

TE EXTERNAL WORKFORCE PROGRAM



Valued Suppliers,

We are pleased to announce the launch of the new **TE Global Worker Tracking Program via SAP Fieldglass**, which will be used to provide TE visibility to its external workforce and other non-TE employees.

The new system and processes to track external workers, through SAP Fieldglass, was introduced globally February 24, 2020. All suppliers of external workers, including contractors, consultants and any other person that requires TE network access, is required to enter their workers into SAP Fieldglass.

The system allows TE to:

- Streamline the on-boarding and off-boarding process for external workers,
- Track basic information about external workers (position, start/end dates, etc)
- Provide workers with access to TE sites and systems, and
- Enable external workforce reporting.

At this point in time, TE is only launching Resource Tracking, which is a basic module to track TE's external resources. Suppliers do not need to sign a NDA with KellyOCG, who is acting as a data processor on behalf of TE. However, TE will be amending supplier contracts to reflect the resource tracking requirements, which includes the use a vendor management system, SAP Fieldglass.

What Suppliers Need to Do

All suppliers of external workers will be required to register **and** add their workers into the SAP Fieldglass system. For more information on the External Workforce Program and the steps you need to take, access the resources below:

All suppliers of external workers, including contractors, consultants and any other person that requires TE network access, will be required to register *and* enter their workers into SAP Fieldglass.

If you have any questions, please send your questions via email to: TE_ExternalWorkforceProgram@kellyocg.com.

TE External Workforce Program Overview

Click the language of your choice to access a brief overview of the program.

Chinese	Czech	Dutch	English	French	German	Hungarian
Italian	Japanese	Korean	Polish	Portuguese (Brazil)	Spanish (Latin America)	

TE External Workforce Program Training Resources

Training is available for suppliers within the SAP Fieldglass Resource Library. Additionally, TE and KellyOCG hosted live training sessions which were recorded.

- View [Session Recording](#) | Download [Session Slides](#) (translations available within document)
- View [Frequently Asked Questions](#)
- View the **SAP Fieldglass Supplier Registration Quick Reference Guide**, click the language of your choice:

Chinese	Czech	Dutch	English	French	German	Hungarian
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