SAP Fieldglass Datasheet

SAP FIELDGLASS VENDOR MANAGEMENT SYSTEM (VMS)

CAPABILITIES AND BENEFITS OVERVIEW

SAP Fieldglass

SAP

GET TO KNOW OUR VMS

SAP Fieldglass helps Global 2000 firms successfully procure, manage and optimize their external workforces, including contingent workers, independent contractors (ICs) and services arranged through Statements of Work (SOW). Our unified platform has become **the largest and most trusted VMS across the globe** for its rich business intelligence tools and clear path to Return on Investment (ROI).

WE'LL GET TO KNOW YOU AND YOUR FLEXIBLE WORKFORCE

We provide best-of-breed technology and proactive guidance to help organizations:

- Choose the right labor type for specified business goals.
- Access consolidated reporting across different corporate programs.

Regardless of your program type, the solution helps companies navigate the evolving landscape of services procurement and external workforce management. With our powerful platform, our customers are able to cut costs, improve worker quality, enforce compliance and become more efficient. They rely on SAP Fieldglass to manage:

CONTINGENT WORKERS

The SAP Fieldglass VMS allows companies to bring on high-quality contingent workers quickly while also improving collaboration with suppliers. Our solution tracks and manages every stage of external workforce management: hiring managers requesting talent, selecting a candidate for a position, onboarding, time-and-material tracking, payment processing and offboarding the worker. Once workers are offboarded, organizations can evaluate processes and run reports through SAP Fieldglass.

ABOUT SAP FIELDGLASS

SAP Fieldglass, a longstanding leader in external talent management and services procurement, is used by organizations around the world to find, engage and manage all types of flexible resources. Our cloud-based, open platform has been deployed in more than 165 countries and helps companies transform how work gets done, increase operational agility and accelerate business outcomes in the digital economy. Backed by the resources of SAP, our customers benefit from a roadmap driven by a continuous investment in innovation.

SERVICES

Organizations often engage workers on a project basis including SOW, consultants, ICs and offshore or outsourced programs - all of which can be tracked and billed in SAP Fieldglass. Our platform fully supports labor-based indirect spend using any of the following payment schemes:

- Milestone-based payments
- Deliverables-based payments
- Unit-based payments
- Time-and-expense based deliverables
- Progress payments
- Fixed fee
- Single fee
- Recurring fee

A multi-bid SOW created in SAP Fieldglass provides the service/bid requirements to chosen suppliers and can be created from templates or past bids, and includes workflow for the evaluation and selection of the best supplier.

INDEPENDENT CONTRACTORS

Because ICs are a significant portion of the external workforce, you need a well-defined compliance program to mitigate risk. The SAP Fieldglass decision form can be incorporated into your hiring manager's resource request process to capture key information and provide an audit trail. For an extra layer of protection, you can integrate SAP Fieldglass to an IC validation solution.

TALENT POOLS

With SAP Fieldglass, you can strategically utilize the resources already in your network for open positions, such as retirees, alumni and interns. HR and procurement teams can directly source human capital and take advantage of known candidates to reduce recruitment time, shorten onboarding efforts and eliminate supplier markup fees. SAP Fieldglass' talent pool functionality gives you a baseline view of your organization's known resources and their associated skills and experiences.

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WORKING TOGETHER

BELOW ARE THE KEY FEATURES AND CAPABILITIES FOUND IN OUR VMS.

Decision Wizard

A decision support tool to guide buyers to the most appropriate engagement type whether it be a temp/contractor, consulting service or offshore/outsource provider.

Requisitions

A job posting created in SAP Fieldglass provides the job requirements to suppliers in a standardized, detailed and complete format. A new requisition can be created quickly in only two clicks. Users can also create a job posting from an existing template or previous requisition. The job posting includes items such as qualifications, certification management, complex rate cards and user-defined fields.

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Approvals

Approvals can be done completely outside of the application via email so users never have to login to keep the process moving efficiently. The workflow can also be defined and configured according to the specific needs of each business unit and site. Approval mechanisms can include multiple authorization levels, be tied to financial limits and include multiple departments and/or functions. They can also be associated with tenure requirements to ensure compliance to corporate co-employment and other governance standards.

Distributions

Supplier distribution lists can be established with "tiers," allowing top-performing suppliers first access to job postings, followed by second tier, third tier, etc. Distribution to suppliers beyond the first tier can be triggered by time. Even within a tier, suppliers can have several designations to further increase on-the-fly sourcing options. Distribution lists are associated with specific locations or business units to target postings only to suppliers who can fill them. Each supplier will be granted access only to those postings originating from specific sites or business units.

Candidate Review

SAP Fieldglass provides comprehensive functionality that supports candidate review, evaluation and selection. Our VMS allows users to share feedback and captures historic data for further evaluation. Users can:

Conduct side-by-side candidate comparison

Attached documents like CVs, capability assessments and credentials

Short list

Schedule interviews and capture feedback

Have access to real-time rate guidance to assist with negotiating the best price

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Onboarding and Offboarding
Onboarding and offboarding help orientate a new worker into your organization and ensure a positive departure by assigning checklists to responsible personnel based on sites, labor types, company requirements and team member roles. Action items are created and scheduled for a specified number of days before, on or after a "worker start" or "end date." Each action item falls into a checklist that is created for each worker. These checklists are user friendly and generate e-mail alerts to the task owner, provide the PMO with list views of all outstanding tasks and send alerts when something is overdue. They can also be accessed by an assigned group of personnel ensuring confidentiality where necessary, but also providing a quick glance of a worker's onboarding or offboarding progress.

Timecard and Expense Reporting
SAP Fieldglass provides a rich set of web-based time and expense sheet functions such as workflow, time entry, expense entry and budgetary controls. A company's business needs for time and expense sheets can be modeled at the organizational level and can be tailored for different types of workers across the organization.

SAP Fieldglass provides a standard timesheet upload tool that can be integrated with third-party time-reporting tools. The tool ensures timesheet and invoice accuracy by recording accounting information such as the cost centers, task codes and purchase order numbers on the order and carrying it forward to these documents.

Invoicing
With SAP Fieldglass' automatic invoicing feature, an approved timesheet can be automatically converted to an invoice. Accounting and billing code information is captured up front on the job posting and is then tied to the assignment, timesheet and invoice, thereby eliminating any need for three-way reconciliation. Invoice adjustments such as local tax rules, the application of GST and discounts are automatically applied based on the location of the work. Then, this invoice data is immediately available to your organization for download into your accounts payable system for processing and payment to staffing suppliers. To ensure that early pay discounts can be attained, customers can download the invoices on a configured basis.

Our award-winning, unified platform has become the largest and most trusted VMS for its rich business intelligence tools, flexibility, scalability and clear path to Return on Investment.

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Active Guidance
Make smart decisions at critical points during the "requisition to check" process. SAP Fieldglass Active Guidance assesses your unique program data and then feeds that information to decision-making tools that provide real-time recommendations. Through dashboards, rate guides, thresholds and alerts, this fact-based, proactive guidance helps you meet larger program goals and objectives.

Business Intelligence
SAP Fieldglass Business Intelligence uncovers critical data and insights so you can improve your external workforce and services procurement programs and enable better workforce planning. The comprehensive business intelligence solution meets the diverse information needs of all of your user types, from executive sponsors to the program office and hiring managers. Our sophisticated reporting capabilities help you extract data to drive cost savings, efficiency improvements, quality enhancements and risk mitigation.

Integration
We support a variety of formats and protocols to facilitate rapid, repeatable integrations. SAP Fieldglass' implementation team has completed hundreds of integration projects and has years of industry experience. With more than 8500 integration points, we have an extensive history connecting SAP Fieldglass with both cloud-based and behind-the-firewall systems.

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Worker Profile Management

Worker Profile Management (WPM) bridges the gap between full spend under management and decentralized control of the workforce. It allows you to track and manage all non-traditional workers who are not tied to a job posting or SOW in SAP Fieldglass. These profile workers, who do not submit timesheets or expense sheets in SAP Fieldglass, can now be tracked for headcount, reporting and onboarding/offboarding tasks.

Administrative Tools

SAP Fieldglass provides a variety of administrative tools to get the application up and running quickly, including but not limited to:

- Template library of pre-defined job titles and descriptions already mapped to the ONET standard, eliminating the need for customers to develop their own
- More than 150 out-of-box upload tools to load mass amounts of data in bulk
- Pre-defined workflows most commonly used by customers, such as timesheet approval
- Recommended configuration settings for automated alerts, notification messages and escalations
- Suggested reason codes for rejecting candidates, closing worker profiles and ending a requisition

Platform Architecture

The SAP Fieldglass platform is based on J2EE architecture utilizing an n-tier approach. The application is delivered through a multi-tenant Software-as-a-Service model, hosted by SAP Fieldglass. We deploy a system development methodology that melds the control of a traditional waterfall system development lifecycle (SDLC) model with the flexibility of a rapid development model. Our development processes are continually governed by our SSAE 16/ ISAE 3402 Type 2 SOC1 audits and SSAE 16 Type 2 SOC2 audits in the Security and Availability Trust Services Principles. Our ISO 27001:2005 certification provides assurances to our customers that we have implemented a formal information security management system that is based on continuous improvement.

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