

Supplier Training

Instructor Led Training

Audiences:

- Supplier Users
- Support Desk

Today's Agenda

Module	Duration
<i>Welcome to SAP Fieldglass</i>	5 minutes
<i>Registration & Access</i>	10 minutes
Contractor Overview	10 minutes
Named Worker Requests	10 minutes
Time/Expense and Invoicing	10 minutes
RFP/SOW Overview - Responses	10 minutes
Adding Workers to an SOW	10 minutes
Payment Request	10 minutes
Reporting Basics	10 minutes
Total Duration	85 minutes

Ground Rules

Please help us create an effective workshop environment by actively participating in discussions, being present and engaged, and being on time from breaks.

Ask Questions



Try to avoid side conversations/chats



Turn off or silence all phones to avoid disturbances



Course Objectives

At the end of this course, you will be able to:

- Navigate and utilize SAP Fieldglass for the support of Contractors
- Understand how to respond to contract worker requests
- Understand how to manage contract worker assignments
- Understand how to submit time/expense
- Understand basic reporting functions within the system



Key Terms

Before we begin the course, let's go through some of the key terms used in the course:

Name	Description
Assignment	Refers to the job assignment in Fieldglass that the worker is completing
Business Unit	Refers to the Business Unit/Group that owns the Assignment in Fieldglass
Buyer Reference	Refers to the Staffing Supplier that is designated in Fieldglass
Contract Worker	Refers to the individual that has been selected to complete a contract assignment in Fieldglass
Cost Center	Refers to the Cost Center that the Assignment will be allocated to for billing in Fieldglass
Expense	Refers to the invoicing items outside of hours worked that a worker can enter in Fieldglass
ID	Refers to the unique identification number for assignments, workers, timesheets, etc. in Fieldglass
Miscellaneous Invoice	Refers to items that are invoiced for work that is not directly related to the worker's specific job in Fieldglass
Resource	Refers to the candidates submitted in Fieldglass

Source to Pay Overview

We are pleased to announce that we are moving to Kyndryl's own Source to Pay platform.

Supplier Project Notification

We are pleased to announce that we are moving to Kyndryl's own Source to Pay platform.

It will be independent from current solution provided. Thus, we will set up a new Trading Relationship between you, SAP Ariba and us.

Kyndryl and SAP Ariba have reached an agreement to provide you this service without any network fees associated with Kyndryl transactions only. (*)

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities.

What does this mean for you?

Conducting business on the SAP Business Network will be required and your POs, invoices, acknowledgments, and ship notices will be transmitted using this platform.

When will this take effect?

We are targeting a cutover date from current business-to-business process in two activations in May and August 2023.

What will happen next?

You will have been contacted with important communications and instruction for joining the SAP Business Network. This includes establishing a trading relationship with Kyndryl on the SAP Business Network and configuring your SAP Business Network account.

Where do I find resources for suppliers?

Go to Kyndryl's [Contractor Portal](#).

Who can I contact if I have questions?

Get in touch by emailing:

Kyndryl Fieldglass Registration Team: Fieldglasss.Registration@kyndryl.com

Module 1: Registration and Access



Module Objectives

At the end of this module, you will be able to:

- Understand how to navigate within SAP Fieldglass
- Complete registration
- Provision and manage New User access
- Identify and act on your work items
- Will have observed a live demo within SAP Fieldglass

Provisioning New User Access

Supplier Administrative User

- The Supplier Administrator User is the contact that received the registration email for SAP Fieldglass
- That user was responsible for completing the initial registration process within the system and is the key contact within SAP Fieldglass for the Supplier Organization
- The Supplier Administrator is the only resource who can provision additional Supplier User access within the system
- Supplier Admins will also be responsible for ensuring that the supplier contact details are accurate and up to date; resetting user passwords; and editing profiles or access within the system

Provisioning New User Access

Supplier Administrative User

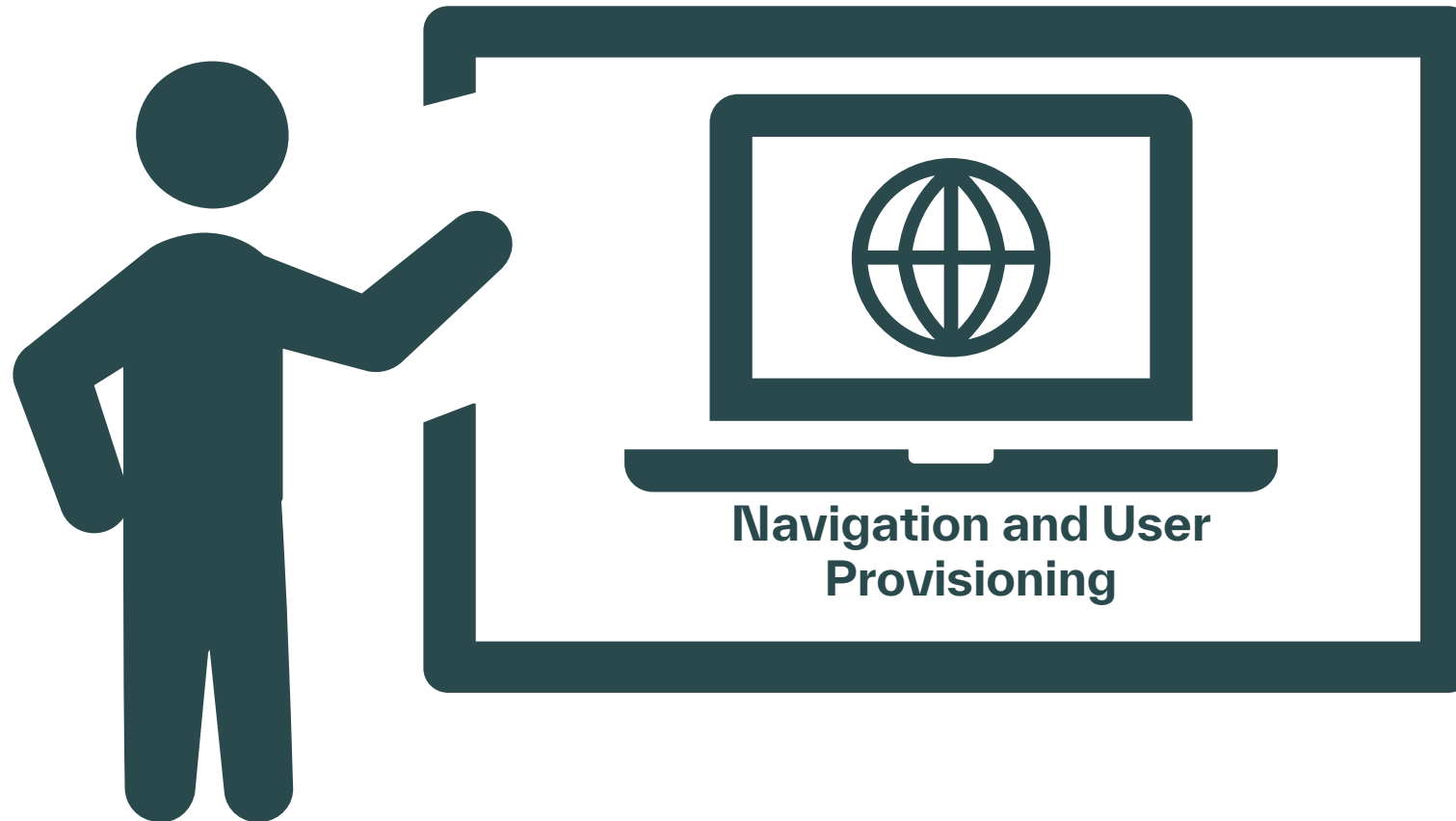
New User Setup:

- Click on the Admin icon in the upper right-hand corner
- Click the User link in the User section
- Click New
- Enter information into all required fields for each section within the page
- Once complete, click 'Add'
- The User account will be saved within the system and the new user will receive two invitation emails from SAP Fieldglass to complete the registration process

The screenshot displays the SAP Fieldglass Admin Configuration interface. At the top, a search bar contains the text "Search by ID or text". To the right of the search bar are several icons: a magnifying glass, a filter icon, a gear icon (highlighted with a red circle), a notification icon with "99+", a bell icon with "0", and a question mark icon. The main content area is titled "Admin Configuration" and "User List". On the left, there is a navigation menu with "User" selected. The main area shows a table with columns for Status, Name, Role, and Account. Below the table, there is a "Add New User" section with a "Back to List" button. The "Account Setup" form includes fields for Prefix (Mr., Mrs., Ms., Dr., None), First Name, Last Name, Username, Display Name, and Email.

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 2: Contractor Overview

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Module Objectives

At the end of this module, you will be able to:

- Respond to a job request
- Submit Candidates & Respond to Interview Requests
- Manage Onboarding/Offboarding
- Manage Worker Assignment

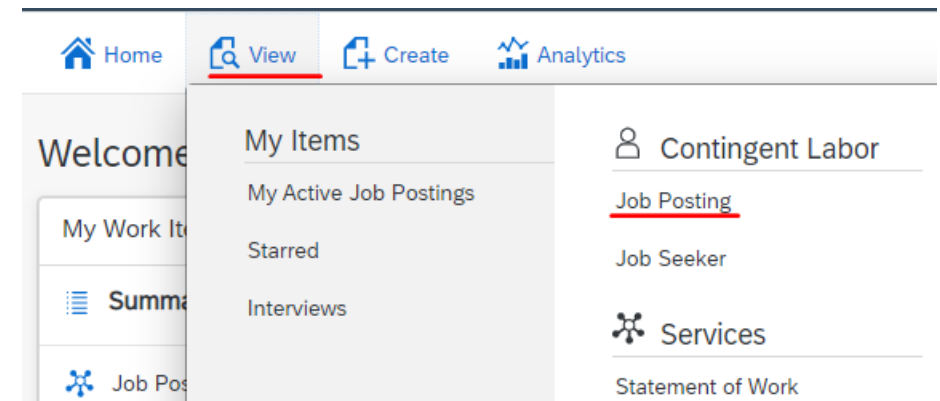
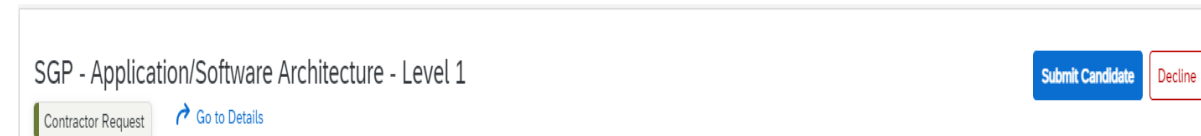
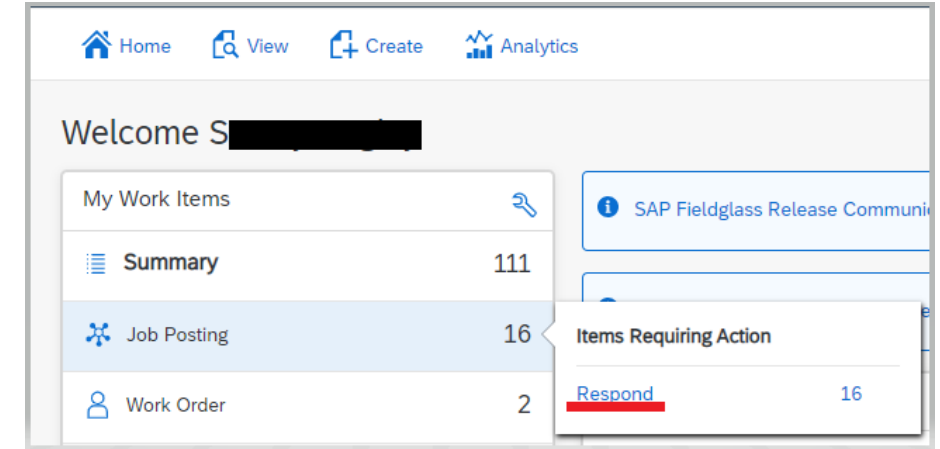
Responding to Job Requests

Supplier Users – All Roles (Dependent Upon Profile Associations)

New job requests will show within the Work Items along the left-hand corner of the page.

- Select 'Job Posting' and click on 'Respond' to review and respond to the job posting
- 'Submit Candidate' assumes you will support the role
- IF declining the role, click on 'decline'
- A reason for declining can be selected from the drop-down menu and any additional comments can be entered for the Kyndryl Manager.

*Job requests can also be viewed by selecting the View module and then clicking on Job Posting. All postings that you have access to will populate, and you can filter the view by the posting's status



Submitting Candidates & Responding to Interview Requests

Supplier User

Submitting Candidates:

- New or existing candidates can be submitted to job positions within SAP Fieldglass for the Manager's review
- Please ensure to enter all information accurately and use legal names
- Please note that all submittals will require an accurate security id
- Submittals should be limited to your top 3 most qualified candidates for the role

Submit Candidate

1 Setup 2 Rates 3 Review and Submit

Setup

Contractor Request (ID) Respond by Date Buyer
DNK - Application/Software Architecture- Level 1 (KYD:IP0000430) 2023-02-01 Kyndryl Deutschland GmbH

Details

1 Search Existing Workforce
Search all workforce records to determine if an individual has been previously submitted before creating a Candidate. Existing Workforce

Code (optional)
[]

First Name * [] Last Name * []

Confirming Interviews:

- Interview requests can be confirmed or proposed for rescheduling within Fieldglass.
- Select View and click on Interviews under 'My Items' to accept or decline and propose a reschedule for the Manager

Home View Create

Home

My Items

My Active Job Postings

Starred

Interviews

Interview

Period
2023-04-05

Status

Details Rate Details Interviews Tenure Approvals / Audit Trail Related

Interview Schedule

Worker 055, Denmark
BAS1JS00000033 Interview Schedule

Submitted

Accept Decline and/or Reschedule

Status	Next Step	Scheduler	Job Posting Status	Buyer
Submitted	Need to accept	[REDACTED]	Submitted	Kyndryl Deutschland GmbH (KYD)

Onboarding and Offboarding

Supplier User and Worker

Onboarding requirements:

- Requirements are listed within your contracts for support
- Within SAP Fieldglass, no background screening information will be housed but should be marked as completed and listed with the date of completion within the system along with any other required items
- All resources should clear background requirements prior to starting their assignments. Any discrepancies in the background requirements should be addressed within your internal compliance teams

My Work Items	
Summary	111
Job Posting	16
Work Order	2
Statement of Work	15
SOW Revision	5
Time Sheet	2
Worker Activity	60
Miscellaneous Invoice	1

Items Requiring Action: 60

Mark as Complete

Status	Due	Actor	Code
Pending	2023-02-22	Supplier Account	Background Check

Mark as Complete

Offboarding requirements:

- When workers end an assignment, Suppliers should ensure that the end of assignment is communicated accordingly
- Also ensure that all time and/or expenses have been entered within the system

Work Orders and Assignment Revisions

Supplier User

My Work Items	
Summary	111
Job Posting	16
Work Order	2
Statement of Work	15

Items Requiring Action	
Accept	2

Work Orders:

- When a worker has been selected for hire, the Kyndryl Manager will create a work order for the assignment
- Work Orders will show within your work items for review and acceptance
- Review all details for accuracy prior to accepting the work order as the work order will house the assignment details (Name, start and end dates, and bill rates) within the system
- Suppliers can accept or decline the work order within the system
- Any work order which is declined should include a note on why it was declined
- *Work Order Revisions* are updates to assignments and used to amend end dates, bill rates, or occasionally work order owners or work locations
- Revisions will also need to be reviewed and verified by the Supplier prior to acceptance
- Revisions can also be found within your work items

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 3: Named Workers



Module Objectives

At the end of this module, you will be able to:

- Respond to a Named Worker Request
- Onboard/Offboard the Named Worker
- Manage the assignment

Responding to Named Worker Requests

Supplier User and Worker

Named worker request are workers named by the Manager who have previously been on assignment at Kyndryl. As of go-live, all current workers were uploaded to the system, so Named Worker requests may not show until immediately. The Manager may reach out asking you to add worker to FG using 'Create Workforce' as the historic data will not be in the system.

- HM will create a named worker request with a candidate (re-engage a person who previously worked there), this can appear as a normal new request
- Verify that the worker wants the job and complete submittal steps
- Upload a new CV/resume; verify security id; enter rates and submit

(This process may be initiated while the worker still on an assignment which is ending soon)

If the worker doesn't accept the request, please decline the job posting. The Manager will need to create a new one for any additional workers.

The image displays a series of screenshots from the SAP Fieldglass system. The top left shows a 'My Work Items' dashboard with a 'Summary' of 128 items, 'Job Posting' of 15, and 'Statement of Work' of 2. A 'Respond' button is highlighted with a '15' and a right arrow. The top right shows a 'Job Posting Details' view for 'FRA - Application/Software Architecture - Level 1'. The middle section shows the 'Submit Candidate' form, which includes fields for 'Candidate Request ID', 'Candidate Name', 'Candidate Email', 'Candidate Phone', 'Candidate Address', 'Candidate City', 'Candidate State', 'Candidate Zip', 'Candidate Security ID', and 'Candidate Security ID'. The bottom section shows the 'Rates' section of the 'Submit Candidate' form, which includes fields for 'Rate Category', 'Rate', 'Pay Rate', and 'Hourly Rate'. A green success message at the bottom right states: 'Success! Your Candidate has been submitted successfully.'

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 4: Time/Expense/Invoice

kyndryl.



Module Objectives

At the end of this module, you will be able to:

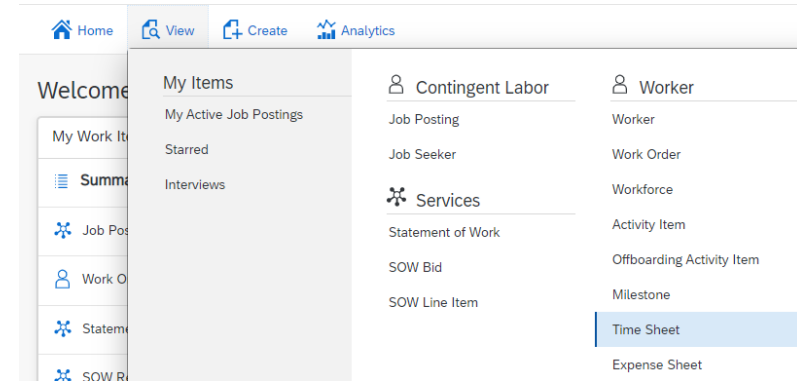
- Submit Time/Expense
- Miscellaneous Invoices

Submitting a Time/Expense

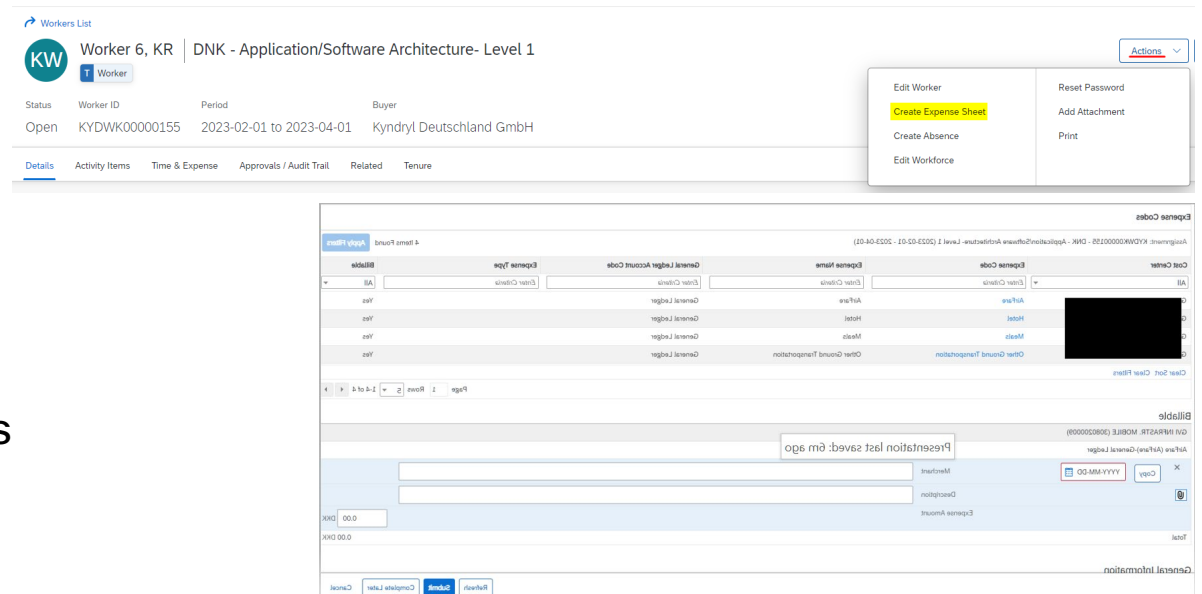
Supplier User and Worker

- Time and/or Expense entries can be submitted by the worker directly or by the Supplier on behalf of the worker
- Timesheets can be accessed for the assignment dates and current period
- Supplier Administrators should ensure to review and audit time sheets and draft timesheets within the system
- Expenses may or not be a part of the resources assignment and will require documentation for approval. Expense entries will be submitted to the Hiring Manager for review and approval
- Miscellaneous invoices may be used to submit items which don't have expense codes and have been agreed to as a part of the assignment.
- Miscellaneous invoices will route for approval and payment in the same manner as the time and

Timesheets can be accessed, edited, and submitted from the view module within the system. Suppliers also can view all draft timesheets for their resources.



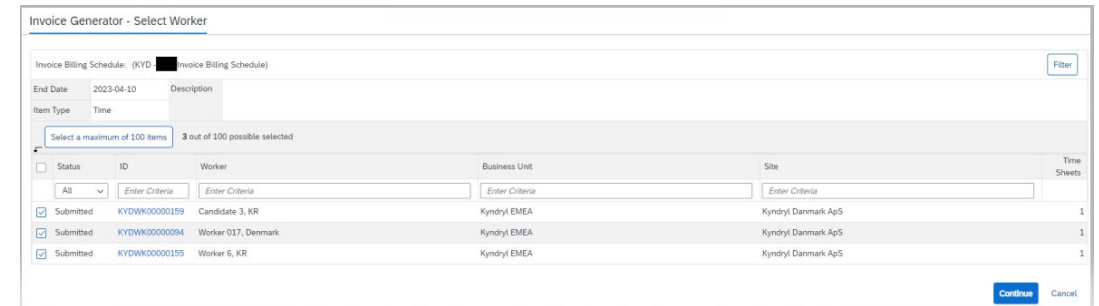
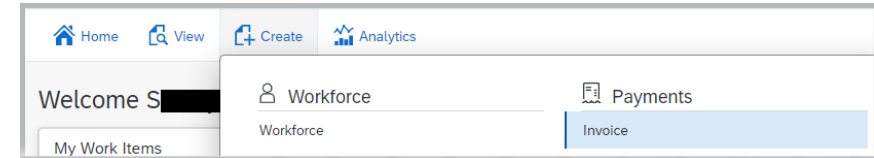
Expense sheets can be accessed via the 'Actions' within the worker's record.



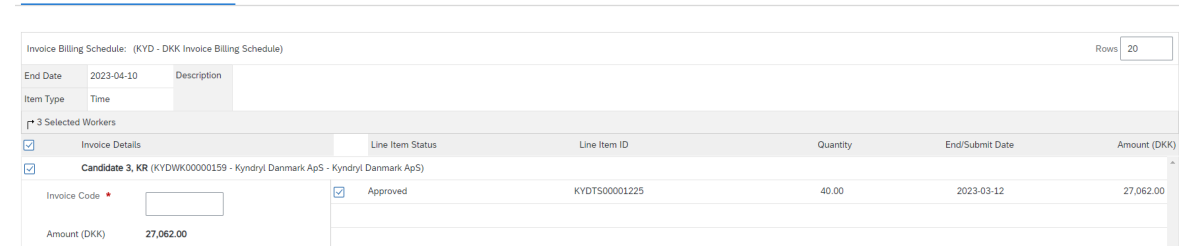
Payment Request

Supplier User

- To create the invoice, the Supplier User will need to login to SAP Fieldglass and select 'Create' and select 'Invoice' to get the invoice created
- Select the approved time/expense sheets; fees; and miscellaneous invoices which will be included within the submitted invoice
- Enter an invoice code for reference and select 'submit' to generate the invoice within SAP Fieldglass



Invoice Generator - Select Line Items



Module 5: RFP/SOW Responses

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Module Objectives

At the end of this module, you will be able to:

- Respond to an RFP
- Accept/Reject an SOW
- Negotiate an SOW Request
- Review and Accept SOW Revisions

Responding to BIDs (RFP)

Supplier Users – All Roles (Dependent Upon Profile Associations)

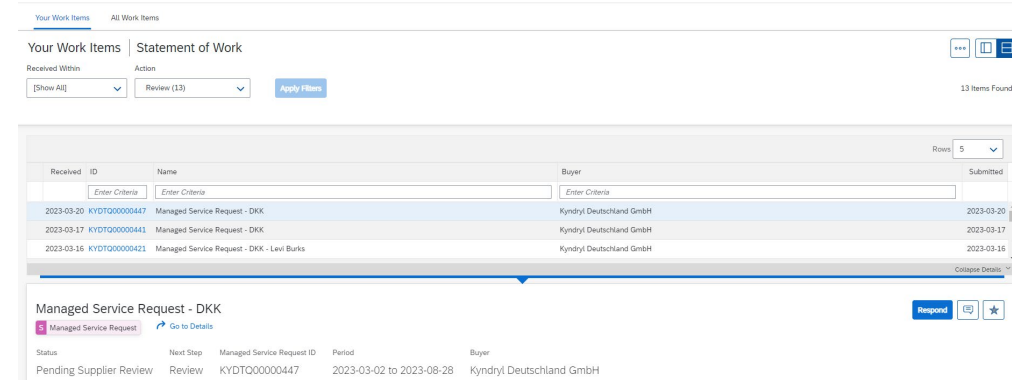
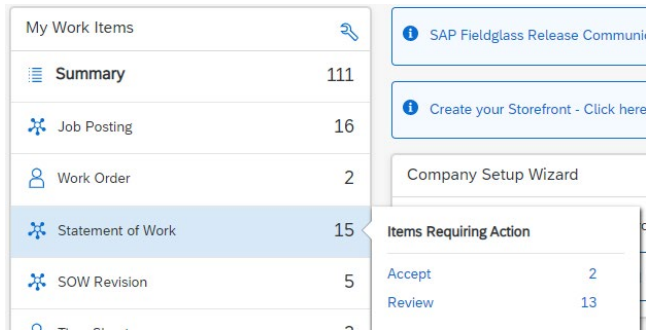
The screenshot displays the SAP Fieldglass interface. At the top left, the 'My Work Items' section shows a navigation menu with 'Summary' (111), 'Job Posting' (16), 'Work Order' (2), and 'Statement of Work' (15). A secondary menu for 'Items Requiring Action' lists 'Job Posting - Respond' (16), 'Work Order - Accept' (2), 'Statement of Work - Accept' (2), 'Statement of Work - Review' (13), and 'SOW Bid - Respond' (10). Below this, the 'Your Work Items' section for 'SOW Bid' shows filters for 'Received Within' and 'Action' (Respond (10)), with 10 items found. A table lists three 'Managed Service Request - SGD' items from Kyndryl Deutschland GmbH. The bottom section shows a 'Managed Service Request - DKK' with a 'Pending Response' status, and a 'Success' message indicating the bid has been submitted.

- BIDs (RFP) requests will show within the Work Items along the left-hand corner of the page
- Select 'Summary' and click on 'SOW BID - Respond' to review and respond to the RFP
- All BIDs for your organization will populate within the listing for review. For a more detailed view, select the blue hyperlink
- In the upper right-hand corner, there are options to 'Respond' or Decline the BID
- To respond, select 'Respond' and complete the required fields, adding any applicable notes or attachments and then select 'Continue'
- There will be an option to add additional deliverables (events/schedules/expenses) and to continue
- Review the details of the response and select "Submit" to route the response back to the Manager for the review and approval

Responding to SOW

Supplier Users – All Roles (Dependent Upon Profile Associations)

- SOW requests will show within the Work Items along the left-hand corner of the page.
- Select ‘Statement of Work’ and click on Respond to review and respond to the SOW In the upper right-hand corner, there are options to ‘Respond’
- To respond, select ‘Respond’ and complete the required fields, adding any applicable notes or attachments and then select ‘Continue’



Create Managed Service Response

*SOWs can also be viewed by selecting the ‘View’ module and then clicking on Services – ‘Statement of Work’

Responding to SOW (Continued)

Supplier Users – All Roles (Dependent Upon Profile Associations)

- There will be an option to add additional deliverables (events/schedules/expenses) and to continue
- IF the SOW is intended to have worker roles, there will be an option to view and manage the roles and continue
- Review the details of the response and select “Submit” to route the response back to the Manager for the review and approval

Create Managed Service Response

Details Deliverables Managed Service Workers Review

Deliverables

Managed Service Request Details

Managed Service Request: Managed Service Request - DKK (KYDT000000447) Period: 2023-03-02 - 2023-08-28 Buyer: Kyndryl Deutschland GmbH

Add Deliverables

Events Schedules Expenses Management Events

+ Add New Event

Sequence Number	Name	Description	Due On	Capitalized	Amount	Units	PO Number
Enter Criteria	Enter Criteria	Enter Criteria		All	Enter Criteria	Enter Criteria	Enter Criteria
Event1			2023-03-09	No	1,050.00		
Event2			2023-03-24	No	1,500.00		

Page 1 Rows 10 1-2 of 2

Managed Service Workers

Managed Service Request Details

Managed Service Request: Managed Service Request - DKK (KYDT000000447) Period: 2023-03-02 - 2023-08-28 Buyer: Kyndryl Deutschland GmbH

Suppliers will be able to add Managed Service Workers after Managed Service Request is completely Approved

Project Manager

Project Manager: In Kyndryl Danmark ApS (3080) Estimated Worker Spend: 45,000.00 Remove

Workers

0 workers entered

Once this Managed Service Request has been approved, you can add Managed Service Workers

Add New Role

Submit Managed Service Response for Buyer Review

Comments (optional)

Remaining: 1000

Submit Cancel

Negotiating SOW:

The same response process will be utilized to ‘negotiate’ any SOW requests. The Supplier will review and add details and deliverables as needed and will submit back to the Manager for review and approval. Once approved, the SOW will again populate for the Supplier to review and accept.

SOW Revisions

Supplier User

- Revisions to SOWs will also be completed within SAP Fieldglass.
- Revisions are located under the ‘Summary’ section of the work items
- Revisions will populate for Review and also for Acceptance
- Similar to the response, the details of the SOW can be access and modified to add deliverables, or roles, and submitted to the Manager for review and approval
- Once fully approved internally, the Revision will need to be accepted by the Supplier

My Work Items		SAP Fieldglass Release Communication - Click here	
Summary	110	Items Requiring Action	
Job Posting	16	Job Posting - Respond	16
Work Order	2	Work Order - Accept	2
Statement of Work	15	Statement of Work - Accept	2
SOW Revision	5	Statement of Work - Review	13
		SOW Bid - Respond	9
		SOW Revision - Accept	2
		SOW Revision - Review	3

Add Deliverables

Events Schedules Expenses Management Events

+ Add New Event

Sequence Number	Name	Description	Due On	Capitalized	Amount	Units	PO Number
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text"/>	All	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
X	test 1			No	5,000.00		
X	test 2			No	5,000.00		
X	Updated Project Completion		2023-05-31	No	15,000.00		

Page 1 Rows 10 1-3 of 3

Your Work Items All Work Items

Your Work Items SOW Revision

Received Within [Show All] Action Review (3) Apply Filters

Received	ID	Revision	Name	Buyer
<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
2023-03-16	KYDT000	3	Managed Service Request -	Kyndryl Deutschland GmbH
2023-03-09	KYDT000	1	Managed Service Request -	Kyndryl Deutschland GmbH
2023-03-07	KYDT000	1	Managed Service Request -	Kyndryl Deutschland GmbH

Managed Service Request - DKK

Managed Service (Final)_v2 Go to Details Respond

Status	Next Step	Managed Service Request ID	Period	Buyer
Pending Supplier Review	Review	KYDT000 (Rev. 3)	2023-02-01 to 2023-06-30	Kyndryl Deutschland GmbH

Accounting (DKK)		Managed Service Request Details	
Maximum Budget	25,000.00	Buyer Reference	
Spend to Date	0.00	Supplier Reference	

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 6: Adding Workers to an SOW



Module Objectives

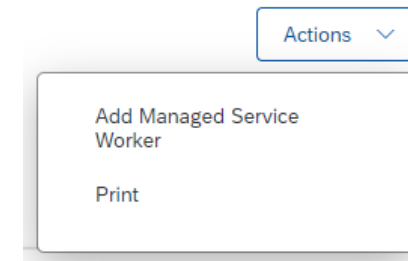
At the end of this module, you will be able to:

- Add/Remove workers from an SOW
- Understand Onboarding/Offboarding requirements

Add Workers

Supplier User

- Workers who need badge access or will be billing time and materials within the SOW will need to be added to Fieldglass (There will be no Workday ID for workers who are not listed within Fieldglass. IF no access is needed or there is no t&M, no workers will need to be added to the SOW).
- To add workers to an SOW, select 'View' and select 'Statement of Work' under the services listing
- Select the SOW to add workers to by clicking on the blue hyperlink
- Select the 'Actions' button in the upper right-hand corner and click on 'Add Managed Service Worker'
- Page will refresh to complete worker details
- There is also an option to add existing workforce for any resources which are already within SAP Fieldglass
- Complete all required fields and select 'Add' to add the resource to the SOW

A screenshot of the 'Add Managed Service Worker' form. The form is titled 'Add Managed Service Worker' and has a search icon in the top right corner. It contains several sections: 'Managed Service Request ID' (KYDT000000), 'Name' (For Payment Request, Resource Load, and Timecard Videos), 'Period' (2023-03-01 - 2023-03-31), and 'Buyer' (Kyndryl Deutschland GmbH). Below this is a 'Setup' section with a 'Worker Primary Contact' dropdown menu. Underneath are 'Site' (Kyndryl Danmark ApS (3080)) and 'Location' (Kyndryl Danmark ApS (3080)). The 'Role' section has a 'Role' dropdown menu with a list of roles: Architect / Kyndryl Danmark ApS / Hr, design person, Developer, Project Manager, and Worker. There are 'Add' and 'Cancel' buttons at the bottom right of the form.A screenshot of the 'Details' form for adding a worker. It has a search bar for 'Search Existing Workforce' with a search icon and a button labeled 'Existing Workforce'. Below the search bar are fields for 'First Name' and 'Last Name'. There is a section for 'Auto Register Managed Service Worker' with radio buttons for 'Yes' (selected) and 'No'. Below that is a 'Time Zone' dropdown menu set to 'US/Eastern'. There are 'Start Date' and 'End Date' fields with date pickers. Below these is a 'Worker's Personal Email' field with a note: 'Registration email will be sent to this address. Also used for Worker to recover username and password'. There is a 'Worker Country / Region of Origin' dropdown menu. Below that are 'Security ID' and 'Confirm Security ID' fields. At the bottom, there is a 'Requested Information' section.

Remove Workers

Supplier User

The screenshot shows the Supplier User interface. At the top, there are navigation tabs for 'View', 'Create', and 'Analytics'. Below this, there are sections for 'My Items' (My Active Job Postings), 'Contingent Labor' (Job Posting), and 'Worker' (Worker). An 'Actions' button is highlighted with a red box. Below the navigation, there are several action buttons: 'Revise', 'Edit Worker', 'Edit Worker Profile', 'Create Expense Sheet', 'Close Worker', 'Reset Password', 'Add Attachment', and 'Print'. The 'Close Worker' button is highlighted with a red box. Below the main interface, a 'Close Worker' dialog box is open, showing a 'Reason' dropdown menu (set to '<Select a Reason>'), an 'Actual End Date' field with a calendar icon, and a 'Comments (optional)' text area. The dialog box has a 'Close Worker' button and a 'Cancel' button. The Kyndryl logo is visible in the bottom left corner.

- To remove workers from an SOW, select 'View' and 'Worker' under the Worker listing
- Page will refresh with listing of workers
- Select worker to be removed by clicking on the blue hyperlink
- Page will refresh with worker record details
- Click the 'Actions' button and select 'Close Worker'
- Enter reason for closing worker, the end date, and any necessary comments
- Select 'Close Worker' to close the worker's record

SAP Fieldglass Demonstration

In this demonstration, the following task will be performed:



Module 7: Invoicing

kyndryl.



Submitting Fees/Deliverables

Supplier User

- To complete an event or schedule, select the 'View' module and then select 'SOW Line Item' under the Services tab
- A listing of line items will appear, select the item which you are looking to update
- Select 'Mark as Complete' to confirm the details and update the item
- If necessary, the line item can be itemized, allowing for additional details on the date of completion and an opportunity to itemize the overall total
- The totals shall not exceed the budget approved within the SOW
- Once submitted, the line item will route to the Manager for review and approval
- Status will be updated to 'Approved' once approved and can be submitted for payment following the approval

The screenshot displays the Kyndryl system interface for a Supplier User. At the top, there are navigation options: View, Create, and Analytics. A sidebar menu on the left includes 'My Items', 'My Active Job Postings', 'Starred', and 'Interviews'. The main content area shows a 'Managed Service Request - DKK' for 'test 2'. Below this, there is a table with columns for Status, Next Step, Event ID, Completed On, and Buyer. The 'Add and Complete Itemized Event' form is visible, containing fields for Name, Description, Completed Date, Auto Invoice, and Accounting. The 'SOW Line Items' table at the bottom shows a list of items with columns for Status, Type, Line Item ID, Line Item Name, Revision, and SOW ID.

Status	Type	Line Item ID	Line Item Name	Revision	SOW ID
Pending App	All	Enter Criteria	Enter Criteria		Enter Criteria
Pending Approval	Event	KYDPE00000	test 1	0	KYDTQ00000
Pending Approval	Event	KYDPE00000	test 1	0	KYDTQ00000
Pending Approval	Event	KYDPE00000	test 1	0	KYDTQ00000

Invoicing

Supplier User

The invoicing process will begin in SAP Fieldglass via the submittal and approval of time sheet entries, expense sheet entries, fees, and any miscellaneous invoices.

All time, expenses, fees, and miscellaneous invoices will be submitted within the system by the Worker or Supplier and routed to the assignment manager for review and approval. Once approved, the invoice process will begin.

There are currently 3 Invoicing Processes in place for the program:

1. Fully Integrated

- in this process, once submitted entries are approved, taxes are allocated within SAP Fieldglass and the base invoice is created. The Supplier User will need to 'create' the invoice within the system, which will route all approved entries to Ariba for processing directly.

2. Partially Integrated Invoice

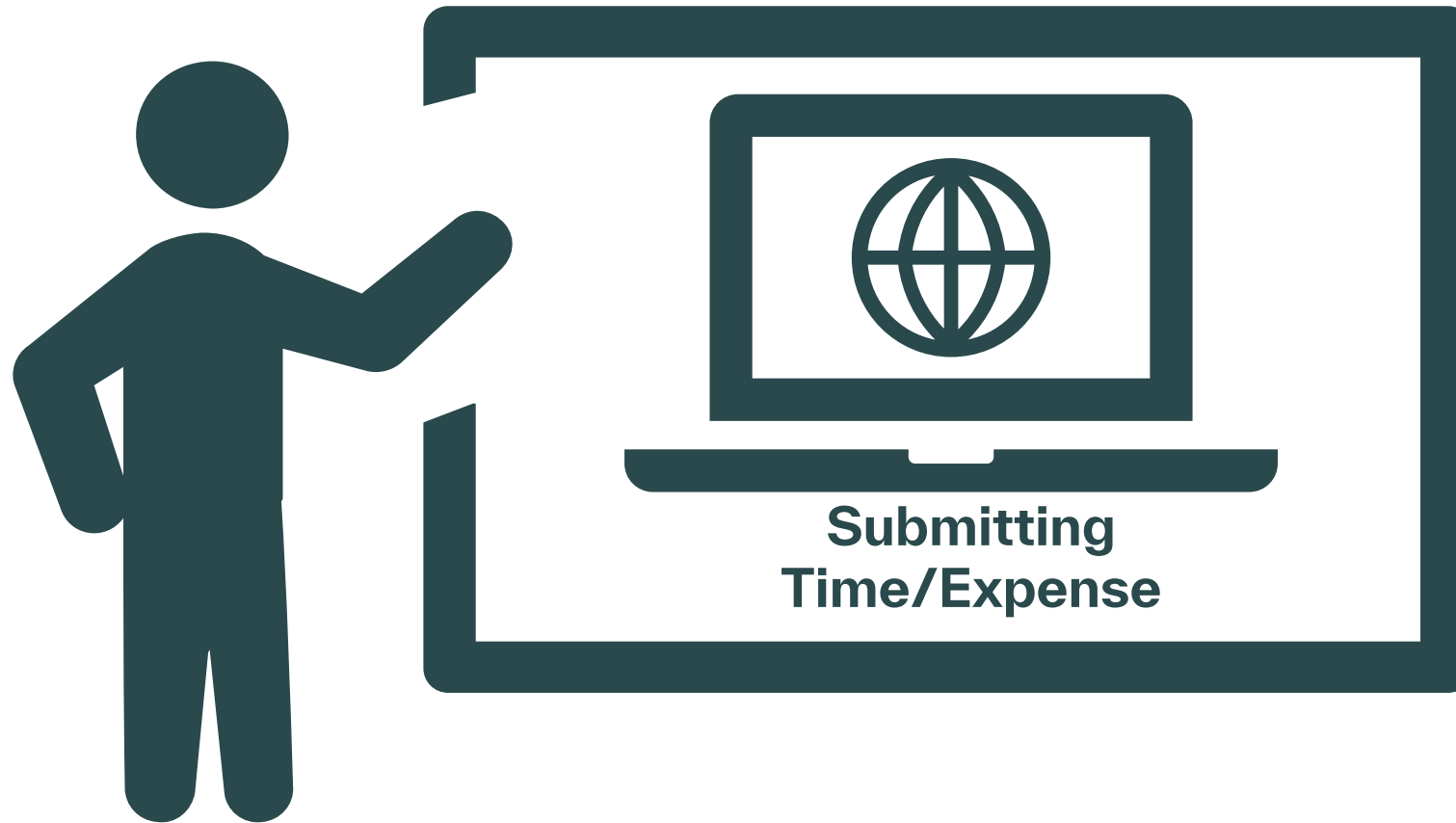
- in this process, once entries are approved, the Supplier User will download the invoice data from SAP Fieldglass and send to the government site for processing. Once confirmation has been received from that site, the Supplier User will need to 'create' the invoice within the system. The invoice will flow through Kyndryl's systems for processing and payment.

3. Proforma Invoice

- in this process, once approved within SAP Fieldglass, the Supplier User will gather all data for the pro forma invoice creation and submit to applicable site (Kyndryl; Government; Etc.). Kyndryl will process

Demonstration

In this demonstration, the following task will be performed:



Module 8: Reporting

kyndryl.



Module Objectives

At the end of this module, you will be able to:

- Run reports within the SAP Fieldglass

Reporting Review

Supplier User

- Within the 'Analytics' module there are predefined reports available for reference
- Reporting capabilities are limited to user role preferences and profile associations
- All reporting can be edited to add additional fields or modules per user preference
- Within the selected report, click the 'edit' option from the upper right-hand corner
- Additional field options will populate on the left side of the screen
- Drag and drop within the report accordingly

The image shows two screenshots of a software interface. The top screenshot is titled 'Draft Time Sheets' and features a 'REPORT' section with 'Run', 'Edit', and 'Actions' buttons. The bottom screenshot is titled 'Edit Report' and shows a configuration interface. On the left, there is a 'Fields' list with categories like 'Work Order', 'Audit', and 'Base Data'. The main area is divided into 'Groups' and 'Columns' sections, each with a table of fields to be included in the report. The 'Groups' table has columns for Module, Data Field Name, Display Name, and Sort Order. The 'Columns' table has the same columns. At the bottom of the 'Columns' section, there are checkboxes for 'Summary Function (optional)', 'Suppress Duplicates (optional)', and 'Word Wrap (optional)', along with a 'Count' dropdown menu.

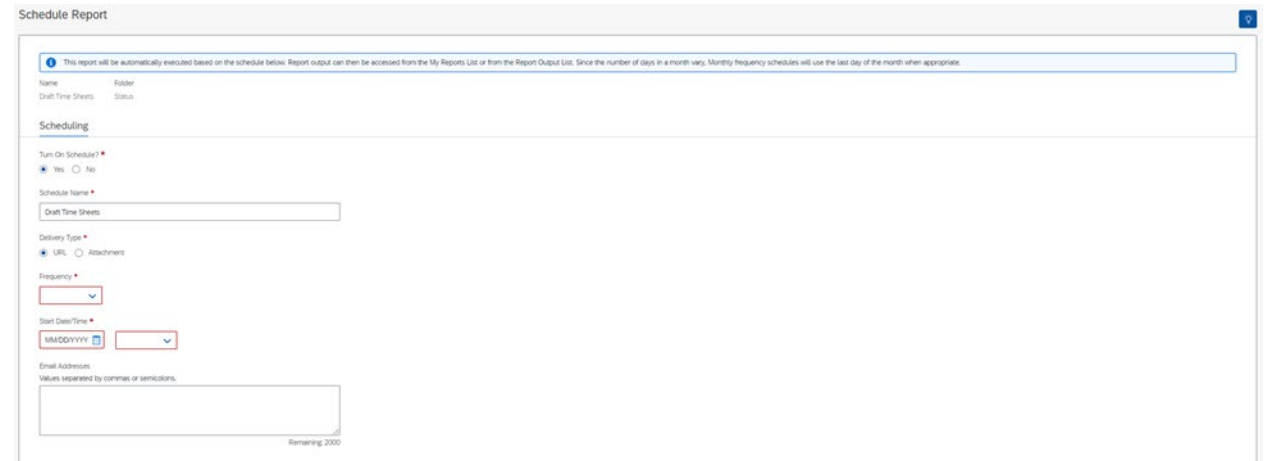
Module	Data Field Name	Display Name	Sort Order
Time Sheet	Currency	Currency	ASC
Worker	Site	Site	ASC

Module	Data Field Name	Display Name	Sort Order
Time Sheet	Time Sheet ID	Time Sheet ID	
Worker	Worker	Worker	
Time Sheet	Time Sheet Start Date	Time Sheet Start Date	
Time Sheet	Time Sheet End Date	Time Sheet End Date	ASC

Reporting Review

Supplier User

- Reports can also be scheduled to run automatically within the system
- Within the selected report, click on 'schedule report' from the actions drop down
- All required fields for the schedule are listed in red and will need to be completed prior to saving the setup
- User will determine the frequency; start date; and delivery of the scheduled report



Demonstration

In this demonstration, the following task will be performed:



Course Summary

Now you know how to:

- Navigate within SAP Fieldglass
- Respond to Contract Worker Requests
- Submit and Manage Candidates within SAP Fieldglass
- Submit Time/Expenses and Payment Requests
- Reporting Basics





Thank You!