

SAP Fieldglass Quick Reference Guide

Fieldglass Supplier Registration Process

Supplier Process

**All screenshots provided are examples only*

Overview

This guide provides the steps for a Supplier to register on SAP Fieldglass. Prerequisite: The Supplier must have a SAP Ariba account linked with TMR, to be able to proceed through this QRG.


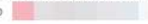
Instructions

Step 1:

A TMR member from the Supplier Enablement Support Team will send an invitation to register for SAP Fieldglass, it will come from fieldglass@fgvms.eu. The invite is sent to the Supplier account contact (usually the Ariba contact). Please check your spam folder if it has not arrived in your Inbox.

Select **'Click here'**

Invitation to join the SAP Fieldglass system [Supplier: Sunny Coast Is the Best]

 fieldglass@fgvms.eu
To 

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

✕

Sunny Coast Is the Best,

Department of Transport and Main Roads has invited you to be a Supplier for them in the SAP Fieldglass system. This registration invite will expire on 16/06/2026.

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

Click here

✕ **Details**

Buyer
Department of Transport and Main Roads
Supplier
Sunny Coast Is the Best
Logged User Name
Vernessa Z Rhodes

Step 2:

Registration for New SAP Fieldglass Account

“Welcome to Fieldglass” screen show. Read and answer the question, ‘Do you have an existing SAP Fieldglass account that you would like to link to Department of Transport and Main Roads?’ Click ‘Continue’ when finished.

Welcome to SAP Fieldglass.

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

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

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

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

Do you have an existing SAP Fieldglass account that you would like to link to Department of Transport and Main Roads?*

Yes No

[Continue](#) [Cancel](#)

Create a ‘Company Code’, select ‘Check Availability’ to see if code available to use.

‘Which ID do you have’ select ‘Both’, both your Ariba Supplier Network ID and Vendor ID will show.

Create a New SAP Fieldglass Account

Tell us about your company.

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

Company Details

Company Name
Sunny Coast is the Best

Company Code*
[Check Availability](#)

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

Federal Tax ID
(No Value)

Tax Number Type
(No Value)

Which ID do you have?*

Ariba Supplier Network ID
 Vendor
 Both

Ariba Supplier Network ID*
AN11375208193-T

Vendor ID*
1000000876

Complete ‘Company Address’ details and ‘Company Preferences’

Company Address

Address 1 *
Mary St

Address 2 (optional)

City* ⓘ
Brisbane

State/Province (optional) ZIP/Postal Code *
QLD 4000

Country/Region *
Australia (AUS)

Phone Number (optional) Fax Number (optional)

Company Preferences

Time Zone *

Date Format
YYYY-MM-DD

Number Format
#,##9.99 (Example: 1,234,567.99)

Check 'User Information' are correct

User Information

First Name * Last Name *
Title (optional)
Email *

Step 3:

Create 'Username' and 'Password' then select 'Next'

Security Details

Desired Username*

Password*

Re-enter Password*

Password requirements:
Contains at least 8 characters
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 or Last Name

Next Cancel

'Address Suggestions' may show, select 'Use Selected Address' select 'Next'

User Entered Address

61 Mary St
Brisbane, QLD
AUS
4000

Use Selected Address Cancel

Step 4:

Supplier Access Agreement

Review 'SAP Fieldglass Supplier Access Agreement' mark check Box 'I have read and understood the above information'

Supplier Access Agreement

The SAP Fieldglass Supplier Access Agreement (SAA) is a legal agreement that defines the usage of and access to the SAP Fieldglass system for a Supplier. All Suppliers must have a signed SAA on file in order to access the SAP Fieldglass system.

You can review and electronically sign the SAA below. After signing, you will have access to your SAP Fieldglass account. If you prefer, you can forward the SAA to another individual in your organization using the I am not the correct person button at the bottom of the page. If you forward the SAA, your SAP Fieldglass account will still be created. However, you will not be able to view or complete any transactions until the been signed.

Company Details

Company Code

Company Name
Sunny Coast is the Best

Arba Supplier Network ID

Vendor ID

Signer's Details

First Name Last Name

Title
(No Value)

Email

SAA

Review the SAA, indicate that you have read and understood the agreement, and sign the Declaration below.

SAP FIELDGLASS SUPPLIER ACCESS AGREEMENT

Access to and use of the Cloud Service is subject to and governed by this SAP Fieldglass Supplier Access Agreement ("Agreement"). This Agreement forms a legally binding agreement between Your Business and SAP SE, Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany, together with its wholly owned subsidiaries and Affiliates ("SAP"). Clicking to confirm that Your Business has read and accepts the terms of the Agreement as part of a registration process, or otherwise demonstrating Your Business' consent to the Agreement through a process established by SAP, constitutes your electronic signature to the Agreement and Your Business' acceptance and agreement to abide by the terms of the Agreement. **IF YOUR BUSINESS DOES NOT AGREE TO THESE TERMS, OR IF YOU ARE NOT AUTHORISED TO BIND YOUR BUSINESS TO THESE TERMS, DO NOT CLICK THE "ACCEPT" BUTTON (OR EQUIVALENT) OR ATTEMPT TO ACCESS OR USE THE SAP FIELDGLASS CLOUD SERVICE.**

When you access or use the Cloud Service on behalf of a business or entity as a third party at the invitation of a Joint Customer to use the Cloud Service (in each case "Your Business" or "Supplier"), whether self-employed, or as an employee, consultant or agent, you represent and warrant that you have the authority to act on behalf of and bind Your Business to the terms of the Agreement and that Your Business accepts the Agreement. Any reference in this Agreement to "you" or "your" shall mean "Your Business". SAP retains the sole right and discretion to decide who may register for and use the Cloud Service as a Supplier.

1. Definitions.

1.1 "Affiliate" means any legal entity in which SAP or Supplier, directly or indirectly, holds more than 50% of the entity's shares or voting rights. Any legal entity will be considered an Affiliate as long as that interest is maintained.

1.2 "Authorized Users" means any individual to whom Supplier grants access authorization to use the Cloud Service that is an employee, agent, contractor or representative of Supplier or Supplier's Affiliates.

1.3 "SAP Materials" means any materials (including statistical reports) provided, developed or made available by SAP (independently or with Contractor's cooperation) in the course of performance under the Agreement. SAP Materials do not include the Supplier Data, Supplier Confidential Information or the Cloud Service.

1.4 "Cloud Service" means the distinct, hosted, on demand service, including upgrades and updates thereto, made generally available by SAP to contractors to supply labour or services for Joint Customers.

1.5 "Confidential Information" means, with respect to Supplier, Supplier's information entered into the Cloud Service (also referred to as "Supplier Data"); and with respect to SAP: (a) the Cloud Service, the SAP Materials, Documentation and any improvements of the Cloud Service; (b) computer software (both object and source codes); (c) techniques, concepts, methods, processes, designs and program interfaces embodied in or relating to the Cloud Service and SAP Materials; and (d) all system security and system architecture design relating to the Cloud Service. In addition to the foregoing, Confidential Information of either SAP or Supplier (the party disclosing information being the "Disclosing Party") includes information: (a) the Disclosing Party protects against restricted disclosure to others designated as confidential at the time of disclosure; and (b) information that should reasonably be understood to be confidential given the nature of the information and the circumstances surrounding its disclosure.

1.6 "Disclosing Party" means: SAP's then-current technical and functional documentation relating to the Cloud Service, which SAP makes available to Supplier as part of the Cloud Service, including technical and functional specifications as contained from time to time in accordance with the License...

I have read and understood the above information and agree to the above terms and conditions on behalf of Sunny Coast to the Best.

Step 5:

Copy and 'Enter your name in the following format', select 'Accept and Continue'

DECLARATION

This agreement will not be "signed" in the same way as a traditional paper document. To assent to the terms of the agreement, the signatory must enter his or her first name and last name preceded and followed by a slash (/) symbol (first name last name). SAP Fieldglass will deem the entry as being adopted to serve the function of the signature.

The undersigned declares that he/she is properly authorized to execute this form on behalf of the party to the contract and that he/she is intending to enter into a binding contract as a result of the electronic signature process, which shall be deemed a valid legal signature.

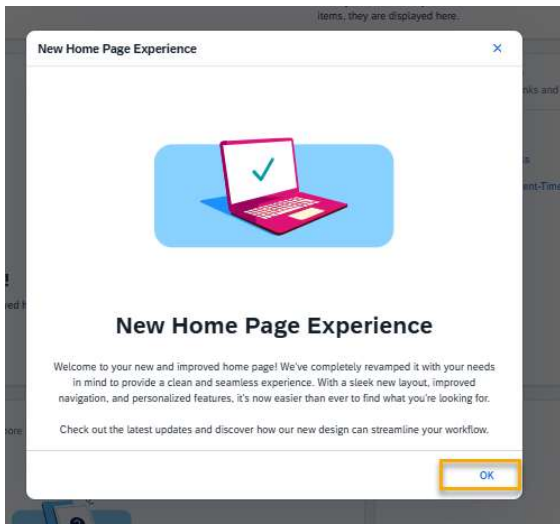
Enter your name in the following format: (Andrew Paradzki/Andrew Paradzki)

(Andrew Paradzki/Andrew Paradzki)

This is a legally recognized signature.

Accept and Continue Decline I am not the correct person Cancel

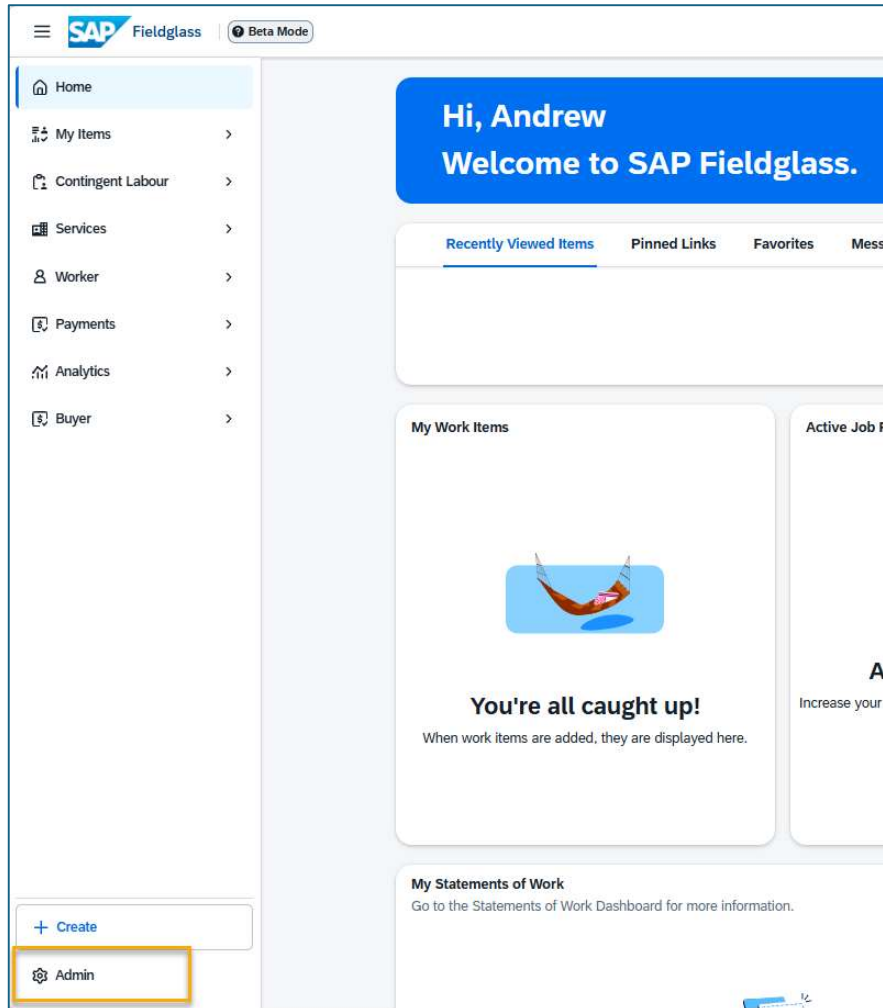
Select 'OK'



Step 6:

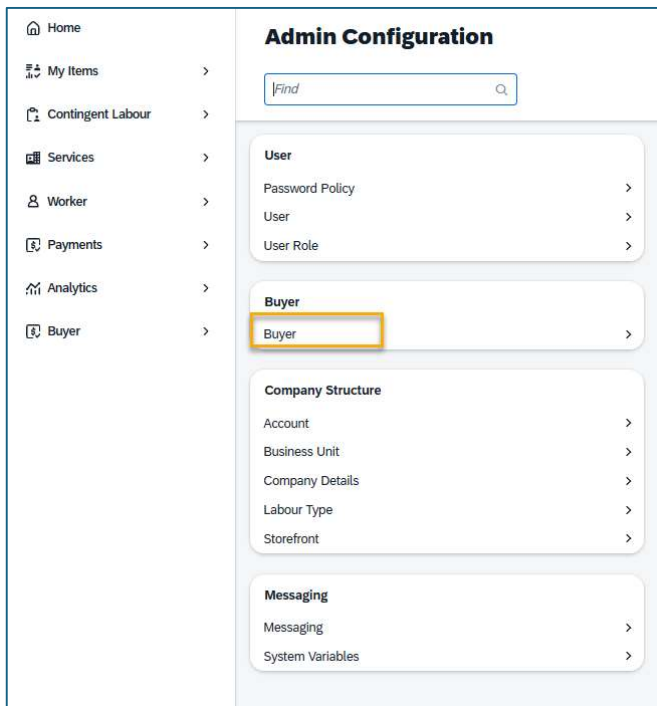
Acknowledge Recipient Created Tax Invoice (RCTI)

Navigate to the Administration Menu ('Cog') on the bottom left home screen



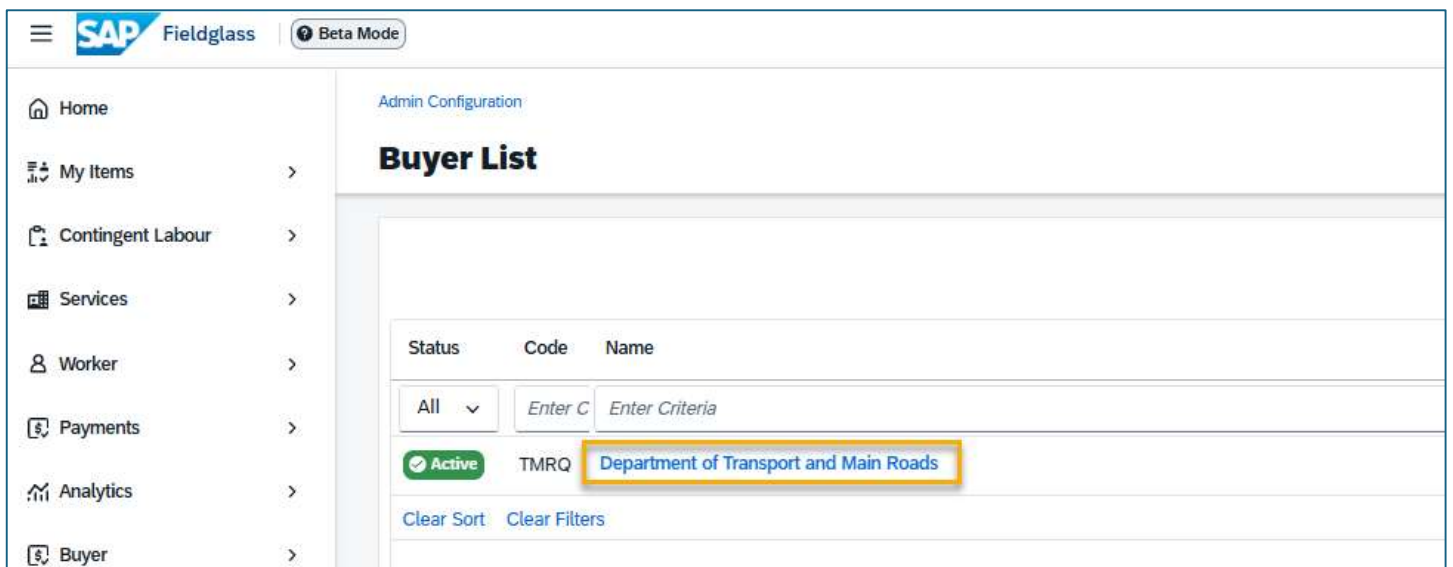
Step 7:

Select the 'Buyer' menu



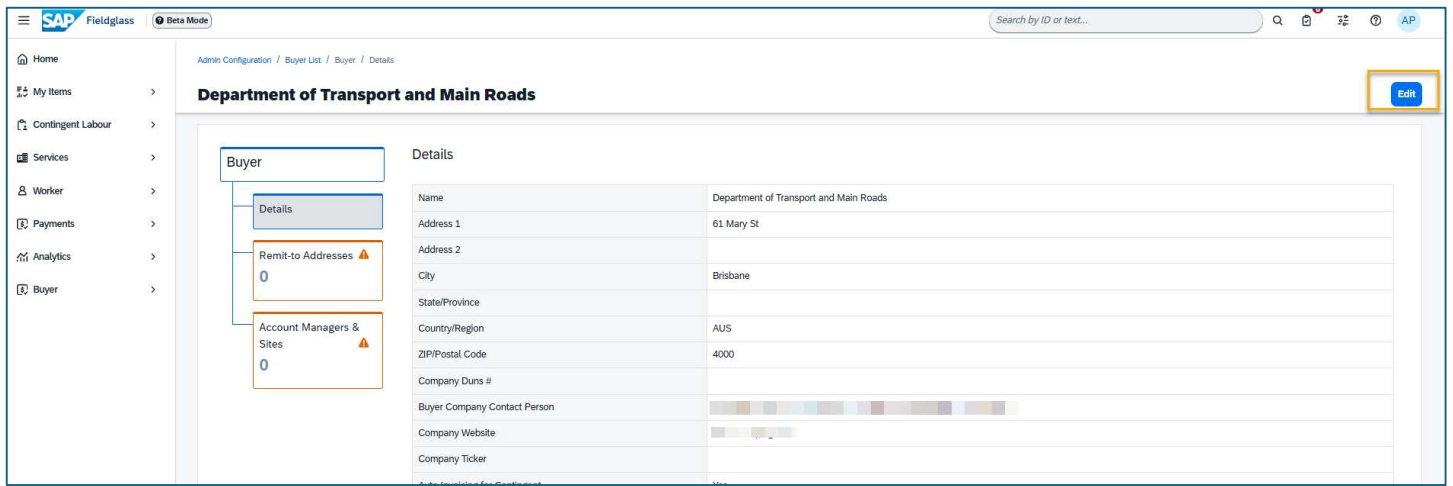
Step 8:

Select 'Department of Transport and Main Roads'



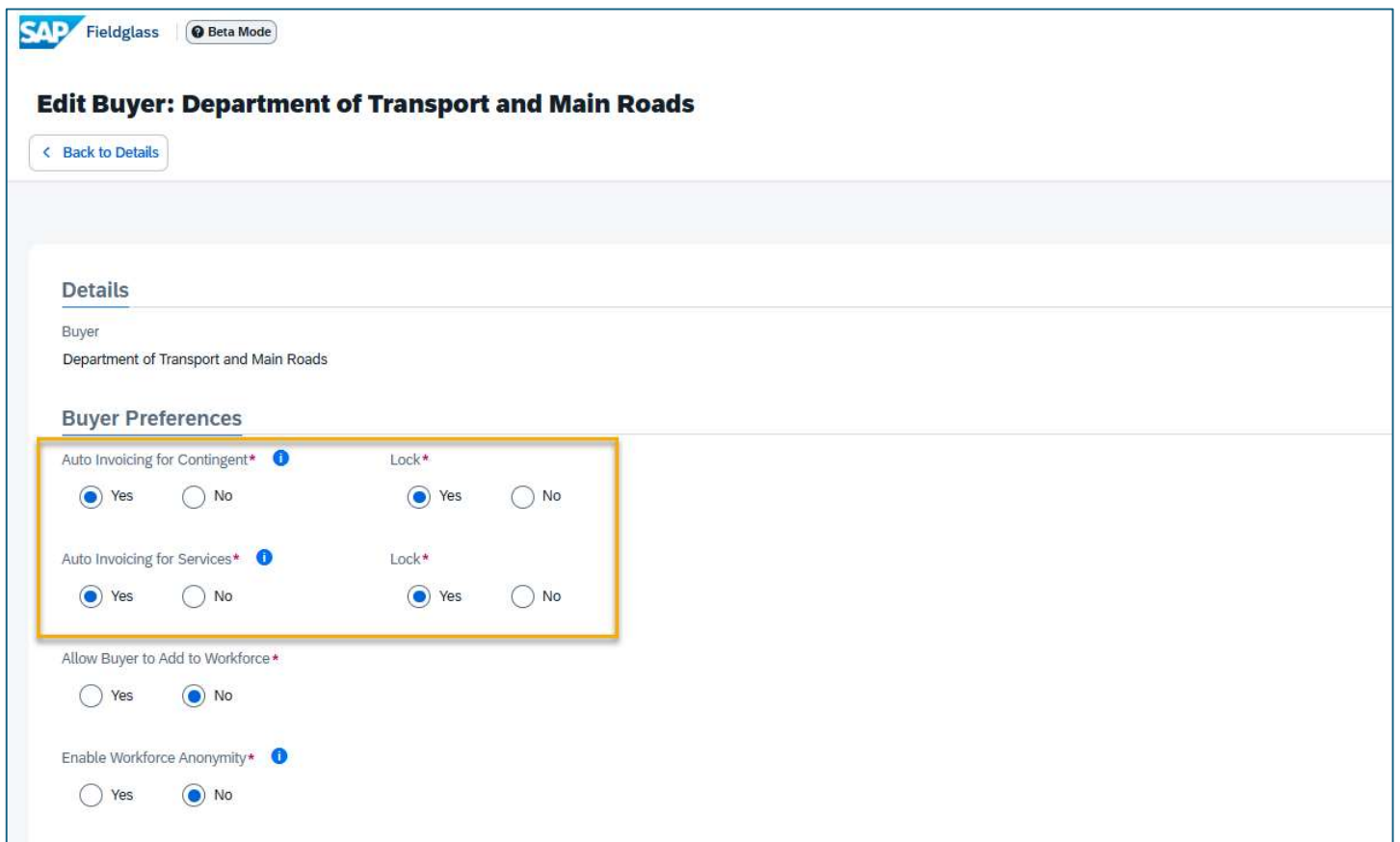
Step 9:

Select 'Edit'



Step 10:

If you agree to the terms of the RCTI agreement, please select 'Yes' for both 'Auto Invoicing for Contingent' and 'Auto Invoicing for Services', 'Yes' and for locking each of these options:



Step 11:

Scroll down to the 'Custom Fields' section and complete the 'Supplier Acknowledgement' after reading the agreement referred to in the 'Acceptance by Use', ensure to use the drop down for 'Acknowledgement' and use the 'Date Calendar'

Note you will need to double click in each box to enter information

Custom Fields

Auto-Invoicing ⓘ

Under standard invoicing you issue tax invoices for goods and services your business provides. Auto-invoicing is an alternative invoicing method whereby the Department of Transport and Main Roads (TMR) will issue electronic tax invoices (and adjustment notes, if required) for goods and services you provide to us based on information captured in Fieldglass.

Eligibility:
To use auto-invoicing your business must be registered for goods and services tax (GST). Your business is not allowed to issue tax invoice for goods and services that you elect to be auto-invoiced.

Acceptance by Use:
The use of auto-invoicing constitutes acceptance of TMRs Auto-invoicing: Recipient Created Tax Invoice Agreement (007) (RCTI Agreement).

Please take a moment to read the RCTI Agreement.

The RCTI Agreement can be accessed at any time via the [a href="https://support.ariba.com/Item/view/199070" target="_blank"]Supplier Information Portal (https://support.ariba.com/Item/view/199070) under the 'Additional Resources Section', or you can email Supplier.Enablement@tmr.qld.gov.au if you would prefer to receive a copy direct.

Acknowledgement
I have read the Auto-invoicing: Recipient Created Tax Invoice Agreement (007) (RCTI Agreement) and confirm I understand the use of auto-invoicing constitutes acceptance of TMRs RCTI Agreement.

Supplier Acknowledgement*

Acknowledgement	Full Name	Position	Date	Work E-mail
x <input type="checkbox"/>				

+ Add New Row

Yes
No

Attachments

No attachments defined
+ Add Attachments

Update Cancel

Step 12:

Select **'Update'** to save your changes

Custom Fields

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Supplier Acknowledgement*

Acknowledgement	Full Name	Position	Date	Work E-mail
x <input checked="" type="checkbox"/>		Director	2026-05-26	

+ Add New Row

Attachments

No attachments defined
+ Add Attachments

Update Cancel

Registration is complete

Need further assistance?

For assistance with creating your SAP Business Network account contact the Supplier Enablement Team on supplier_enablement@tmr.qld.gov.au

For SAP Ariba purchase order, payment and invoicing queries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au

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

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	26.05.26	Amendment	Vernessa Rhodes	