

Change subject: SUS-PO vs SAP Fieldglass

変更対象/ Change subject	現状 (SUS-PO) Old: SUS-PO	今後 (FG) New: in Fieldglass	Note
注文書 Purchase Order document	SAPからPDFを送付 SAP send PDF format document to Supplier	オンライン Online	FGの中でSOW, Work Orderをオンラインで確認可能 (PDFでダウンロードも可能) Suppliers can confirm online SOW and Work Order in Fieldglass, and also download PDF format.
Unit (Hour, Day)	Hour or Day	Hour	オフラインSOW上での単位はDay又はHourだが、FG上での単位はHourのみとなる。 (精算方法についてはオフラインSOWを参照) So far we accept either Daily or Hourly rates for SUS-PO, but from now on in Fieldglass we can only accept Hourly cause of system limitation. (Please refer to offline SOW for time recording method in Fieldglass)
User ID	X-User ID	C-User ID	C-User IDは全てのコンサルタントに必要 C-User 取得の為、下記3つの資料の提出が必要 -> CPS, C-User Questionnaire(#1), Security Training SAP Mail AddressはOption (PMにて判断) C-User ID is required for all consultants in Fieldglass Due to assign C-User ID, 3 documents should be submitted -> CPS, C-User Questionnaire(#1), Security Training SAP e-mail account is optional (SAP project manager will make the descision)
Time Sheet/ Expensesの提出頻度 Submission frequency-Time Sheet/ Expenses	Weekly	Monthly	当月作業終了後、当月最終営業日迄に提出 Submit by the last business day of the current month
Expenses	税込み Including tax (Gross value)	税抜き Excluding tax (Nett value)	日本のローカルサプライヤは予め下記税コードを設定の上、経費入力は全て税抜きで入力することとする。 税コード: JPN, Domestic standard VAT8%_V3 ONLY for Japan local supplier enter expenses Nett value excluding tax. Tax code should be selected as JPN, Domestic standard VAT8%_V3

#1 Security ID for JP local suppliers in C-User Questionnaire

日本のサプライヤーは下記赤字箇所を参照ください。

Global guideline and Standard guideline for JP Haken

Please create a Security ID

FFMMDDZZZZ where:

FF: First 2 characters of First Name

MMDD: 2 digit birth month followed by 2 digit birth day

ZZZZ: Last four digits of Govt. issued ID, if no Govt. ID then last 4 digits of the passport

--	--	--	--	--	--	--	--	--	--

JP local guideline For JP T&M Consulting work, JP SAP Managed Services

FLZZZZXXXX where:

F: First character of First Name

L: First character of Last Name

ZZZZ: Any 4 digit number (manage by suppliers)

XXXX: characters/ digits of Fieldglass supplier code