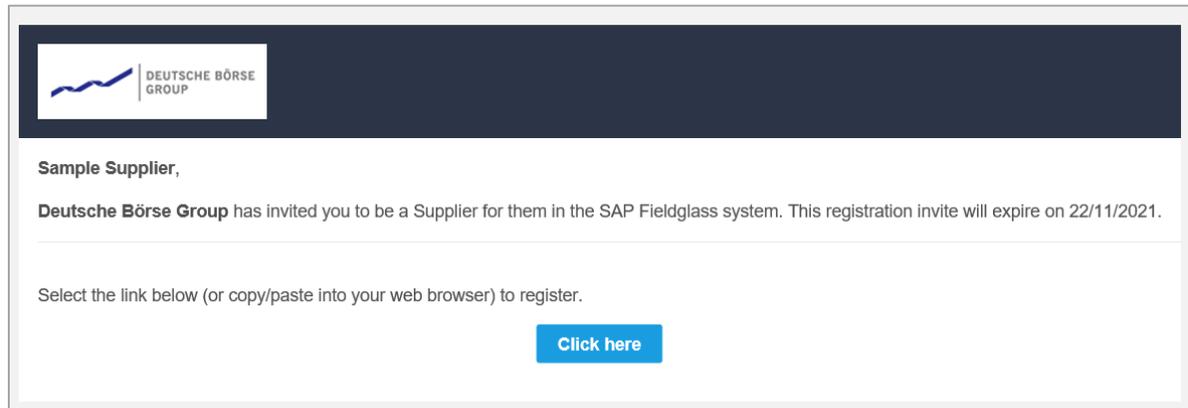


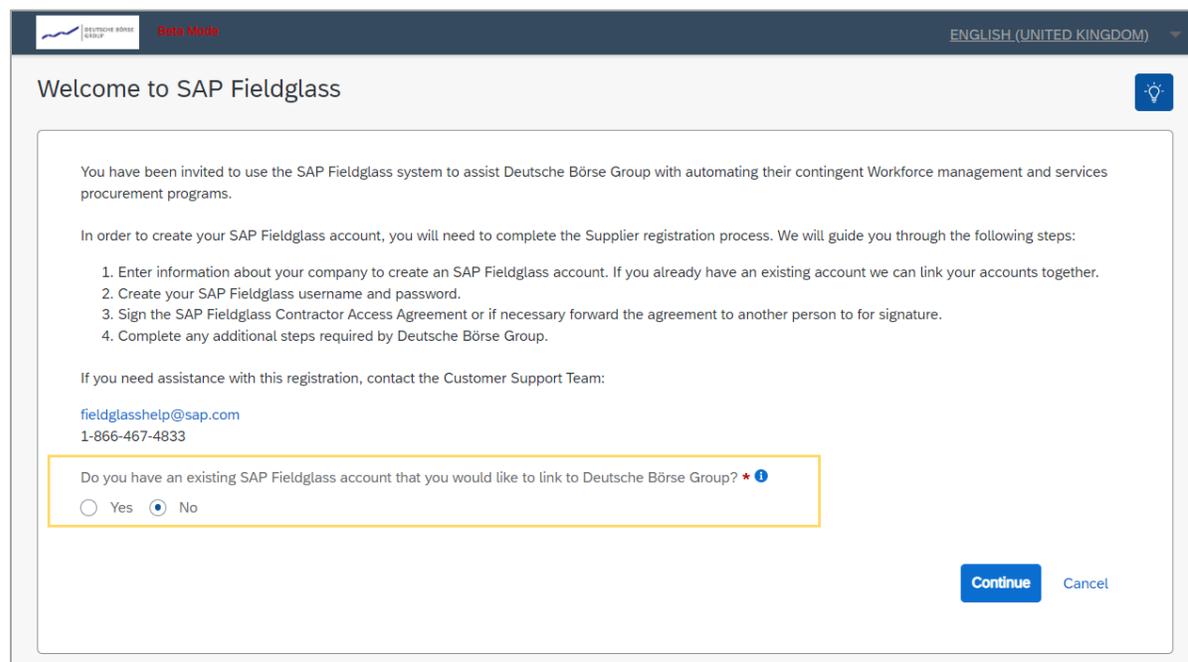
## Supplier Registration

Before logging into the SAP Fieldglass application, you must register your user account. You will be receiving a Supplier Invitation email when the Deutsche Börse System Administrator creates your account. The email will contain a link to the SAP Fieldglass registration page.

1. Click the **Click here** link in the email to open the registration page.

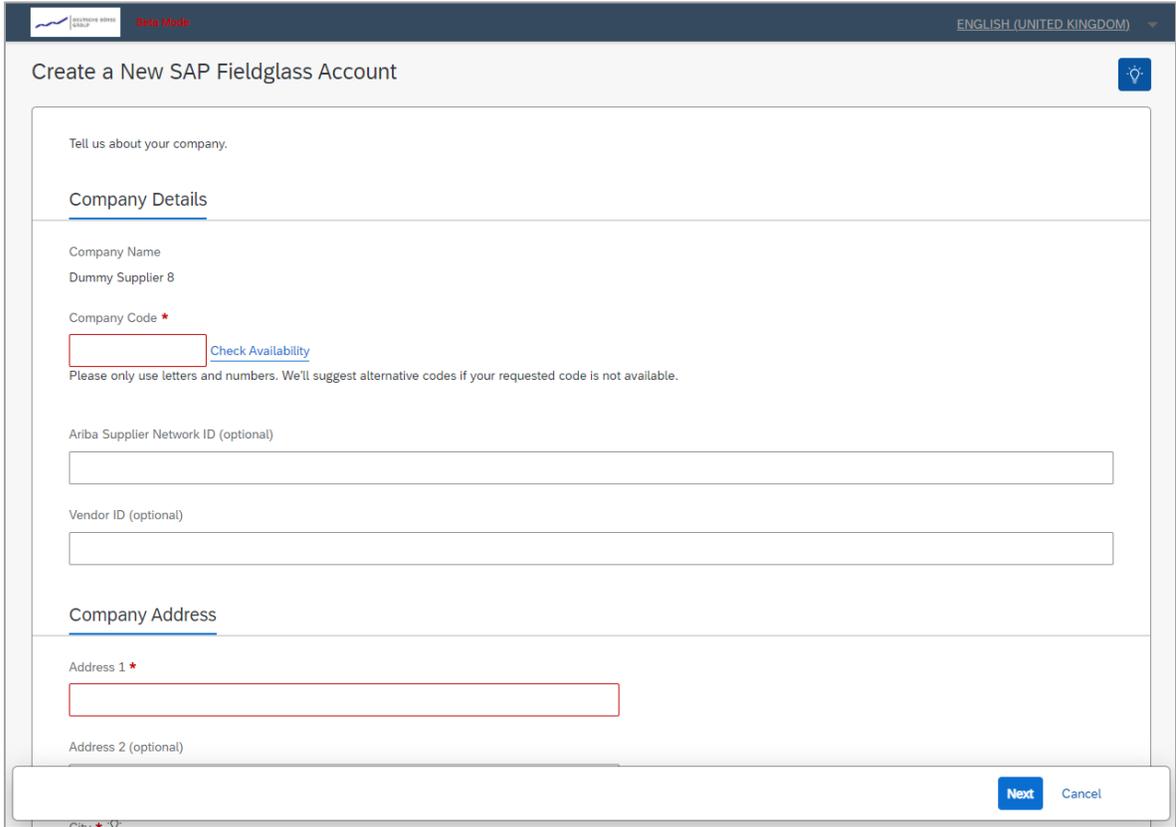


2. If you are a new Supplier to Deutsche Börse, but already have an existing supplier administrator account, you have the option to link your new account to your existing account.



3. If this will be a new SAP Fieldglass account, you will be directed to the Create a New SAP Fieldglass Account page where you will be required to complete details about your company. Please ensure to complete all the required fields which are indicated with an asterisk (\*), as well as the **Ariba Supplier Network ID** field. Ariba Supplier Network ID has the format of ANxxxxxxxx (11 digits).

For the Company Code, please enter a four-character code comprised of a combination of letters and numbers. Should the code entered be unavailable, you may select from the suggestions provided by SAP Fieldglass.



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### Create a New SAP Fieldglass Account

Tell us about your company.

#### Company Details

Company Name  
Dummy Supplier B

Company Code \*  
 [Check Availability](#)  
Please only use letters and numbers. We'll suggest alternative codes if your requested code is not available.

Ariba Supplier Network ID (optional)

Vendor ID (optional)

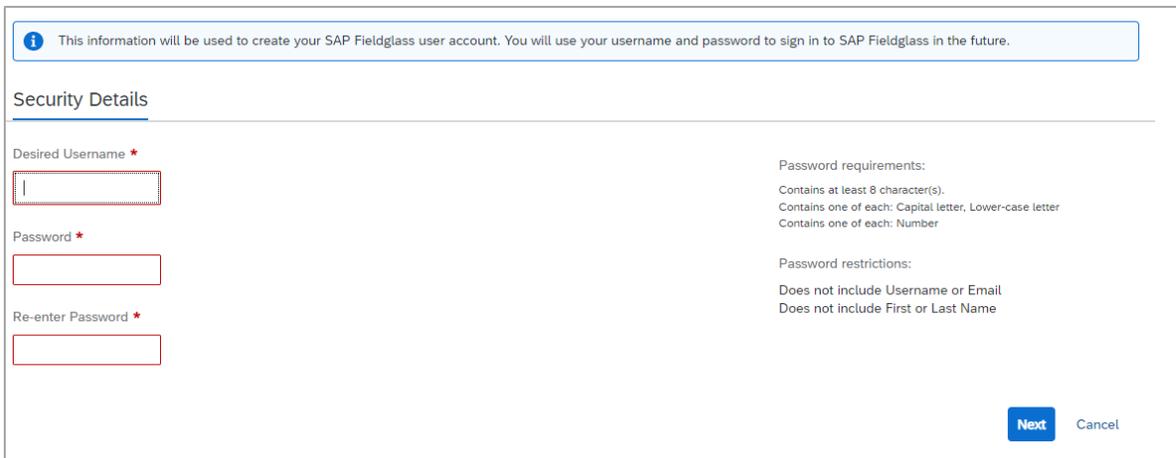
#### Company Address

Address 1 \*

Address 2 (optional)

[Next](#) [Cancel](#)

You will also be required to create a username and password.



**i** This information will be used to create your SAP Fieldglass user account. You will use your username and password to sign in to SAP Fieldglass in the future.

### Security Details

Desired Username \*

Password \*

Re-enter Password \*

**Password requirements:**  
Contains at least 8 character(s).  
Contains one of each: Capital letter, Lower-case letter  
Contains one of each: Number

**Password restrictions:**  
Does not include Username or Email  
Does not include First or Last Name

[Next](#) [Cancel](#)

4. Upon completion of the required fields, you will be directed to the Contractor Access Agreement (CAA) page, wherein you are to signify agreement to the use and access of the SAP Fieldglass system for Suppliers. This will be electronically signed by you, or if you are not the correct person, this can be forwarded to the necessary.


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### Contractor Access Agreement

**i** The SAP Fieldglass Supplier Contractor Access Agreement (CAA) is a legal agreement that defines the usage of and access to the SAP Fieldglass system for a Supplier. All Suppliers must have a signed CAA on file in order to access the SAP Fieldglass system.

You can review and electronically sign the CAA below. Once signed, you will have access to your SAP Fieldglass account. If you prefer, you can forward the CAA to another individual in your organization using the **I am not the correct person** button at the bottom of the page. If you forward the CAA, we will still create your SAP Fieldglass account. However, you will not be able to view or complete any transactions until the CAA has been signed.

**CAA**

Please review the CAA, indicate that you have read and understood the agreement, and sign the Declaration below.

Contractor Access Agreement

This Contractor Access Agreement ("Agreement"), when signed or accepted (including electronic acceptance) by Dummy Supplier 8 with offices located at 1 Diagon Alley Dornbusch/Frankfurt am Main Hessen 9099 ("Contractor"), becomes a binding agreement between SAP ("SAP") and Contractor for the SAP Fieldglass Cloud Service effective on the date signed by Contractor below ("Effective Date").

**1. Definitions.**

1.1 **"Affiliate"** of a party means any legal entity in which a party, during the term of the Agreement, directly or indirectly, holds more than fifty percent (50%) of the shares or voting rights or has the direct or indirect power to direct the management and policies of an entity, whether through ownership, contract, or otherwise, or controls or is under common control with a legal entity which holds the foregoing ownership or management power.

1.2 **"Users"** means Contractor's and its Affiliates' employees, agents, contractors, consultants, suppliers or other individuals who are authorized by Contractor to use the Cloud Service.

1.3 **"Cloud Materials"** mean any documents or materials related to the Cloud Service provided or produced by or with SAP, and any improvements, designs, contributions or derivative works thereto.

1.4 **"Confidential Information"** means, with respect to Contractor, Contractor's information entered into the Cloud Service (also referred to as "Contractor Data"), and with respect to SAP: (a) the Cloud Service, the Cloud Materials, and any improvements of the Cloud Service; (b) computer software (both object and source codes); (c) techniques, concepts, methods, processes, designs, and program interfaces embodied in or relating to the Cloud Service and Cloud Materials; and (d) all system security and system architecture design relating to the Cloud Service. In addition to the foregoing, Confidential Information of either SAP or Contractor (the party disclosing information being the "Disclosing Party") includes information: (a) the Disclosing Party protects against unrestricted disclosure to others designated as confidential at the

I have read and understood the above information and agree to the above terms and conditions on behalf of Dummy Supplier 8

**DECLARATION**

This agreement will not be "signed" in the same way as a traditional paper document. To assent to the terms of the agreement, the signatory must enter his or her first name and last name proceeded and followed by a slash (/) symbol (/first name last name/). SAP Fieldglass will deem the entry as being adopted to serve the function of the signature.

The undersigned declares that he/she is properly authorized to execute this form on behalf of the party to the contract and that he/she is intending to enter into a binding contract as a result of the electronic signature process, which shall be deemed a valid legal signature.

Enter your name in the following format: /Myrtle Warren/

This is a legally recognized signature.

Accept and Continue
Decline
I am not the correct person
Cancel

5. Once signed and accepted, you will be able to log in to Fieldglass.

## Signing into SAP Fieldglass

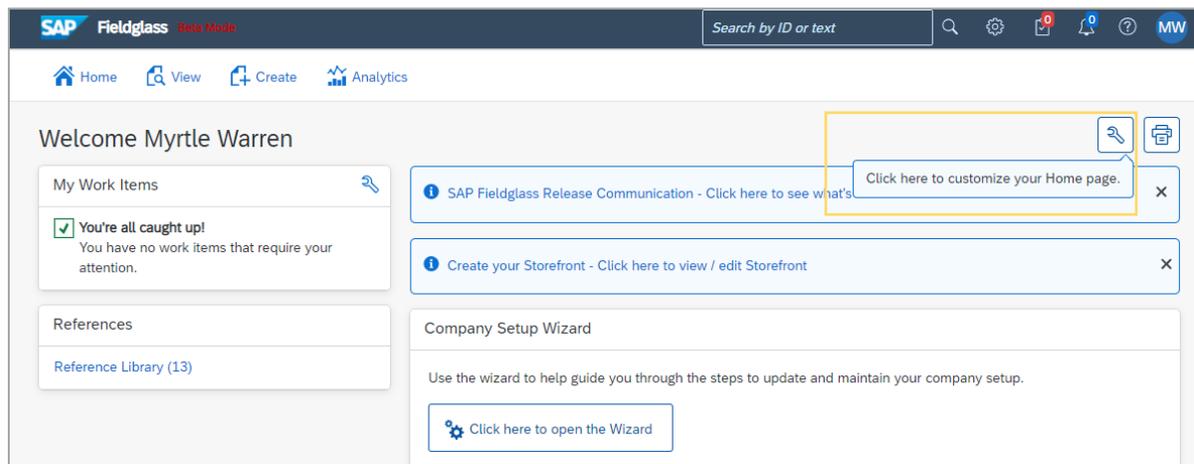
After the successful registration, you can now log into Fieldglass to view and respond to the different Work Items.

1. Navigate to <https://www.fieldglass.eu> from the internet browser.
2. Enter the username and password.
3. Click **Sign In**.

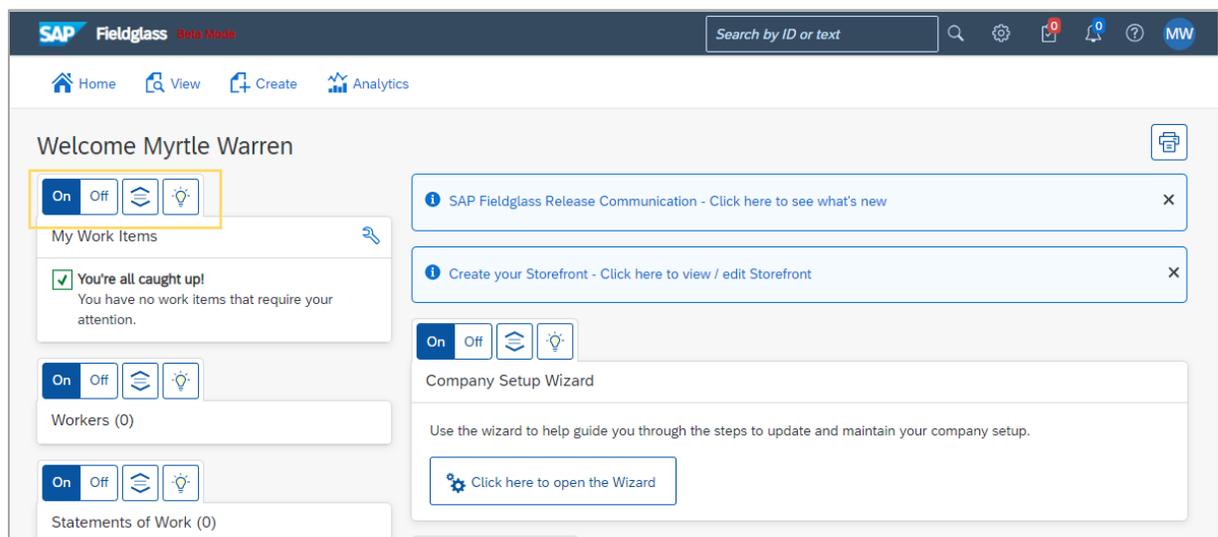
## Customize the SAP Fieldglass Home Page

You can select the information that you would like to view on your SAP Fieldglass Home page.

1. On your Home page, click the **Customize** link on the upper right-hand side of the page.



2. For each section shown, select **On** to display the section on your Home page or select **Off** if you do not want to display the section on your Home page.
3. You may also want to reorganize the Home page by selecting **Move** option to drag and drop a section to another position vertically on the page.

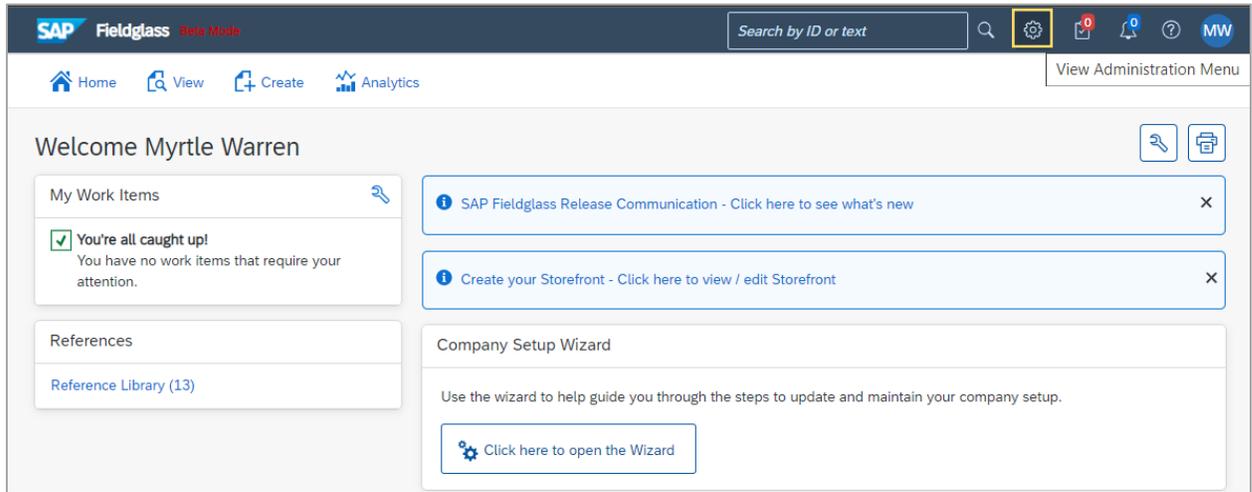


4. Once complete, click on **Done** to save changes and return to the Home page.

## Updating Supplier Information

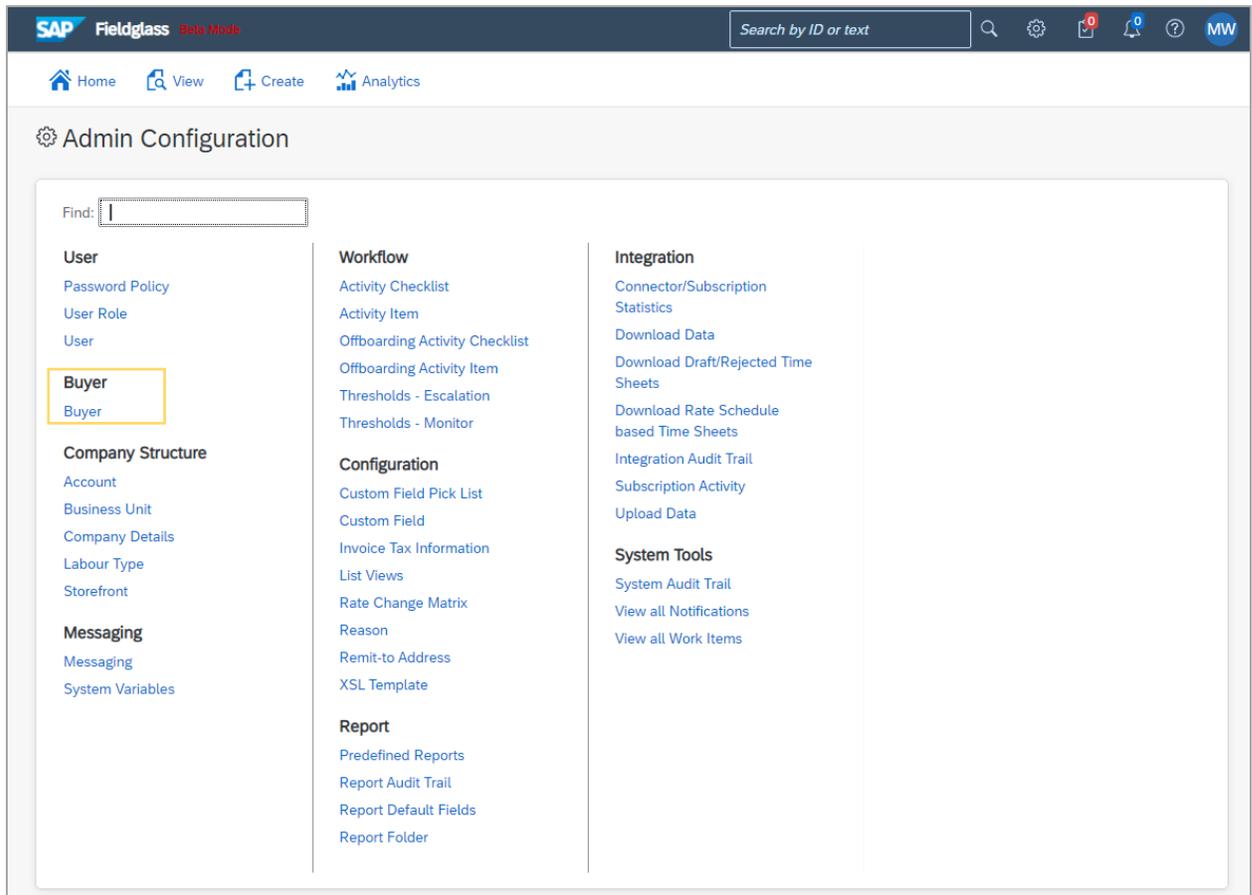
Now that your Supplier account has been set up, you need to update the Buyer details with Deutsche Börse.

1. In the Home page, navigate to the Administration Menu above the navigation bar.



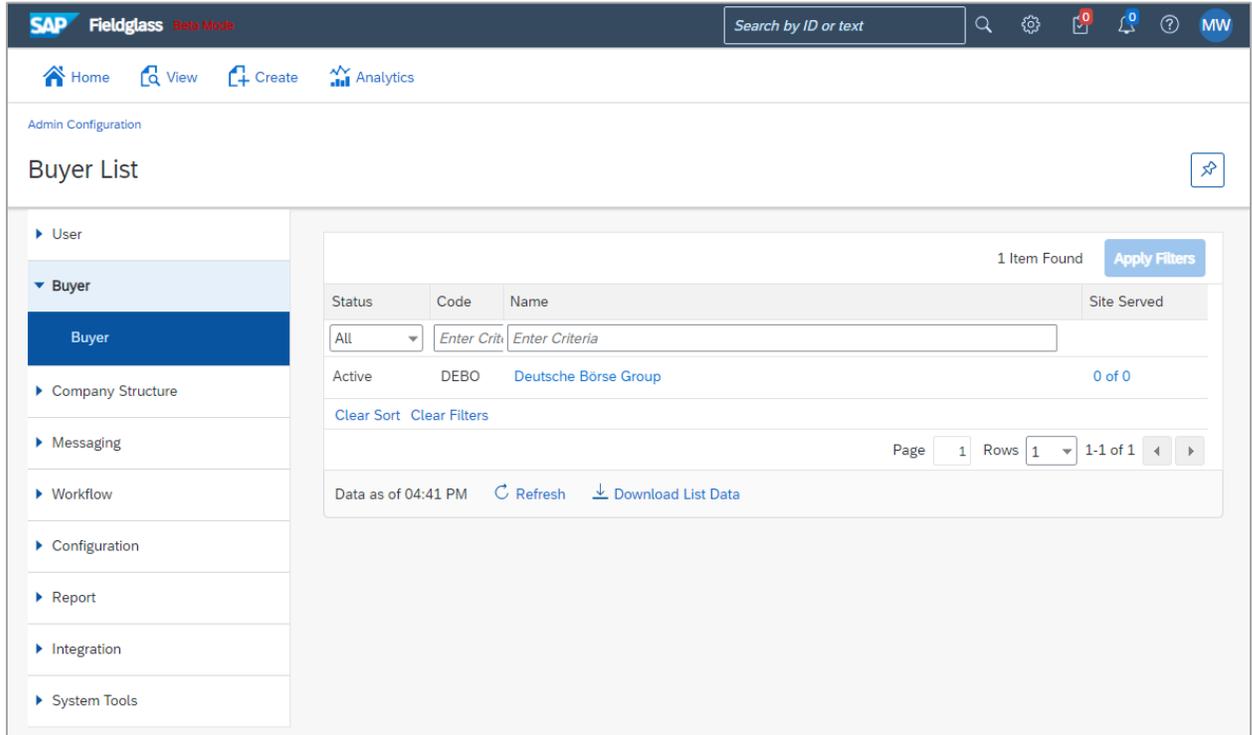
The screenshot shows the SAP Fieldglass Home page for user Myrtle Warren. The top navigation bar includes a search box, a settings gear icon (highlighted with a yellow box), and a 'View Administration Menu' button. Below the navigation bar, there are several sections: 'My Work Items' with a 'You're all caught up!' message, 'References' with a 'Reference Library (13)' link, and a 'Company Setup Wizard' section with a 'Click here to open the Wizard' button. Two notification banners are visible: 'SAP Fieldglass Release Communication' and 'Create your Storefront'.

2. It will take you to the Admin Configuration menu. In the Admin Configuration menu, click on **Buyer**.



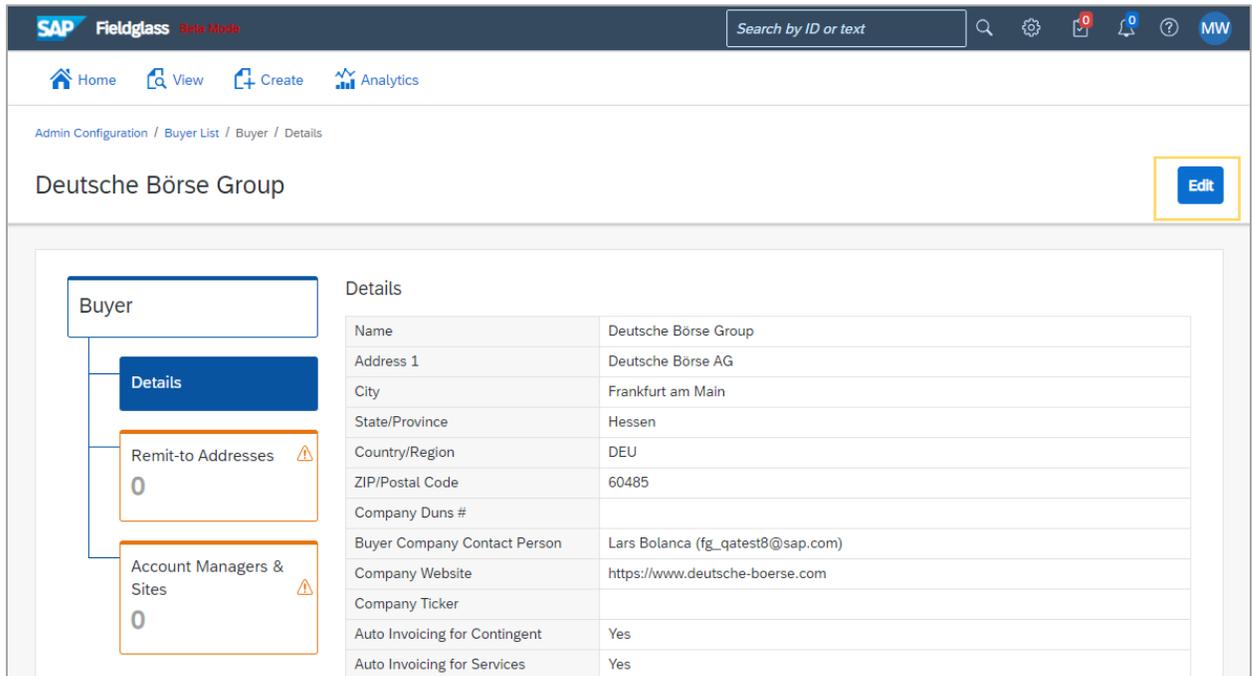
The screenshot shows the SAP Fieldglass Admin Configuration menu. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Admin Configuration' and features a search box. The menu is organized into several categories: 'User' (Password Policy, User Role, User, Buyer), 'Company Structure' (Account, Business Unit, Company Details, Labour Type, Storefront), 'Messaging' (Messaging, System Variables), 'Workflow' (Activity Checklist, Activity Item, Offboarding Activity Checklist, Offboarding Activity Item, Thresholds - Escalation, Thresholds - Monitor), 'Configuration' (Custom Field Pick List, Custom Field, Invoice Tax Information, List Views, Rate Change Matrix, Reason, Remit-to Address, XSL Template), 'Report' (Predefined Reports, Report Audit Trail, Report Default Fields, Report Folder), 'Integration' (Connector/Subscription Statistics, Download Data, Download Draft/Rejected Time Sheets, Download Rate Schedule based Time Sheets, Integration Audit Trail, Subscription Activity, Upload Data), and 'System Tools' (System Audit Trail, View all Notifications, View all Work Items). The 'Buyer' option under the 'User' category is highlighted with a yellow box.

### 3. Click on **Deutsche Börse Group**.



The screenshot shows the SAP Fieldglass Admin Configuration interface. The top navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The main content area is titled 'Buyer List' and shows a table with one entry: 'Deutsche Börse Group' with status 'Active' and code 'DEBO'. The table has columns for 'Status', 'Code', 'Name', and 'Site Served'. A search bar is present above the table, and a sidebar on the left lists various configuration categories like 'User', 'Company Structure', and 'Messaging'.

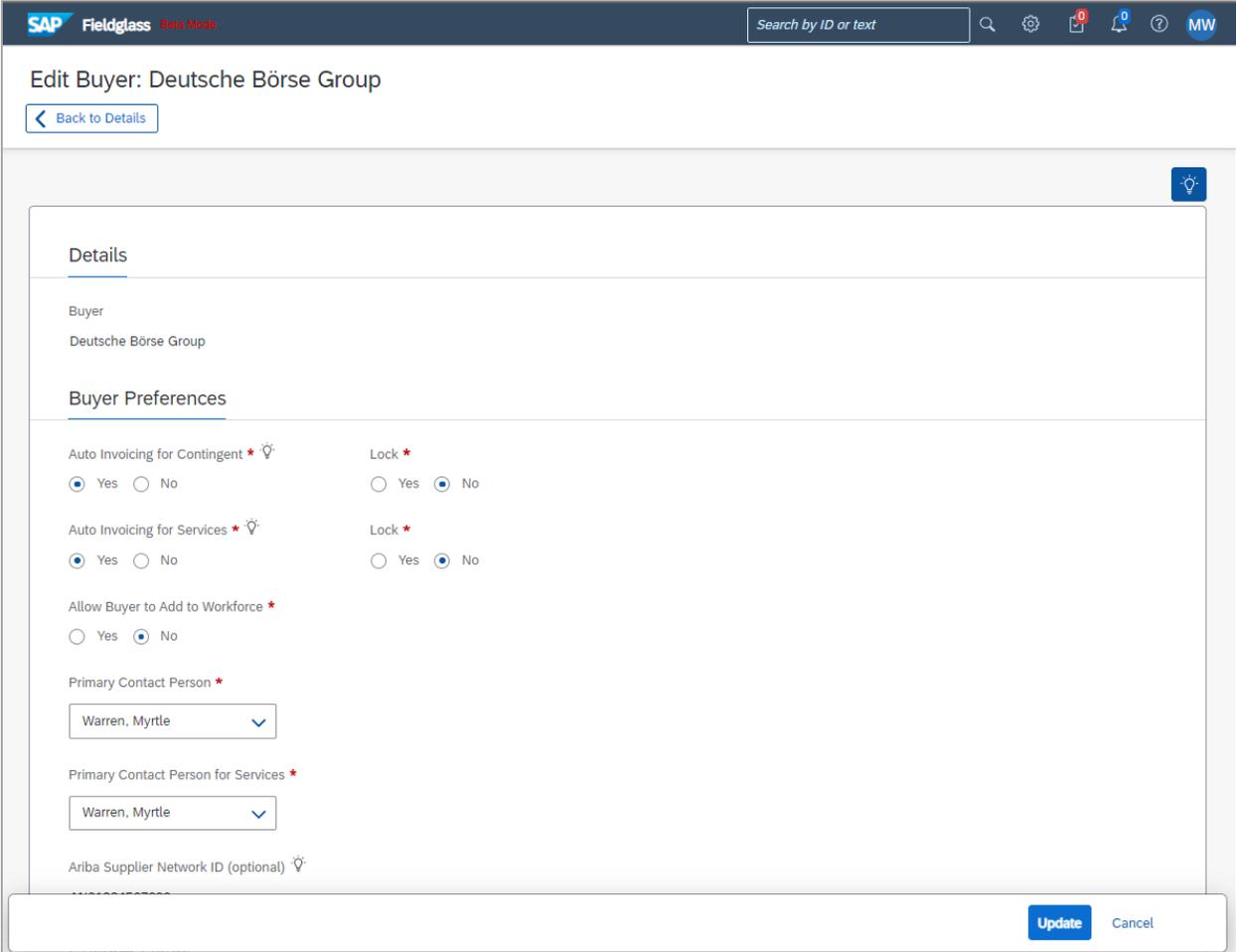
### 4. In the Buyer details, click on **Edit**.



The screenshot shows the 'Buyer Details' page for 'Deutsche Börse Group'. The breadcrumb trail is 'Admin Configuration / Buyer List / Buyer / Details'. The page title is 'Deutsche Börse Group' with an 'Edit' button highlighted in a yellow box. A sidebar on the left shows a tree view with 'Buyer' selected, and sub-items for 'Details', 'Remit-to Addresses', and 'Account Managers & Sites'. The main content area is a table with the following details:

Details	
Name	Deutsche Börse Group
Address 1	Deutsche Börse AG
City	Frankfurt am Main
State/Province	Hessen
Country/Region	DEU
ZIP/Postal Code	60485
Company Duns #	
Buyer Company Contact Person	Lars Bolanca (fg_qatest8@sap.com)
Company Website	https://www.deutsche-boerse.com
Company Ticker	
Auto Invoicing for Contingent	Yes
Auto Invoicing for Services	Yes

- You will be required to update the fields on the Supplier profile.



**SAP Fieldglass Data Model** Search by ID or text MW

### Edit Buyer: Deutsche Börse Group

[Back to Details](#)

**Details**

Buyer  
Deutsche Börse Group

**Buyer Preferences**

Auto Invoicing for Contingent \*   Yes  No **Lock \***  Yes  No

Auto Invoicing for Services \*   Yes  No **Lock \***  Yes  No

Allow Buyer to Add to Workforce \*  Yes  No

Primary Contact Person \*  
Warren, Myrtle

Primary Contact Person for Services \*  
Warren, Myrtle

Ariba Supplier Network ID (optional) 

**Update** Cancel

- Scroll down to the custom Fields section and enter the details as applicable, for example VAT number, business areas you serve.

## Custom Fields

---

Enter VAT number (optional)

A. Please maintain below the Business Areas You serve:

A. Please maintain below the Business Areas You serve:

CLM Number

(No Value)

IT Cloud Application implementation services \*

No  Yes

IT Cloud-based business process services \*

No  Yes

IT Architecture and Design Service \*

No  Yes

IT Cross Functions Service Deliveries \*

No  Yes

IT Application Development Services \*

No  Yes

IT Change Portfolio & Demand Services \*

No  Yes

IT Workplace Management \*

No  Yes

7.

IT Infrastructure Management \*

No  Yes

IT Application Management and System Integration Design Services \*

No  Yes

IT Risk, Compliance and Security Services \*

No  Yes

Temp Labor personnel services \*

No  Yes

Onsite Training Services \*

No  Yes

Online Portal Trainings \*

No  Yes

Strategic Management Consulting \*

No  Yes

Business and Corporate Management consultation services \*

No  Yes

Project Management & Consulting \*

No  Yes

Legal Consulting Services \*

No  Yes

Human resources consulting service \*

No  Yes

Audit services \*

8.

9. Please select the geographies/countries for which you provide the services.

---

B. For which countries can you provide professional services ?

For which countries can you provide professional services ?

Germany \*

No  Yes

Luxembourg \*

No  Yes

United Kingdom \*

No  Yes

Czech Republic \*

No  Yes

Ireland \*

No  Yes

Switzerland \*

No  Yes

Singapore \*

No  Yes

10.

11. Other details with respect to CSSF, background check etc. and update.

Is your CSSF Status active? (optional)

Yes, I confirm

Please upload the CSSF document and enter the valid end date here: (optional)

YYYY-MM-DD

Is your Arbeitnehmerüberlassungserlaubnis (only applicable for Germany) valid? \*

Yes, I confirm

Please upload the "Arbeitnehmerüberlassungserlaubnis" document and enter the valid end date here: (optional)

YYYY-MM-DD

Background Checks (optional)

The Contractor's background check must include at least the following: With regard to all Technical Employees, the Contractor shall (i) identify them on the basis of a valid identification card, passport or equivalent official identification paper (i) ask them about registrations in their certificate of conduct (Führungszeugnis) issued by the Federal Office of Justice (B) have them affirm that no registrations have been made and (ii) verify this by having them present a current certificate of conduct pursuant to section 30 Act on the Federal Central Criminal Register Act (BZRG); for Technical Employees who were domiciled abroad in the last three years, a comparable excerpt from a foreign criminal record must be presented if available. The Contractor shall be obliged to check the reliability of Technical Employees it has already assigned retrospectively without delay.

If yes, can you confirm, that the background check will be processed as described above? \*

Yes

Does your company have a hiring and screening policy for employees? \*

Yes

Please explain the hiring and screening process \*

-

12.

13. Once you have completed all the required fields, you can click on **Update** to save your details.