

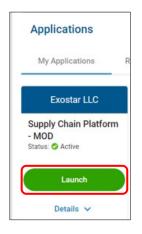
Respond to Your ePurchasing Test Order Quick Reference Guide April 2021



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- 1. Login to your MAG Account <u>https://portal.exostar.com</u>.
- 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.

Ministry of Defence		Margaret Pfisterer SAdmin: 114001844: ExoSCP2.1Seller_ORG
X Menu 🛧 Add to Favorit	ses 👌	٥
Filter workflows	Discrete Ord	er Invoice
Home	Summary	Create Invoice
My Workspace	Search	Summary
Exceptions	Print Orde	rs Search
Order Management	History	Draft Search
Master Data	•	History
Upload/Download	Shipment	Draft History
My Profile	Create Shi	pment
Administration	Summary	



- 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.

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\equiv Menu \bigstar_+ Add to Favorites				٠
♠ Order Management ➤ Discrete Order ➤ Discrete	ete Order Summary			
Schedule/Line Summary Header Summary				
€ Schedule/Line Summary		Saved Searches	None	¢
Results				
Status	Total	Status	Total	
New	107	Accepted	932	
Updated	100	Archived	226	
Supplier Rejected	103	Closed	71	
Acknowledged with Exceptions	125	Cancelled	6	

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

Ministry of Defence						SAdmin: 11756153	Margaret Pfisterer 5: CPF Test Supplier		
≡ Menu	★+ Add to Favorites	\rangle					٠		
A Orde	er Management 🕞 \rangle	Discrete Order 👻 🔶 🛛)iscrete Order Sum	mary Discre	te Order List				
Dis	Discrete Order Schedules Page 1 of 2; 38 Records								
	Order No. 📋 🚦	Int. Line No. 2	Line/Ship :	Status :	Order Created :	Contract No.	Original Purchase		
	1834399 48	10,002	1/2	New	2017-01-24 11:14:52	MPS/021			
	30001658	10,001	1/1	New	2017-04-07 15:24:45	SR-APSPL-20170309			
	30019448	10,001	1/1	New	2017-07-12 15:56:05	SR-APSPL-20170515	T385409219-1		
	30019448	20,001	2/1	New	2017-07-12 15:56:05	SR-APSPL-20170515	T385409219-1		
	30019451	20,001	2/1	New	2017-07-13 09:47:06	SR-APSPL-20170515	T385409222-1		

- 13. Select a **checkbox** to indicate which items you are accepting.
- 14. Click Accept. The status will now change to Accepted.

Discrete O	rder Scheo	dules Page	1 of 1; 2 Records				State All	(2) 🔹 Filter 🔯 🛓
Int. Line No. 1	I Line/Ship I	Status i	Buyer Item No. 1	Item Description	Supplier Item No.	Ship To I	Ship To Address	Requestor Name I Rec
10,001	1/1	Updated	N/A	Maintaing printer 385409222-1/1 in Walker House	P385409222-1/1	DBA PtP	DBA PIP 🗹	Requestor on Header
20,001	2/1	New	N/A	Maintaing printer 385409222-1/2 in Walker House	P385409222-1/2	DBA PtP	DBA PtP [2]	Requestor on Header



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".