SCP–MOD Supplier Guide:
How to Get Started

March 2021

EXOSTAR®

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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:
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.

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

Create password

Create a password to set up your account. The checklist below will help you meet our password strength requirements.

✅ 8 to 64 characters
✅ 4 different characters
✅ 1 alpha character
✅ 1 numeric character
✅ 1 special character

Enter password

•••••••••

Confirm password

•••••••••

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 answers

Secure your account by setting your security questions and answers. These will be used to recover your account and for additional security. Please answer all 4 questions.

Question 1   ▼   Answer 1

Question 2   ▼   Answer 2

Question 3   ▼   Answer 3

Question 4   ▼   Answer 4

☐ Show all answers   BACK   **NEXT**

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.

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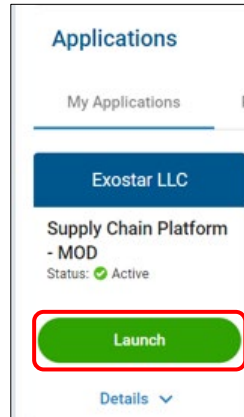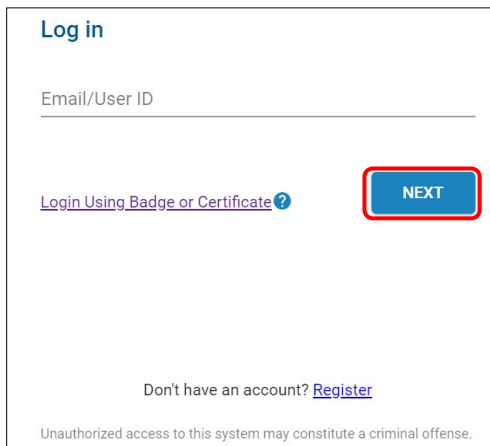
Now you will be able to access the SCP-MOD solution, click the green **Launch** button to open the application.
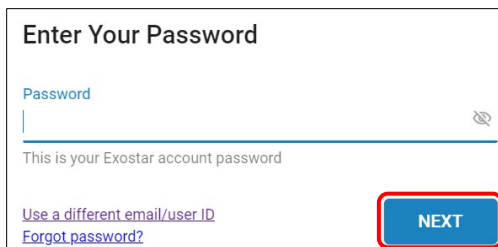

Logging In after First Time Login

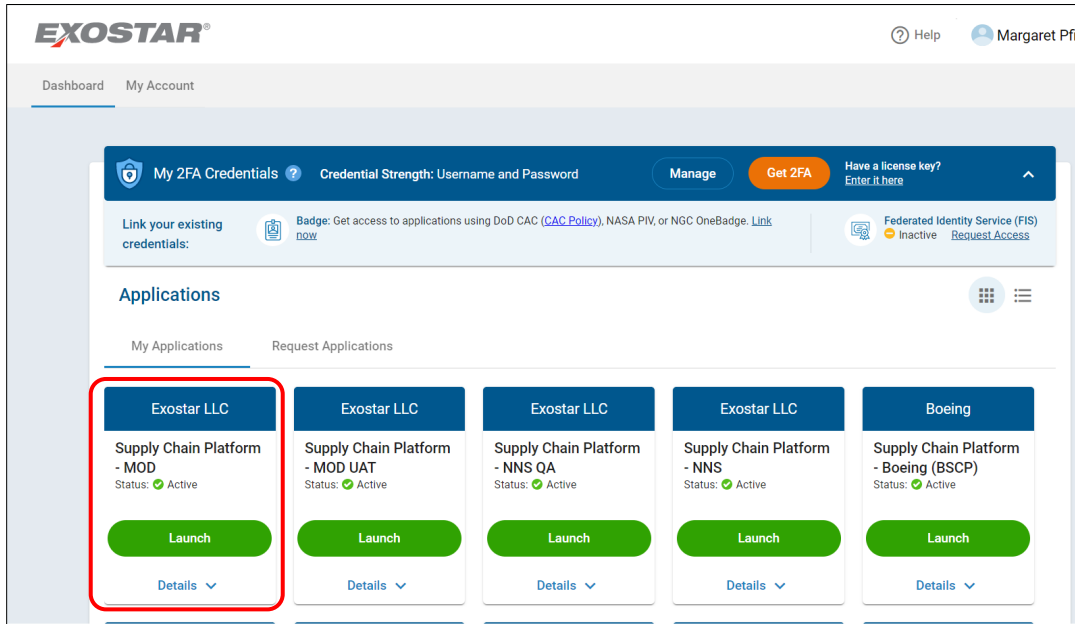Users who complete first-time login follow the steps below for all subsequent access to Exostar's MAG Platform.

1. Go to https://portal.exostar.com.
2. Enter your **UserID.** Click **Next.**

3. Enter your **Password.** Click **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 their "Favorites" list.
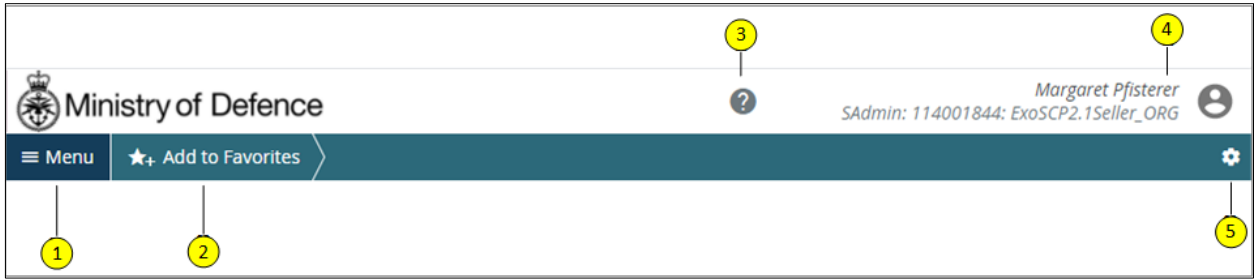
Navigation Menu

Below are the SCP-MOD navigation menu workflows at a high level:
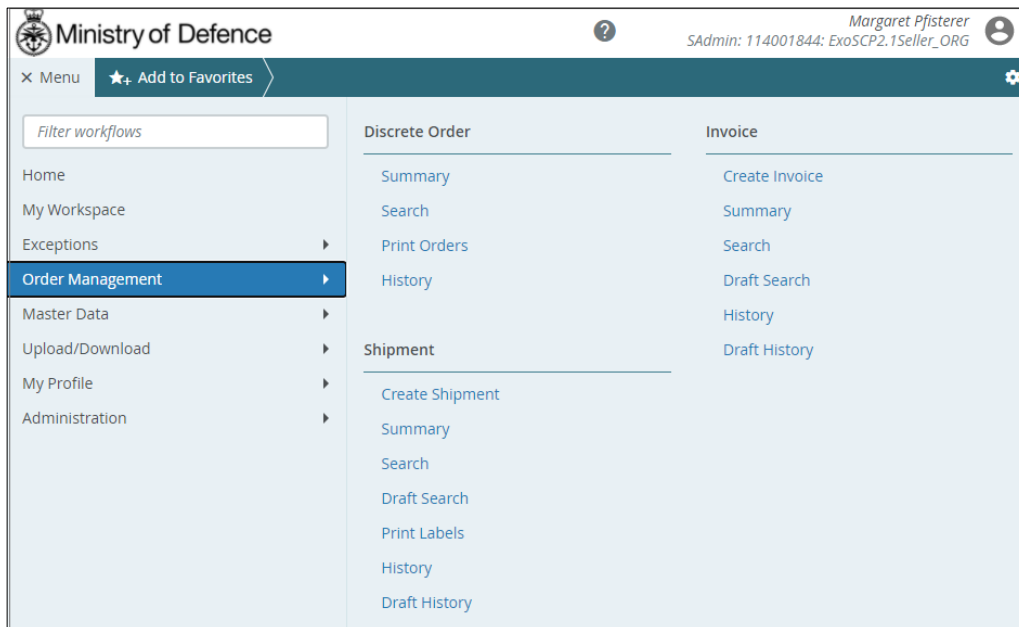
1. **Home** – Returns the user to the default home landing page.
2. **My Workspace** – Displays a dashboard providing PO status summaries.
3. **Exceptions** – Displays a dashboard of notifications about potential issues in the supply chain.
4. **Order Management** – Facilitates searches for, and responses to, transactions (Purchase Orders, Shipments, and Invoices).
5. **Master Data** – Facilitates Collab Attributes, Supplier Attributes, and Supplier Item Attributes setup.
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.

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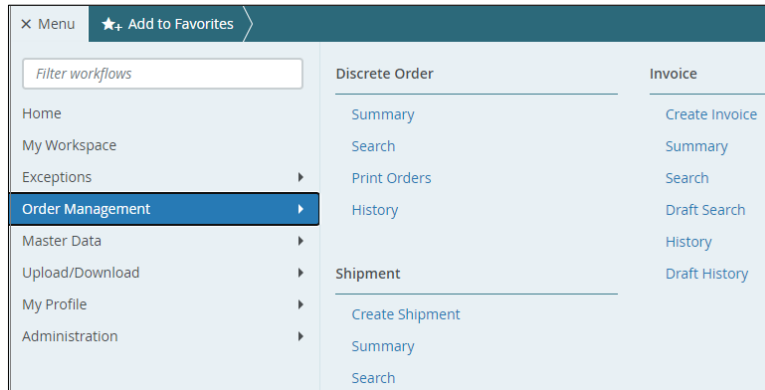
3. From the sub-menu field, you will need to select an option you wish to search under such as Summary or Search.
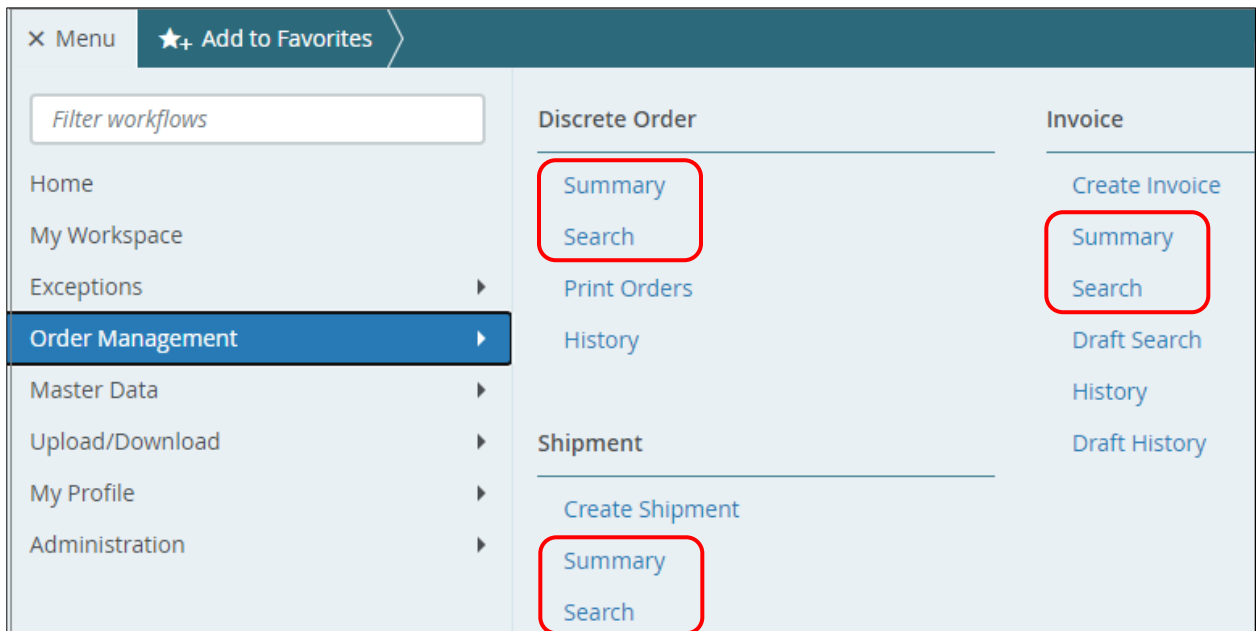
4. Enter search criteria such as an Order Number and then click **Search.**
   - Use an asterisk (*) as a wildcard.
   - Use a comma with no spaces to represent "or";
     (Example: Searching in 'Order Number' with *334*,*335* will return results for all orders that have a 334 OR a 335 somewhere in the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

Commonly Used Icons

☑	**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.	
↻	**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.

> ⚠️ 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. 🖉
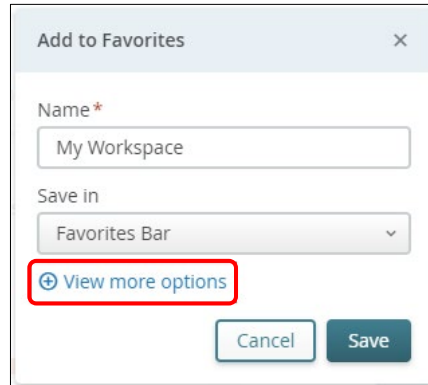

You can set up My Workspace as the first page you see each time you login to SCP-MOD:

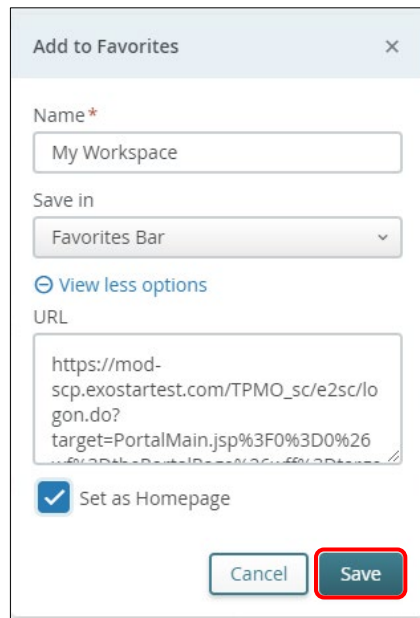1. Navigate to the **My Workspace** page.

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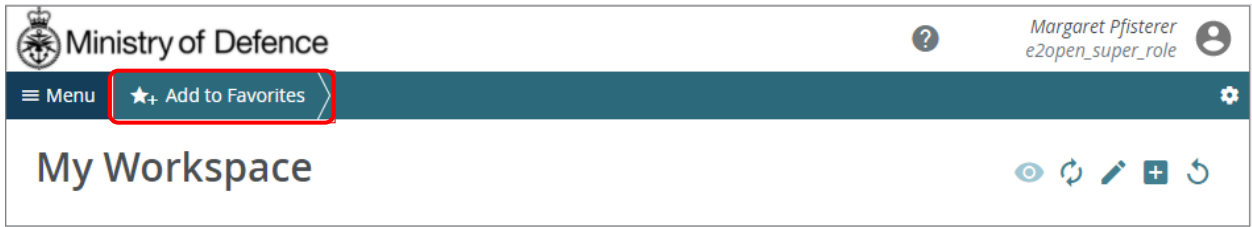
3. On the Add to Favorites pop-up window, click **View more options**.
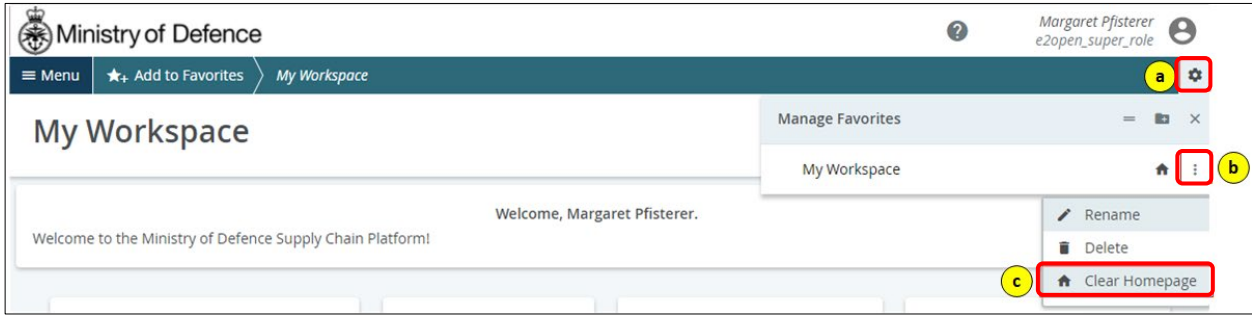

4. Select the **Set as Homepage** checkbox and click **Save**.

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.**

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).
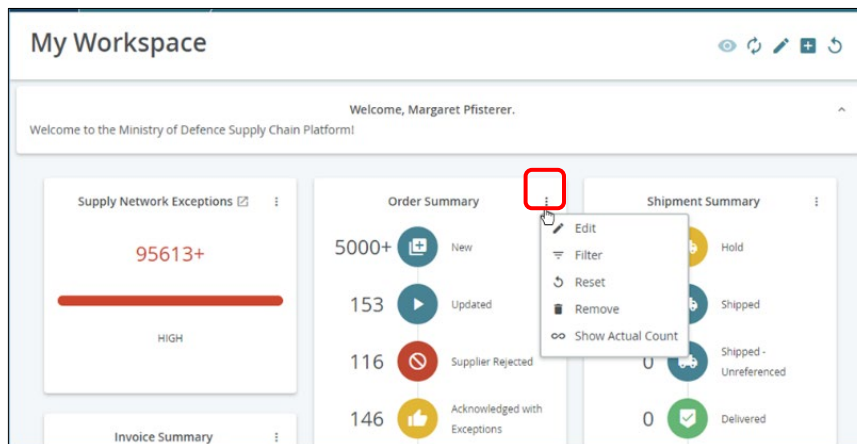
Customize the My Workspace Page

### 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.
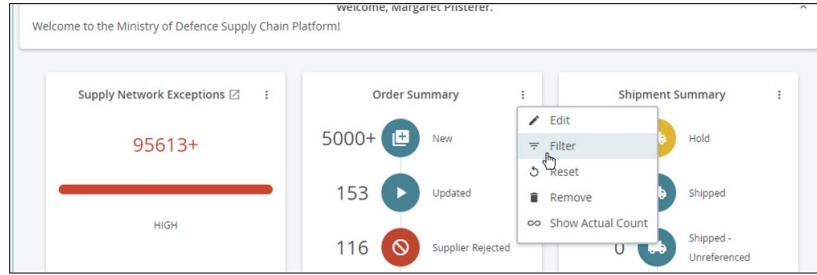
3. Enter the 'Search' criteria to be used for filtering.

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.
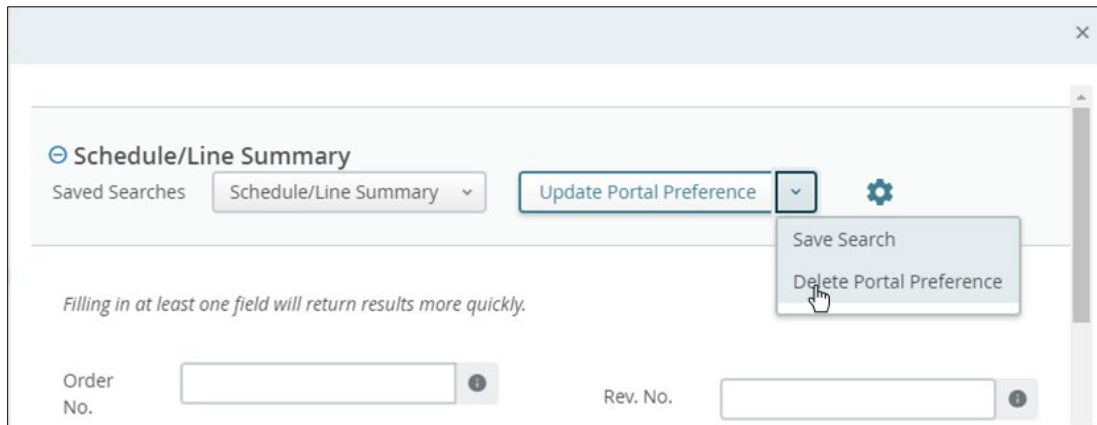
Customize View on a List Page

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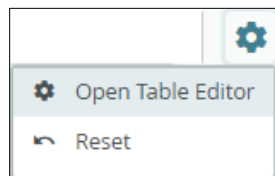3. Select **Open Table Editor**.
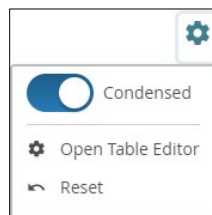
4. Use left/right arrows to select items to be viewed on the details page.
   a. The 'Available columns' section should contain any data fields that you do NOT want to display on that list page.
5. Use up/down arrows to determine the layout on the screen – top of list shows as the first column.
6. Save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

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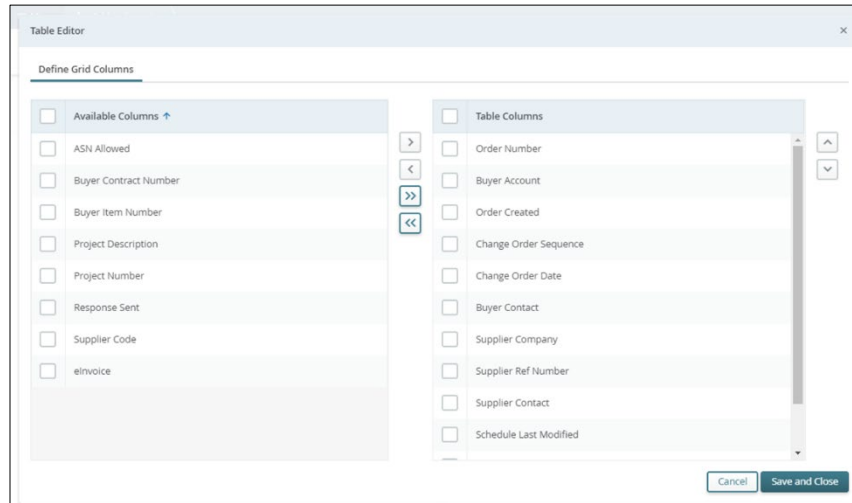

Customize View on a Details Page

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.
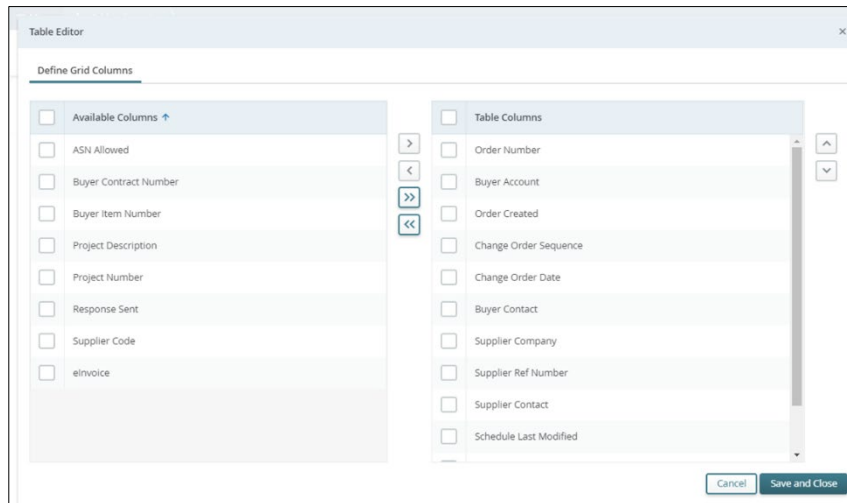
Get Assistance

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

1. Read Reference Materials
   - Go to the My Exostar website (https://my.exostar.com).
   - 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.
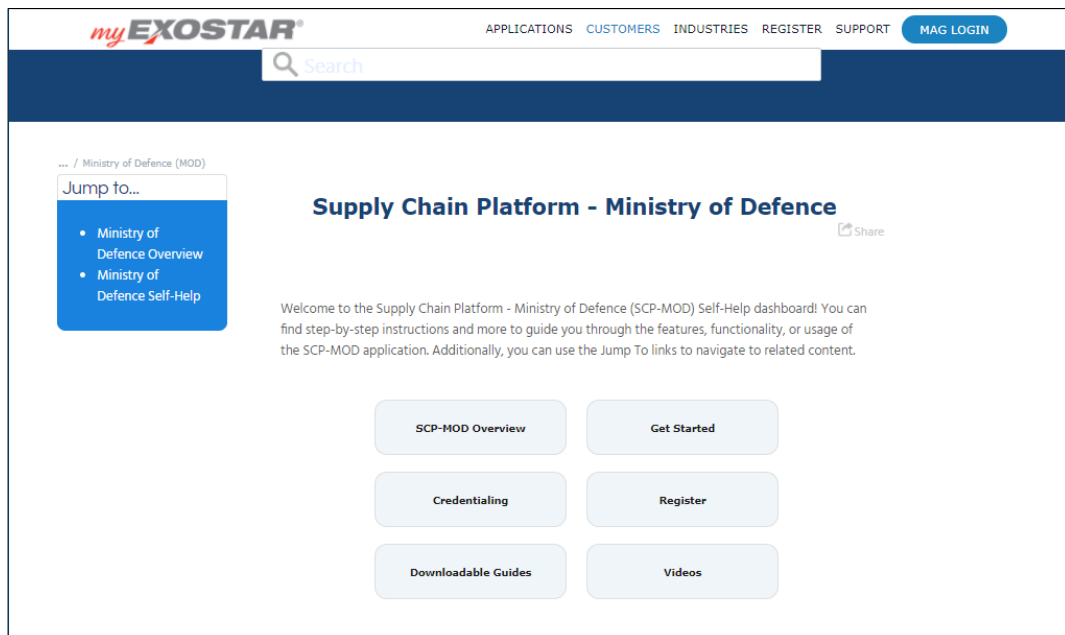
2. Access SCP-MOD Help

- 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.
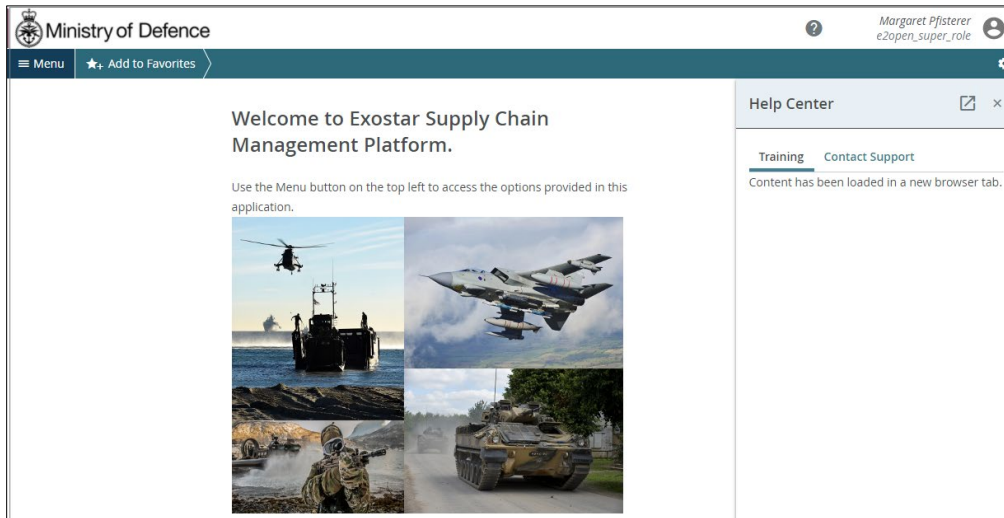
3. Contact Exostar Customer Support

- Go to the My Exostar website (https://my.exostar.com).
- 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.