

UBS SAP Fieldglass onboarding process

Action	Description	Responsible
Confirmation of participation by supplier	<ul style="list-style-type: none"> Confirmation of participation by supplier via email to UBS Vendor Relationship Manager (VRM) 	Supplier
Legal entity review with supplier	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Onboarding of supplier's legal entity to SAP Fieldglass	<ul style="list-style-type: none"> Supplier will receive email invitation for SAP Fieldglass 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 	UBS / Supplier
Training session: Administrative training	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Newly published Contracts processed in Fieldglass 	UBS / Supplier