TPM PIM Guide Update Summary

Follow the steps below to update your organization’s cybersecurity posture within Trading Partner Management (TPM) and Partner Information Manager (PIM).

This user guide covers the following organization maintenance processes:
- Performing general organization TPM maintenance activity. This can be performed when status is either Active or Expired.
- Completing the questionnaires within PIM, necessary for Lockheed Martin to make risk-based procurement decisions of your company’s products and services.

**IMPORTANT:** Only the Organization Administrator, having logged in with 2-Factor Authentication (2FA) credentials, can make changes to the company’s TPM profile. For more information on 2FA credentials please go to [https://my.exostar.com/display/TE/Credentialing+-+Lockheed+Martin](https://my.exostar.com/display/TE/Credentialing+-+Lockheed+Martin).

**NOTE:** In order to recertify an organization, there needs to be at least one (1) active LMP2P user with 2FA credentials (this can be the Organization Administrator) associated with the organization.

**Step 1: Login to Exostar’s Managed Access Gateway (MAG)**
Access your MAG account at [https://portal.exostar.com](https://portal.exostar.com). For help with resetting your MAG password or if you forgot your logon credential, refer to the [MAG User Guide](https://my.exostar.com/display/TE/Credentialing+-+Lockheed+Martin).

**NOTE:** If you are the first user in your organization to access PIM, you must accept the standard MAG Usage Service Agreement. If you see View Service Agreement on the Partner Information Manager tile in your MAG account, click the link and accept the service agreement.

**Step 2: Access your organization’s account in TPM**
Click on My Account and then click View Organization Details. From the View Organization Details tab, click on the View in Trading Partner Management (TPM) link.
Step 3: Access TPM
When you click the View in Trading Partner Management link, the following screen displays. Review the notice and Click the Continue button to access the Organization’s profile.

Step 4: Navigate to Self-certification Page
Scroll down to the Cyber Security section within the page.

Step 5: Update National Institute of Standards and Technology (NIST) and Cyber Security Questionnaires (if applicable)
If your company asserts that DFARS 252.204-7012 applies, (By so asserting, you are required to complete the Exostar NIST questionnaire and confirm assessment score in U.S. DOD’s Supplier Performance Risk System (SPRS)

If your company does receive and process sensitive information from a third-party company (e.g. one of the Exostar partners such as Lockheed Martin), you must click the YES button.

If you 1) Assert that DFARS 252.204-7012 applies or 2) Answered YES to cybersecurity question, you are required to complete the applicable questionnaire(s). Questionnaires are hosted in the Exostar’s Partner Information Manager (PIM) application. Clicking on the links within TPM (see below) will give you access to the questionnaires.

**NOTE**: The NIST SP 800-171 Questionnaire answers the DFARS 252.204-7012 required cybersecurity self-assessment for suppliers who process, store, or transmit Covered Defense Information (CDI). The Cyber Security Questionnaire serves as an indicator of supplier cyber maturity, or to highlight the need to mitigate risks of sharing Lockheed Martin Sensitive Information.

**Step 6: Access the NIST SP 800-171 Questionnaire or Cyber Security Questionnaire**

The following screen instructions are taken directly from Exostar’s PIM User Guides, which can be accessed at https://my.exostar.com/display/TE/Downloadable+Guides+-+PIM. You are encouraged to reference this guide.
Access Requirements
To access PIM, you must obtain an approved Two-Factor Authentication (2FA) credential: Phone-based OTP, OTP Hardware token with Proofing, Federated Identity Service (FIS) Medium Level of Assurance (MLOA) Hardware Token, DoD CAC, etc. For detailed information on acquiring Exostar’s 2-Factor credential see https://my.exostar.com/display/TE/Get+Started+-+PIM.

Upon accessing the PIM system through TPM, the Exostar PIM Dashboard displays.

Step 7: Assigning a Questionnaire
By default, the system assigns all PIM users to the available forms. Please see https://my.exostar.com/display/TE/PIM+Supplier+Application+Administrator for additional information on user management.

Step 8: Completing and Updating a Questionnaire
Questionnaires can be completed or updated by anyone who has access to PIM. You only need to complete the questions that are relevant to your company.

Questionnaires can be completed or updated from the Forms widget from your Home Dashboard. You will need to select the form you want to complete or update. If another user is currently working on the form, the form will be locked, and you will be unable to update it. A form will be locked if an assigned user is working on it. Once the user who is working on the
questionnaire clicks **Save & Exit**, another assigned user can work on the questionnaire.

There are two different options to edit the questionnaire. If you want to edit the entire questionnaire select **Click to Edit**. If you want to edit an individual section, click **Edit** in the specific section.

The **Progress** column indicates the status of your questionnaire. Please note there is a guidance section on the right that can assist you with questions that you may have about the questionnaire.

**NOTE**: Exostar Tier I Support is unable to assist you with providing answers to any questions found in any of the questionnaires. If you are unsure on how to answer a question that is relevant to your business, please work with your IT Department or the company you are doing business with, as they may be able to assist you.

When are you ready to proceed to the next page, or if the question is not relevant to your business, click **Next**.
NOTE: If you are not ready to proceed to the next page, click on Save & Exit. Your questionnaire will not be submitted if you select this option. Save & Exit will retain the information you completed and take you back to the Dashboard. When you select the questionnaire, you will be directed to the last page you were on. Your information will not be saved if you do not click on Save & Exit or Next.

After you complete the questionnaire, you must enter the name of the person that completed the questionnaire. Once you complete this, click the Submit Response.

Viewing Results of Completed Questionnaires
Once you have sent a response, you will be taken back to the questionnaire where you will have the ability to edit the completed questionnaire and resubmit for updating scoring.
You may also export three different reports from the **Reports** drop down menu:

1. **Feedback (.pdf)**: This is the Supplier Feedback Report based on your response to the questionnaire. It provides score details and improvement recommendations.
2. **Blank Form**: Provides a blank copy of the questionnaire.
3. **Export (.csv)**: Provides your response to the questionnaire in an Excel or comma separated value document.