

Supplier Administration Quick Reference Guide

Objective: The purpose of this document is to provide instruction on completing the registration process for access to SAP Fieldglass.

This Quick Reference Guide will provide instructions for:

- Registering in SAP Fieldglass
 - Entering Registration Code
 - Entering Ariba Network ID / Vendor ID
 - Signing the Contract Access Agreement
- Using the Supplier Company Setup Wizard
- Supplier Remit to Address & KYD Association
- Frequently Asked Questions

Registering in SAP Fieldglass

Entering Registration Code

When a Supplier is invited to join the Kyndryl Contractor Portal (SAP Fieldglass), emails will be generated from the system to the Supplier Account Manager. The Account Manager will register as the Supplier Administrator within the system and will have the access to all Supplier details.

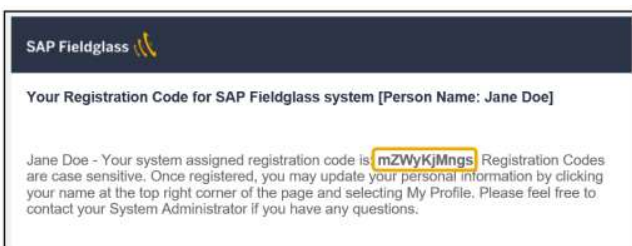
Two emails will be sent, one containing a registration code and one with the link to complete registration. The emails are time sensitive and will expire after 21 days. If your registration becomes inactive, contact the SAP Fieldglass Customer Support Team to generate a new one.

SAP Fieldglass Registration Emails		
From:	Subject	Description
SAP Fieldglass	Your Registration Code for SAP Fieldglass system	Contains an alphanumeric code needed to complete your registration.
SAP Fieldglass	Welcome to the SAP Fieldglass system	Contains the link to the SAP Fieldglass registration page.

If you're new to a buyer, but already have an existing supplier account, you have the option to link your new buyer account to your existing account. Supplier accounts can only be linked during the registration process. They can't be linked/unlinked once registration is complete. Refer to FAQ section for guide on linking accounts.

To register your SAP Fieldglass Account:

1. Copy the temporary registration code in the first email.
2. Select the link in the second email to go to the SAP Fieldglass website.
3. Paste the temporary registration code into the Registration Code field and select Next.
4. Enter a Username and Password (and re-enter password), along with user preferences.
5. Review all fields and update any that aren't accurate.
6. Select Sign In. The SAP Fieldglass home page displays.



Registering in SAP Fieldglass

Entering Company Code

Entering Ariba Network ID / Vendor ID

The supplier will be asked to enter the Company Code in the Company Details section. Please create your own code for this section. This will allow the supplier to keep track of their accounts. This is a unique code created by the supplier during registration.

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
[Redacted]

Company Code*
[Input Field] [Check Availability](#)

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

The supplier will be asked to enter the following information during registration:

- Ariba Supplier Network ID:** Please enter the ANID that you used to accept the Trading Relationship Request (TRR) in SAP Ariba Business Network.
- Vendor ID:** Please enter the Vendor ID for Kyndryl. (starting 2xxxxxxxxx)

*Please note, these fields are NOT optional, they are required fields. A value must be entered before you can proceed with registration.

If an incorrect value is entered during registration the supplier may experience delays using the SAP Fieldglass system.

Ariba Supplier Network ID (optional)

! Ariba Supplier Network ID or Vendor ID is required

Vendor ID (optional)

! Ariba Supplier Network ID or Vendor ID is required

Registering in SAP Fieldglass

Signing the Contract Access Agreement

When a Supplier is invited to join the SAP Fieldglass system the supplier must first electronically sign the SAP Fieldglass Contract Access Agreement (CAA). A supplier company must sign the CAA before the supplier's SAP Fieldglass account can be created.

To Sign the CAA:

1. Read the CAA and tick the checkbox I have read and understand the above information and agree to the above terms and conditions on behalf of [Company Name]
2. Enter your name in the format: /First name Last name/
3. Click Accept and Continue
4. If the entered name matches the name entered by the buyer, your account is created

If the SAP Fieldglass Supplier Contractor Access Agreement (CAA) must be signed by another person, or the invited resource is not authorized to sign the agreement for their company.

1. Open the registration link sent via email
2. Click **I am not the correct person**
3. The following message will be displayed: "You have indicated you are not the right person to sign the CAA. On the following pages you can enter the contact information for the individual who is authorized to do so. SAP Fieldglass will send an email to this individual with instructions on how to create a user account in SAP Fieldglass and prompt them to review and sign the CAA."
4. Click **Ok** > complete the mandatory information for the new user who will sign the agreement
5. Click **Submit**
6. The new user will receive an invitation to register and then sign the SAP Fieldglass Supplier Contractor Access Agreement (CAA) in order to complete the supplier registration.
7. This user can follow the steps above to complete the CAA and SAP Fieldglass account will be created.

For more information on this process, please contact
fieldglass_registration@kyndryl.com

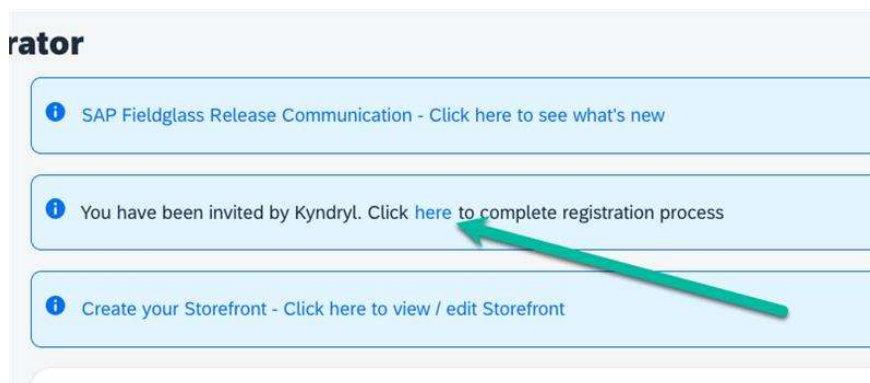
Using the Supplier Company Setup Wizard

The admin user can now use the Company Setup Wizard from the home page to enter the supplier company information



1. Choose the Click here to open the wizard button.
2. If the wizard was opened previously, a bar graph displays the progress toward completing the wizard.
3. Choose Let's Get Started to begin company setup.
4. Wizard steps are shown in the left pane. To jump to a step, select the step name. The locked icon displays next to wizard steps that can't be accessed until all previous steps have been completed.
5. Choose Exit Wizard at any step to exit the wizard. The wizard can be reopened by choosing the Click here to open the Wizard button on the home page.

From the Home Page, select the blue hyperlink to complete your registration and link your SAP Fieldglass account to Kyndryl.



Supplier Remit to Address & KYD Association

All Kyndryl Suppliers must enter their remit to address in SAP Fieldglass. Without this remit to address, suppliers will not be able to register workers, receive migrated POs or invoice via Kyndryl Contractor Portal.

**Supplier and Remittance Addresses must mirror what is listed within Ariba.*

To Enter the Remit to Address:

1. Sign in to SAP Fieldglass
2. <https://www.eu.fieldglass.cloud.sap>
3. Navigate to the Admin Menu
4. Select **Remit-to-Address**.
5. Select **New**.
6. Populate the required* fields in details.

A supplier can set up as many remittance addresses as needed. Create a unique **Code** to decipher between multiple addresses. This is visible by your company and Kyndryl. It is also visible on the print pdf of your invoice.

6. Fill out applicable Tax ID label and ID values.

Details

Code *

Address 1 *

Address 2 (optional)

City *

State/Province (optional)

ZIP/Postal Code *

Country/Region *

Tax IDs

Tax ID Label

Tax ID Value

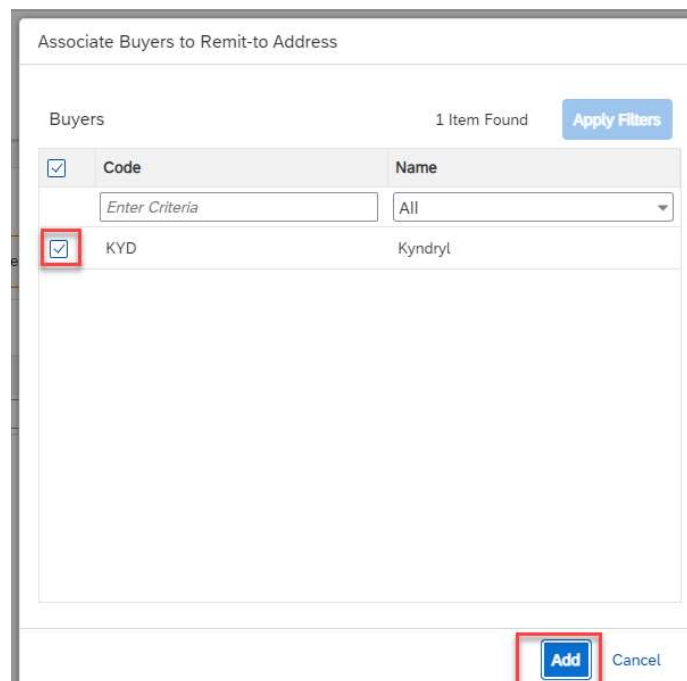
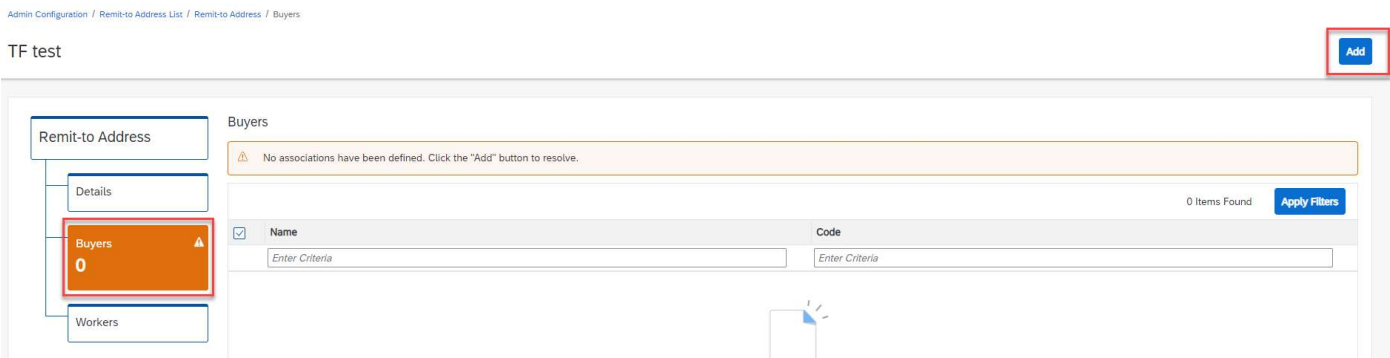
+ Add Tax ID

Supplier Remit to Address & KYD Association (cont'd)

Once Remit-to Address has been created it will need to be associated to the buyer account.

To Associate to KYD:

1. Select **Buyers**
2. Select **Add** *A the pop-up window will appear*
3. Check Kyndryl (KYD)
4. Select **Add**



Frequently Asked Questions

Our SAP Fieldglass registration link is invalid, the link as expired, or the link was sent to the wrong contact person. How to we receive a new link?

1. Email fieldglass_registration@kyndryl.com
2. Request a new SAP Fieldglass registration link
3. Provide the following information:
 - a) Supplier Company Name
 - b) Primary Contact Person First Name
 - c) Primary Contact Person Last Name
 - d) Primary Contact Person Email

The name on my supplier account is in correct or our name has legally changed. How do we update it?

1. You must be a supplier administrator, or provide approval from a supplier administrator at your company
2. Click Contact Us from the top left of this article to submit a case to SAP Fieldglass Support
3. In the field Full Description, include:
 - Supplier company code
 - New supplier name
 - Old supplier name
 - Effective date of the name change (YYYY-MM-DD)
4. You may be required to provide an updated legal agreement depending on the name change

Where can we find additional SAP Fieldglass training?

1. Navigate to <https://www.kyndryl.com/us/en/procurement/source-to-pay/SAPcontractorportal>
2. In the Resources section, on the home page, you will find relevant training information.
3. Still have questions? Please email fieldglass_registration@kyndryl.com

For more information on this process, please contact fieldglass_registration@kyndryl.com

Frequently Asked Questions (cont'd)

How do I link my supplier accounts?

1. During the registration process, when asked if you have an existing SAP Fieldglass account that you would like to link to your new account name, choose Yes.
2. Enter the username and password as well as your company code for your existing SAP Fieldglass Account.
3. This step must be completed by an Administrator within the existing account otherwise the login credentials won't be accepted. Once the registration for the new supplier account is completed, the accounts are linked.
4. Choose New.
5. When the user information is complete, choose Add.
6. The User:Details page is displayed, along with a warning message at the top. This message is a reminder to associate the user to other SAP Fieldglass objects, such as Report Folders or Proxies. This is an optional process.
7. The new user receives two invitation emails to start using SAP Fieldglass. One contains a link to the website, and the other contains a temporary password.

How do I switch between linked accounts?

1. Click Profile (circle with your initials)
2. Select the User

How do we add more users to our supplier account?

1. Select the Admin icon.
2. Choose the User link in the User section.
3. Choose New.
4. When the user information is complete, choose Add.
5. The User:Details page is displayed, along with a warning message at the top. This message is a reminder to associate the user to other SAP Fieldglass objects, such as Report Folders or Proxies. This is an optional process.
6. The new user receives two invitation emails to start using SAP Fieldglass. One contains a link to the website, and the other contains a temporary password.

Frequently Asked Questions (cont'd)

If you cannot sign in to your account due to a forgotten username or password, try the Assistant for immediate assistance:

1. Click Need assistance with Login/Registration? from the SAP Fieldglass sign-in page (<https://www.eu.fieldglass.cloud.sap>)
2. Click the option for the information you forgot, username or password
3. I forgot my username: provide the email address associated to the account
4. I forgot my password: provide the username associated to the account
5. Follow the steps in the system email you receive
6. Sign in with the username
7. Click the here link to reset your password. If you receive an error message, check if your password meets the requirements
8. If you do not receive the email from the system after 15 minutes, check your SPAM and Junk folders. If the email is not received, the email you provided is not associated to your account
9. Alternatively, you can contact a System Administrator user in your company, as they can confirm your username and reset your password if needed