

Job Aid:

Registering as a Supplier in SAP Fieldglass

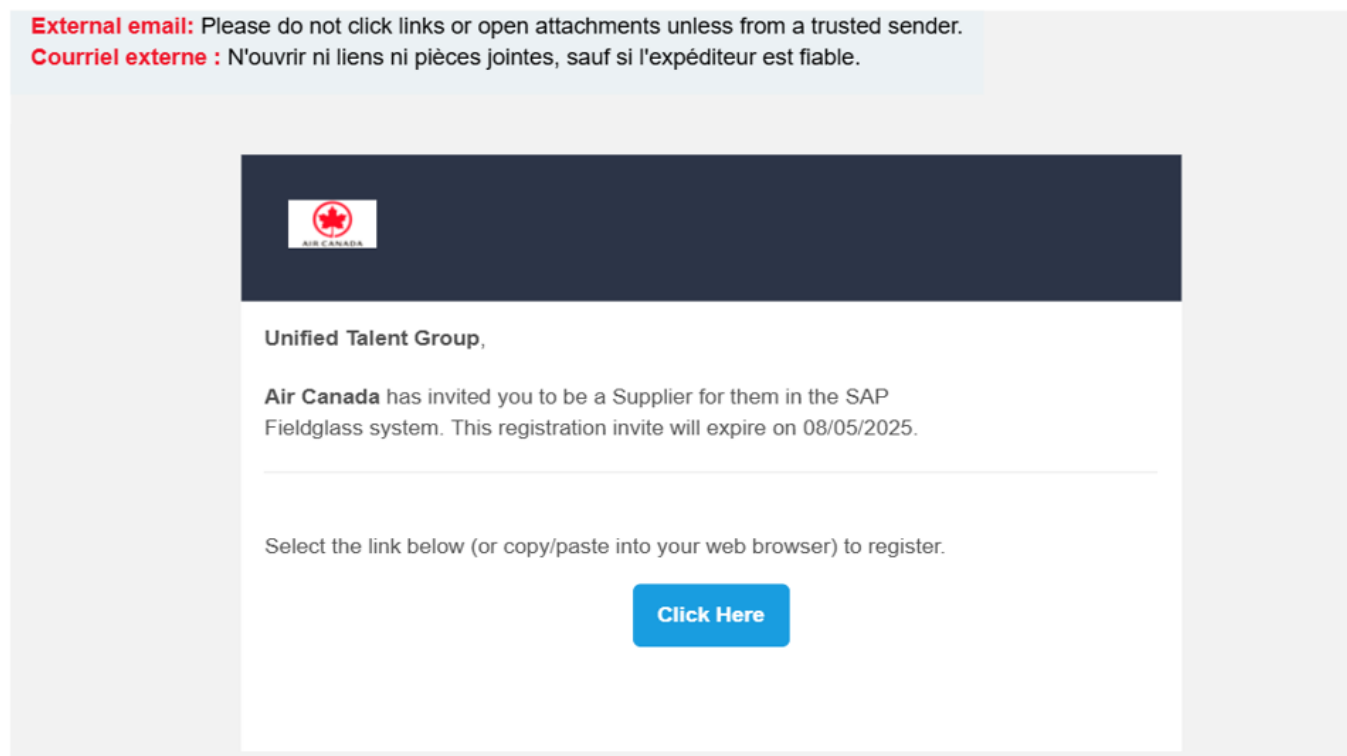
Introduction

This job aid provides suppliers with clear, step-by-step instructions to register in the SAP Fieldglass system for Air Canada.

For further support, please contact the **Air Canada Fieldglass Support Team** at SharedServices.Fieldglass@aircanada.ca

Part 1. Registering Your Account in SAP Fieldglass

1. Open the Registration Email.
2. Look for an invitation email from SAP Fieldglass (subject: "**Invitation to join the SAP Fieldglass system**").
Important: The registration link is valid for 21 days. If expired, contact the Fieldglass Support Team for a new invitation.
3. Click on the link in your invitation email to open the SAP Fieldglass registration page.



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4. You will be asked if you have an existing SAP Fieldglass account for your company:

- If Yes: Select "Yes" and link your company details.
- If No: Select "No" and click "Continue" to begin setting up your new supplier account.

ENGLISH (UNITED STATES) Beta Mode

Your SAP Fieldglass pre-production tenant migration is complete. Your company's technical team should have already added the new IP addresses listed here to your allow lists. If this Task is not yet completed, you may experience issues while using this environment.

Welcome to SAP Fieldglass.

You have been invited to use the SAP Fieldglass system to assist Air Canada with automating their contingent Workforce management and services procurement programs.

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

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

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 Air Canada? •

Yes No

Since you do not have an existing SAP Fieldglass account, we will assist you with creating a new account. This will enable you to view and complete transactions in the SAP Fieldglass system. To create your account, we will collect some information about you and your company.

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

5. Enter your company details, Company Adress and Company preferences.

- **Company Code:** The Company Code is simply an abbreviation of your organization's name. You may choose any combination of up to 5 letters you prefer. This value is only used for internal system identification and has no functional impact.
- **Which ID do you have?:** Please select "Ariba Supplier Network ID (ANID)" then enter your ANID.

Company Details

Company Name

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 *

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6. Make sure that you remember your Username and Password, since this will be the information to access Fieldglass

- 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 or Last Name

The screenshot shows the 'User Information' and 'Security Details' sections of the SAP Fieldglass registration form. The 'User Information' section includes fields for First Name (Agnes), Last Name (d'Ivernois), Title (optional), and Email (d'Ivernois.agnes@aircanada.ca). A blue information box states: 'This information will be used to create your SAP Fieldglass user account. You will use your username and password to sign in to SAP Fieldglass in the future.' The 'Security Details' section includes fields for Desired Username (UNIFGP), Password, and Re-enter Password. To the right, 'Password requirements' are listed: 'Contains at least 8 character(s)', 'Contains one of each: Capital letter, Lower-case letter', and 'Contains one of each: Number'. 'Password restrictions' are listed: 'Does not include Username or Email' and 'Does not include First or Last Name'. 'Next' and 'Cancel' buttons are at the bottom right.

7. Please read 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.

The screenshot shows the 'Contractor Access Agreement' form. It features a blue information box at the top explaining the CAA. Below are sections for 'Company Details' (Company Code: UNIFGP, Company Name: Unified Talent Group, Ariba Supplier Network ID: AN-123456789) and 'Signer's Details' (First Name: Agnes, Last Name: d'Ivernois, Title: (No Value), Email: d'Ivernois.agnes@aircanada.ca).

The screenshot shows the 'CAA' section of the form. It includes the 'Contractor Access Agreement' text, which states that the agreement is binding and effective on the date signed. Below the text are '1. Definitions' (1.1 Affiliate, 1.2 Users, 1.3 Cloud Materials, 1.4 Confidential Information). A checkbox is checked: 'I have read and understood the above information and agree to the above terms and conditions on behalf of Unified Talent Group'. The 'DECLARATION' section explains that the agreement will not be signed in the same way as a traditional paper document and that the signatory must enter their name in a specific format. A text box shows the name entered as '/Agnes d'Ivernois/'. At the bottom, there are buttons for 'Accept and Continue', 'Decline', 'I am not the correct person', and 'Cancel'.

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8. After signing the CAA, your organization will be officially registered in SAP Fieldglass for Air Canada. The Air Canada Fieldglass Support team will reach out to you for next steps. For further support, please contact the team at SharedServices.Fieldglass@aircanada.ca

