

## SAP Fieldglass Application Cookie Statement

This Cookie Statement describes how the SAP Fieldglass application uses cookies and similar technologies to collect and store information when you visit SAP Fieldglass application websites.

This Cookie Statement describes how SAP (hereinafter also “We”, “Our”) uses cookies and similar technologies to collect and store information when you visit the SAP Fieldglass Cloud Service website. The SAP Fieldglass Data Processing Disclosure applies in addition to this Cookie Statement. The SAP Fieldglass Data Processing Disclosure informs you about the way SAP Fieldglass uses, stores and protects personal data collected. It also informs you of your data protection rights and how to exercise them. We recommend that you read the [SAP Fieldglass Data Processing Disclosure](#).

### What are cookies and similar technologies?

Cookies are small files placed on your device (computer, tablet or smartphone). When you access a website, a cookie is placed on your device and it will send information to the party that placed the cookie. There are other technologies that perform a similar function to cookies. These include inter alia web beacons, clear gifs, and social plug-ins. These are often used in conjunction with cookies to help a website owner understand its users better.

### What are first party cookies?

SAP’s websites contain first party cookies. First party cookies are cookies that are specific to the website that created them. These cookies enable SAP to operate an efficient service and to track patterns of user behavior to SAP’s website.

### What are third party cookies?

The difference between a first party cookie and a third party cookie relates to who places the cookie on your device. SAP sometimes allows third parties to place cookies on your device. Third party cookies are placed on your device by a third party (i.e., not by SAP). While SAP allows third parties to access SAP’s website to place a third-party cookie on your device, SAP does not retain control over the information supplied by the cookies, nor does SAP retain access to this information. This information is controlled wholly by that third party according to the respective privacy policy of the third party. For more information about these cookies, please click the “Cookie Preferences” link in the footer of the webpage.

### What cookies are used?

SAP wants you to be in a position to make an informed decision for or against the use of cookies which are not strictly necessary on the SAP Fieldglass application website. This will still allow you to use all of the functionality of the website.

When tracking and evaluating the usage behavior of users of the web presence by means of cookies or similar technologies includes the processing of your personal data, SAP is conducting the processing based on the following legal permissions:

- GDPR Article 6.1 (a) if it is necessary that We ask you for your consent to process your personal data,
- GDPR Article 6.1 (b) if necessary to fulfill (pre-)contractual obligations with you,

- GDPR Article 6.1 (f) if necessary to fulfill (pre-)contractual obligations with the company or other legal body you represent as a customer contact (legitimate interest to efficiently perform or manage SAP’s business operation),
- or equivalent legal permissions under other relevant national laws, when applicable.

SAP differentiates between Required Cookies that are absolutely necessary to enable technical core functionalities, and Functional Cookies that allow SAP to analyze the site usage.

*Required Cookies*

Required Cookies are required to enable core site functionality. These cookies allow SAP to provide you a secure log-in and to remember your log-in details, to establish and maintain your shopping cart, and to make sure the website looks consistent.

*Functional Cookies*

Functional Cookies allow SAP to analyze site usage so it can measure and improve its performance. These cookies collect information on how a website is used – for example, which pages a visitor opens most frequently and whether they receive error messages from a page. These cookies do not save any information that permits identification of the user. The collected information will be aggregated and thus will be analyzed in a non-attributable way to a specific user. These cookies are used exclusively to improve the performance of a website and thus the user experience.

**What first party cookies are on the SAP Fieldglass application?**

**Required cookies**

<b>Name</b>	<b>Purpose</b>	<b>Lifespan</b>
JSESSIONID	The JSESSIONID cookie is generated by Tomcat web application server and is used for web session management.	Session
name	The name cookie is used to check if cookies are allowed. Note, the script does not write any information to the browser, it only checks if cookies are allowed.	Session
tabsession id	The tabsessionid cookie is used to ensure that a session is maintained across different tabs on the same browser.	Session
FG_SSO_RETURNINGURL	The FG_SSO_RETURNING_URL cookie is used to store the URL to which a SSO user is redirected to, after the user exits the Fieldglass application or the session expires.	Session
SAP FG	The SAP FG cookie is used by the load balancer to help determine which server to route a request to.	Session

sgawk	The sgawk cookie is used to identify the logged in user as a "Worker." It stores two main details about such a user: 1) Whether or not they are a worker with multiple buyers associated to them and identifies them as such within the context of them creating an expense sheet. 2) Whether or not they are a worker with multiple buyers associated to them and identifies them as such within the context of them submitting absences.	Session
FG_SSO_URL	The FG_SSO_URL cookie is used to identify the user as being connected to the Fieldglass application via Single-Sign-On. It stores the URL of the server they are connected to as the cookie value.	Session
FG_API_USER	The FG_API_USER cookie identifies the user that makes a call to an API. It stores the user's name as the cookie value.	Session
16	The 16 cookie identifies an internal constant which relates to the Fieldglass application internal security configuration. This cookie is created when the Fieldglass Self Supplier Portal registration is canceled.	Session
SESSION_ID	Store SSO session index. Captured at the time of authentication, then used to do SAML single logout (if enabled by customers)	Session
buyersVisited	Multi-Domain cookie which contains the pipe separated domains values of all buyer instances visited by a Supplier user in an active session. When the supplier logs out this cookie value is used to initiate logout calls for all the buyer instances, thereby making sure all the supplier sessions on the buyer instances are terminated.	Session

**Functional cookies**

Name	Purpose	Lifespan
lastSelectionId	The lastSelectionId cookie stores the last selected row id in the split view.	Session

PRIVATE_LABELING_COOKIE	PRIVATE_LABELING_COOKIE stores whether the user is using a private label login.	Session
FG_COOKIE_PUNCHOUT	FG_COOKIE_PUNCHOUT stores a cookie to identify if the client is coming in via punchout.	Session
query_field_div_xposition	query_field_div_xposition is used in the reporting module, in the field position of the reporting query. It remembers the scroll position of the user, so upon search, the user does not lose track of the vertical scroll position on screen.	Session
cookieRegisteredRoutines	cookieRegisteredRoutines is used in the reporting module, in the field position of the reporting query. It remembers the scroll position of the user, so upon search, the user does not lose track of the vertical scroll position on screen.	Session

***How can you manage and delete cookies?***

SAP provides you with the option to adjust your preferences for Functional and Advertising Cookies when such cookies are placed on your device. In such a case, you can access preferences at any time by clicking on the “Cookie Preferences” link in the footer of SAP Fieldglass application website.

You can also block and delete cookies by changing your browser settings. To manage cookies using your browser settings, most browsers allow you to refuse or accept all cookies or only to accept certain types of cookies. The process for the management and deletion of cookies can be found in the help function integrated in your browser.

If you wish to limit the use of cookies, you may not be able to use all the interactive functions of our website.

**This Cookie Statement was last updated on 9 September 2024.**