Respond to Your ePurchasing Test Order
Quick Reference Guide

April 2021

![Exostar logo]

1.   Login to your MAG Account – https://portal.exostar.com.

2.   Enter your **UserID**. Click **Next**.

3.   Enter your **Password**. Click **Next**. Upon successful login, the MAG "Select your account" page displays.

4.   Select your Account. Click **Next**.

5.   On your MAG Dashboard, under the Applications section, find **SCP-MOD**. Then click **Launch** button to open the application.
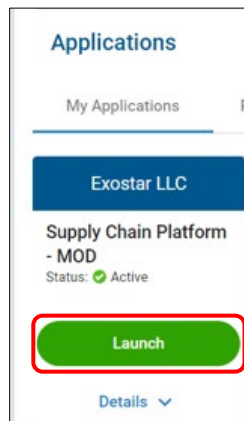
6.   This will bring you to the SCP-MOD Home page. On the left of the screen, you will see the Menu button.

7.   Click the **Menu** button to expand the menu.

8.   Select the **Order Management** option to display the sub-menu.

9.   Under the Discrete Order header, click **Summary** to open the Discreet Order Summary page.
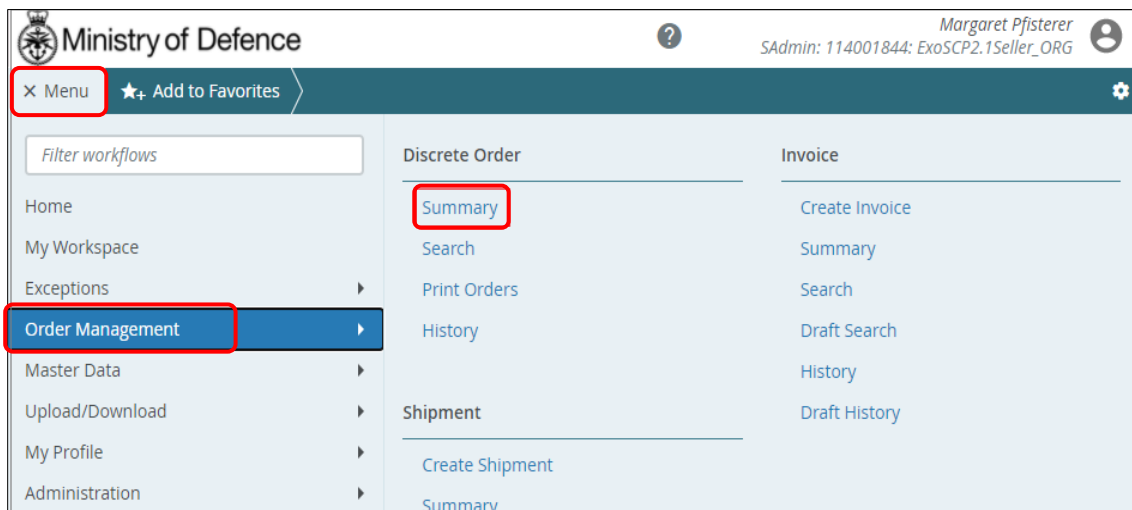
10. Find the **Status** section located at the bottom of the page. The list includes the number of records relating to each status.

11. Click on the hyperlink number for **New** results listed under Total. This opens the Discreet Order List page for new orders.

12. To see the Purchase Order details, click the **Order Number**. This opens the Discreet Order Details page.

13. Select a **checkbox** to indicate which items you are accepting.

14. Click **Accept**. The status will now change to **Accepted**.

The order response is automatically sent back to ePurchasing (once all of the order's lines have an accepted status). Then ePurchasing recognizes that it comes from your company and informs CP&F that you have acknowledged your order.

Please note that the order is recognized by ePurchasing as a test order, so acknowledging it is also only a test action. Nothing is transmitted back to the live MOD system. For testing purposes, this is sufficient to prove to us that the communication links are working. Once we receive this message, we will contact you to agree on a date in which we can set you to "CP&FReady".