

## Supplier Registration and End User Agreement – LM Fieldglass

### Purpose:

The Lockheed Martin Fieldglass system is a cloud-based, open vendor management system that allows Lockheed Martin to engage and manage external workforce and service procurement resources.

### Concept:

The Fieldglass system facilitates the access to electronic invoicing and subcontract management.

### Audience:

Supplier Roles.

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## Procedure/Steps:

### Access the Lockheed Martin Fieldglass registration.

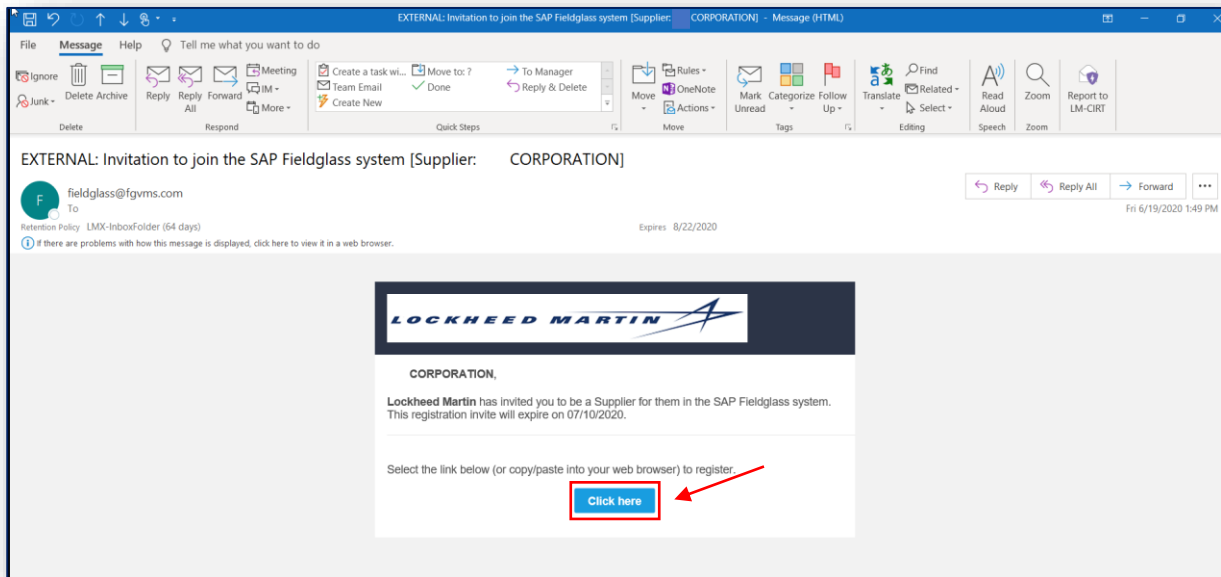
You will receive an invitation email from Fieldglass to enroll in the SAP Fieldglass system. Have your Exostar or LM Guest ID information ready before clicking the blue “Click here” button.

This link is for registration ONLY, for subsequent access to LM Fieldglass, you will use the following URL:

<https://www.fieldglass.net/SSOLogin?SSOParams=company%3DLMT%3B%3Breturningurl%3DcloseWindow>

#### 1. Open the Invitation email from SAP Fieldglass.

You will receive an email from SAP Fieldglass with an invitation to join the SAP Fieldglass system. In the email, click the link inside the email. Clicking this button will cause a window to open to authenticate and begin the registration process.



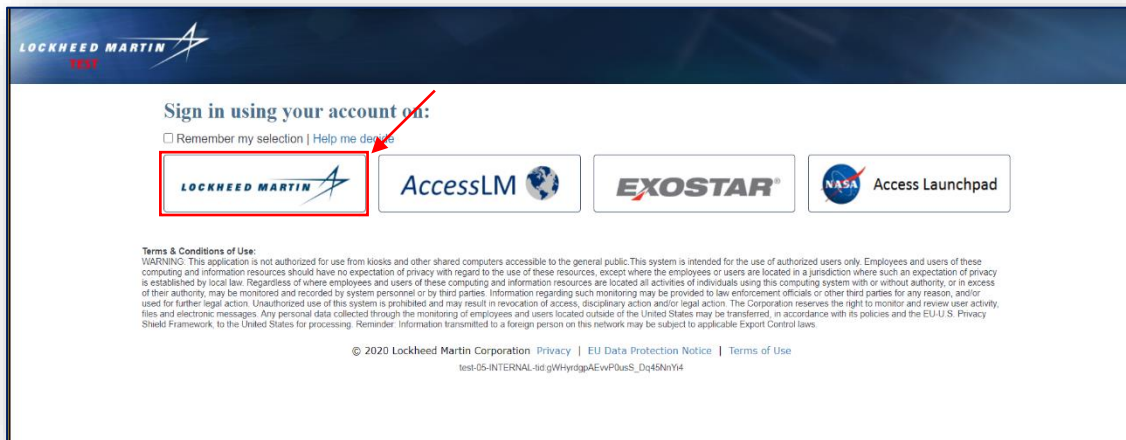
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## 2a-b. Sign into LM Fieldglass Registration.

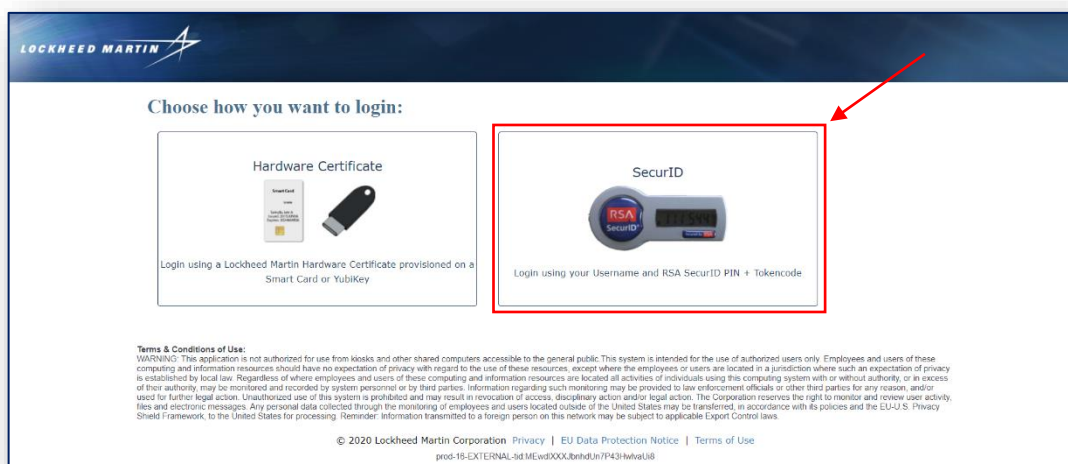
\*If you are logging in using an Exostar ID, please skip to Step 2b.

### 2a. Logging in through Lockheed Martin NTID

If you are using a **Lockheed Martin issued NTID**, click on the Lockheed Martin tile. If you are signing in through the Lockheed Martin Intranet (LMI), you will be taken directly to Fieldglass to begin the enrollment process; if you are signing in off of the LMI, you will be required to enter additional credentials, such as your SecurID (shown below).



If you are signing in off of the LMI, you will be required to sign in using additional credentials. Select the desired login option.



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Enter the required additional credentials by entering your username and your PIN followed by the SecurID token code.

**SecurID Sign On**

USERNAME:

PIN + TOKENCODE:

**Sign On**

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prod-16-EXTERNAL-tid:MEwdlXXXJbnhdUn7P43HwvaUI8

If you have any issues logging with your LM-issued NT ID, please contact the Help Desk at **863-647-0558**.

## 2b. Logging in through Exostar

If using your **Exostar ID**, click on the EXOSTAR tile.

**Sign in using your account on:**

☐ Remember my selection | Help me decide

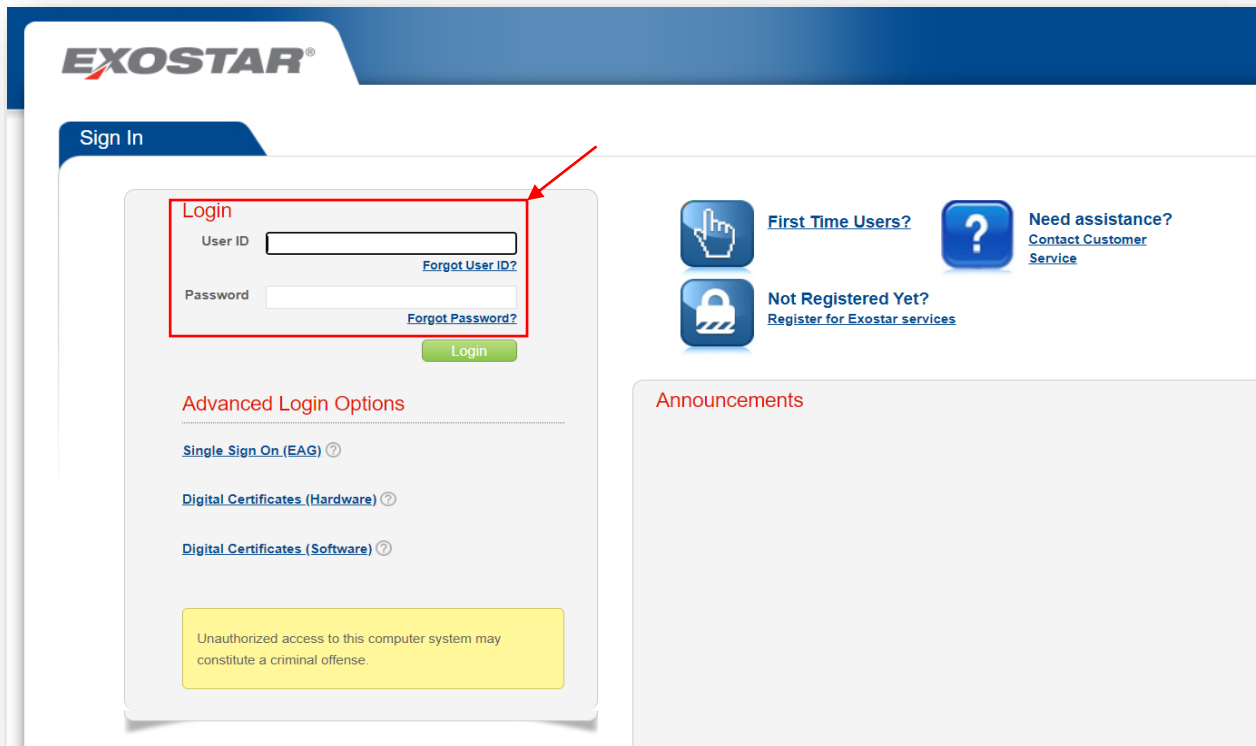
**LOCKHEED MARTIN** **AccessLM** **EXOSTAR** **Access Launchpad**

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test-05-INTERNAL-tid:gWHyrdgpAEvP0usS\_Dq45NnY4

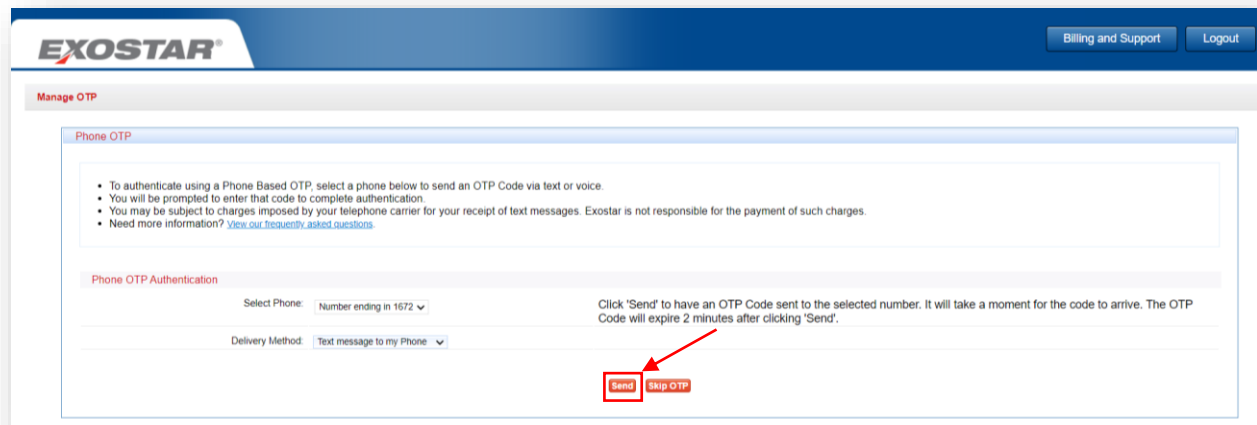
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You will be taken to the Exostar login screen. Enter your User ID and Password and begin the One Time Password, (OTP) process. LM Fieldglass requires a Two Factor Authorization, *bypassing the OTP will result in a failed login to the Fieldglass registration page.*



The image shows the Exostar Sign In page. The 'Login' section is highlighted with a red box and a red arrow. It contains fields for 'User ID' and 'Password', each with a 'Forgot' link. Below these is a green 'Login' button. To the right, there are links for 'First Time Users?', 'Need assistance? Contact Customer Service', and 'Not Registered Yet? Register for Exostar services'. Below the login section is an 'Advanced Login Options' section with links for 'Single Sign On (EAG)', 'Digital Certificates (Hardware)', and 'Digital Certificates (Software)'. At the bottom, a yellow box contains a warning: 'Unauthorized access to this computer system may constitute a criminal offense.' An 'Announcements' section is also visible on the right.

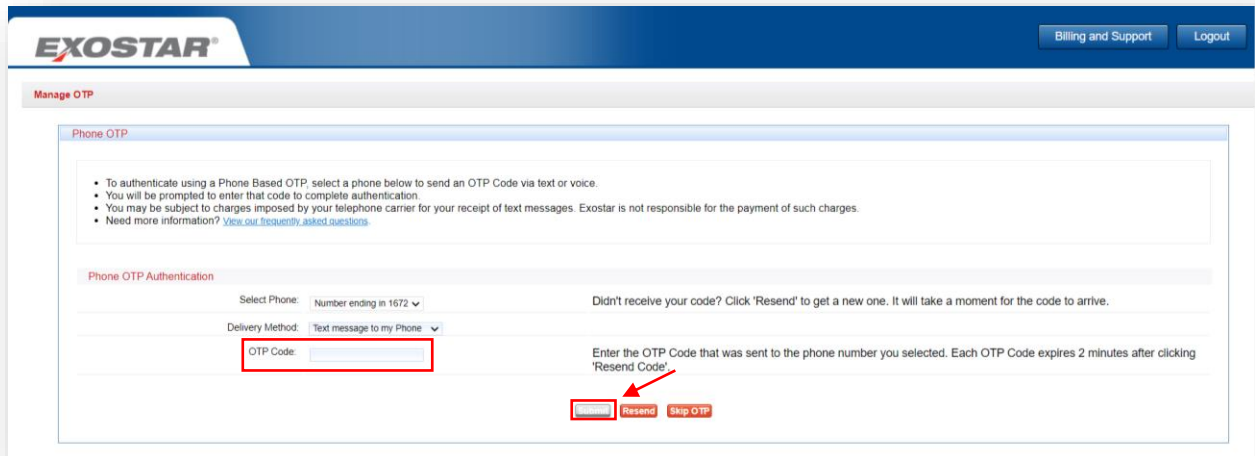
Follow the One Time Password (OTP) process. Select the appropriate phone number using the dropdown menu to have the system send the OTP code to. Click **Send**.



The image shows the Exostar Phone OTP Authentication screen. It includes a 'Manage OTP' header and a 'Phone OTP' section. The 'Phone OTP Authentication' section has a 'Select Phone' dropdown menu (showing 'Number ending in 1672') and a 'Delivery Method' dropdown menu (showing 'Text message to my Phone'). A red box highlights the 'Send' button, with a red arrow pointing to it. A note states: 'Click "Send" to have an OTP Code sent to the selected number. It will take a moment for the code to arrive. The OTP Code will expire 2 minutes after clicking "Send".'

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Enter the OTP Code, and select **Submit**.

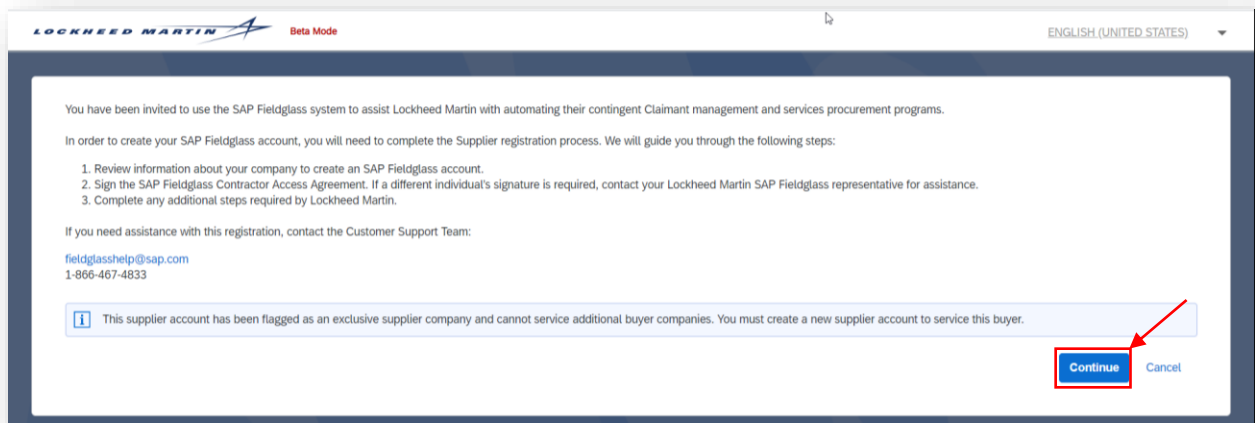


The screenshot shows the Exostar 'Manage OTP' page. At the top, there's a blue header with the Exostar logo and links for 'Billing and Support' and 'Logout'. Below the header, a 'Phone OTP' section contains instructions: 'To authenticate using a Phone Based OTP, select a phone below to send an OTP Code via text or voice.', 'You will be prompted to enter that code to complete authentication.', 'You may be subject to charges imposed by your telephone carrier for your receipt of text messages. Exostar is not responsible for the payment of such charges.', and 'Need more information? [View our frequently asked questions](#).' Below these instructions is a 'Phone OTP Authentication' form. It includes a 'Select Phone' dropdown (currently showing 'Number ending in 1672'), a 'Delivery Method' dropdown (currently showing 'Text message to my Phone'), and an 'OTP Code' input field. To the right of the form, there's a link: 'Didn't receive your code? Click 'Resend' to get a new one. It will take a moment for the code to arrive.' Below the form, there are three buttons: 'Submit', 'Resend', and 'Skip OTP'. A red arrow points to the 'Submit' button.

**NOTE:** If you have issues with your Exostar account or logging through Exostar, please go to <https://my.exostar.com/display/TE/Support> for assistance.

### 3. Select Continue.

Once you authenticate and are brought to the Fieldglass site, you will see the screen below. Read the statement and select **Continue**.



The screenshot shows the Lockheed Martin SAP Fieldglass registration screen. At the top, there's a blue header with the Lockheed Martin logo, 'Beta Mode', and a language dropdown set to 'ENGLISH (UNITED STATES)'. Below the header, the main content area has a white background. It starts with a paragraph: 'You have been invited to use the SAP Fieldglass system to assist Lockheed Martin with automating their contingent Claimant management and services procurement programs.' This is followed by a list of steps: '1. Review information about your company to create an SAP Fieldglass account.', '2. Sign the SAP Fieldglass Contractor Access Agreement. If a different individual's signature is required, contact your Lockheed Martin SAP Fieldglass representative for assistance.', and '3. Complete any additional steps required by Lockheed Martin.' Below the steps, it says: 'If you need assistance with this registration, contact the Customer Support Team: fieldglasshelp@sap.com, 1-866-467-4833'. At the bottom, there's a blue box with an information icon and text: 'This supplier account has been flagged as an exclusive supplier company and cannot service additional buyer companies. You must create a new supplier account to service this buyer.' To the right of this box are two buttons: 'Continue' and 'Cancel'. A red arrow points to the 'Continue' button.

**\*Note –** If you have any issues from this point on, please contact the P2P Help Desk at [inquiries.supplier@lmco.com](mailto:inquiries.supplier@lmco.com) or 863-647-0558 (M-Th 11am – 4pm EST) for assistance.

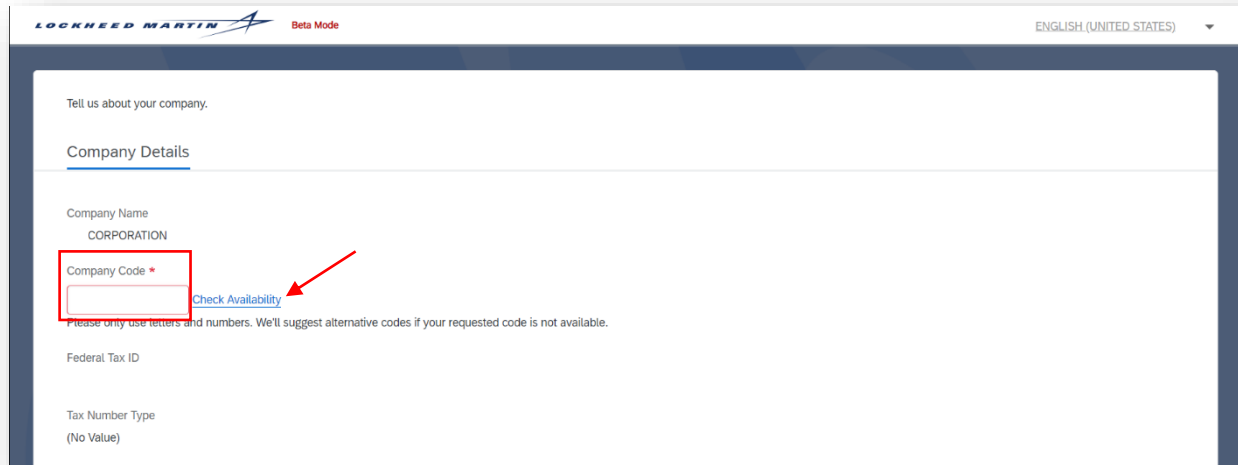
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#### 4. Select a Company Code.

Your company information will be displayed on the screen shown below. Establish a new Fieldglass Supplier Code for your company. This unique ID will be used to identify your company within Fieldglass. Use 3-5 alphanumeric characters.

Enter a code and click **Check Availability**.

If the code you entered is not available, the system will automatically prompt an alternative code to select. If the code you entered is available, you will see a green success notice



LOCKHEED MARTIN Beta Mode ENGLISH (UNITED STATES)

Tell us about your company.

Company Details

Company Name  
CORPORATION

Company Code \*

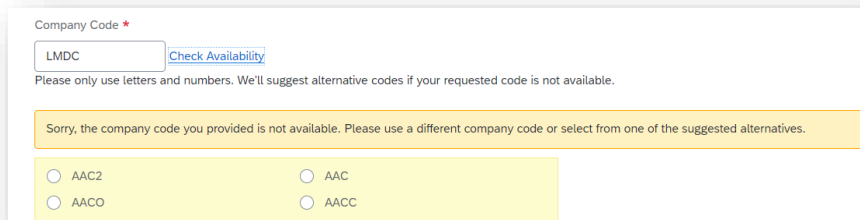
Check Availability

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

Federal Tax ID

Tax Number Type  
(No Value)

Example of an unavailable company code message:



Company Code \*

LMDC Check Availability

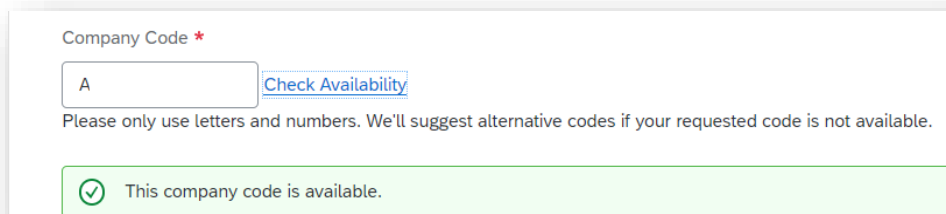
Please only use letters and numbers. We'll suggest alternative codes if your requested code is not available.

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

☐ AAC2 ☐ AAC

☐ AACO ☐ AACC

Example of an available company code:



Company Code \*

A Check Availability

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

✓ This company code is available.

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## 5. Review the Company Contact Information.

Review the company address, and the phone number. If the information is incorrect, contact the Lockheed Martin Fieldglass Help Desk for assistance.

The screenshot shows the 'Company Address' form. It includes the following fields:

- Address 1:** 124 INDUSTRY LN
- Address 2 (optional):** (empty)
- City:** HUNT VALLEY
- State/Province (optional):** MD
- ZIP/Postal Code:** 21030-3347
- Country/Region:** United States (USA)
- Phone Number (optional):** (empty)
- Fax Number (optional):** (empty)

## 6. Enter Company Preferences.

Enter the Company Preferences, and review User Information (if the User Information is incorrect, contact the Lockheed Martin Fieldglass Help Desk for assistance). Click **Next**.

The screenshot shows two sections of the form:

**Company Preferences:**

- Time Zone:** (dropdown menu)
- Date Format:** YYYY-MM-DD
- Number Format:** #,##9.99 (Example: 1,234,567.99)

**User Information:**

- First Name:** Melissa
- Last Name:** (empty)
- Title (optional):** (empty)
- Email:** (empty)

At the bottom right, there are two buttons: **Next** (highlighted with a red box and arrow) and **Cancel**.

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## 7. Correct Errors.

If the system detects an invalid address, alternate address suggestions will be presented. Select the appropriate address from the list provided, or use the address as you entered it after verifying for accuracy.


Click **Use Selected Address**.


Please select the correct address from the list of suggestions below.

 Secondary address information is either missing or invalid.  
Choose an address from the list below or correct the entries on the main form page.

Address Suggestions

1 Item Found [Apply Filters](#)

	Address	Range of Values
	<input type="text" value="Enter Criteria"/>	
<input type="radio"/>	124 INDU  MARYLAND, 21030-...	

☐ Your address as you entered it:  LN, MD  
USA  
21030-3347

**Use Selected Address**

[Cancel](#)

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## 8. Read and Accept End User Agreement.

Read the End User Agreement fully and **check the radio button to acknowledge you read and understand the End User Agreement.**

Enter your electronic signature in the format shown below. Example: /First name Last name/.

Click **Accept and Continue**. Upon accepting, your supplier company is now registered and a Fieldglass account has been created, and the registration process is complete\*.

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 AAI CORPORATION with offices located at 124 Industry Ln Cockeysville MD 21030-3347 ("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 time of disclosure; and (b) information that should reasonably be understood to be confidential given the nature of the information and the circumstances surrounding its disclosure.

1.5 "SAP" means the party entering this Agreement with Contractor as identified in Section 9.2.

1.6 "Joint Customer(s)" means a third party authorized by SAP which has invited Contractor to use the Cloud Service so that such third party may, at its sole discretion, procure certain labor from Contractor through the Cloud Service.

1.7 "Restricted Information" means (a) government identification numbers or financial account numbers associated with individual persons (e.g. U.S. Social Security numbers, driver's license numbers, or personal credit card numbers); (b) bank account information; (c) medical records or health care information associated with individuals; (d) information regulated under the International Traffic in Arms Regulations; and (e) without the express prior

☒ I have read and understood the above information and agree to the above terms and conditions on behalf of CORPORATION

**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 preceded 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.

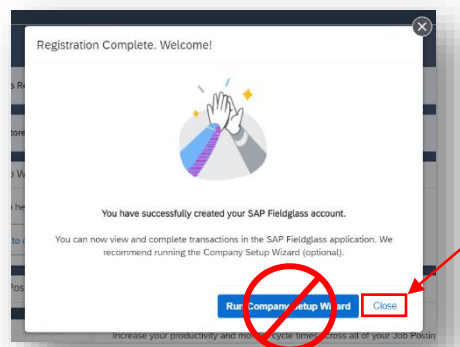
Enter your name in the following format: /Melissa /

/Melissa /

This is a legally recognized signature.

**Accept and Continue** **Decline** **Cancel**

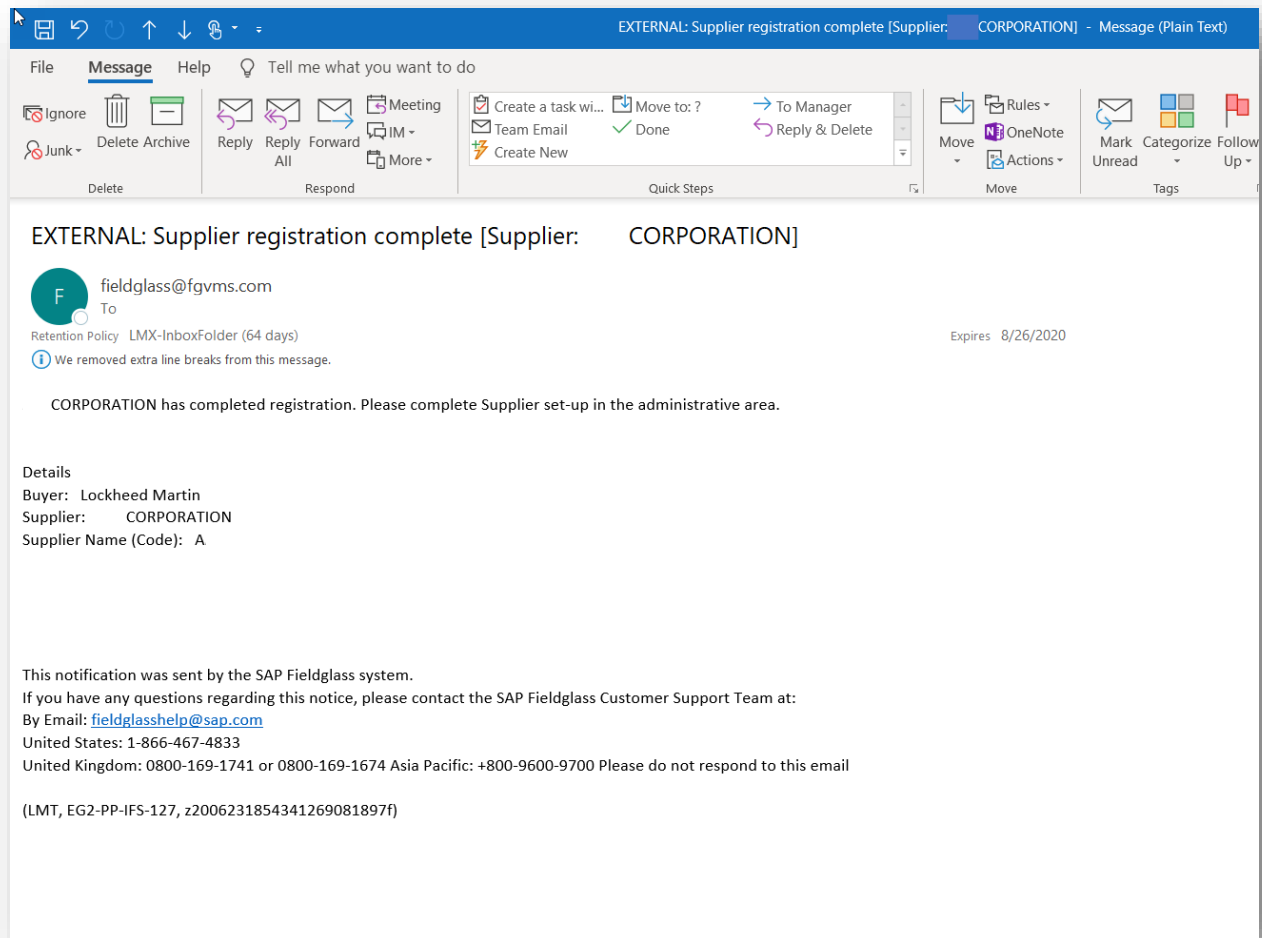
**\*Note:** After registration is complete you are presented with a success notice and the option to run the Company Setup Wizard. Use of the Fieldglass Supplier Set Up Wizard is **not appropriate** for Lockheed Martin suppliers. LM provides FG with your Vendor remit information. All access to FG uses LM authentication of your Exostar login or an LM issued NT Guest Id. **For these reasons suppliers to Lockheed Martin should NOT USE Company Set Up Wizard. Click Close.**



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## 9. Confirmation Email.

Upon successful registration, you will receive a confirmation email, similar to the example below.



## 10. Login to LM Fieldglass.

The link for registering and accepting the end user agreement is ONLY for registering and accepting the user agreement.

For all subsequent access to LM Fieldglass, use the following Single Sign On URL:

<https://www.fieldglass.net/SSOLogin?SSOParams=company%3DLMT%3B%3Breturningurl%3DcloseWindow>

## End of Process.

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