UBS SAP Fieldglass onboarding process

Action	Description	Responsible
Confirmation of participation by supplier	• Confirmation of participation by supplier via email to UBS Vendor Relationship Manager (VRM)	Supplier
Legal entity review with supplier	• Confirmation of legal entities that participate in PoC • UBS to provide list with potential entities • Supplier to confirm which ones to onboard	UBS / Supplier
Onboarding of supplier's legal entity to SAP Ariba	• The contact person indicated in the legal entity review will receive an invite • Supplier contact accepts the 'trading relationship request' with link to Ariba Network • More details/ description can be found on https://www.screencast.com/t/KD1niHoxcQDv	UBS / SAP / Supplier
Training session with SAP "summit" for supplier onboarding (optional)	• Session will introduce the onboarding of supplier entity and users • Invite to be distributed via UBS VRM	UBS / SAP
Onboarding of supplier's legal entity to SAP Fieldglass	• Supplier will receive email invitation for SAP FG Production • The contact person indicated in the legal entity review will receive an invite • Creation of entity account and ability to register administrative users and user roles • Consultants to be onboarded after start of PoC	UBS / SAP / Supplier
Training session: Administrative training	• Training on admin menu and administration of SAP Fieldglass • Explanation of user roles and viewing/ changing rights; features will vary based on supplier's needs and profiles • More information on the training & individual registration required via: https://www.fieldglass.com/education/training/english	SAP / Supplier
Training session: Transactional training	• Demo on basic navigation of the application and general user responsibilities, including submission of job seekers, responding to work orders, invoicing, etc. • More information on the training & individual registration required via: https://www.fieldglass.com/education/training/english	SAP / Supplier
Go-live	• Selected consulting projects to run via SAP Fieldglass • Onboarding of workers into projects • Registration of goods receipt and invoicing during project progress	UBS / SAP / Supplier