

# XRM Supplier quick guide to Accept Work Order and Register Worker

## Topic:

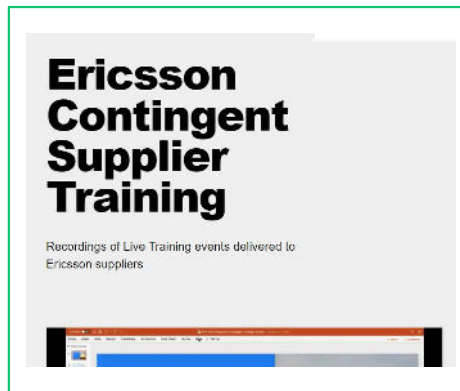
This guide aims to give quick step by step instructions to the Contingent process on how Suppliers accept Work Order and register in XRM on behalf of workers

# Available Training Material & User Guides



## How-To Videos

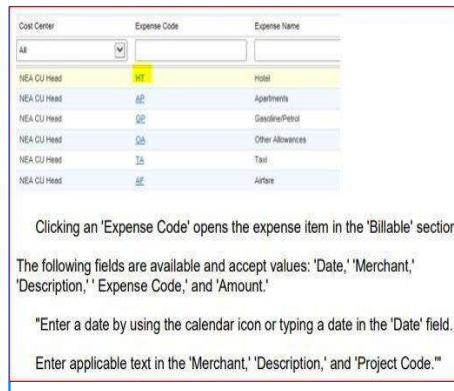
Self-learning videos



The password to the how-to videos page is: *welcometoxrm*

## Full User Guides

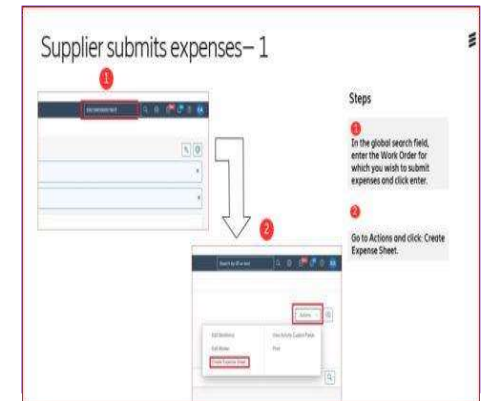
Comprehensive user guides with full instructions on "how-to"



Located at the SAP Fieldglass Reference Library

## Quick Guides

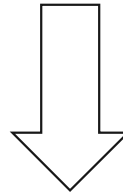
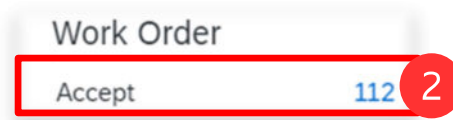
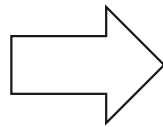
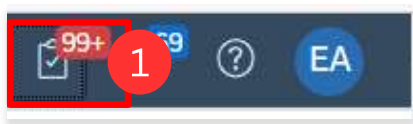
Shortened version of the comprehensive user guides



Located at the SAP Fieldglass Reference Library

XRM Training Materials are continuously updated

# Accept Work Order



Your Work Items | Work Order

Received Within: [Show All] Action: Accept (112) Apply Filters 112 Items Found

Received	ID	Job Seeker / Worker	Buyer	Site	Start	End
13/04/2022	ERCSWO00007873	Jonsson, Jon	Ericsson	FR - Paris	06/06/2022	04/08/2022
12/04/2022	ERCSWO00007863	Demo, Test	Ericsson	Côte D ivoire	01/04/2022	30/04/2022
13/04/2022	ERCSWO00007872	James, Test	Ericsson	Côte D ivoire	01/04/2022	30/04/2022

Rows: 5

Jonsson, Jon | 1st Level Operations | IT | Job Stage 1

Accept

## Steps

- 1 Click on your Work Items Menu
- 2 Click on Accept under the Work Order category
- 3 Select the Work Order to Accept from the Work Order list
- 4 Click Accept on the Work Order you would like to accept

# Accept Work Order – Fields to fill in



Posting Information

Supplier Reference (optional)

1 Register On Behalf Of Worker?

Yes, I will register this Worker

2 Your Supplier Email \*

Registration email will be sent to this address

3 Worker's Personal Email \*

This will be the Worker's default email address on their account. The Worker will use this to recover their username and password.

Remit-to Address (optional)

4 Date of Birth \*

## Steps

1 Make sure the *Register on behalf of Worker* button is activated

2 Fill in your e-mail address. Registration e-mail will be sent to this e-mail only

3 Worker's personal e-mail address should already be added. If not, please add. In this case, no registration e-mail will be received by worker anymore

4 Verify Date of Birth is added, if not please add

# Activity Items

1 **Continue** Cancel

2 **Accept** Cancel

Work Orders List

TT Test, Tina | Field Services|HU|Job Stage 1

T WORK ORDER

Status Next Step Work Order ID

Activated Worker needs to register ERCSWO00007936

Details Rate Details **Activity Items** Time & Expense Related

Status	Type	Action	Activity Item Type	Completion Type	Actor
All	All	Enter Criteria	All	All	All
Completed	Activity Item	Complete CoBE ackno	Add Attachment	Add Form Attachment	Supplier Account
Completed	Activity Item	NDA & CoBE Signing d.	Other	Complete Custom Fi...	Work Order/Work Or...
Completed	Activity Item	NDA Non-Disclosure ar	Add Attachment	Add Form Attachment	Supplier Account
Completed	Activity Item	Verify Master Worker R.	Manage Worker	Complete Onboardin..	External Workforce ...

## Steps

1 After filling in all required fields\* with relevant information, click continue

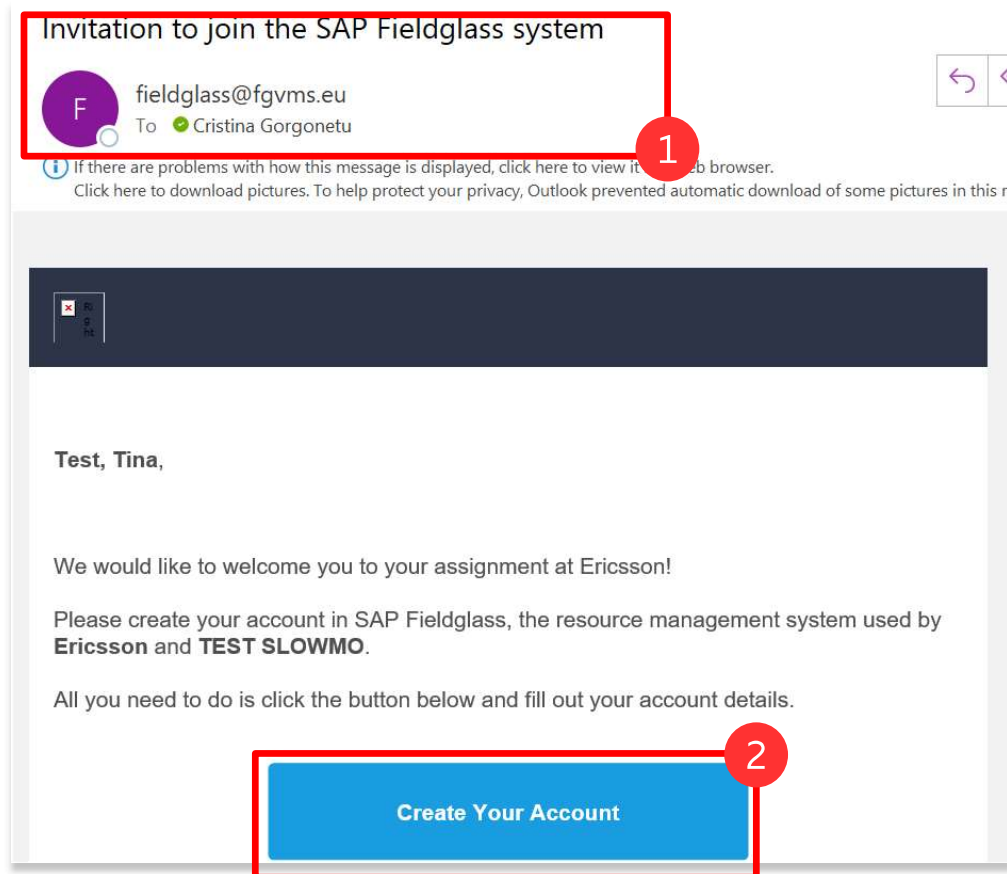
2 Click Accept

3 Before registering the worker, make sure all activities under *Activity Items* tab are in complete status

4 Complete the activities under Supplier authority (see quick guide on *Supplier completes activity items*). The rest will be handled by EWM and Hiring Manager.



# Worker Registration



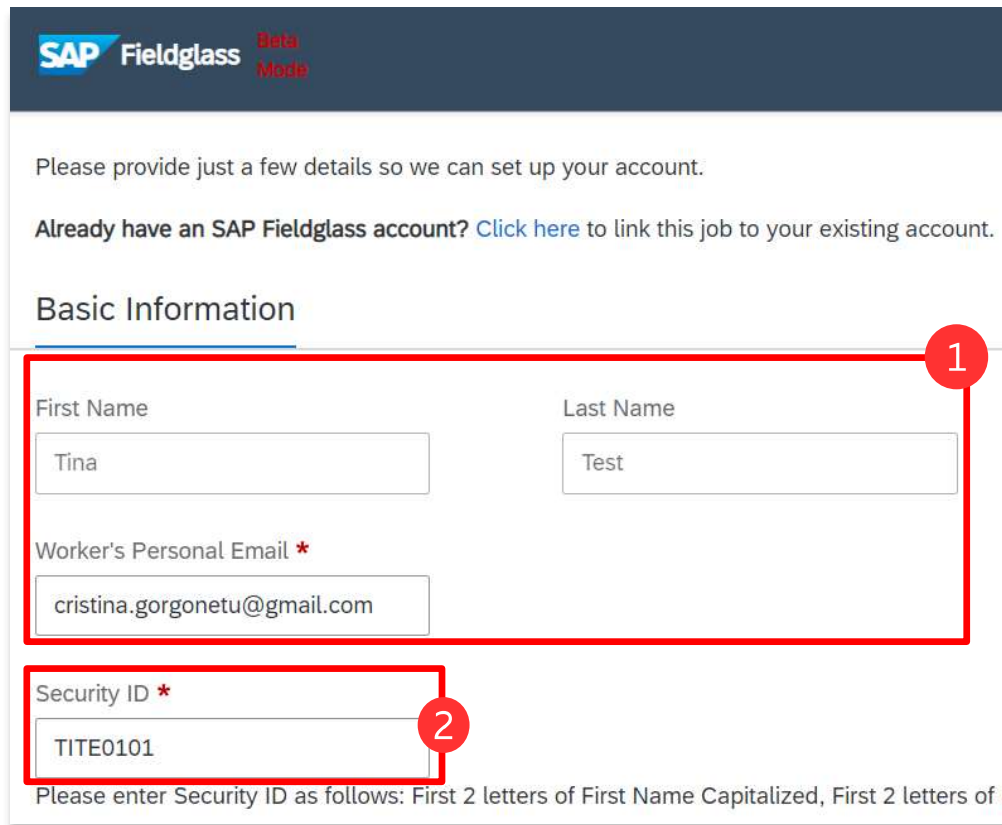
## Steps

1  
Once Activity Items are complete, you will receive an e-mail from Fieldglass to register worker

2  
Click on Create Your Account



# Worker Registration – 2



SAP Fieldglass Beta Mode

Please provide just a few details so we can set up your account.

Already have an SAP Fieldglass account? [Click here](#) to link this job to your existing account.

### Basic Information

1

First Name: Tina

Last Name: Test

Worker's Personal Email \*: cristina.gorgonetu@gmail.com

2

Security ID \*: TITE0101

Please enter Security ID as follows: First 2 letters of First Name Capitalized, First 2 letters of M

## Steps

1

Some data will already be added. Name fields cannot be edited, but you can edit worker e-mail address if not correct

2

Enter Security ID as per instructions under field (you already created this when you submitted the candidate to job posting. You must enter same ID).



# Worker Registration – 3



### Login Details

Desired Username \*

 ✓

Password \*

 ✓

Re-enter Password \*

 ✓

**1**

Password requirements:  
Contains at least 8 character(s).

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



## Steps

**1**  
Complete the rest of the fields\*.  
A green tick will indicate that the data you enter is correct/valid.  
On the right side of the display you have password rules and restrictions.

**2**  
Click Sign In

**Note:**  
All mandatory fields will be marked with a star (\*) and will have red borders



# Worker Registration – 3



Welcome!

Please confirm the email address we have on file (displayed below) or replace it with your preferred email address

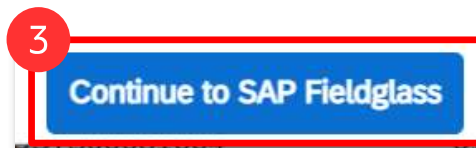
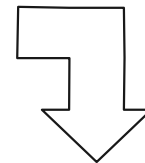
Your Preferred Email Address \*

This was provided by TEST SLOWMO

Confirm Preferred Email Address \*

Don't show this window again

Save and Continue



## Steps

1 Confirm the worker's e-mail address. Should be same as preferred on the top.

2 Click *Save and Continue*

3 You can ignore the settings in Local Preferences window and click Continue to SAP Fieldglass directly, Worker will adjust settings to his/her own preferences.

# How to get support – Suppliers



## CREATE A TICKET

Do you need support with an SAP Fieldglass (XRM) related question?

Create a support request:

- [Web page \(all type of Queries\)](#)

**or**

- [If you have a question related to XRM User guidance/Timesheet queries Support](#)



## CALL US

For urgent matters call us:

[External phone numbers](#)

(Select your country to find the contact information)



## INCIDENT MANAGEMENT

For urgent matters call us:

If you have a ticket that requires additional attention, or the resolution received is not sufficient report it to :

[PTP Incident Management Team](#)

Contact XRM Support for any invoicing queries