

# SCP-MOD Supplier Guide: How to Get Started March 2021





# Table of Contents

Introduction2
First Time Login2
Logging In after First Time Login5
General Navigation6
Header6
Navigation Menu7
Commonly Used Icons9
My Workspace10
Customize Your View of Data12
Customize the My Workspace Page12
Customize View on a List Page13
Customize View on a Details Page14
Get Assistance



# 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: 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 14<sup>th</sup> day, the 28<sup>th</sup> day, the 42<sup>nd</sup>, 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.

Crea	te password	
The c	te a password to set up your account. checklist below will help you meet our word strength requirements.	
<ul> <li>✓ 4</li> <li>✓ 1</li> <li>✓ 1</li> </ul>	to 64 characters different characters alpha character numeric character special character	
Enter pa	assword	S.
Confirm	n password	10

**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	S
Secure your account by setting your sec used to recover your account and for ac questions.	curity 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.

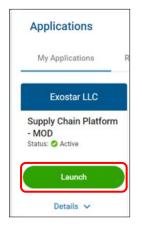
Applications	
My Applications	Request Applications
Test Service Provider	
Test Service Provider Status: ••• Pending	
Agree to Terms	
Details 🗸	

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.

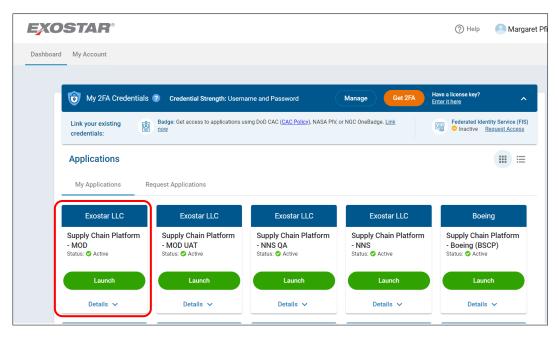
Log in	
Email/User ID	
Login Using Badge or Certificate	)
Don't have an account? Register	
Unauthorized access to this system may constitute a criminal offense.	

3. Enter your Password. Click Next.

Enter Your Password	
Password	ß
This is your Exostar account password	
Use a different email/user ID 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 "<u>Get Started - SCP MOD</u>" 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 their "Favorites" list.



		3 4	
Min	istry of Defence	Margaret Pfisterer SAdmin: 114001844: ExoSCP2.1Seller_ORG	0
≡ Menu	★+ Add to Favorites		٠
	2		5

# Navigation Menu

Margaret Pfisterer ? 0 Ministry of Defence SAdmin: 114001844: ExoSCP2.1Seller\_ORG ★+ Add to Favorites ٠ × Menu Filter workflows Discrete Order Invoice Home Summary Create Invoice My Workspace Search Summary Exceptions Print Orders Search Order Management History Draft Search Master Data History Upload/Download Shipment Draft History My Profile Create Shipment Administration Summary Search Draft Search Print Labels History Draft History

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

- 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 setup.
- 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.



#### **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 Menu and select the option you wish to search under such as **Order Management** or **Exceptions**.
- 2. You will need to select a sub-menu option such as Discrete Order or Shipment.

Filter workflows		Discrete Order	Invoice
Home		Summary	Create Invoice
My Workspace		Search	Summary
Exceptions	•	Print Orders	Search
Order Management	•	History	Draft Search
Master Data	•		History
Upload/Download	•	Shipment	Draft History
My Profile	•	Create Shipment	
Administration	•	Summary	

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

× Menu $\bigstar_+$ Add to Favorites $\rangle$		
Filter workflows	Discrete Order	Invoice
Home	Summary	Create Invoice
My Workspace	Search	Summary
Exceptions •	Print Orders	Search
Order Management	History	Draft Search
Master Data		History
Upload/Download	Shipment	Draft History
My Profile	Create Shipment	
Administration <b>•</b>	Summary	
	Search	

- 4. 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	Margaret Pfisterer e2open_super_role	θ
$\equiv$ Menu $\bigstar_+$ Add to Favorites				٠
$ightarrow$ Order Management $\ igstarrow$ Discrete Orde	er 👻 $ angle$ Discrete Ord	ler Summary		
Schedule/Line Summary Header Summary				
④ Schedule/Line Summary	2	Saved Searches None ~	<ul> <li>Save Search</li> </ul>	\$
Results				
Status	Total	Status	Total	
New	274	Closed	73	
Updated	153	Cancelled	7	
Supplier Rejected	116	Maintenance	22	
Acknowledged with Exceptions	146	To Be Purged	0	
Accepted	1274	Partially Shipped	0	
Archived	455	Shipped	45	

# Commonly Used Icons

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

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).

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

Ay Workspace စ 🖉 ငံ 🖞					
NOTICE: The numbers you see on My Workspace represent LINE level represents a line or schedule line - NOT one row per document. Use th			e lines - NOT 50 new orders. Also on the list pages, each row		
Supply Network Exceptions 🛛 🛛 🗄	Discrete Order Summary :	Shipment Summary :	Invoice Summary :		
3479 4 8	0 🕒 New	0 🕞 Shipped	0 Rejected		
HIGH MEDIUM LOW	0 Updated	0 Shipped - Unreferenced	0 Den		
	0 Acknowledged with Exceptions	0 Delivered	0 Open - Unreferenced		
	0 C Accepted	0 Received			
	0 Archived	0 Archived	0 Approved		
	0 Closed	0 O Cancelled	0 I Paid		
	0 O Cancelled		0 Archived		
	0 Maintenance				

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.



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

Add to Favorites	×
Name*	
My Workspace	
Save in	
Favorites Bar	~
⊕ View more options	
Cancel	Save

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

Add to Favorites	×
Name*	
My Workspace	
Save in	
Favorites Bar	~
O View less options	
https://mod- scp.exostartest.com/TPMO_sc/e2sc/ gon.do? target=PortalMain.jsp%3F0%3D0%2	
Set as Homepage	
Cancel	ve

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

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



#### c. Select Clear Homepage.

Ministry of Defence	0	Margaret Pfisterer 8 e2open_super_role
$\equiv Menu  \bigstar_{+} \text{ Add to Favorites} \qquad My Workspace$		a 🗢
My Workspace	Manage Favorites	= <b>E</b> ×
	My Workspace	* 🗄 🕨
Welcome, Margaret Pfisterer.		🖍 Rename
Welcome to the Ministry of Defence Supply Chain Platform!		Delete
	C	<ul> <li>Clear Homepage</li> </ul>

# 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.

My Workspace				◎ ¢ / Ħ 5
Velcome to the Ministry of Defence Supply Chain f	Welcome, Marg Platform!	aret Pfisterer.		A
Supply Network Exceptions 🗵 🛛 🗄	Order Su	mmary	Shipment	Summary :
95613+	5000+ 🕒	New	≂ Filter	Hold
	153 💽	Updated	5 Reset	Shipped
HIGH	116 🚫	Supplier Rejected	∞ Show Actual Count	Shipped - Unreferenced
Invoice Summary :	146 🕐	Acknowledged with Exceptions	0 🔽	Delivered



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



- 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	ne Summary					
Saved Searches	Schedule/Line Summary 🗸		pdate Portal Prefe	erence	~	φ
Filling in at least o	one field will return results more q	quickly.				Search e Portal Preference

#### 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.





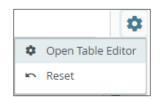
- 4. Use left/right arrows to select items to be viewed on the details page.
  - a. The 'Available columns' section should contain any data fields that you do NOT want to display on that list page.
- 5. Use up/down arrows to determine the layout on the screen top of list shows as the first column.
-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

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

Defin	e Grid Columns				
	Available Columns 🛧			Table Columns	
	ASN Allowed	>		Order Number	<u> </u>
	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.



fine Grid Columns			
Available Columns 🛧		Table Columns	
ASN Allowed	>	Order Number	<u> </u>
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

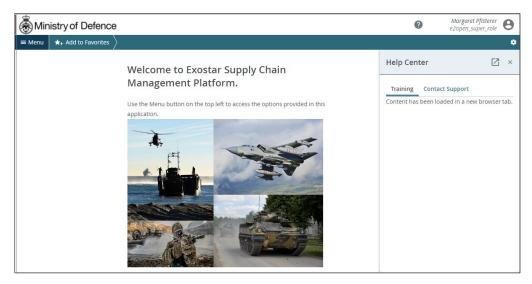
There are three ways to get assistance while you are working in SCP-MOD:

- 1. Read Reference Materials
  - Go to the My Exostar website (<u>https://my.exostar.com</u>).
  - Navigate to Customers → Ministry of Defense → 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 <sup>®</sup>	APPLICATIONS	CUSTOMERS INDUSTRIES R	EGISTER SUPPORT MAG LOGIN				
Search							
/ Ministry of Defence (MOD)							
Jump to • Ministry of	ly Chain Platform	ı - Ministry of De	fence Share				
Ministry of     Defence Self-Help     Welcome to the     find step-by-ste							
	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 of page).
  - Complete the form to create an online support case or review the telephone numbers and support hours for live assistance.