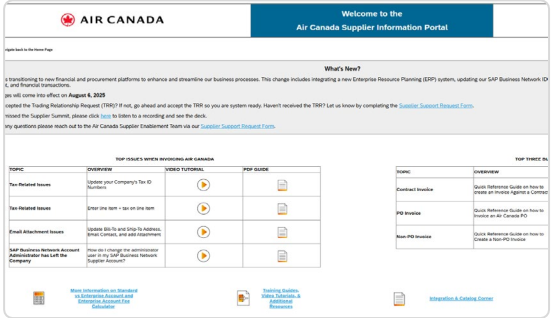
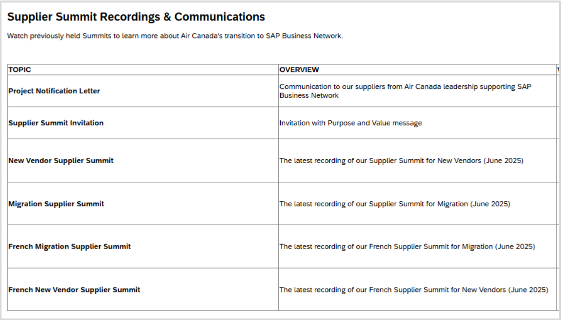
Support and Resources



Air Canada Supplier Portal

Click here



Supplier Summit Recordings & Communications

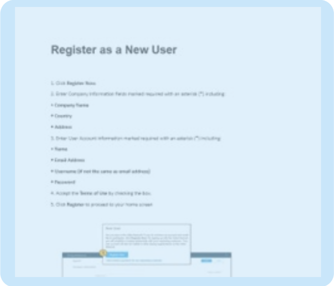
Watch previously held Summits to learn more about Air Canada's transition to SAP Business Network.

TOPIC	OVERVIEW
Project Notification Letter	Communication to our suppliers from Air Canada leadership supporting SAP Business Network
Supplier Summit Invitation	Invitation with Purpose and Value message
New Vendor Supplier Summit	The latest recording of our Supplier Summit for New Vendors (June 2025)
Migration Supplier Summit	The latest recording of our Supplier Summit for Migration (June 2025)
French Migration Supplier Summit	The latest recording of our French Supplier Summit for Migration (June 2025)
French New Vendor Supplier Summit	The latest recording of our French Supplier Summit for New Vendors (June 2025)

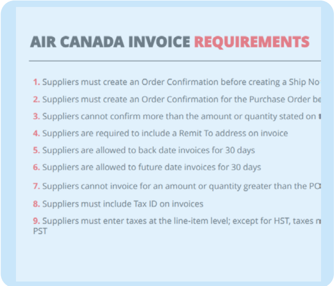
Air Canada Supplier Summits

Click here

Key Job Aids Mentioned:



[Register SAP Business Account]



[Invoice Requirements]

For all questions, please reach out to the Air Canada Supplier Enablement Team (insert email)

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Thank You!

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Appendix

Appendix – A: Guidance Documents

Key Terminologies

To reference back to key terms shared throughout the presentation, visit the key glossary for all relevant definitions and acronyms or click on the icon to be re-direct to this page

Term	Definition
Contingent Worker (CW)	An individual engaged by a buyer organization to perform services on a non-permanent basis. This includes independent contractors, consultants, contractors, temporary agency workers, or consultants managed through SAP Fieldglass.
Job Posting	A requisition created to source contingent engagements for specific services/roles. It includes details such as job title, responsibilities, required skills, work location(s), duration, and allowable rate(s) . Suppliers respond by submitting qualified job seekers.
Job Seeker	A candidate proposed by the supplier in response to a job posting. The buyer reviews job seekers to decide whom to engage for the assignment.
Work Order (WO)	A formal and biding agreement between the buyer and supplier that outlines the terms of the engagement, including the worker, rate, dates, and assignment details. It acts as the contractual basis for invoicing and time/expense submission.
Timesheet (TS)	A record submitted by the contingent worker to log hours worked on a weekly/bi-weekly/monthly basis as per the terms outlined in the WO. Timesheets must be completed and submitted through SAP Fieldglass and are routed to the buyer for approval.
Expense Sheet (ES)	A form submitted by the contingent worker to request reimbursement for business expenses (e.g., travel, meals, lodging). Expense sheets must be completed and submitted through SAP Fieldglass and are routed to the buyer for approval.

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Status Guide Summary

Statuses for Job Postings

Submitted	JP Submitted by AC, Pending JS Submission from Supplier
Halted	JP on pause from AC
Withdrawn	JP withdrawn by AC
Closed	JP closed by AC, No longer receiving applications
Rejected	JP Rejected by Supplier

Statuses for Job Seekers

Submitted	Job Seeker has been submitted to AC and is awaiting review
Shortlisted	Job Seeker is under further consideration for the role
Rejected	Job Seeker was not selected for further review
Work Order Pending Approval	Job Seeker has been selected, and the Work order is being created and approved by Air Canada. Once approved, you will be prompted to accept it and begin worker's registration.

Work Orders Statuses

Pending Approval	AC approvals in-progress
Created	AC approvals completed, pending Supplier's acceptance
Pending Activation	Work Order approved by AC and accepted by Supplier
Confirmed	Work Order is active
Closed	Assignment finished or ended

Timesheet and Expense Sheet Statuses

Draft	TS/ES created but not yet submitted
Pending Approval	TS/ES approval by AC is pending
Rejected	TS/ES returned for edits with reason for rejection

Statuses for Invoices

Payment Pending	Invoice created in Business Network, approved and cleared, queued for payment
Paid	Invoice fully processed and paid

Need Anything? Reach out to Air Canada Procurement Team!

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PROCUREMENT TEAM

The Air Canada Procurement Team is responsible for the operational aspects of Fieldglass processes and the main point of contact for any Fieldglass-related requests.

At any time, if you have questions, encounter issues, or need support related to Fieldglass transactions or invoicing, you can reach out the Air Canada Procurement Operations team via email at: SharedServices.Fieldglass@aircanada.ca
They are your **main point of contact for all related matters**.

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Appendix – B: Supplier Company Setup

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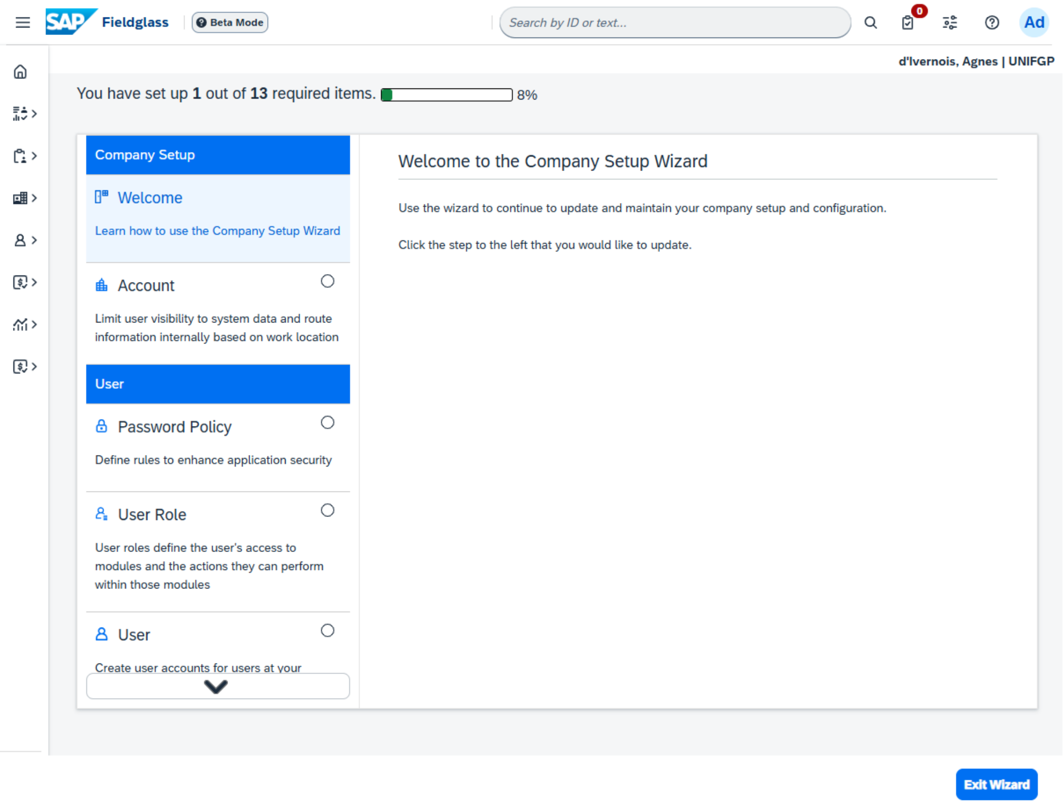
Company Wizard Setup

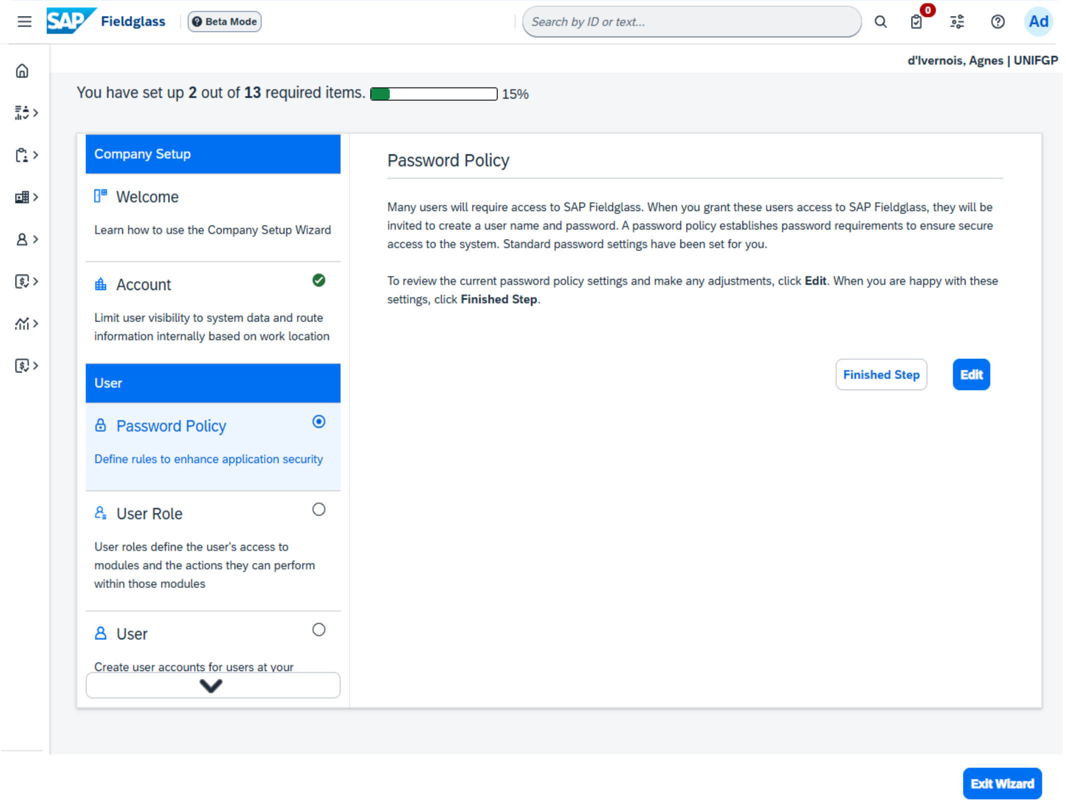
The Company Wizard guides administrators through the initial Fieldglass configuration, ensuring key company details, users, and workflows are set up correctly before transactions with customers begin.

Step 1: Company Set Up and Welcome



The Company Wizard Setup process is a guided set up that helps suppliers configure company details, users, and settings to begin transacting.

Step 2: Password Policy



The Password Policy allows suppliers to set security rules, including password complexity for different users and expiration, to protect user access.

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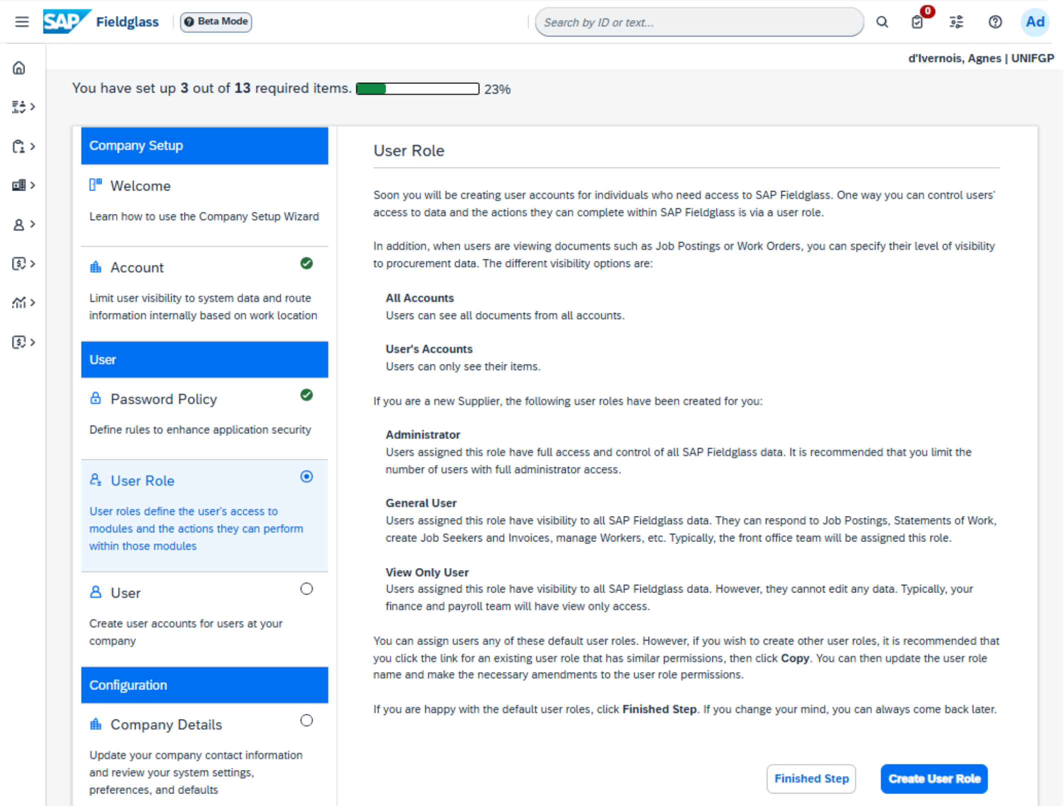
Company Wizard Setup

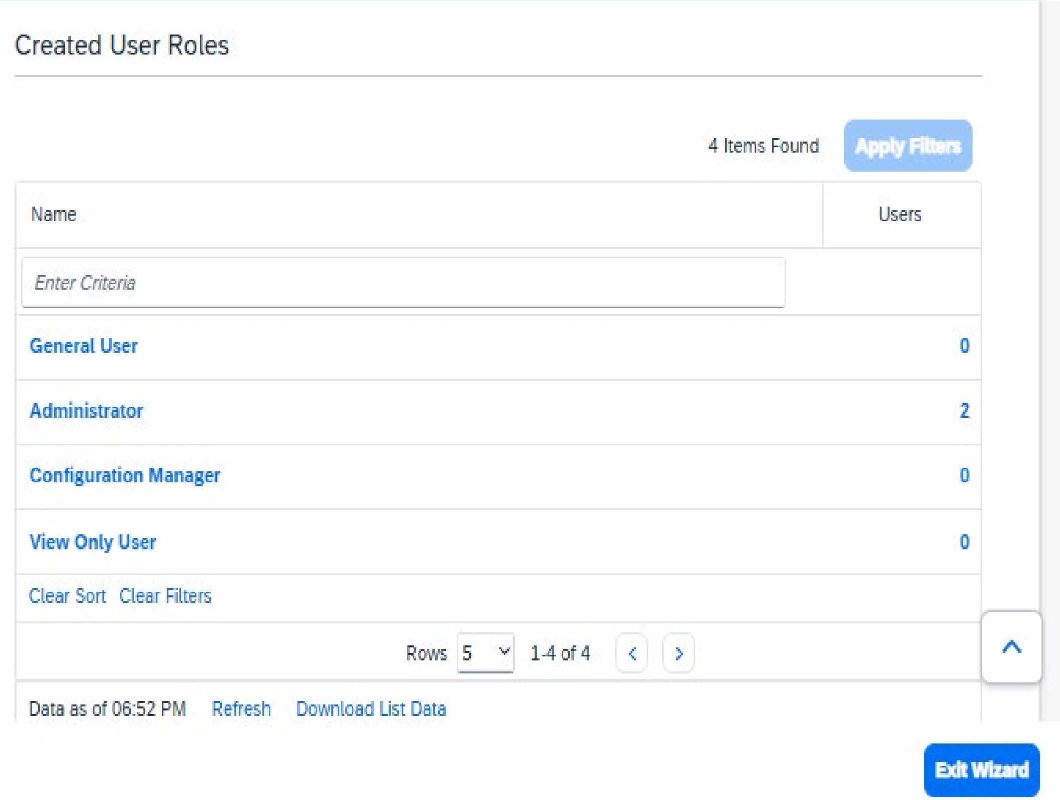
The Company Wizard guides administrators through the initial Fieldglass configuration, ensuring key company details, users, and workflows are set up correctly before transactions with customers begin.

Step 3: User Roles



Assign specific permissions to created roles, ensuring users only access the features and data required for their given tasks in SAP Fieldglass.

Step 3 (cont.): Created User Roles

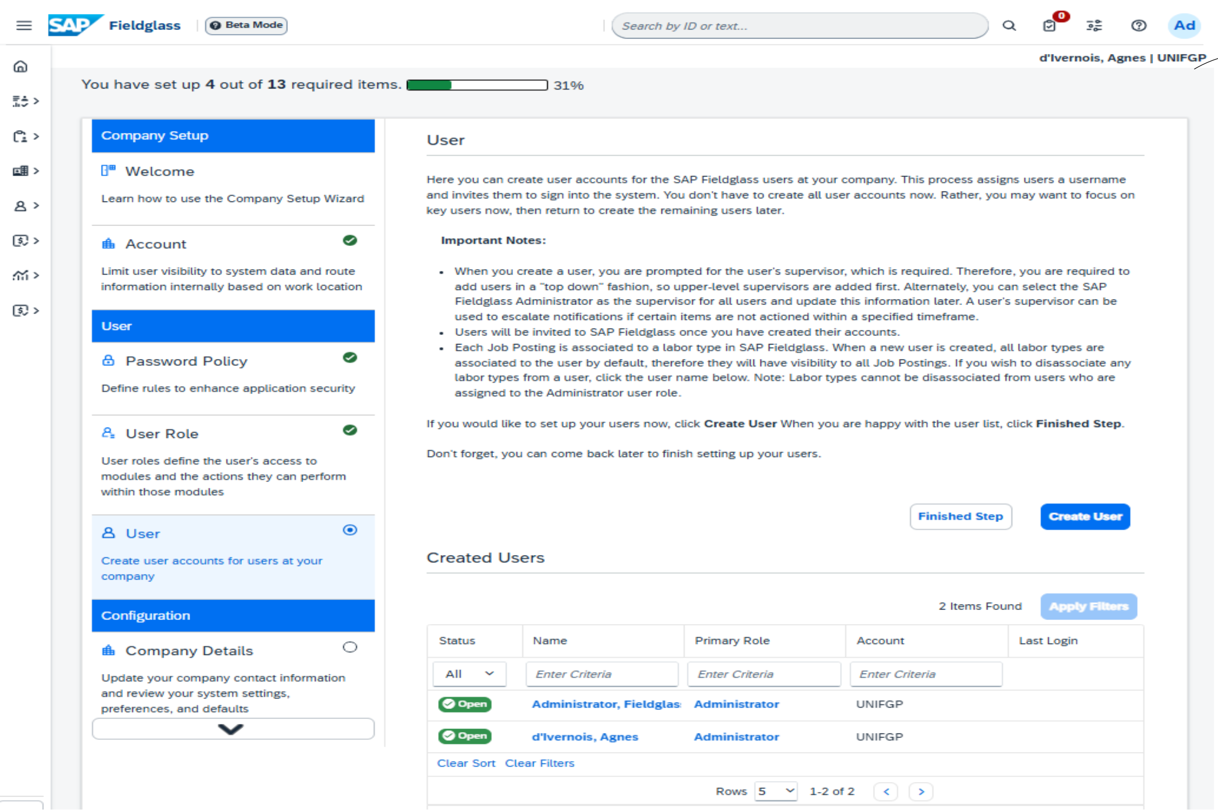


Created roles define the structure of user access, based on configuration. Each role can be tailored with specific tasks, controls, and visibility settings.

Company Wizard Setup

The Company Wizard guides administrators through the initial Fieldglass configuration, ensuring key company details, users, and workflows are set up correctly before transactions with customers begin.

Step 4: User



Add users to your company in SAP Fieldglass. Assign them to created roles and set up their accounts to access the platform and perform relevant tasks.

Important Considerations

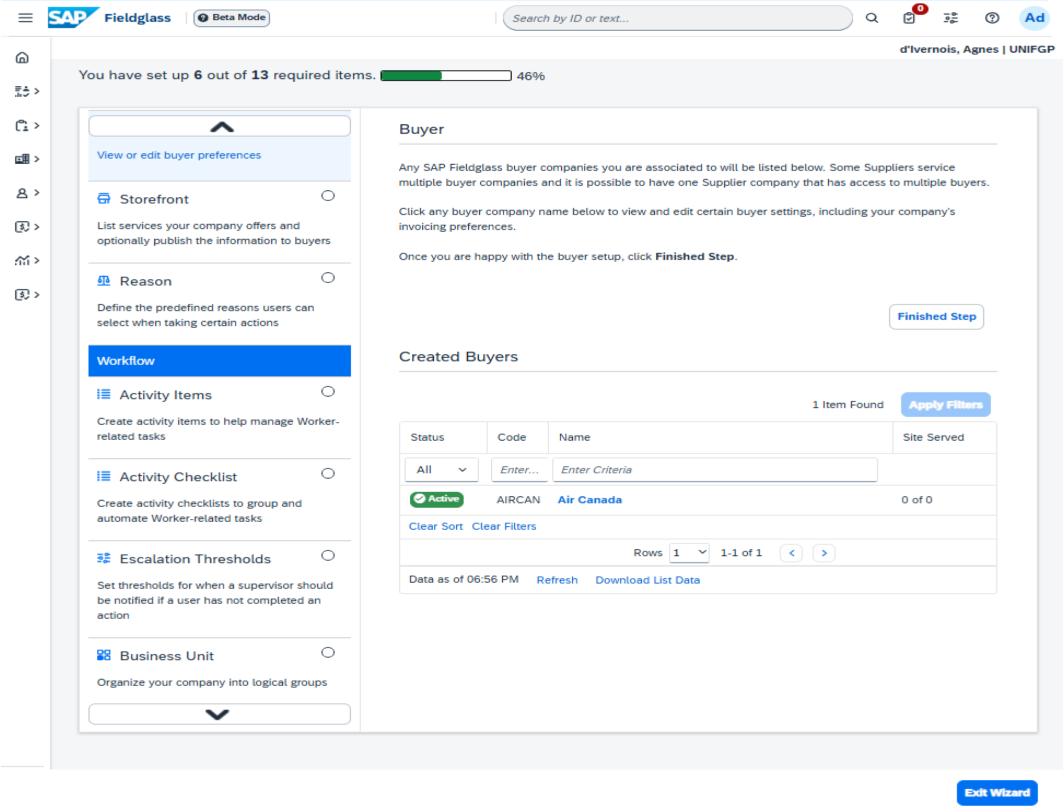
1. **Assigning Supervisors**: Each user must have a designated supervisor to support proper escalation workflows if items, such as timesheets, are not submitted on time. It is suggested to add users in a "top-down" fashion to the platform.

2. **Adjust Labor Types:** New users are linked to all labor types by default. To change this, click on their name during the setup process and update their labor type associations.

Company Wizard Setup

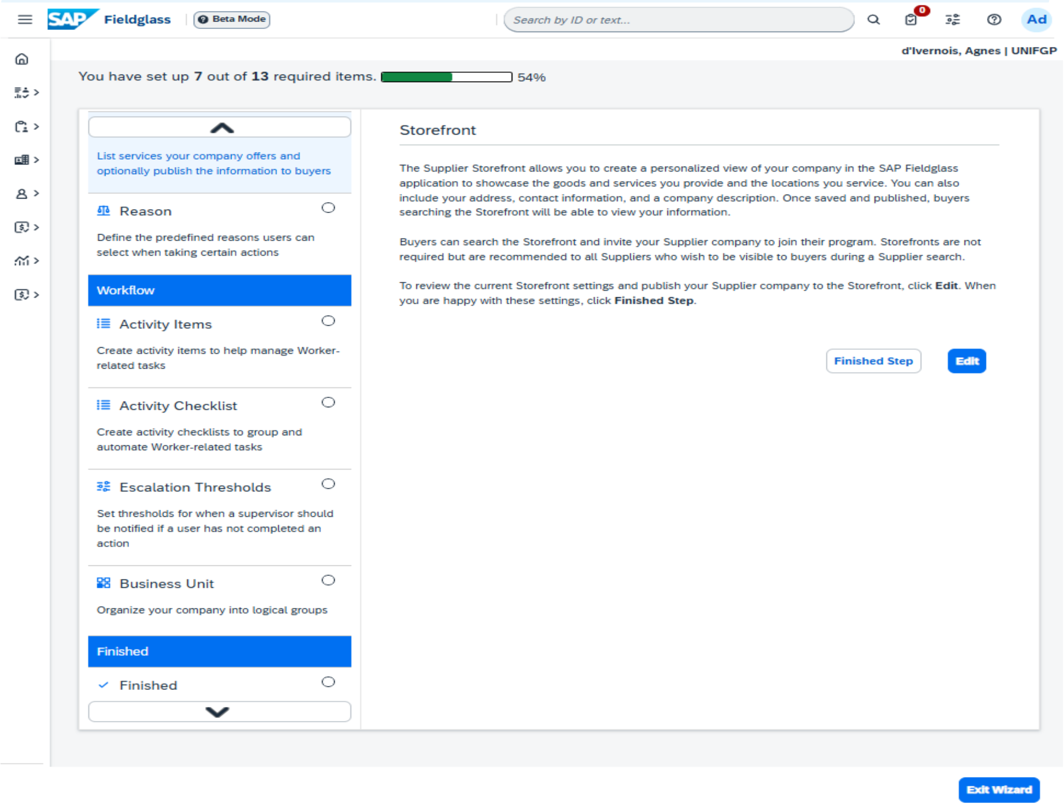
The Company Wizard guides administrators through the initial Fieldglass configuration, ensuring key company details, users, and workflows are set up correctly before transactions with customers begin.

Step 6: Buyer



View and manage buyer-specific settings that impact how you interact with each buyer, ensuring configurations meet their requirements.

Step 7: Company Storefront

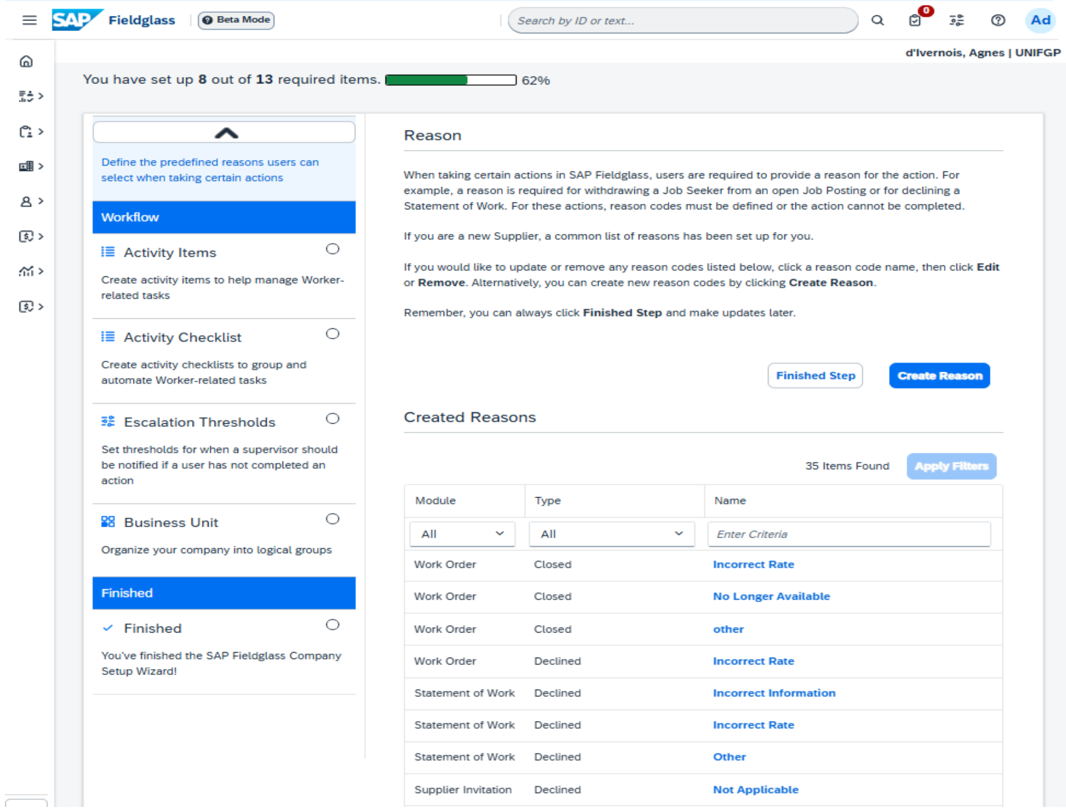


Customize your company's storefront to control how buyers see your offerings, making it easier for them to find and engage with your services.

Company Wizard Setup

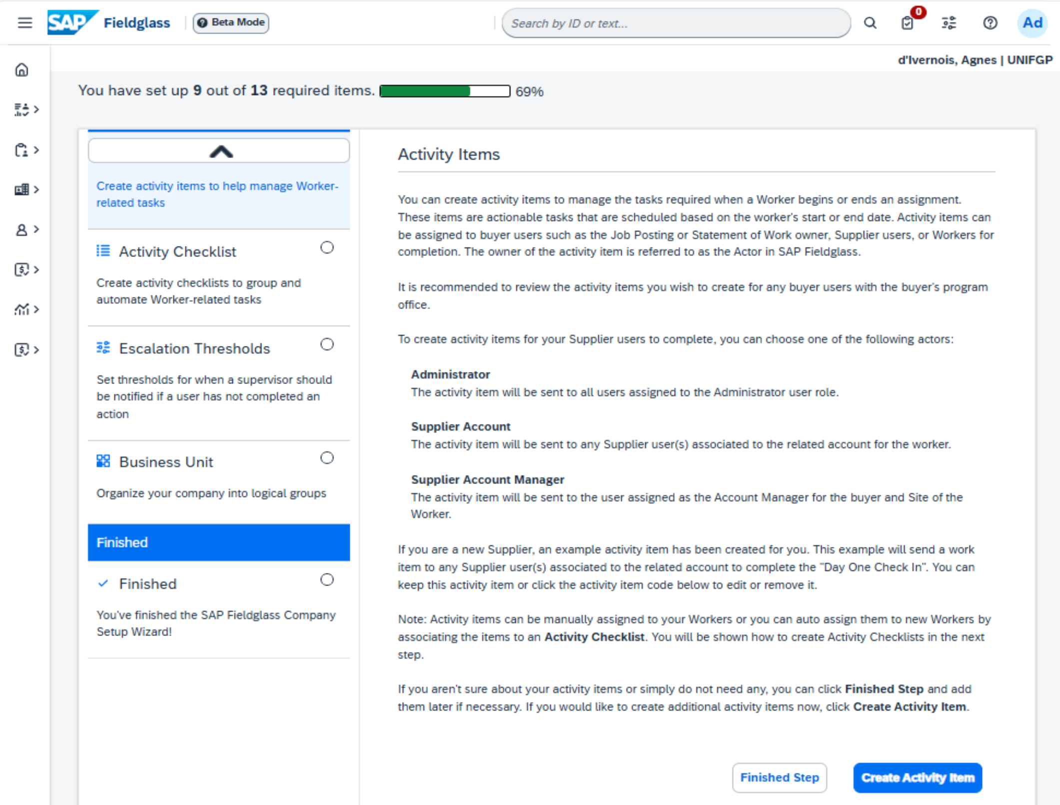
The Company Wizard guides administrators through the initial Fieldglass configuration, ensuring key company details, users, and workflows are set up correctly before transactions with customers begin.

Step 8: Reason



Create and manage reasons that must be selected when specific actions are performed, helping maintain clarity and auditability across the platform.

Step 9: Activity Items



Set up tasks that must be completed when a worker begins or ends an assignment, allowing for suppliers to ensure that key activities are not missed.

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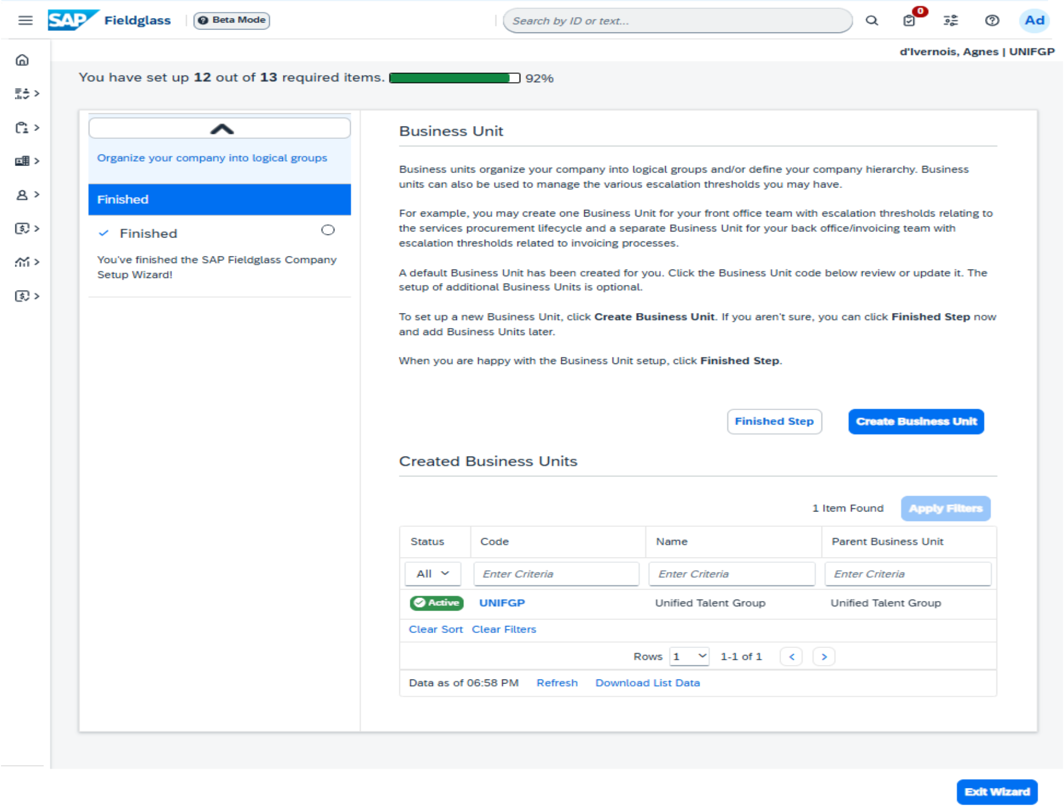
Company Wizard Setup

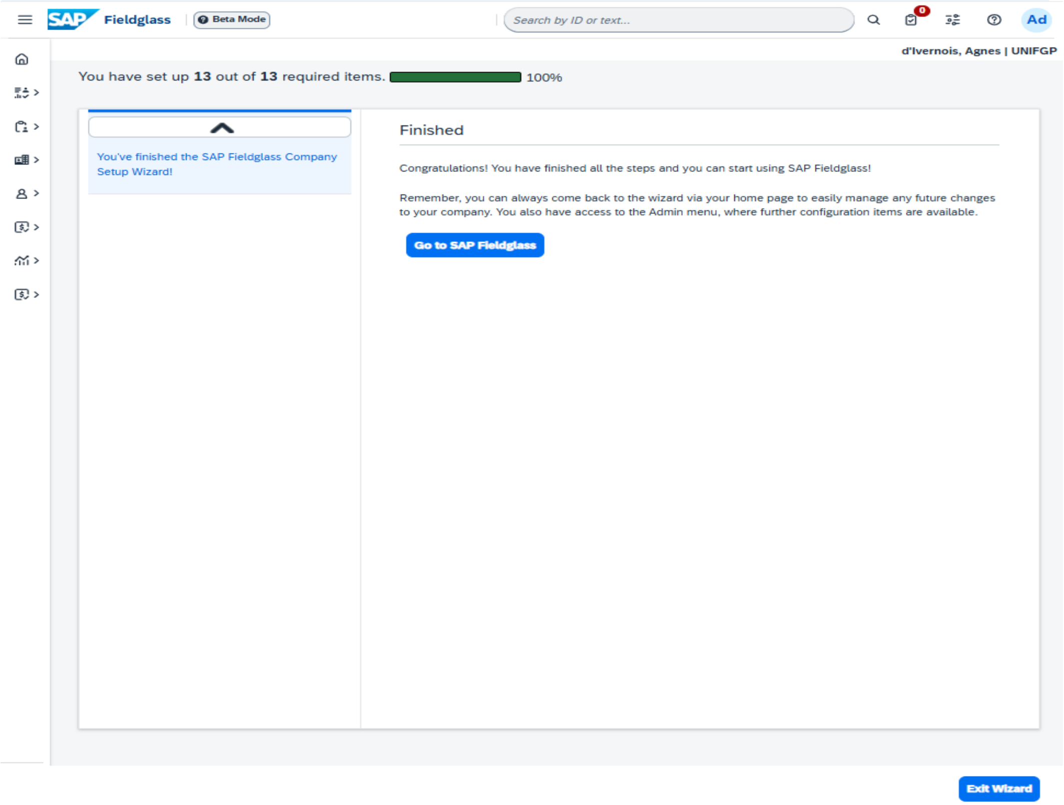
The Company Wizard guides administrators through the initial Fieldglass configuration, ensuring key company details, users, and workflows are set up correctly before transactions with customers begin.

Step 12: Business Units



Define internal structured (e.g. departments or regions) to help organize users, postings, and reporting by business group.

Step 13: Completion



Review all your entries and click **Go to SAP Fieldglass** to complete your company setup. You can return to make changes any time.

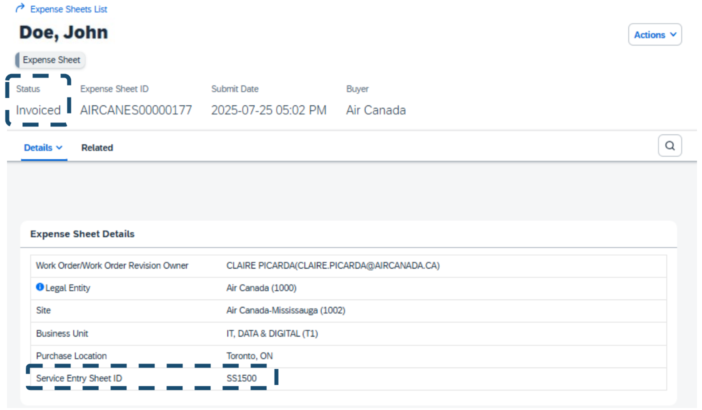
Appendix – C: Additional Information on Integration Processes

Tracking TS/ES Submissions – What Happens Next?

Workflow Overview

1. Once a timesheet or expense sheet is submitted, the status updates to ***Pending Approval***.
2. The Work Order Owner on the Air Canada side reviews and approves the submission.
3. Upon approval, the system automatically generates a Service Entry Sheet (SES) in SAP Ariba, via system integration (similar to how the PO was created from the Work Order).
4. The SES ID is sent back to SAP Fieldglass and becomes visible on the corresponding timesheet or expense sheet. At this point, the status of this TS/ES in Fieldglass will update to ***Invoiced***.

   This does not mean a real invoice was created yet.

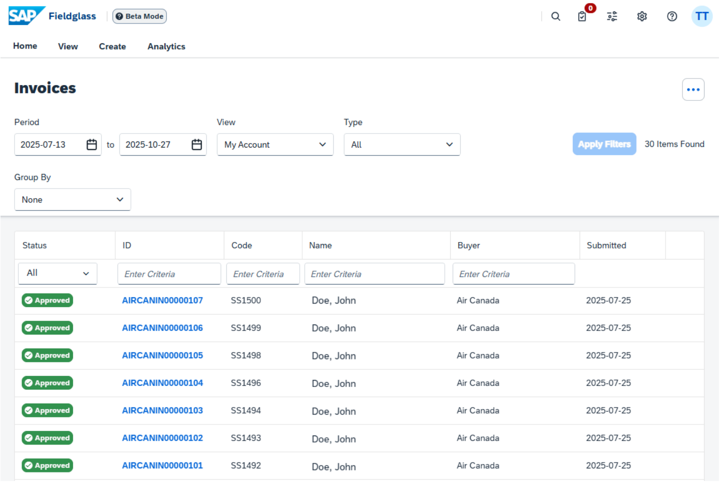


Invoicing Responsibility & System Behavior

As a Supplier, you are responsible for creating the actual invoice in **SAP Business Network** using the approved Service Entry Sheets created from Fieldglass-Ariba integrations.

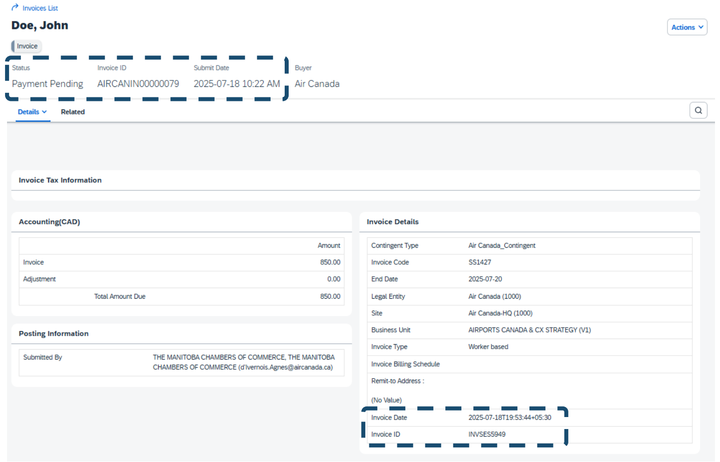
That said, once a Service Entry Sheet is approved, a dummy invoice is automatically created in SAP Fieldglass in ***Approved*** status.

You can view these by navigating from the homepage to ***View > Invoice*** **menu**.



Syncing With SAP Business Network

Once you submit the actual invoice in SAP Business Network, the **invoice ID, status**, and **creation date** will flow back to SAP Fieldglass, to ensure real-time visibility and consistency across the integrated systems.

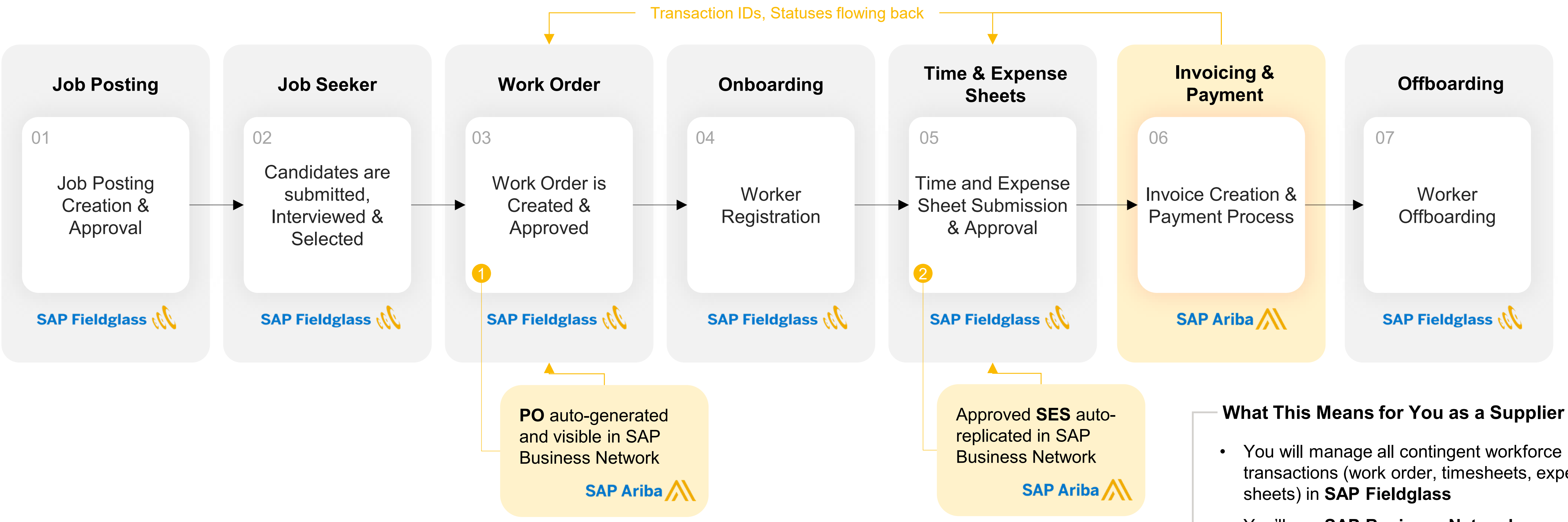


Summary of the different statuses

Pending Approval	TS/ES Submission Completed
Invoiced (Dummy Fieldglass Invoice)	TS/ES Approved in Fieldglass + SES Created in Ariba
Payment Pending	Invoice created in Business Network
PAID	Invoice paid

Visualizing the Integration Flow: Fieldglass to Business Network

SAP Fieldglass is the central operational tool used for managing services transactions, submissions and approvals for Contingent workforce engagements.
SAP Business Network serves as the streamlined invoicing platform, receiving approved data from Fieldglass via integrations, enabling Suppliers to invoice without any additional review/approvals.



Legend | 1 Integration Points | → Transaction IDs, Statuses flowing back to originating system

What This Means for You as a Supplier

- You will manage all contingent workforce transactions (work order, timesheets, expense sheets) in **SAP Fieldglass**
- You'll use **SAP Business Network** as your centralized invoicing platform, even for Fieldglass transactions
- This helps ensure faster, cleaner invoice processing and payments with **3-way match.**

Invoicing Rules & Exception Scenarios for Fieldglass Transactions

Integration Rules: PO Invoices

- In most cases, Suppliers should create invoices directly from the **SES that were generated from approved timesheets or expense sheets in SAP Fieldglass**. Theses SES documents are automatically sent to your **SAP Business Network** account and form the **line items** of your invoice.
- For service **POs originating from Fieldglass**, Suppliers cannot manually create invoice line items from scratch.
- You must use the **SES documents sent from Fieldglass** as the basis for your invoice, since SAP Fieldglass is the **source of truth** for work performed.
- Simply put, SAP Business Network should be treated as the platform to **simply retrieve and the approved SES data to create your invoice submissions**.
- You can **consolidate multiple SES** (line items) on a **single invoice** <u>as long as the locations of the services performed are in the same country</u> (for tax purposes).

When You'll Need to Use a Non-PO Invoice

In some edge cases, you may be required to use alternative invoice types such as a **non-PO invoice.**

- **If No SES Was Created**: if the Fieldglass submission was approved but the SES did not appear in Business Network due to a system issue, you will need to submit a Non-PO invoice manually from your BN account.
- **Correction After SES Creation**: once a SES is approved and created in Ariba, it cannot be edited or regenerated. In this case, ignore the SES line item in Business Network and submit a Non-PO invoice reflecting the correct amount.

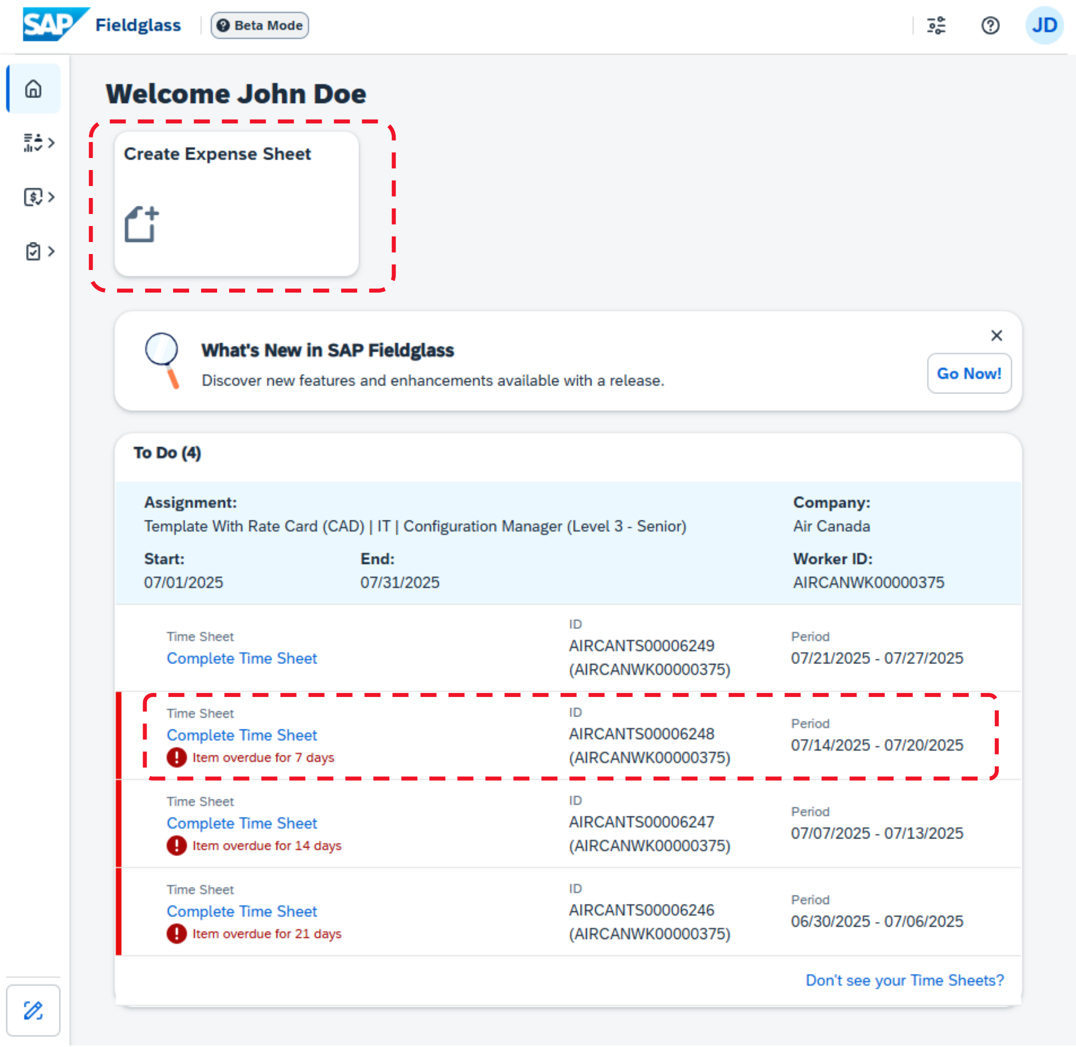
Service PO Credit Memos

In some cases, you may need to submit a **credit memo** to correct a previously invoiced amount. This type of invoice is used to issue a refund or adjustment against a previously submitted invoice.

Credit memos for services POs **must always be submitted at the line-item level.**

Appendix – D: TS/ES Submissions as a Worker

Submitting Timesheets and Expense Sheets as a Worker



As part of your engagement with Air Canada, you will be **required to submit timesheets** based on the frequency (e.g., weekly, monthly) defined in your Work Order. You **may also be eligible to submit expense sheets**, depending on the terms of your engagement.

WHERE to create an Expense Sheet as a Worker?

On your **homepage**, click **Create Expense Sheet**.

The **expense entry page** will open, showing the list of available expense codes and allowing you to enter the details relating to the expense claim in question.

WHERE to submit Timesheets as a Worker?

When you log into your **Fieldglass Worker account**, your **homepage** displays the list of timesheets available for submission, organized by time period (e.g., week or month depending on the terms of your engagement).

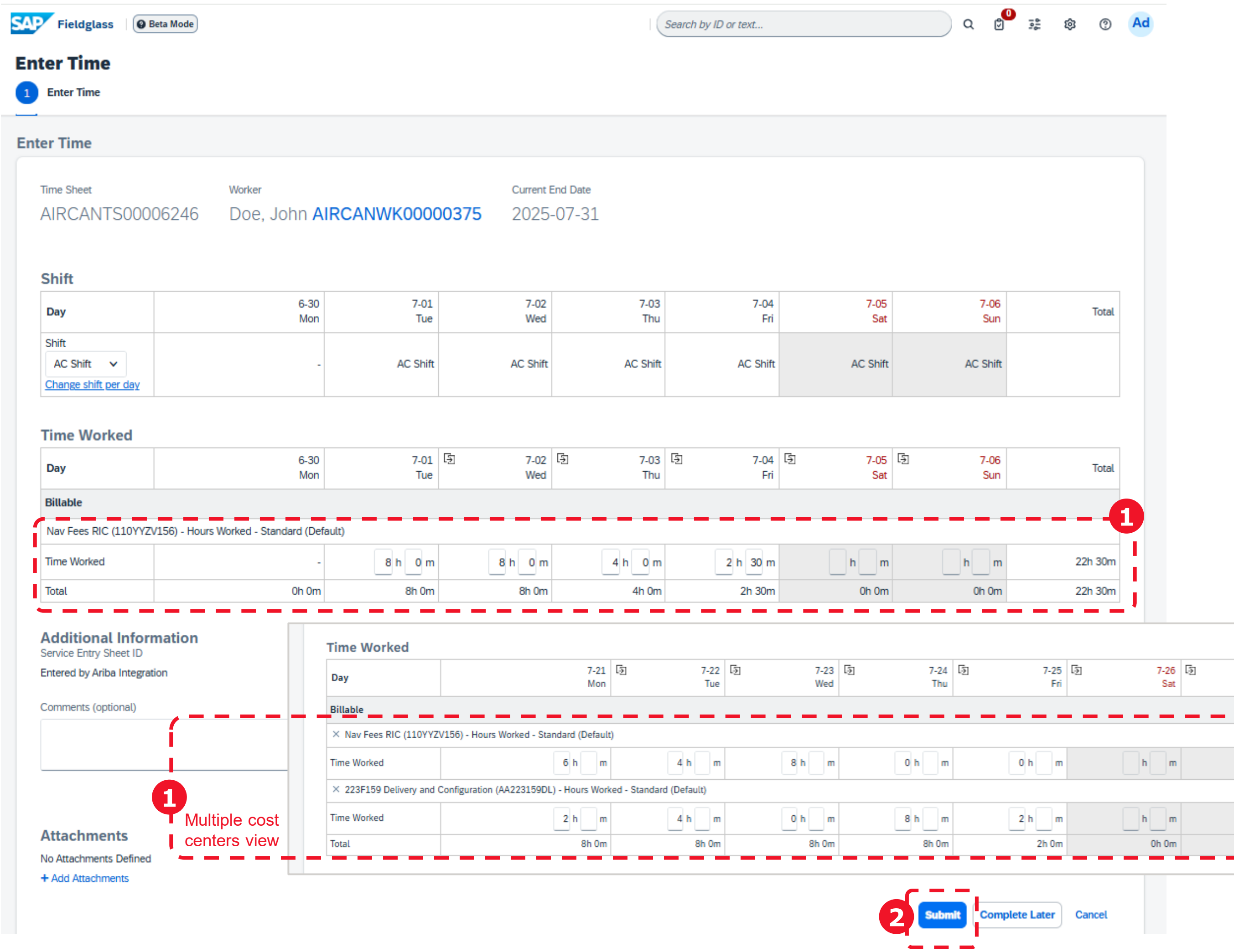
Click **Complete Timesheet** next to the relevant period and the **timesheet entry page** will open, allowing you to enter your **time worked per day** and add **any additional details**.

Submitting Timesheets as a Worker

Once you clicked on Complete Time Sheet, the timesheet page for that period opens.

You can now:

- **Enter your exact time worked** per day
- **View the cost center(s)** associated with the work order.
  If the Work order is tied to more than one cost center or project, you will see multiple rows. Please ensure the correct hours are allocated per cost center, per day.
- *Optionally* add **comments** to provide context or notes, if needed
- *Optionally* attach any supporting **documentation**, if needed
- Click **submit** to finalize the entry and send for AC approval



Submitting Expense Sheets as a Worker

Once you clicked on Create Expense Sheet, the expense sheet page for that period opens with the different expense codes available per cost center. When a WO is associated with more than 1 cost center, you will see multiple versions of the same expense type list – one per cost center.

1. You can now **fill in the expense details** (date, merchant, description, unit and rate) and review the expense amount automatically-calculated.

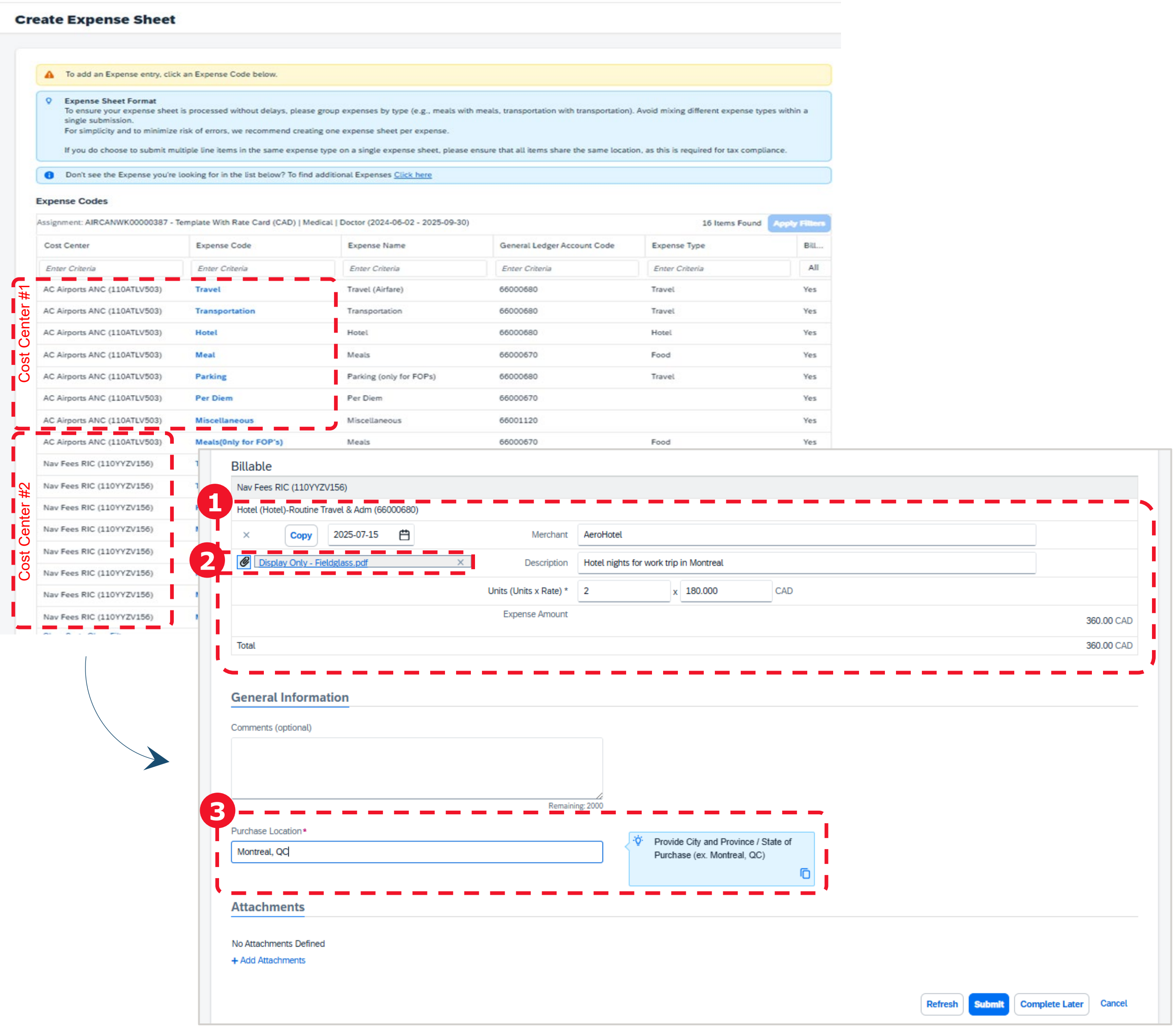
2. **Ensure you complete all required information**:
   - Attach the expense **receipt** for each line item
   - Enter the **Purchase Location** in the required format (City, Province/State)

3. **Ensure you complete all required information**:
   - Attach the expense **receipt** for each line item
   - Enter the **Purchase Location** in the required format (City, Province/State)

Important Guidelines

You may submit multiple expenses in one expense sheet **only if:**

- They share the **same expense code** (e.g., multiple ***Meals***). Do not combine different expense types (e.g., Hotel and Transportation) within the same submission.
- All items were incurred in the **same purchase location**.



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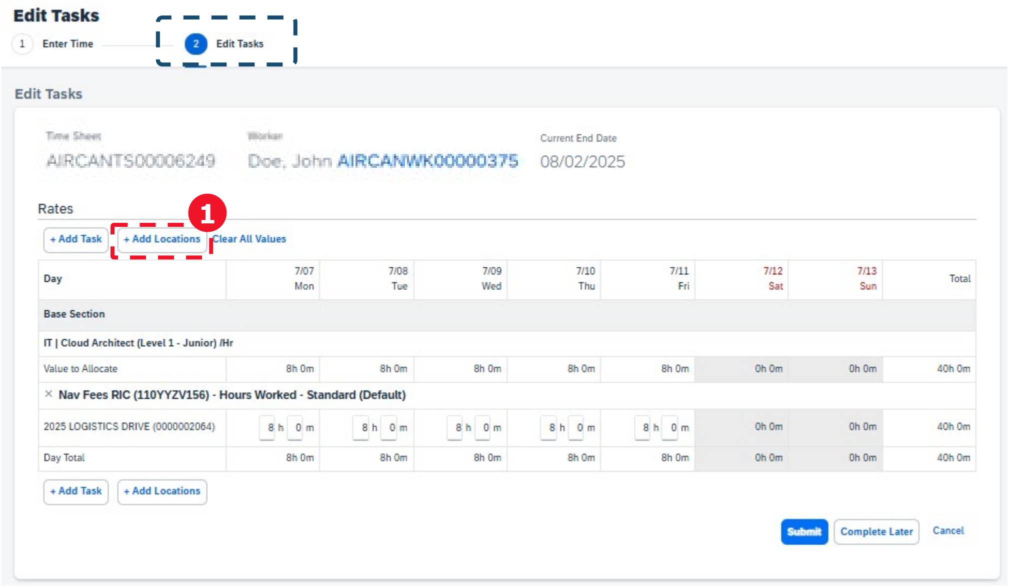
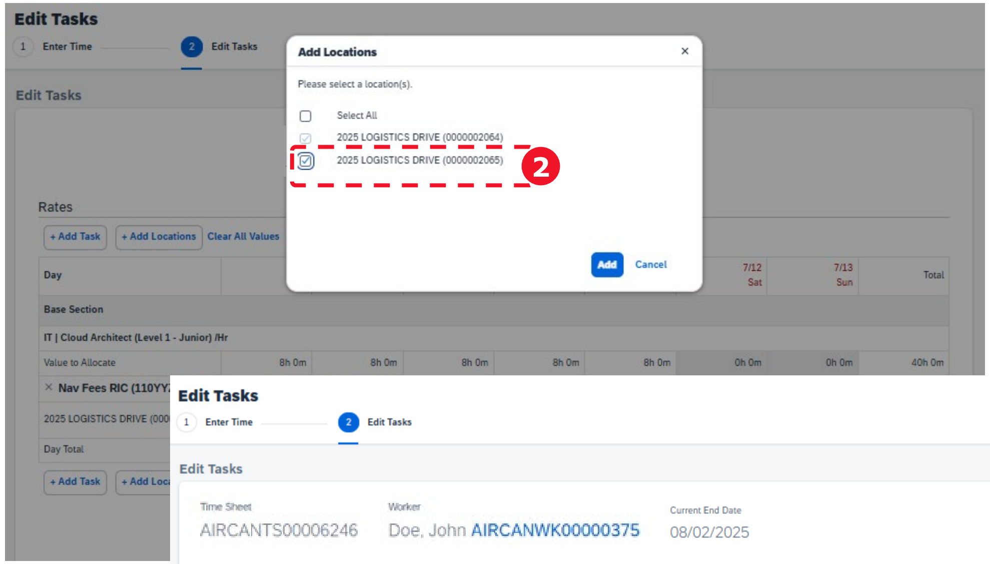
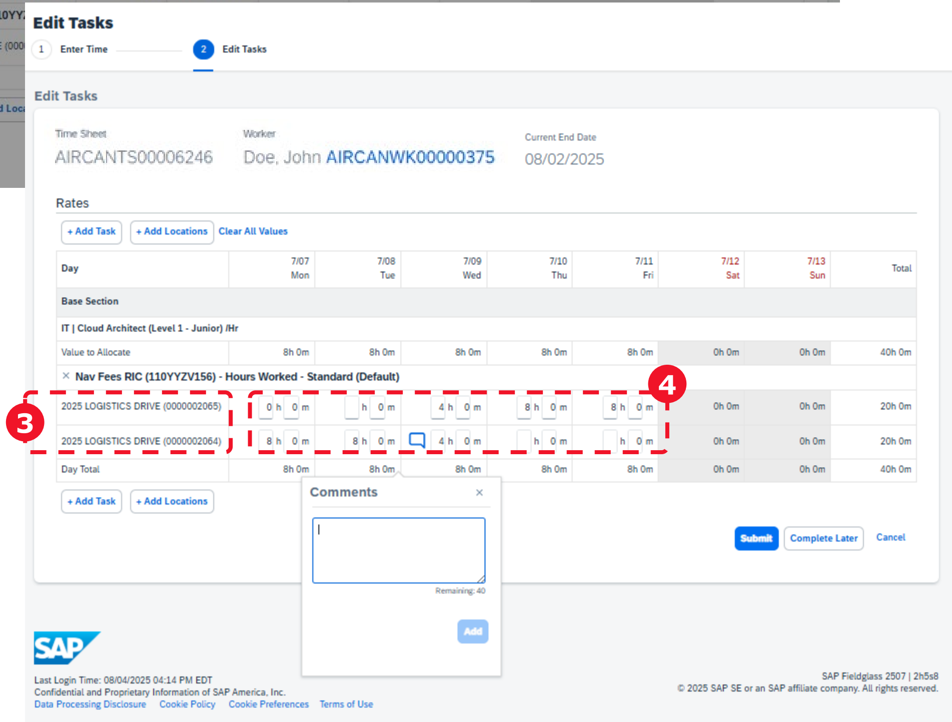
Submitting Timesheets as a Worker – Multiple Locations

How to enter time when multiple locations are involved:

- When a Work Order is tied to **more than one location code**, you will see **an additional tab "*Edits Tasks*"** appear in the timesheet entry section.
- After entering your hours, navigate to the second tab to allocate time by location:
  1. Click "***Add Locations***"
  2. Select the **relevant location codes**
  3. This will generate **multiple line items** (one per selected location)
  4. **Distribute** the total hours entered in the first tab across the corresponding location rows. It is important to **allocate the correct number of hours per location, per day**, based on how the working hours were split.
- *Optionally* add **comments per time entry cell** using the **blue comment icon** for greater detail.
- Click **submit** to finalize the entry and send for AC approval







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Submitting Timesheets as a Worker – Additional Rate Components

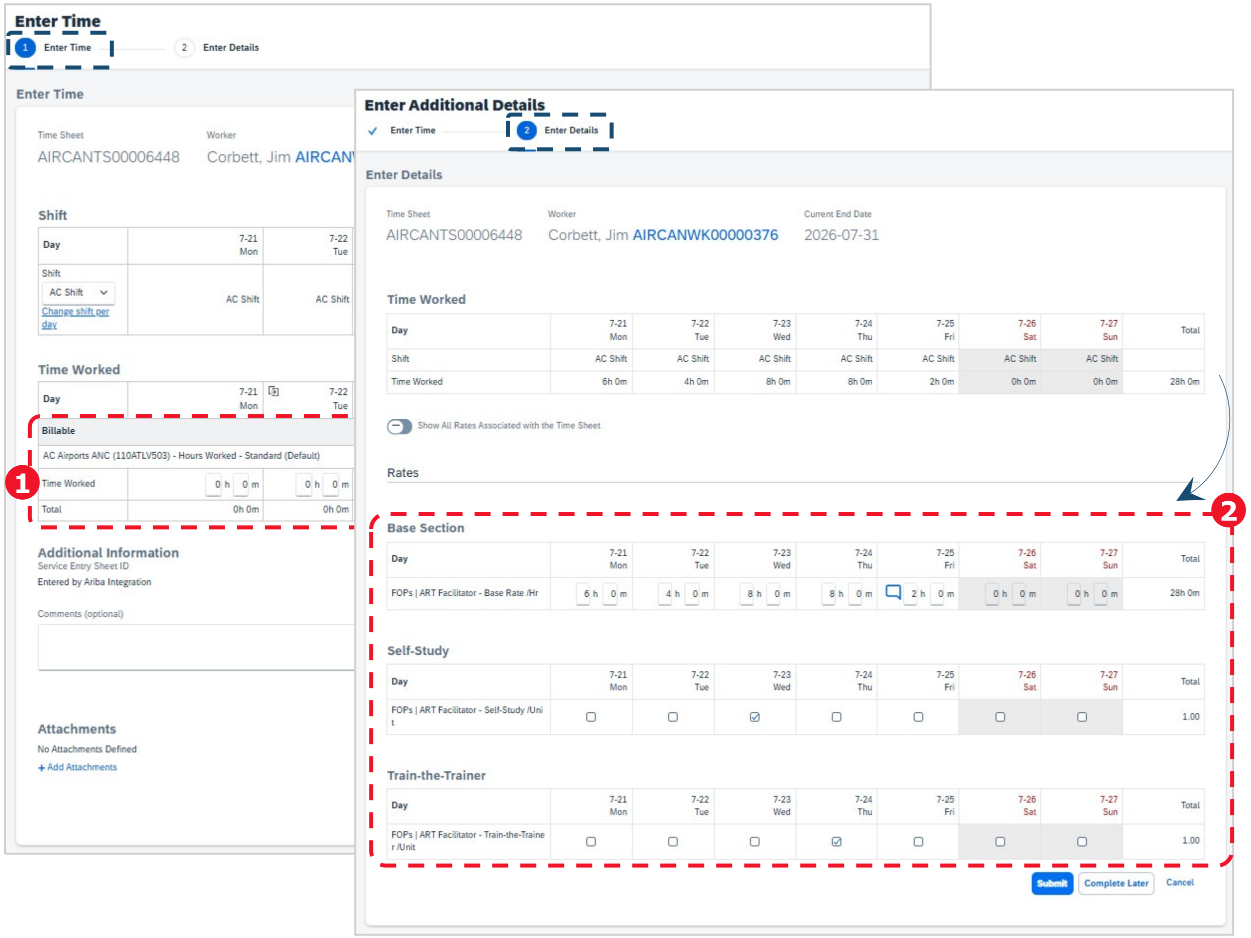
In some cases, your Work Order may include more than just a base rate – such as shift differentials, premiums or other rate components.

Here's how to complete the timesheets in such cases:

- **Page 1 – Enter Time:** Enter your total hours worked by date and cost center in the "Time Worked" section, as in the standard process.
- **Page 2 – Enter Details**: This 2nd tab displays the detailed breakdown of what you're eligible to claim (e.g., shift differentials, premiums, etc.). The entry types may differ and instead of standard hours and minute cell boxes, you may see number and decimals values, checkboxes, etc. based on the rates structure set up.

On this 2nd page, is where you can add more detailed comments (per entry) if required.

To avoid delays in processing and prevent your submission from being rejected and sent back for correction*, ensure that the details entered on* ***Page 2*** *match the hours entered on* ***Page 1****.*
For reference, the ***Time Worked table*** *from Page 1 is also visible at the top of Page 2 to help guide entries.*

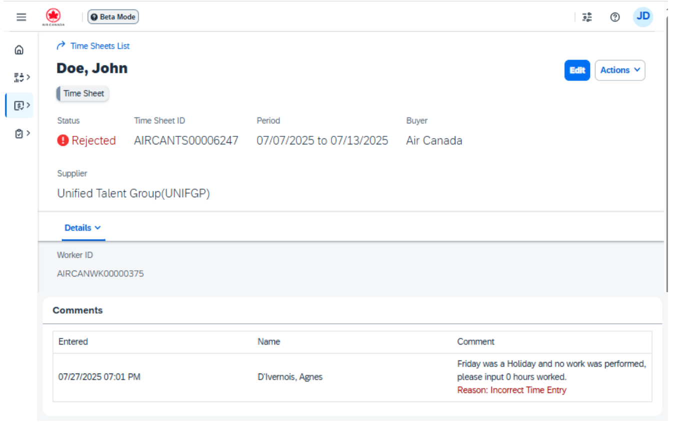


After Submission – What You Should Know

Approval & Rejection Process

After you submit your timesheet or expense sheet, the **next step is for the Work Order owner** – typically your hiring manager at Air Canada – to review and approve the entry.

If your submission is **rejected**, a rejection reason will be provided with details explaining why it was returned. You will accordingly **receive the submission back** and can **make corrections before resubmitting**.



Need to Make a Change?

If you realize there is an error or need to edit a submitted timesheet or expense sheet, please note that, **as per Air Canada's processes, you cannot withdraw submissions yourself**.

In this case, **contact your Supplier immediately**, who will reach out to Air Canada Procurement Operations Team to request support and take appropriate next steps.

Track Your Submissions

You can review the details and track the status of all submitted timesheets and expense sheets (e.g., *Pending Approval, Approved, Rejected, etc.)* by going to the **Time & Expense tab** from your homepage: