

SCP–MOD Buyer Guide: How to Get Started

March 2021





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Introduction

This quick reference guide is for new users of the Ministry of Defence Supply Chain Platform (SCP-MOD). It provides information on the following topics:

- How to complete the first-time login process into Exostar's Managed Access Gateway (MAG) to Access SCP-MOD.
- How to navigate while working in SCP-MOD.
- How to use the My Workspace page.
- How to customize your view of data in SCP-MOD.
- How to get assistance.

First Time Login

In order for your organization to access SCP-MOD, your company requires an Exostar MAG account. Your partner company must invite your organization to complete registration via email, for SCP-MOD.

Please follow the instructions below to complete the MAG account activation process:

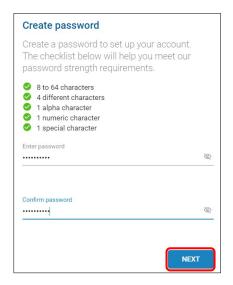
1. In the **You are Invited** email, review the information. Click the **ACTIVATE MY ACCOUNT** button.

NOTES:

- Users receive email reminders to complete first-time login on the 14th day, the 28th day, the 42nd, as well as 14 days before the 180 day expiration period.
- Every reminder email provides a new activation link and when a user receives a new reminder email, the activation link in the old email expires.
- If a user clicks on an expired activation link, the user is prompted to enter their email address. Once the email address is validated, the user is sent a new first-time login activation link.



2. Create and confirm your new password. Once complete, click NEXT.



NOTE: Review the password policy displayed on the screen.

3. Select four unique security questions from the drop-down list, and enter an answer for each question. Click **NEXT** to complete the account activation process. The MAG Dashboard displays.

Set security questions and answer	5
Secure your account by setting your sec used to recover your account and for ac questions.	surity questions and answers. These will be Iditional security. Please answer all 4
Question 1	Answer 1
Question 2	Answer 2
Question 3	Answer 3
Question 4	Answer 4
Show all answers	BACK

4. A confirmation screen displays. Click **Go to Dashboard** to access your MAG account.





NOTE: If you are the Organization Administrator or SCP-MOD Application Administrator for your organization, you <u>must</u> accept the Terms and Conditions before your company can access SCP-MOD application. (If you do not accept the terms and conditions it will say **Pending Terms**.

5. To accept terms and conditions, from your MAG Dashboard under the Applications section, locate the SCP-MOD application, click **Agree to Terms** button.

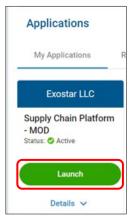
Applications	
My Applications	Request Applications
Test Service Provider	
Test Service Provider Status: ••• Pending	
Agree to Terms	
Details 🗸	

6. Next click **Continue** to review the terms and conditions. Once you review the Terms and Conditions, please a check in the box for "I have read and agree to these terms and conditions". Click **Next.**

Accept terms and conditions
The applications below have Terms & Conditions that must be accepted before they can be accessed by organization members. In the next few screens, you will have the opportunity to read and accept the Terms and Conditions for each application.
Test Service Provider
Terms & Conditions Not Accepted
CONTINUE



Now you will be able to access the SCP-MOD solution, click the green **Launch** button to open the application.



Logging In after First Time Login

Users who complete first-time login follow the steps below for all subsequent access to Exostar's MAG Platform.

- 1. Go to <u>https://portal.exostar.com</u>.
- 2. Enter your UserID. Click Next.

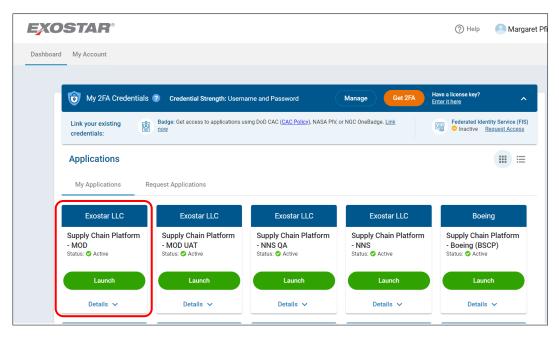


3. Enter your Password. Click Next.

Enter Your Password	
Password	Ś
This is your Exostar account password	
<u>Use a different email/user ID</u> Forgot password?	NEXT



4. On your MAG Dashboard, find the Applications section. Next locate the SCP-MOD application, then click **Launch** button.

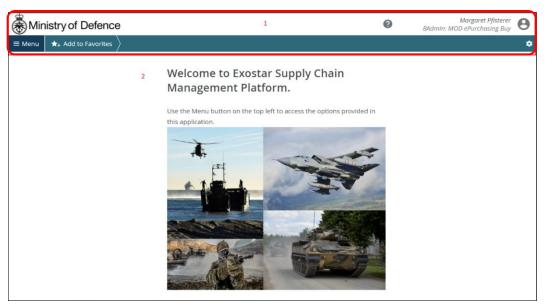


NOTE: To learn more about MAG please access the MyExostar "Get Started - SCP MOD" page.

General Navigation

The SCP-MOD application user interface (UI) has two main areas:

- 1. Header
- 2. Page Display





Header

The header is located at the topmost part of the screen. The top half of the header includes the MOD logo, the **Help** icon, the User Name, the User Role, and the **Profile** icon. The bottom half of the header displays the **Menu** and the **Add to Favorites** link.

- 1. **Navigation Menu Icon** Displays a drop-down menu that is the main way to navigate the application.
- 2. Add to Favorites Link– Allows you to bookmark frequently-visited pages.
- 3. Help Icon Provides access to system help pages.
- 4. User Name/ User Role Displays the name of the person accessing the application and Indicates the application privilege granted to the user.
- 5. Manage Favorites Allows the user to manage his or her "Favorites" list.

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Min	histry of Defence	e (2)	Margaret Pfisterer BAdmin: MOD ePurchasing Buy
≡ Menu	★+ Add to Favorites	\rangle	¢
	2		5

Navigation Menu

Below are the SCP-MOD navigation menu workflows at a high level:

Ministry of Defence			0	Margaret Pfisterer BAdmin: MOD ePurchasing Buy	0
× Menu \bigstar Add to Favorites					٠
Filter workflows		Discrete Order	Shipment		
Home		Summary	Summary		
My Workspace		Search	Search		
Exceptions	•	Print Orders	Print Labels		
Order Management		History	History		
Master Data	•				
Upload/Download	•		Invoice		
My Profile	•		Summary		
Administration	•		Search		
			History		

- 1. Home Returns the user to the default home landing page.
- 2. My Workspace Displays a dashboard providing PO status summaries.
- 3. **Exceptions** Displays a dashboard of notifications about potential issues in the supply chain.



- 4. **Order Management** Facilitates searches for, and responses to, transactions (Purchase Orders, Shipments, and Invoices).
- 5. **Master Data** Facilitates Collab Attributes, Supplier Attributes, and Supplier Item Attributes set-up.
- 6. **Upload/Download** Allows the user to upload and download .XLS files for transactions (Discrete Orders, Shipments, and Invoices).
- 7. My Profile Allows users to subscribe to/unsubscribe from email alerts.
- 8. Administration Allows administrators to assign roles to users.

My Workspace Page

- The My Workspace page does not refresh automatically. To update this page, use the Refresh
 Gicon, located in the top right corner of the screen.
- Use My Workspace to filter documents by a status, and to work through a list of documents (e.g. new discrete orders).

Search Function

Use searching for all document types, when you have specific search criteria (a document number, an account name, or a date range, etc.).

1. Search for a document type from the Navigation Tree and select the Menu option you wish to search under such as **Order Management** or **Exceptions**.



2. From the sub-menu field, you will need to select an option you wish to search under such as **Summary** or **Search**.



Ministry of Defence		0	Margaret Pfisterer BAdmin: MOD ePurchasing Buy	θ
× Menu ★+ Add to Favorites				¢
Filter workflows	Discrete Order	Shipment		
Home	Summary	Summary		
My Workspace	Search	Search		
Exceptions •	Print Orders	Print Labels		
Order Management	History	History		
Master Data				
Upload/Download		Invoice		
My Profile 🕨		Summary		
Administration		Search		
		History		

- 3. Enter search criteria such as an Order Number and then click Search.
 - Use an asterisk (*) as a wildcard.
 - Use a comma with no spaces to represent "or";
 - (Example: Searching in 'Order Number' with *334*,*335* will return results for all orders that have a 334 OR a 335 somewhere in the Order Number).

Summary Function

Use Summary pages to locate documents based on search criteria. The search results will come back as a number of results per document status.

Ministry of Defence		0	Marga BAdmin: MOD ePur	iret Pfisterer chasing Buy	0
\equiv Menu \bigstar_+ Add to Favorites					٠
♠ > Order Management • > Discrete Order • > Disc	crete Order Summary				
Schedule/Line Summary Header Summary					
🟵 Schedule/Line Summary		Saved Searches None	✓ ✓ Save	Search	\$
Results					
Status	Total	Status		Total	
New	5,000+	Archived		225	
Updated	53	Closed		4	
Supplier Rejected	21	Cancelled		1	
Acknowledged with Exceptions	33	Maintenance		3	
Accepted	355				



Commonly Used Icons

\checkmark	Selection Checkbox : use to select line items. Top checkbox selects all rows on that page (but NOT all rows in a multiple page document – you must
\$	select each page separately). Configurator : select data fields to display on each page and their order on the page.
1	Sort Order – click icon to change the sort order of a list from ascend to descend, the number indicates the sort priority.
•	Export – use to export header or line item information for documents. NOTE: Many locations have an 'Export' button which may export different information for that page.
G	Refresh – use to refresh the status of an upload or download request.
¢	Refresh – use to refresh the My Workspace page.

My Workspace

The **My Workspace** page serves as a 'dashboard' view of your transactions in the Supply Chain Platform (SCP-MOD). The data is organized by document type (or business process) and then by possible states for that document type. Each number that you will find on the page is a link that takes you to the document type and state that you selected. My Workspace automatically refreshes when lines move from one state to another as you are working in SCP-MOD.

rightarrow The counts on My Workspace are at the LINE level (or schedule line level for orders).

- Each section represents a document type, such as Discrete Orders or Shipments.
- Each **row** represents a state for that document type.
- Each **number** represents the number of lines that are in the state that you selected (click to see details). SCP-MOD will show a max of '+5000' for any row on My Workspace.

The **Supply Network Exceptions** section (top left) contains alerts that can help you find critical data. By clicking on a number link, you will go to a list page that meets the alert's criteria (e.g. missing responses).



My Workspace			e 🚺 ه			
	Welcome, Margaret Pfisterer. ^ OTICE: The numbers you see on My Workspace represent LINE level counts - not document counts. For example, if you see 'New' under orders with a count of 50 that means you have 50 new PO schedule lines - NOT 50 new orders. Also on the list pages, each row presents a line or schedule line - NOT one row per document. Use the 'Help' link to access useful training information.					
Supply Network Exceptions 🛛 🛛 🕴	Discrete Order Summary :	Shipment Summary i	Invoice Summary I			
3479 4 8	0 🕒 New	0 🕞 Shipped	0 Rejected			
HIGH MEDIUM LOW	0 Updated	0 🕞 Shipped - Unreferenced	0 Den			
	0 Acknowledged with Exceptions	0 O Delivered	O Open - Unreferenced			
	0 🕜 Accepted	0 Received	0 11 Process			
	0 Archived	0 Archived	O 📫 Approved			
	0 × Closed	0 O Cancelled	0 II Paid			
	0 O Cancelled		0 Archived			
	0 Maintenance					
	_					

You can configure the information that displays on My Workspace by clicking the **Edit** icon in the top right corner of the page.

You can set up My Workspace as the first page you see each time you login to SCP-MOD:

- 1. Navigate to the **My Workspace** page.
- 2. Click Add to Favorites.

Min	istry of Defence	Margaret Pfisterer e2open_super_role	0
≡ Menu	★+ Add to Favorites		٠
My۱	Norkspace	o 🗘 🖍 🗄	5

3. On the **Add to Favorites** pop-up window, click View more options.

Name *	
My Workspace	
Save in	
Favorites Bar	~



4. Select the Set as Homepage checkbox and click Save.

Name*	
My Workspace	
Save in	
Favorites Bar	~
https://mod-	
	n/TPMO_sc/e2sc/lo
scp.exostartest.con gon.do?	
scp.exostartest.com	
scp.exostartest.con gon.do?	jsp%3F0%3D0%26

NOTE: To restore the default homepage, go to Manage Favorites and

- a. Select the **Configurator** icon on the Menu bar.
- b. Select the Menu icon for the My Workspace favorite.
- c. Select Clear Homepage.

Hinistry of Defence			0	Margaret Pfisterer e2open_super_role	
≡ Menu	★+ Add to Favorites	〉 My Workspace			a 🗢
My Workspace			Manage Favorites	= 🖿 ×	
				My Workspace	* 🗄 🕨
		N N	Welcome, Margaret Pfisterer.		🖌 Rename
Welcome	to the Ministry of Defen	ce Supply Chain Platform!			Delete
		1.1		1.1	c A Clear Homepage

Customize Your View of Data

You can customize many SCP screens to only display information that is useful to you. Customization can be done by any user, and it can be updated at any time. Customization changes can be made as a default (stays in place even if you logout) or as a temporary update (only in place for a particular login session).



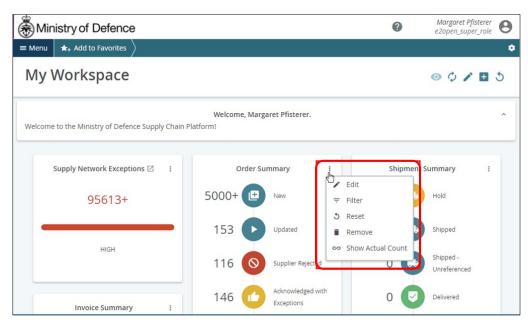
Customize the My Workspace Page

Hide/show sections of the My Workspace page

- 1. Go to My Workspace.
- 2. In top right corner, click the **Edit** icon.
- 3. Select checkboxes for items to be shown on the My Workspace page.
- 4. Click Save.

Filter the data showing on the My Workspace page

1. Use the **Menu** icon by each section on My Workspace to display the options for that section.



2. Select the Filter option to set up filtering criteria for that section.

elcome to the Ministry of Defence Supply Chain f	PlatformI			
Supply Network Exceptions 🗵 🛛 🗄	Order Sum		Shipment S	ummary :
95613+	5000+ 🕒	New =	Edit Filter	Hold
	153 💽	Updated	Remove	Shipped
HIGH	116 🚫	Supplier Rejected	Show Actual Count	Shipped - Unreferenced

- 3. Enter the 'Search' criteria to be used for filtering.
- 4. Click Search
- 5. When finished, click on Save Search.
- 6. A check mark will appear next to the filter icon on **My Workspace**, indicating a filter is on.

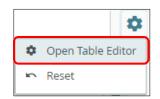


- 7. To modify or remove the filter,
 - a Select the **Filter** option again.
 - b Select the **Update Portal Preference** drop-down menu.
 - c Select the **Delete Portal Preference** option.

∋ Schedule/Li	ine Summary		
Saved Searches	Schedule/Line Summary 🗸	Update Portal Preference	ce 🖌 🌣
			Save Search
			Delete Portal Preference
Filling in at least o	one field will return results more qu	iickly.	<u></u>

Customize View on a List Page

- 1. Go to any list page (the result of a search or link from My Workspace etc).
- 2. In the top right corner, click the **Configurator** icon.
- 3. Select Open Table Editor.



- 4. Use left/right arrows to select items to be viewed on the details page.
 - a. The 'Available columns' section should contain any data fields that you do NOT want to display on that list page.
- 5. Use up/down arrows to determine the layout on the screen top of list shows as the first column.
- 6. Save your changes.

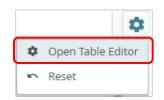
NOTE: It is possible to change your choices. Simply repeat this process as required.



efin	e Grid Columns			
	Available Columns 🛧		Table Columns	
	ASN Allowed	>	Order Number	(
	Buyer Contract Number	<	Buyer Account	(
	Buyer Item Number	»» «	Order Created	
	Project Description		Change Order Sequence	
	Project Number		Change Order Date	
	Response Sent		Buyer Contact	
	Supplier Code		Supplier Company	
	elnvoice		Supplier Ref Number	
			Supplier Contact	
			Schedule Last Modified	

Customize View on a Details Page

- 1. Go to the details page for an Order Management document (Discrete Order, Shipment, or Invoice).
- 2. In the top right corner, click the **Configurator** icon.
- 3. Select Open Table Editor.



- 4. Use left/right arrows to select items to be viewed on the details page.
 - a. The 'Available columns' section should contain any data fields that you do NOT want to display on that list page.
- 5. Use up/down arrows to determine the layout on the screen top of list shows as the first column.
- 6. Save your changes.

NOTE: It is possible to change your choices – simply repeat this process as required.



efin	e Grid Columns				
	Available Columns 🛧		Table Columns		
	ASN Allowed	>	Order Number		
	Buyer Contract Number	<	Buyer Account		
	Buyer Item Number	» «	Order Created		
	Project Description		Change Order Sequence	_	
	Project Number		Change Order Date		
	Response Sent		Buyer Contact	_	
	Supplier Code		Supplier Company		
	elnvoice		Supplier Ref Number	-	
			Supplier Contact		
			Schedule Last Modified		

Get Assistance

There are three ways to get assistance while you are working in SCP-MOD:

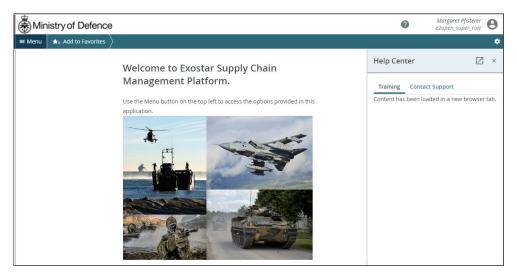
- 1. Read Reference Materials
 - Go to the MyExostar website (<u>https://my.exostar.com</u>).
 - Navigate to **Customers** \rightarrow **Ministry of Defense** \rightarrow **Supply Chain Platform MOD**.
 - There are step-by-step instructions and more to guide you through the features, functionality, and usage of the SCP-MOD application.

my EXOSTAR [®]	APPLICATIONS	CUSTOMERS INDUSTRIES RE	GISTER SUPPORT MAG LOGIN
Q Search			
/ Ministry of Defence (MOD)			
Jump to			_
Ministry of Defence Overview Ministry of Defence Self-Help Welcome to th find step-by-st	ply Chain Platform he Supply Chain Platform - Ministry of I tep instructions and more to guide you application. Additionally, you can use t	Defence (SCP-MOD) Self-Help dasi through the features, functionalit	C Share hboard! You can y, or usage of
	SCP-MOD Overview	Get Started	
	Credentialing	Register	
	Downloadable Guides	Videos	

- 2. Access SCP-MOD Help
 - On any screen in SCP-MOD, you can click on the **Help** icon.



• The help menu allows you to access the SCP-MOD training documentation or take you to the Contact Support page.



- 3. Contact Exostar Customer Support
 - Go to the My Exostar website (<u>https://my.exostar.com</u>).
 - Click on the **Support** link (upper right corner).
 - Complete the form to create an online support case or review the telephone numbers and support hours for live assistance.

my EXOSTAR [®]	APPLICATIONS CUSTOMERS INDUSTRIES REGISTER SUPPORT MAG LOGIN				
Q Sear	ch de la constant de				
•					
 High Call Volume We are currently receiving a high volume of receiving a hig	quests, we encourage you to submit your case via the chat or online case form. Please only submit your case once and we will				
, , , , , , , , , , , , , , , , , , , ,	you wait, you can browse <u>my.exostar.com</u> for self-help guides and videos. Thank you for your patience and understanding!				
Chat now!	Need Support?				
Chat is available Monday to Friday	You can reach our Customer Support team through the creation of an online case. start a chat or by calling one of the				
6:00 AM - 6:00 PM EST	numbers listed below.				
Chat support may not be open based on availability.	• USA & World-Wide Phone: +1703-793-7800				
Language translation is available through Google translator in Chat for over 20 different languages.	United Kingdom Phone: 0203 3007093 Australia: +61 2 8073 8383				
translator in Chat for over 20 different languages.					
	If you create an online case form below, please include the Product, Issue , and a detailed description of your issue in the Message field. If you are receiving an error message, please attach a screen shot with your case to help us more quickly				
	the message lield. If you are receiving an error message, please attach a screen shot with your case to help us more quickly identify the issue.				
Top Issues	Healthcare and Life Sciences on MyExostar				
	Please note that customers of the Healthcare and Life Sciences industries need to reach out to their Tier 1 support. To find the correct				
Login Information	contact information, please click here and click on "LEARN MORE" under the appropriate industry.				