

Lockheed Martin Fieldglass Go Live Kit – Worker

Welcome to Lockheed Martin Fieldglass!

LM Fieldglass is your NEW Vendor Management system, replacing VIP. As a Lockheed Martin Worker, you will be able to create, edit, and submit time and expense sheets, and update your information easily in the system.

This LM Go Live Kit will prepare you for the tasks you will be performing in Fieldglass.

Accessing and Navigating Fieldglass

Access Fieldglass here: [SSO Sign In URL](#)

- To correctly save the link above as a bookmark, right-click the link above and select, “Copy Hyperlink”, paste that link in your browser’s bookmark manager to save the link.
- Saving or bookmarking the link after you have clicked it, the link will not store the URL properly.
- If you are on the Lockheed Martin Intranet you will navigate directly to LM Fieldglass upon clicking the link above.
- If you are not on the Lockheed Martin Intranet, you will be prompted to enter your credentials to access the system.
- Upon logging in, there is a Welcome Tour that will guide you through the system layout, you can access the Welcome Tour as many times as needed.

Inside this Go-Live Kit:

- ▶ Accessing and Navigating Fieldglass
- ▶ Job Aids and Video Tutorials
- ▶ Terminology Changes
- ▶ GSCO Ambassador Program
- ▶ Tips and Tricks
- ▶ Helpful Resources

Job Aids and Video Tutorials

Job aids and video tutorials are readily available that demonstrate how to accomplish tasks in step-by-step instructions. Some of the tutorials are listed below. For the full library of resources, please reference the FG Training page in the VIP system.

- Accessing the System
- Terminology Changes
- Creating and Submitting a Time Sheet
- Creating and Submitting an Expense Sheet
- Re-submitting rejected claims

These resources are available on both the VIP – Fieldglass Transition page and in the Resource Library located in the Fieldglass system for at your fingertips guidance.

Terminology Changes

You will notice new terminology and role titles used in Fieldglass, however the functions and responsibilities are essentially the same. Some of the most frequently used terms are listed below:

- PO (Purchase Order) = Statement of Work (SOW)
- Labor Claim = Time Sheet/Invoice
- Misc. Claim = Expense Sheet
- Bulk Claim = Bulk Claim/Fee
- Biller = Worker

LM Worker Go Live Kit

Global Supply Chain Concourse Ambassador Program

LM Fieldglass is a part of the Global Supply Chain Concourse (GSCC) Ambassador program. This program provides a system of support for all system users and an avenue of information that provides a holistic approach to all programs associated with Lockheed Martin Procure to Pay. Each Business Area has an Ambassador POC. To view a list of the Ambassadors, click [here](#).

To learn more about the GSCC Concourse program, click [here](#).

Tips and Tricks!

Review the resources found in the LM Fieldglass Reference Library. There you will find a robust collection of Job Aids to walk you through each process step-by-step, with correlating screen shots provided for navigation and demonstration assistance.

Clear the cookies from your browser to minimize technical issues.

Leverage the GSCC Ambassador program. Each Ambassador is knowledgeable of the system, and can help answer any questions or direct you to the appropriate resource to assist in learning how to use LM Fieldglass.

Helpful Resources

Check the Lockheed Martin Fieldglass webpage for information regarding system updates, announcements frequently asked questions, contact information and more! [LM Fieldglass](#)

Revisit and review the system demonstration, video tutorials and job aids through the LM Fieldglass training link located within the heritage VIP system.

Review the job aids located in the Reference Library, found in the Fieldglass system on the homepage, and Admin Configuration menu.

Contact the manager within your company.