

Fieldglass Statement of Work

Information for Supplier



DEUTSCHE BÖRSE
GROUP

REGISTRATION



Sample Supplier,

Deutsche Börse Group has invited you to be a Supplier for them in the SAP Fieldglass system. This registration invite will expire on 22/11/2021.

Select the link below (or copy/paste into your web browser) to register.

[Click here](#)

You will be asked whether you already have an existing account.

- If yes, you have the option to link your new account to your existing account.
- If not, you will be directed to the “Create a New SAP Fieldglass Account” page where you will be required to complete some details about your company. *Please make sure to fill in all mandatory fields, marked with an asterisk (*) as well as the **Ariba Supplier Network ID** field.*

SIGN IN

After a successful registration, you can log into Fieldglass to view and respond to the different Work Items.

1. Open <https://www.fieldglass.eu>
2. Enter username and password
3. Click **Sign In**

For further information you can watch the supplier information Video, click here. Or use the Supplier Manual which you can find here.

Supplier Activities in Fieldglass

Receiving your Work Items in Fieldglass

When the Buyer sends their SOW Bids or SOWs or any item for your action, you will be receiving these notifications through email, or you may also see these in the Message Center in Fieldglass. The email notice will usually include high level description of the SOW or SOW Bid and a link for you to directly access.

1. Click here to **open the notifications.**

SAP Fieldglass Beta Mode

Search by ID or text

Home View Create Analytics

Welcome Joe Bloggs

My Work Items

Summary	196
Job Posting	47
Work Order	11
Work Order Revision	2
Statement of Work	51
SOW Response	2
SOW Revision	5
Event	1
Fee	1
Time Sheet	1
Worker Activity	30

Workers (12)

Statements of Work (179)

My Recently Viewed Items

Decision Form for SOW Bid & Sole, Single

SAP Fieldglass Release Communication - Click here to see what's new

Create your Storefront - Click here to view / edit Storefront

Company Setup Wizard 8%

Use the wizard to help guide you through the steps to update and maintain your company se

Click here to open the Wizard

My Active Job Postings

Manage Job Postings in a Single View

Increase your productivity and monitor cycle timesw interface simplifies the management of your Job Posting work items and makes critical information crystal clear!

You can also access this dashboard from the

View My Dashboard

Supplier Activities in Fieldglass

Receiving your Work Items in Fieldglass

- 1. Open the relevant notification which you want to view.
- 2. This kind of preview concerning the submitted new SOW Bid will also be sent via email.

The screenshot shows the SAP Fieldglass Message Centre interface. At the top, there is a search bar and navigation icons. Below that, the 'Message Centre' section displays a list of messages. The first message is highlighted with an orange box and a red '1' in a white circle, indicating it is the focus of the preview. The message is a 'Notification' from 'Purchasing' with the subject 'New SOW Bid submitted [SOW ID: DEBOTO00001015, Statement of Work: SOW Bid - Supplier Example]' received on 19/12/2022 at 12:00. To the left of the message list, there are filters for 'Message Type' (Alert, Starred, Chat, Notification (11), Broadcast) and 'Message Status' (Unread, Read). Below the message list, there are options to 'Filter Messages', 'Refresh', and 'Download List Data'. At the bottom of the interface, there is a 'Details' section for the selected message, showing the 'SOW Bid Owner' as 'Requester Twelve', the 'Supplier' as '-', the 'SOW Bid' as 'Yes', and the 'SOW Start Date' as '19/12/2022'. The SAP logo and 'THE BEST RUN' slogan are visible at the bottom left, and the last login time and confidentiality notice are at the bottom center.

Supplier Activities in Fieldglass

Receiving your Work Items in Fieldglass

1. Click on the **Work Item Menu**.
2. Select **Respond** under **SOW Bid**.

The screenshot shows the SAP Fieldglass interface. At the top, there is a search bar and navigation icons. Below that is the 'Message Centre' section. On the left, there are filters for 'Message Type' (Alert, Starred, Chat, Notification (10), Broadcast) and 'Message Status' (Unread, Read). The main area displays a list of messages. A dropdown menu is open over the 'SOW Bid' category, showing options like 'Respond' (45), 'SOW Response' (2), and 'SOW Revision' (4, 1). The 'Respond' option is highlighted with an orange box and a '2' in a red circle. A '1' in a red circle is also visible in the top right corner of the interface.

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Click on the ID of the SOW Bid.

The screenshot shows the SAP Fieldglass interface. At the top, there is a search bar and navigation icons. Below that, the 'Your Work Items' section is active, showing a list of SOW Bids. A table lists the bids with columns for Received, Name, Buyer, and Submitted. The first bid, with ID DEBOTO00001015, is highlighted. Below the table, the details for this bid are shown, including its status (Pending Response), period, and accounting information.

Received	Name	Buyer	Submitted
19/12/2022	SOW Bid - Supplier Example	Deutsche Börse Group	19/12/2022
07/12/2022	Decision Form for SOW Bid & Sole, Single Source	Deutsche Börse Group	07/12/2022
28/10/2022	TR-10125 0007 SOW Bid below 250k	Deutsche Börse Group	28/10/2022

Status	SOW Bid ID	Period	Buyer
Pending Response	DEBOTO00001015	19/12/2022 to 23/12/2022	Deutsche Börse Group

Accounting (EUR)		SOW Bid Details	
Maximum Budget	200,000.00	Site	EUREX Clearing AG (0072)
Cost Allocation	%	Location	EUREX Clearing AG (0072)
Athene Business (0072/U5-01424)	100.000	Default Remit-to Address	

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Click here to **Respond** the SOW Bid.
2. If you want to **Decline** the SOW Bid click here, a pop-up will appear and you will need to **select a reason**. Optionally you can add a comment.
3. If you have any questions regarding the SOW Bid you can use the **chat function**. *It is recommended not to send any personal information.*

The screenshot displays the SAP Fieldglass interface for a SOW Bid. The top navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The main content area shows 'SOW Bid - Supplier Example' with a 'SOW Bid' tab. A table lists bid details: Status (Pending Response), SOW Bid ID (DEBOTQ00001015), Period (19/12/2022 to 23/12/2022), and Buyer (Deutsche Börse Group). Below this are sections for 'Accounting (EUR)' and 'Posting Information'. The 'Accounting (EUR)' table shows a Maximum Budget of 200,000.00 and a Total of 100,000.00. The 'Posting Information' table lists fields like Owner, Creator, Create Date, Submit Date, SOW Bid Respond By Date, PO Number, and Type. On the right, 'SOW Bid Details' includes Site, Location, Business Unit, and a list of evaluators with their respective cut-off dates. A chat window is open on the right, titled 'Chat (0)', showing a message input field and a 'Save' button. Three orange callout boxes with numbers 1, 2, and 3 point to the 'Respond', 'Decline', and 'Chat' buttons respectively.

Status	SOW Bid ID	Period	Buyer
Pending Response	DEBOTQ00001015	19/12/2022 to 23/12/2022	Deutsche Börse Group

Accounting (EUR)	
Maximum Budget	200,000.00
Cost Allocation	%
Athene Business (0072/U5-01424)	100.000
Total	100.000

Posting Information	
Owner	Requester Twelve
Creator	Requester Twelve
Create Date	19/12/2022
Submit Date	19/12/2022
SOW Bid Respond By Date	19/12/2022
PO Number	
Type	SOW Bid

SOW Bid Details	
Site	
Location	
Default Remit-to Address	
Business Unit	
Description:	This Template should only be used after a Decision about the process.
Defined By	
Characteristics	
Evaluators	
Cut-off date to submit questions Via Chatbot from Service Provider	19/12/2022
Cut-off date to answer all relevant questions and provide feedback to all service providers	19/12/2022
Service Provider informed of qualification status (Short List)	20/12/2022
Service Provider presentations (Short List Candidates only)	21/12/2022

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Please ensure you have added a value in the **maximum budget field** before entering other details.
2. You can also **attach documents**.
3. Click **Continue**.

SAP Fieldglass Beta Mode Search by ID or t

Create SOW Bid Response

[Go to Statement of Work](#)

Statement of Work	Type	Period	Buyer
SOW Bid - Supplier Example (DEBOT000001015)	SOW Bid	19/12/2022 - 23/12/2022	Deutsche Börse Group

Details

Description
This Template should only be used after a Decision Form was filled in and approved. Please contact purchasing if you are unsure about the process.

Supplier Reference (optional)

Billable
Yes

Defined By
Buyer and Supplier

Business Unit
EUREX Clearing AG (0072)

Site
EUREX Clearing AG (0072)

Location
EUREX Clearing AG (0072)

Posting Information

Primary Contact Person *
Bloggs, Joe

Comments To Buyer (optional)

Remaining: 2000

Accounting

Maximum Budget
200,000.00 (EUR) **1**

Attachments

No Attachments Defined
[+ Add Attachments](#) **2**

3
[Continue](#) [Complete Later](#) [Cancel](#)

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. In the clauses section you can find the relevant terms and conditions.
2. Click **Continue**.

SAP Fieldglass Beta Mode Search by ID or text 99+ 10 JB

Create SOW Bid Response

Details Clauses Characteristics Review

Statement of Work	Type	Period	Buyer
SOW Bid - Supplier Example (DEBOTQ00001015)	SOW Bid	19/12/2022 - 23/12/2022	Deutsche Börse Group

Clauses

[Collapse All](#)

Section * Collaborator *

General Information Bloggs, Joe

Category Read Only Mandatory

General Information Yes No Yes No

Restricted Clause

Introduction of the Tenderer, Purpose and Structure of the tender

Deutsche Börse Group is far more than a mere marketplace organizer for the trading in shares and other securities. It is one of the largest exchange organizations wds companies and investors access to the world's capital markets. Deutsche Börse has a broader basis than any of its competitors. Its product and service portfolio covers the entire process chain: including securities and derivatives 1 settlement, custody, the provision of market information, as well as the development and operation of electronic trading systems. With its process-oriented business model, Deutsche Börse increases the efficiency of capital markets: isrs enjoy the advantages of high liquidity and low transaction costs. More than 6000 employees service customers in Europe, America and Asia. Deutsche Börse has locations in Germany, Luxembourg, Switzerland, Spain, the Czech Resentative offices in Beijing, Berlin, Chicago, Dubai, Hong Kong, London, Moscow, New York, Paris, Shanghai, Singapore, Tokyo and Washington, D.C.

The Deutsche Börse Group conducts the tender in the framework of a non-public private awarding. Market-leading companies are invited to submit an offer. The Deudders from suitable companies. Deutsche Börse Group is seeking proposals for the provision of the Services described in chapter 4.

The objective of the tender is to identify a provider, that is able to ensure the described services with the required level of quality. The "Best Bidder" is selected based

A. Each Bidder to this RFP is expected to:

1. Fully inform themselves on all aspects of the work required to be performed;
2. Submit its proposal on the template provided in Ariba including expectations of the general terms and conditions; and
3. Provide, as a separate Microsoft Word document, an executive summary of your proposal. The Executive Summary should not exceed three [3] pages in length (specific references to additional information should be included.

"B. Each Bidder, by submitting its proposal, agrees that the proposal is subject to DBAG Terms and Conditions to submit a proposal, and agrees to comply with thoseccur only when a contract is executed.

2 Continue Complete Later Cancel

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Here you can switch between **Events and Fees**.
2. Click on **+ Add New Event**.
3. On the right screen another window appears. Fill in all mandatory fields such as **Name, Capitalized** and **Amount**.
4. Click **Add**. *You can also add more than one event or fee.*

The screenshot displays the SAP Fieldglass interface for creating a SOW Bid Response. The main window is titled 'Create SOW Bid Response' and has a progress bar with four steps: Details, Clauses, Characteristics (active), and Review. The 'Characteristics' section is titled 'Statement of Work Details' and contains a table with the following data:

Statement of Work	Type	Period	Buyer
SOW Bid - Supplier Example (DEBOTO00001015)	SOW Bid	19/12/2022 - 23/12/2022	Deutsche Börse Group

Below the table is an 'Add Characteristics' section with a '+ Add New Event' button. A modal window titled 'Add New Event' is open on the right, containing the following fields:

- Name: Milestone 1
- Description (optional):
- Due On (optional): 19/12/2022
- Capitalized?: Yes (selected), No
- Amount: 170000 EUR
- PO Number (optional): (No Value)

At the bottom of the modal are 'Add' and 'Cancel' buttons. Numbered callouts (1-4) highlight the 'Events/Fees' toggle, the '+ Add New Event' button, the modal form, and the 'Add' button respectively.

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Click on **Calculate Totals** to get the total amount.
2. Click **Continue**.

The screenshot displays the SAP Fieldglass interface for managing supplier activities. At the top, there are tabs for 'Events' and 'Fees'. Below this is a '+ Add New Event' button and a table with columns: Name, Description, Due On, Capitalized, Amount, Units, and PO Number. The table contains two rows: 'Milestone 1' with a due date of 19/12/2022, capitalized status of 'No', and an amount of 170,000.00; and 'Milestone 2' with a due date of 19/12/2022, capitalized status of 'No', and an amount of 30,000.00. Below the table is a pagination bar showing 'Page 1', 'Rows 10', and '1-2 of 2'. The 'Accounting' section below the table shows a 'Maximum Budget' of 200,000.00 (EUR). It includes input fields for 'Items', 'Events', and 'Fees', and a 'Total' field. A 'Calculate Totals' button is highlighted with an orange box and a '1' callout. To the right, a table shows the 'Requested Amount (EUR)' for 'Events' (200,000.00), 'Fees' (0.00), and 'Total' (200,000.00), also with a '1' callout. At the bottom right, there are buttons for 'Continue', 'Complete Later', and 'Cancel', with the 'Continue' button highlighted by an orange box and a '2' callout. The footer contains the SAP logo, login time (19/12/2022 11:57 CET), and copyright information (© 2022 SAP SE or an SAP affiliate company).

Name	Description	Due On	Capitalized	Amount	Units	PO Number
Milestone 1		19/12/2022	No	170,000.00		
Milestone 2		19/12/2022	No	30,000.00		

Requested Amount (EUR)
200,000.00
0.00
200,000.00

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

1. Before you submit your SOW Bid Response, you have to **answer to some important questions**.

SAP Fieldglass **DEB** DEB

Search by ID or text

Create SOW Bid Response

Details ✓ Clauses ✓ Characteristics ✓ **4** Review

Review

1 Before you can submit this SOW Bid Response, you will need to answer all questions. Select 'Answer Questions' to Proceed.

Details [Make Changes](#)

Statement of Work

ID
DEBOTQ00001015

Name
SOW Bid - Supplier Example

Type
SOW Bid

Buyer
Deutsche Börse Group

Business Unit
EUREX Clearing AG

Default Remit-to Address
(No Value)

Start Date
19/12/2022

End Date
23/12/2022

Maximum Spend
200,000.00 (EUR)

[Posting Information](#)

1

Submit Complete Later **Answer Questions** Cancel

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

- 1. Click on **Edit** to answer the questions.
- 2. When you are done answering the relevant questions, click on **Submit**.

The screenshot shows the SAP Fieldglass interface for a SOW Bid. The top navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The main header displays 'SOW Bid - Supplier Example' with a 'SOW Bid' tag. A search bar is present with the text 'Search by ID or text'. The user profile 'Bloggs, Joe | DOON' is visible in the top right. Below the header, there are buttons for 'Submit', 'Edit', 'Decline', and 'Actions'. The main content area shows bid details: Status: Draft, SOW Bid ID: DEBOTO00001015, Period: 19/12/2022 to 23/12/2022, Buyer: Deutsche Börse Group. A 'Questions' tab is selected, showing a table of sections. The table has columns for Status, Section, and Collaborator. One section is visible: 'RFP Consulting' by 'Bloggs, Joe'. Below the table, there are buttons for 'Edit', 'Reassign', and 'Reviewed'. The 'Edit' button is highlighted with a red '1'. The 'Submit' button is highlighted with a red '2'. The 'Edit' button is also highlighted with a red '1' in the list of instructions on the left.

Status	Section	Collaborator
Pending Owner Review	RFP Consulting	Bloggs, Joe

#	Answer
1.1	Responsible Supplier Contact "Instruction to Bidders Bidders should provide the requested details of the person who is the Bidder's proposed Contract Manager, responsible for general liaison and accepting and issuing any written notices under the contract,if a contract is awarded."
1.1.1	Name

Supplier Activities in Fieldglass

Responding to a Statement of Work Bid

Now you have successfully responded to the SOW Bid.

The screenshot displays the SAP Fieldglass interface for a Statement of Work (SOW) bid. The top navigation bar includes the SAP logo, 'Fieldglass', and a user profile 'Bloggs, Joe | DOON'. A search bar is present with the text 'Search by ID or text'. Below the navigation, there are icons for Home, View, Create, and Analytics. The main content area is titled 'SOW Bid - Supplier Example' and includes a 'SOW Bid' tab. A table shows the bid details: Status (Submitted), SOW Bid ID (DEBOTQ00001015), Period (19/12/2022 to 23/12/2022), and Buyer (Deutsche Börse Group). A green success message is highlighted with an orange border: 'Success! SOW Bid has been submitted.' Below this, there are tabs for Bid Response, Details, Clauses, Characteristics, Questions, and Related. The 'Accounting (EUR)' section shows a 'Maximum Budget' of 200,000.00. The 'SOW Bid Details' section contains a table with various dates and test results.

Status	SOW Bid ID	Period	Buyer
Submitted	DEBOTQ00001015	19/12/2022 to 23/12/2022	Deutsche Börse Group

Success!
SOW Bid has been submitted.

Accounting (EUR)

Maximum Budget	200,000.00
----------------	------------

SOW Bid Details

Supplier Reference	
Cut-off date to submit questions Via Chatbot from Service Provider	19/12/2022
Cut-off date to answer all relevant questions and provide feedback to all service providers	19/12/2022
Service Provider informed of qualification status (Short List)	20/12/2022
Service Provider presentations (Short List Candidates only)	21/12/2022
Service Provider informed of qualification status	22/12/2022
Planned service start date	23/12/2022
Project background	Test
General approach	Test
Necessary Service-Provider Capabilities	Test
Deliverables	Test
Landscape overview	Test
Project Plan	Test
Project Scope	Test
Limitations	Test

Supplier Activities in Fieldglass

SOW Bid Results

- 1. When the Buyer has selected your SOW Bid, you will be notified via the Message Center on the top right or via mail.
- 2. To accept the SOW, you can either go through the Work Item Menu next to the Message Center, or through the View button on the top left and then select Statement of Work out of the dropdown.

The screenshot shows the SAP Fieldglass Message Centre interface. At the top right, there are notification icons with counts: 99+ and 11. A search bar is labeled 'Search by ID or text'. The main area is titled 'Message Centre' and contains a list of messages. The first message is highlighted with an orange box and labeled '1'. It is a 'Notification' from 'Requester Twelve' with the subject 'New Statement of Work submitted For Review [SOW ID: DEBOTQ00001016, Statement of Work: SOW Bid - Supplier Example]'. To the left of the message list is a 'Message Type' dropdown menu with options: Alert, Starred, Chat, Notification (11), and Broadcast. The 'Notification (11)' option is selected and labeled '2'. Below the message list, there are filters for 'Message Status' (Unread, Read) and a 'Filter Messages' button. At the bottom of the interface, there is a logo for 'THE BEST RUN SAP' and footer text including 'Last Login Time: 19/12/2022 12:00 CET', 'Confidential and Proprietary Information of SAP America, Inc.', and 'SAP Fieldglass 2212 | 015'.

ODER

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. Click on the ID of the SOW Bid.

The screenshot shows the SAP Fieldglass interface. At the top, there's a navigation bar with 'Home', 'View', 'Create', and 'Analytics'. Below that, there are tabs for 'Your Work Items' and 'All Work Items'. The main section is titled 'Your Work Items | Statement of Work'. It includes filters for 'Received Within' (set to '[Show All]') and 'Action' (set to 'Review (31)'), with an 'Apply Filters' button. A table lists work items with columns for 'Received', 'ID', 'Name', 'Buyer', and 'Submitted'. The first row is highlighted, and a red box with the number '1' is placed over the ID 'DEBOTQ00001016'. Below the table, there's a detailed view for 'SOW Bid - Supplier Example'. It shows a status of 'Pending Supplier Review', a next step of 'Review', and a 'Go to Details' link. The details section includes 'SOW Bid ID' (DEBOTQ00001015), 'Accounting (EUR)' (Maximum Budget: 200,000.00, Spend to Date: 0.00, Other Pending Spend: 0.00, Remaining Budget: 200,000.00), and 'Statement of Work Details' (Supplier Reference, Site, Location, Default Remit-to Address).

Received	ID	Name	Buyer	Submitted
	Enter Criteria	Enter Criteria	Enter Criteria	
19/12/2022	DEBOTQ00001016	SOW Bid - Supplier Example	Deutsche Börse Group	19/12/2022
14/12/2022	DEBOTQ00001014	Decision Form for SOW Bid CLM	Deutsche Börse Group	14/12/2022
12/12/2022	DEBOTQ00000997	Decision Form for SOW Bid Test001	Deutsche Börse Group	12/12/2022

SOW Bid - Supplier Example

SOW Bid Type [Go to Details](#) [Respond](#) [Comment](#) [Star](#)

Status	Next Step	Statement of Work ID	Period	Buyer
Pending Supplier Review	Review	DEBOTQ00001016	19/12/2022 to 23/12/2022	Deutsche Börse Group

SOW Bid ID: [DEBOTQ00001015](#)

Accounting (EUR)		Statement of Work Details	
Maximum Budget	200,000.00	Supplier Reference	
Spend to Date	0.00	Site	
Other Pending Spend	0.00	Location	
Remaining Budget	200,000.00	Default Remit-to Address	

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. Click on Respond.

The screenshot shows the SAP Fieldglass interface for a Statement of Work (SOW) bid. The main content area is titled "SOW Bid - Supplier Example" and includes a "Respond" button highlighted with a red "1". The interface displays various details related to the SOW bid, including Accounting (EUR) and Posting Information.

Accounting (EUR)

Field	Value
Maximum Budget	200,000.00
Spend to Date	0.00
Other Pending Spend	0.00
Remaining Budget	200,000.00
Cost Allocation	%
Athene Business (0072/U5-01424)	100.000
Total	100.000

Posting Information

Field	Value
Owner	Requester Twelve
Creator	Requester Twelve
Supplier Primary Contact Person	Bloggs, Joe
Create Date	19/12/2022
Submit Date	19/12/2022
PO Number	
Type	SOW Bid Type

Statement of Work Details

Field	Value
Supplier Reference	
Site	EUREX Clearing AG (0072)
Location	EUREX Clearing AG (0072)
Default Remit-to Address	
Business Unit	EUREX Clearing AG (0072)
Description:	This Template should only be used after a Decision Form was filled in and approved. Please contact purchasing if you are unsure about the process.
Defined By	Buyer and Supplier
Characteristics	Events Fees
Is this a CLM contract?	(No Value)

CLM Decision Tree in Statement of Work (SOW)

Question	Answer
What are you creating?	SOW
Have you already finalized the CLM Process?	No

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. Now you can review all your inputs and entries once again.
2. Click **Continue**.

SAP Fieldglass Beta Mode Search by ID or text 99+ 11 JB

Create SOW Response

[Go to Statement of Work](#)

Statement of Work	Period	Buyer
SOW Bid - Supplier Example (DEBOT000001016)	19/12/2022 - 23/12/2022	Deutsche Börse Group

Details

Description
This Template should only be used after a Decision Form was filled in and approved. Please contact purchasing if you are unsure about the process.

Supplier Reference (optional)

Billable
Yes

Defined By
Buyer and Supplier

Business Unit
EUREX Clearing AG (0072)

Site
EUREX Clearing AG (0072)

Location
EUREX Clearing AG (0072)

Default Remit-to Address (optional)
(No Value)

Posting Information

2 [Continue](#) [Complete Later](#) [Cancel](#)

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. In the Clauses section you can change some terms and conditions if you are not quite satisfied with the buyer's settings.
2. Click on **Edit** where you want to change something and type in the right/ adapted version.
3. Click **Continue**.

SAP Fieldglass Data Model

Search by ID or text

Create SOW Response

Details Clauses Characteristics Review

Clauses

Statement of Work	Period	Buyer
SOW Bid - Supplier Example (DEBOTO00001016)	19/12/2022 - 23/12/2022	Deutsche Börse Group

Clauses

[Collapse All](#)

Section * Collaborator *

02_07_Individual Contract for the Provision of Services Bloggs, Joe

Category Read Only Mandatory

1. Definitions and interpretation Yes No Yes No

1.1 Unless otherwise expressly provided for, the definitions in the Framework Agreement shall apply to this Individual Contract including the Pream...

1.2 References to this Individual Contract include the annexes to this Individual Contract unless otherwise evident from the respective factual conte...

Category * Read Only Mandatory

2. Constituent parts of the Individual Contract and their order of precedence Yes No Yes No

Restricted Clause

(b) For the Principal:

Representative: [Name, address, email, telephone number]

Deputy: [Name, address, email, telephone number]

Move Up Move Down Edit Add Clause

Continue Complete Later Cancel

Supplier Activities in Fieldglass

Responding to a Statement of Work

1. In the **Characteristics** section you can still **add, adapt or remove events and fees**.
2. Click **Continue** whenever you are ready.

SAP Fieldglass beta mode

Search by ID or text

Create SOW Response

Details Clauses **3 Characteristics** 4 Review

Characteristics

Statement of Work Details

Statement of Work	Period	Buyer
SOW Bid - Supplier Example (DEBOTO00001016)	19/12/2022 - 23/12/2022	Deutsche Börse Group

Add Characteristics

Events Fees

+ Add New Event

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=""/>	All	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>
Milestone 1		19/12/2022	No	170,000.00		
Milestone 2		19/12/2022	No	30,000.00		

Page 1 Rows 10 1-2 of 2

Accounting

2 Continue Complete Later Cancel

Supplier Activities in Fieldglass

Responding to a Statement of Work

In the **Review** section you can check your input data once again.

1. Click **Complete Later** when you are not done yet but also can't finish it right now.
2. Click **Cancel** if you want to cancel the whole process.
3. You can also **go back** by clicking on the respective section at the top to **adjust** something.
4. Click **Submit** when you are done creating the SOW response.

SAP Fieldglass Beta Mode Search by ID or text 99+ 11 JB

Create SOW Response

Details Clauses Characteristics Review

Review

3

Details

Statement of Work

ID
DEBOTQ00001016

Name
SOW Bid - Supplier Example

Buyer
Deutsche Börse Group

Business Unit
EUREX Clearing AG

Default Remit-to Address
(No Value)

Start Date
19/12/2022

End Date
23/12/2022

Maximum Spend
200,000.00 (EUR)

Posting Information

Primary Contact Person
Bloggs, Joe

4 Submit 1 Complete Later 2 Cancel

Supplier Activities in Fieldglass

Accepting/ Declining a Statement of Work

Once all details have been finalized and the SOW has been fully approved by the Buyer, you are able to accept the SOW.

1. Click on the **Work Item Menu**.
2. Click **Accept** under **Statement of Work** and select the relevant **SOW ID** on the next screen.

The screenshot displays the SAP Fieldglass dashboard for user Joe Bloggs. The interface includes a navigation bar with 'Home', 'View', 'Create', and 'Analytics' options. A search bar is located in the top right corner. The main content area is divided into several sections:

- Welcome Joe Bloggs:** Contains a 'My Work Items' sidebar with a search icon and a list of work items: Summary (195), Job Posting (47), Work Order (11), Work Order Revision (2), Statement of Work (51), SOW Response (2), SOW Revision (5), Event (1), Fee (1), Time Sheet (1), and Worker Activity (30). Below this list are 'Workers (12)', 'Statements of Work (179)', and 'My Recently Viewed Items' (including 'SES Test DEBOTQ00000504(Rev.1) SOW Revision (Submitted) Need to accept' dated 01/04/2022).
- Company Setup Wizard:** Shows an 8% progress bar and a 'Click here to open the Wizard' button.
- My Active Job Postings:** Includes a 'View My Dashboard' button.
- Work Item Menu:** A dropdown menu in the top right corner, highlighted with a red box, listing various work items. The 'Statement of Work' section is highlighted with an orange box, and the 'Accept' button is highlighted with a red box.

Work Item	Count
Job Posting	47
Work Order	11
Work Order Revision	2
Statement of Work	51
SOW Response	2
SOW Revision	5
Event	1
Fee	1
Time Sheet	1
Worker Activity	30

Statement of Work	Count
Accept	21
Review	30
SOW Bid	44
SOW Response	2
SOW Revision	4
Review	1

Supplier Activities in Fieldglass

Accepting/ Declining a Statement of Work

1. If you click on **accept**, you will be going through the details of the SOW and be able to update the primary contact person as well as add attachments, if necessary. Click through the process and submit in the end.
2. If you click on **decline**, a dialog box will appear. **Select a reason and add comments** (optional), then click decline. The buyer will be notified that you declined the SOW.

The screenshot displays the SAP Fieldglass interface for a Statement of Work (SOW) bid. The top navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The main header shows 'SOW Bid - Supplier Example' with a search bar and action buttons: 'Accept' (highlighted with a '1'), 'Decline' (highlighted with a '2'), 'Actions', a chat icon, and a star icon. Below the header, a table lists the SOW details: Status (Pending Response), Next Step (Need to accept), Statement of Work ID (DEBOTQ00001015), Period (01/12/2022 to 31/12/2022), and Buyer (Deutsche Börse Group). The interface is divided into two main sections: 'Accounting (EUR)' and 'Statement of Work Details'. The 'Accounting (EUR)' section includes a table for budget and cost allocation. The 'Statement of Work Details' section includes a table for supplier reference and a 'CLM Decision Tree in Statement of Work (SOW)' table.

Status	Next Step	Statement of Work ID	Period	Buyer
Pending Response	Need to accept	DEBOTQ00001015	01/12/2022 to 31/12/2022	Deutsche Börse Group

Accounting (EUR)	
Maximum Budget	45,000.00
Spend to Date	0.00
Other Pending Spend	0.00
Remaining Budget	45,000.00
Cost Allocation	%
UAT 5490 S2 (1015490)	100.000
Total	100.000

Statement of Work Details	
Supplier Reference	
Site	ClearstreamFund C
Location	ClearstreamFund C
Default Remit-to Address	
Business Unit	CL Fund Centre S.
Description:	
5490	
Defined By	Buyer and Supplie
Characteristics	Events Fees
Is this a CLM contract?	No

CLM Decision Tree in Statement of Work (SOW)	
Question	Answer
What are you creating?	SOW
Have you already finalized the CLM Process?	No

Supplier Activities in Fieldglass

Creating a Fee/ Event retrospectively

If you want to add a fee or event retrospectively, click ...

1. view and choose Statement of Work. **Select** the relevant **SOW ID** on the next screen.

The screenshot displays the SAP Fieldglass user interface. At the top, there is a search bar with the text "Search by ID or text". Below the search bar, there are navigation icons for "View", "Create", and "Analytics". A red box highlights the "View" icon, and a red number "1" is placed next to it. A dropdown menu is open, showing various options. The "Services" section is highlighted, and "Statement of Work" is selected, also highlighted with a red box. Below the dropdown menu, there is a list of items with columns for item type and count. The items listed are:

Item Type	Count
SOW Revision	5
Event	1
Fee	1
Time Sheet	1
Worker Activity	30

Below the list, there are sections for "Workers (12)", "Statements of Work (179)", and "My Recently Viewed Items". The "My Recently Viewed Items" section shows a list of items with details:

Item Name	Date
SES Test	01/04/2022
DEBOTQ00000504(Rev.1)	
SOW Revision (Submitted)	
Need to accept	

On the right side of the interface, there is a "My Active Job Postings" section with a "View My Dashboard" button. The dashboard preview shows a chart and a list of job postings.

Supplier Activities in Fieldglass

Submitting an Event

If you want to submit an event, go to the **Characteristics** section.

1. Click on the event you want to mark as completed.

The screenshot shows the SAP Fieldglass interface for a 'SOW Bid - Supplier Example'. The 'Characteristics' tab is selected and highlighted with an orange box. Below the navigation tabs, there is a 'Summary' section with a table showing committed amounts for Events, Fees, and Total. The 'Characteristics' section includes a date range filter (12/12/2022 to 15/12/2022) and a table of items. The table has columns for Status, Type, Line Item ID, Revision, Name, Due On, Submitted, Requested Am..., and Submitted Am... Two items are listed: 'Milestone 1' and 'Milestone 2'. The 'Milestone 1' row has an orange box with the number '1' next to its Revision column. The 'Milestone 2' row has an orange box around its Name column. The interface also includes a search bar, navigation icons, and a user profile in the top right corner.

Status	Type	Line Item ID	Revision	Name	Due On	Submitted	Requested Am...	Submitted Am...
Created	Event	DEBOPE00000556	1	Milestone 1			170,000.00	
Created	Event	DEBOPE00000557		Milestone 2			30,000.00	

Supplier Activities in Fieldglass

Submitting an Event

1. Click on **Mark as Complete**, add a completion date on the next screen and confirm the final terms (amount), then click **continue** to review and **submit**.

The screenshot shows the SAP Fieldglass interface for a 'Statement of Work Line Items List'. The breadcrumb trail is 'Home > View > Create > Analytics > Statements of Work Line Items List'. The current view is 'Milestone 1 | SOW Bid - Supplier Example'. A table lists the event details, with the 'Mark as Complete' button highlighted in orange. Below the table, there are sections for 'Accounting (EUR)', 'Posting Information', and 'Event Details'. The footer includes the SAP logo and copyright information.

SAP Fieldglass Beta Mode Search by ID or text

Home View Create Analytics

Statements of Work Line Items List

Milestone 1 | SOW Bid - Supplier Example

1 Edit Mark as Complete Actions

Status	Next Step	Event ID	Completed On	Sequence #	Buyer
Created	Need to mark as complete	DEBOPE00000556	(No Value)	12	Deutsche Börse Group

Details Related

Statement of Work ID
DEBOTQ00001002

Accounting (EUR)

Requested Amount	170,000.00
Cost Allocation	%
Athene Business (0071/U5-01424)	100.000
Total	100.000

Event Details

Defined By	Buyer and Supplier
Site	EUREX Frankfurt AG (0071
Expected Date	
Auto Invoice	No
PO Number	
Description	

Posting Information

Submitted By	
Submit Date	
Owner	Requester Twelve
Capitalized?	No

THE BEST RUN SAP

Last Login Time: 20/12/2022 11:29 CET
Confidential and Proprietary Information of SAP America, Inc.

© 2022 SAP S

Supplier Activities in Fieldglass

Submitting Rejected Line Items

There is the possibility that the Buyer will reject submitted SOW line items for various reasons and you will have to resubmit them for approval once again.

1. Click on the **Work Item Menu** and choose **Resubmit Rejected**. Select the relevant **SOW ID** on the next screen.

The screenshot displays the SAP Fieldglass user interface for user Joe Bloggs. The top navigation bar includes 'Home', 'View', 'Create', and 'Analytics' options. A search bar is located in the top right corner. The main dashboard area is divided into several sections:

- Welcome Joe Bloggs:** Contains a 'My Work Items' sidebar with a search icon and a list of categories: Summary (195), Job Posting (47), Work Order (11), Work Order Revision (2), Statement of Work (51), SOW Response (2), SOW Revision (5), Event (1), Fee (1), Time Sheet (1), and Worker Activity (30).
- Company Setup Wizard:** Shows a progress bar at 8% and a 'Click here to open the Wizard' button.
- My Active Job Postings:** Includes a 'View My Dashboard' button and a brief description of the dashboard's functionality.
- Workers (12):** A summary card.
- Statements of Work (179):** A summary card.
- My Recently Viewed Items:** Lists items like 'SES Test' with details 'DEBOTQ00000504(Rev.1)', 'SOW Revision (Submitted)', and 'Need to accept'.

The right-hand navigation pane is open, showing a list of menu items. The 'Event' menu item is highlighted with an orange border, and its sub-item 'Resubmit Rejected' is also highlighted with an orange border. Other menu items include Job Posting, Work Order, Work Order Revision, Statement of Work, SOW Bid, SOW Response, and SOW Revision.

Supplier Activities in Fieldglass

Submitting Rejected Line Items

1. Click on **Edit** to update the line item accordingly. Click **continue** to review and then **submit** for the approval of Buyer.
2. Note that you will be able to see the reason for the rejection in the comments of the Details tab.

The screenshot displays the SAP Fieldglass interface for a rejected line item. The top navigation bar includes 'SAP Fieldglass Beta Mode', a search bar, and user information 'Bloggs, Joe | D00N'. The main content area shows 'Statements of Work Line Items List' with a filter for 'Event'. A table lists a rejected item with the following details:

Status	Next Step	Event ID	Completed On	Sequence #	Buyer
Rejected	Resubmit	DEBOPE00000195	03/02/2022	2	Deutsche Börse Group

Below the table, the 'Details' tab is active, showing the following information:

- Statement of Work ID: DEBOTQ00000395
- Accounting (EUR):

Requested Amount	Final Amount	Cost Allocation
9,000.99	10.00	%
Sales Europe (0071/A0-12345)		100.000
Total		100.000
- Posting Information:

Submitted By	Bloggs, Joe
Submit Date	22/02/2022 10:16
Owner	Purchasing
Capitalized?	No
- Event Details:

Defined By	Buyer
Site	EUREX Frankfurt AG (0071)
Remit-to Address:	
Expected Date	
Auto Invoice	Yes
PO Number	
Description	SOW Implementation

The 'Comments' section at the bottom shows a comment from 'Purchasing' dated '22/02/2022 10:17' with the text 'Reason: Other, see comment:' and a 5-star rating.

Contact

Purchasing Section

Lars Förstner

E-mail lars.foerstner@deutsche-boerse.com



DEUTSCHE BÖRSE
GROUP