



## Register your user account - SAP Fieldglass

### Register your user account

**Purpose** The purpose of this Quick Reference Guide (QRG) is to provide instructions with how to register a user account with SAP Fieldglass as a Suncor service provider.

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**Intended user** The intended users of this QRG are for Suncor service providers, existing or new.

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**Additional resources** If a registration email is missing or was sent to the wrong email, please contact [supplierenablement@suncor.com](mailto:supplierenablement@suncor.com).  
For technical issues when registering, please contact [SAP Fieldglass Help Centre](#) directly for support.

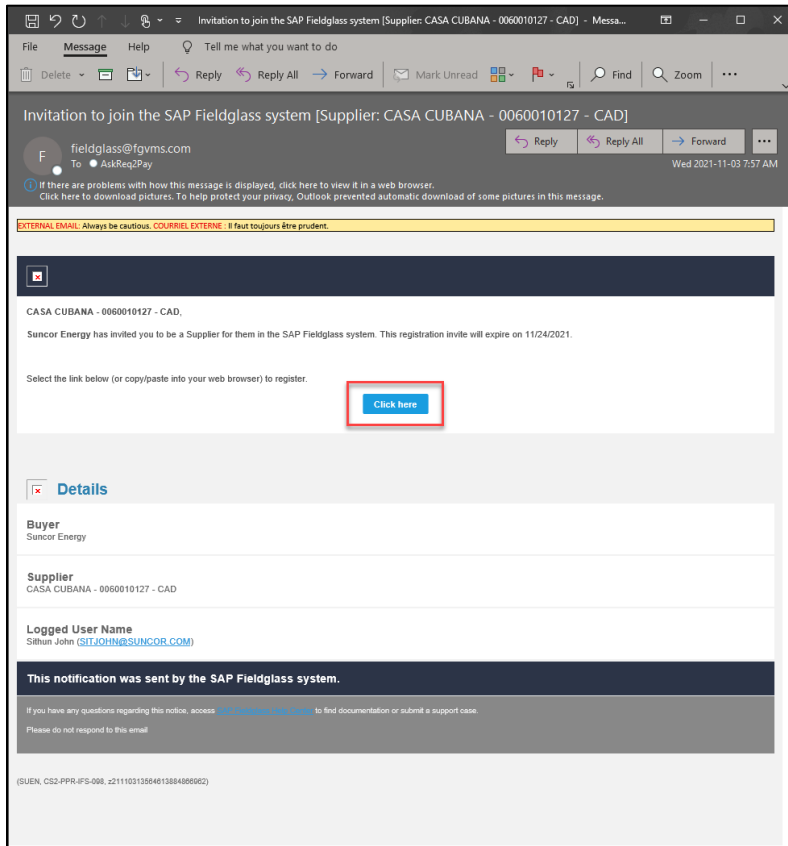
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**Introduction** You will receive an email from SAP Fieldglass, which includes a link that directs you to the SAP Fieldglass registration page. **Do not forward the email**, as doing so will break the link that was created specifically for that email address. The registration link **expires within 21 days**.  
For service providers with multiple Suncor vendor accounts, a unique Fieldglass account is required for each account. If you did not receive a unique registration email for a specific vendor account, please contact [supplierenablement@suncor.com](mailto:supplierenablement@suncor.com).

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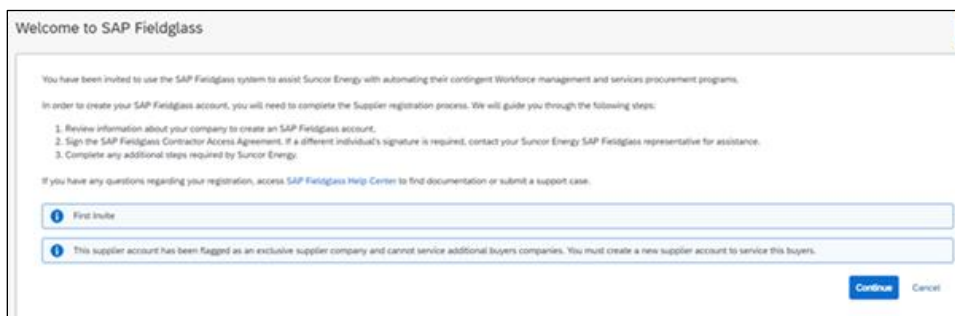
## Procedure steps

1. In the registration email you received, click the **Click here** button, to register your SAP Fieldglass user account.



2. Read the instructions that guide you through the steps to create your SAP Fieldglass account. Click **Continue** to proceed with registration.

**Note:** Use the link at the top-right of the screen to change the language displayed.





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3. Create a unique four-digit alphanumeric code to use as the **Company Code**. Example: "1234" or "AB34".

**Note:** this is **NOT** your current Suncor company code ID. This will be a unique code you will use as your username when logging into Fieldglass only (see Step 6 for more information).

**Tip:** Select **Check Availability** to see if the four-digit number you created isn't already in use.

- a) Leave the **Vendor ID** field blank.

Tell us about your company.

### Company Details

Company Name  
CASA CUBANA - 0060010127 - CAD

Company Code \*  
 [Check Availability](#)

Please only use letters and numbers. We'll suggest alternative codes if your requested code is not available.

Sorry, the company code you provided is not available. Please use a different company code or select from one of the suggested alternatives. ✖

C727  CC02  
 CC03  CC45

Federal Tax ID  
(No Value)

Tax Number Type  
(No Value)

Ariba Supplier Network ID (optional)

Vendor ID (optional)



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4. Ensure the pre-populated company address information is correct and select the appropriate time zone.

### Company Address

Address 1 \*  
275 RUE STINSON

Address 2 (optional)

City \*   
SAINT-LAURENT

State/Province (optional)      ZIP/Postal Code \*  
Quebec      H4N 2E1

Country/Region \*  
Canada (CAN)

Phone Number (optional)      Fax Number (optional)

### Company Preferences

Time Zone \*  
Canada/Mountain

Date Format  
YYYY-MM-DD

Number Format  
#,##9.99 (Example: 1,234,567.99)

### User Information



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5. Ensure user information is correct. **Use the four-digit alphanumeric code you created in Step 3 as the username.** Enter a new password, then click **Next**.

### User Information

First Name \*  Last Name \*

Title (optional)

Email \*

*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 6 character(s).  
Contains one of each: Capital letter, Lower-case letter  
Contains one of each: Number

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



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6. Read and accept the terms and conditions of the **Contractor Access Agreement (CAA)**.
- a) **Sign** your name in the provided format. Format must have the symbol **"/"** before and after the name. Example: **/NAME/**

**Set up of your account will not be completed until the CAA has been accepted.**

- b) Then **click** "Accept and Continue".

**Note:** If you aren't the correct person to sign the CAA for your organization, choose the **I am not the correct person** option. This allows you to forward the CAA to the appropriate business contact in your organization for signature.

**Signer's Details**

First Name	Last Name
HEATHER	BALSOM

Title  
(No Value)

Email  
AskReq2Pay@suncor.com

**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 CASA CUBANA - 0060010127 - CAD with offices located at 275 rue Stinson Saint-Laurent QC H4N 2E1 ("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

have read and understood the above information and agree to the above terms and conditions on behalf of CASA CUBANA - 0060010127 - CAD

**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: /HEATHER BALSOM/

/HEATHER BALSOM/

This is a legally recognized signature.

7. You will receive a message that your registration is complete and taken to the Fieldglass home page.

