

## CN Supplier Registration

### Introduction

To charge fees to CN you will need to create and maintain user accounts for your employees in the Fieldglass application. The following document will show you how to register as a CN Supplier.

### Accept the Supplier Invitation to Fieldglass

#### 1. Section Overview

The Fieldglass System Administrator will be responsible for the system management, configuration, user creation and maintenance.

In this section you will learn to:

- Register Suppliers in Fieldglass

#### 2. Registering in Fieldglass

When the CN administrator adds you as a new Fieldglass supplier administrator in the Fieldglass application, you will receive a Supplier Invitation email containing a link to the Fieldglass registration page.

To register and create your Fieldglass supplier administrator account:

1. Click the link in the email you received.

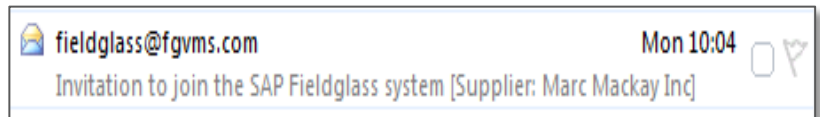
You will be directed to the Fieldglass Registration website.

2. On the welcome page you will be asked if you would like to link to an existing company in the Fieldglass system.

Select **No** if you currently do not have a Fieldglass account.

Select **Yes**, if you currently have a Fieldglass account and want to link all your accounts.

3. Click **Continue**.



Marc Mackay Inc.

Canadian National Railway has invited you to be a supplier for them in the SAP Fieldglass system.

This registration invite will expire on 2016-02-29.

1. Click on the link below (or copy/paste into your web browser) to register.

[Click here](#)

#### Details

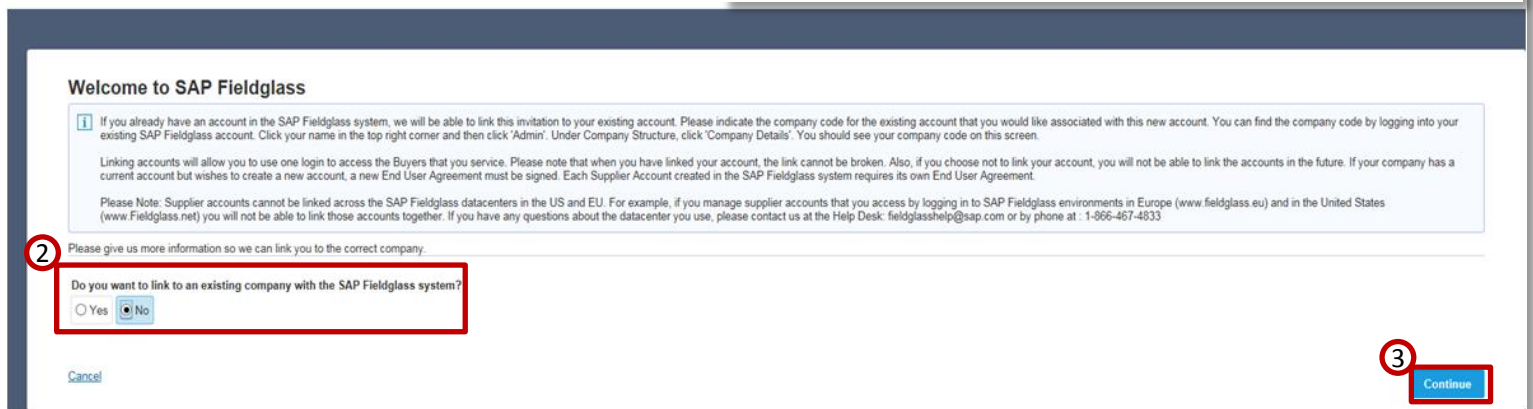
Buyer  
Canadian National Railway  
Supplier  
Marc Mackay Inc

This notification was sent by the SAP Fieldglass system. If you have any questions regarding this notice, please contact the SAP Fieldglass Helpdesk at:

<mailto:fieldglasshelp@sap.com>

By Phone: 1-866-467-4833

Please do not respond to this email.



2. Please give us more information so we can link you to the correct company.

Do you want to link to an existing company with the SAP Fieldglass system?

Yes  No

Cancel

3. [Continue](#)

## CN Supplier Registration

4. Enter the **Address, City, and Country** of your company.

Address of registered office

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Address 1

Address 2 (optional)

City

Country

State/Province (optional)

ZIP/Postal Code (optional)

Phone Number (optional)

Fax Number (optional)

5. Enter a **Username, Password, Password Confirmation, Secret Question, Answer to Secret Question and Answer Confirmation.**



**Note:** The **Secret Question** and **Answer to Secret Question** fields are used if you forget your password and need to reset it.

6. Review all the fields and update any fields that are not accurate.

7. Click **Next**.

Basic User Information

First Name

Last Name

Title (optional)

Email  
Marc.Mackay@cn.ca

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Security Details

Username

Password

Re-enter Password

Secret Question

Answer to Secret Question

Confirm Answer

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Cancel

Next

## CN Supplier Registration

8. On the **End User Agreement (EUA)** page, read the **End User Agreement**.

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5. DATA PROTECTION. Supplier acknowledges that in relation to Personal Data supplied and/or processed under this Agreement which implements Directive 95/46/EC (collectively referred to as "Data Protection Laws") in the country in which the Supplier is located, the Supplier shall be responsible for obtaining and maintaining all necessary notifications and obtaining and maintaining all necessary Data Subject Consent in accordance with Directive 95/46/EC. Fieldglass represents that it is and will remain current during the term of this Agreement, on the "Safe Harbor" list of countries.

6. WARRANTY AND DISCLAIMER. Each Party represents and warrants that the Confidential Information provided to the other Party is accurate, complete, and not misleading. Fieldglass does not warrant that the Products or Hosted Environment will be uninterrupted, free of errors, defects or without limitation.

7. LIMITATION OF LIABILITY. Excluding Sections 6 (Warranty and Disclaimer), 8 (Indemnification), and 3 (Covenant of Confidentiality), the total amount of damages (including incidental, special, punitive, or consequential damages of any kind, whether or not reasonably foreseeable, incurred by the Supplier or Fieldglass) shall not exceed one thousand US dollars (US \$1,000). Nothing in this Agreement shall operate to exclude or restrict either Party's liability for damages not permitted to exclude or limit as a matter of law.

8. INDEMNIFICATION. Each Party ("Indemnifying Party") will defend the other Party against any third party claim or legal action to the extent such Claim alleges that (a) the Confidential Information provided by the Indemnifying Party infringes any U.S. patent, trademark, or other intellectual property rights of the other Party, or (b) the Indemnifying Party is in breach of its Confidential Information obligations. This indemnification obligation is contingent on the Indemnified Party providing the Indemnifying Party: (i) written notice within 30 days of the date of the claim or legal action; (ii) with sole control of the defense and settlement of the Claim; and (iii) Fieldglass may, in its sole discretion and at its option and expense (a) obtain for Supplier the right to use the allegedly infringing product, service, or process, or (d) terminate the Agreement.

9. SUPPORT. Should Fieldglass develop an updated version of the Product and such version is provided as a generic release, Fieldglass will provide such version to the Supplier.

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I have read and understood the above information and agree to the above terms and conditions on behalf of Marc MINC

9. Check the box to acknowledge that you agree with the **End User Agreement**.

10. Enter your name in the text box using the format **/Your Name/**. This is considered as your signature accepting the EUA.

11. If you are the right person to sign this agreement, click **Accept and Continue**. If you are not the right person, select **I am not the correct person**.

### 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.

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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: /Marc Mackay/

This is a legally recognized signature.

[Cancel](#)

[I am not the correct person](#)

[Decline](#)

[Accept and Continue](#)

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