



Supplier Portal Supplier Guide

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[Supplier Portal Overview](#)

The Exostar All-in-One supply collaboration platform is a multi-enterprise information hub, plus a suite of supply chain solutions. It aims to comprehensively support interactions with all suppliers across a range of processes including planning, logistics, quality management, procure-to-pay, supplier onboarding, supply risk assessment, vendor-managed inventory, sourcing, and supplier information management. The Supplier Portal is a foundation component to Exostar's All-in-One supply chain offering.

The basic objective of the Supplier Portal is to significantly improve the effectiveness of the current individual supply chain applications by providing a digitizing platform that intelligently links the diverse functions together and adds modern communication, collaboration, and usage technologies.

[System Requirements](#)

The following table shows the official matrix of operating systems and web browsers that must be supported for Supplier Portal:

	IE11	Firefox	Safari	Chrome
Windows 7 SP1	T	S	N/A	T
Windows 8.1	T	S	N/A	T
Windows 10	T	S	N/A	T
MAC OS X	N/A	S	T	T
(S) Supported	This combination of operating system and browser is supported, but has not been fully tested.			
(T) Tested	This combination of operating system and browser is fully supported, and has been tested.			
(N/A) Not Applicable	This combination is not applicable (non-compatible), or is no longer supported.			

[Roles and Responsibilities](#)

The Supplier Portal application provides a Supplier organization with a number of user roles to manage their portal.



Your permission in the portal is dependent on the system role you are assigned by your Portal Administrator. All users with access to the portal are assigned the Viewer role by default when added to the portal.

Roles	Responsibilities
Portal Administrator	Has full-control over the entire portal. Portal Administrator role permissions include the ability to do the following: <ul style="list-style-type: none">• Create additional areas in a portal• Manage all areas in the portal• Including managing all pages within the portal, and the default page layouts for pages within the portal• Manage users and user roles• Manage page widgets and widget content• View profile data on all users in the portal
Area Administrator	Has full-control of an Area within the portal. Area Administrator role permissions include the ability to do the following: <ul style="list-style-type: none">• View all content in the area• Manage all pages in the area including default page lay-outs• Manage all widgets in all pages of the area• Manage content of all pages in the area• Including managing content in widgets• Manage users in roles within the area• View profile date on all users in the area.
Page Manager	Has the ability to manage specific pages in an area. Page Manager role permissions include the ability to do the following within an area: <ul style="list-style-type: none">• View all content in the area• Manage pages including default page lay-outs in the area• Manage widgets in pages• Manage content in the pages including content in widgets.
Role Manager	Has the ability to complete the following actions within an area: <ul style="list-style-type: none">• View all content• Manage users roles• View profile date on all users in the area.
Content Editor	Has the ability to complete the following actions within an area: <ul style="list-style-type: none">• View all content in the area• Contribute content to an existing widget in the respective area.
Viewer	Has the ability to view all content of an area to which they are granted access. All users who are granted access to an area have a minimum of Viewer role by default.

[Exostar's Managed Access Gateway \(MAG\)](#)

Exostar's Managed Access Gateway (MAG) platform is a consolidated portal that provides identity and access management as a cloud service for the Aerospace & Defense industries. The Supplier Portal application is available through MAG, and you are required to have a MAG user account in order to access the application. For more information on MAG, please visit <https://my.exostar.com/pages/viewpage.action?pageId=32022206>.

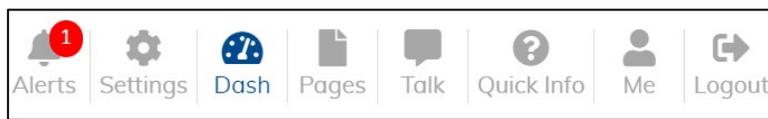
[Dashboard](#)

The Supplier Portal Welcome message displays once successfully log into MAG and select **Open Application**. This Welcome message provides quick information about the portal, as well as FAQs. The message does not display on subsequent logins, but is still available via the **Help** option, located in the top header. All other logins to the portal display the dashboard. The dashboard provides customization options to add desired widgets for you to manage content and application access.

[Top Header](#)

The top header provides the following options and the sections below provide additional details about each selection:

- Alerts
- Settings
- Dash
- Pages
- Talk
- Quick Info
- Me
- Logout



[Alerts](#)

The Alerts icon displays a red number to indicate the number of alerts you have. These alerts are pulled directly from your notification settings in PIM and VQM. Depending on where the alert is located, selecting the alert redirects you to that application.

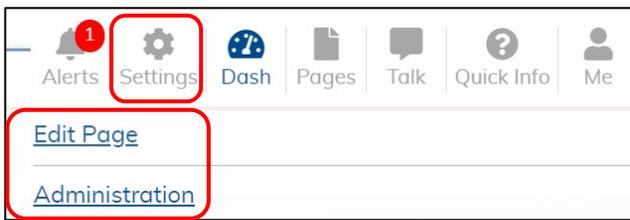
Select the icon to display the top five alerts or select **View All** to view all alerts associated with your account.

Level	Source	Description	Organization Name	Received
	VQM	Pending review for form submitted by test5 .	test5	09/11/2020

Settings

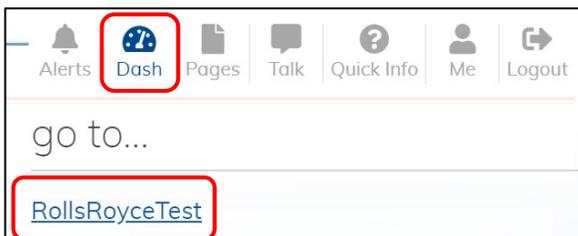
The Settings drop down menu only displays if you have *Administrative* privileges, and provides the following options:

- **Edit Page:** This displays the current page in edit mode, where you can add widgets and set the page as default.
- **Administration:** This option displays if you have administrative privileges in the system, and allows you to manage different aspects of your specific Supplier Portal pages, areas, and users.



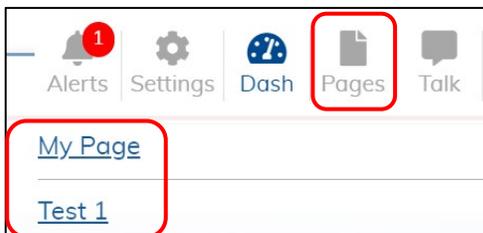
Dash

The Dash option provides links to the different areas to which you are subscribed. This option also provides a link to redirect back to the selected main dashboard, regardless of where you are in the application.



Pages

Provides a drop down menu displaying all pages to which you have access, as well as links to navigate to those pages.



Talk

The Supplier Portal provides a secure messaging service through which users of the portal are able to connect with other users of the same Supplier Portal. You may use this service to connect with a single individual or create a group message with multiple participants. Any user with an active subscription to a Supplier Portal can initiate a message with any other users of the same portal.

New Message

To initiate a new message:

1. Click the **Talk** icon located in the top navigation of your dashboard. The **Messaging Securely** page displays.
2. Click the **Add New Message** button.
3. On the **New Conversation** display, enter recipient names in the **Add People to Conversation** field.

NOTE: As you begin to type, the system displays users matching the entered criteria. Click the desired user name to select the user. Select multiple users as needed.

4. Enter the message subject in the **Enter Conversation Title** field.
5. Enter your message text in the **Type your message...** field.
6. Click **Send**.

The screenshot shows the 'Messaging Securely' interface. On the left, there is a button labeled 'Add New Message' with a plus icon, which is highlighted with a red box. The main area is titled 'New Conversation'. It contains three input fields: 'Add People to Conversation' with the text 'Evans, Erica (evanse_6864) x' and a close icon, 'Enter Conversation Title' with the text 'Test', and 'Type your message...' with a 'Send' button to its right. The 'Add People to Conversation' field and the 'Type your message...' field are also highlighted with red boxes.

Receive Message

Anytime you receive a new message, the system notifies you by displaying the number of conversations containing new messages next to the **Talk** icon in the top navigation.

To review your messages:

1. Click the **Talk** icon to view the **Messaging Securely** page. The left panel displays a list of conversations active within the last 30 days.
2. Click the desired conversation to open and view the content and details.

NOTE: As soon as a conversation is opened, the number indicating new messages no longer displays.

3. Type a response in the **Reply to Message** text box and click **Reply**.

Delete Conversation

ONLY the conversation initiator can delete a conversation. To delete a conversation:

1. Click the **Trash** icon next to the desired message.

NOTE: The icon only displays next to messages initiated by you. If you are not the initiator of a specific conversation, the trash option is not available.

2. Click the **OK** button to confirm deletion and the conversation no longer displays in the conversations panel.

NOTE: Once you delete a conversation, it is unavailable to participants on the conversation.

Help

The Help icon provides the following options:

- **Help:** Redirects to Exostar.com where you can locate on-screen content for all Supplier Portal processes.
- **Getting Started:** Opens a welcome message, displaying quick information about Supplier Portal, as well as FAQs.

Me

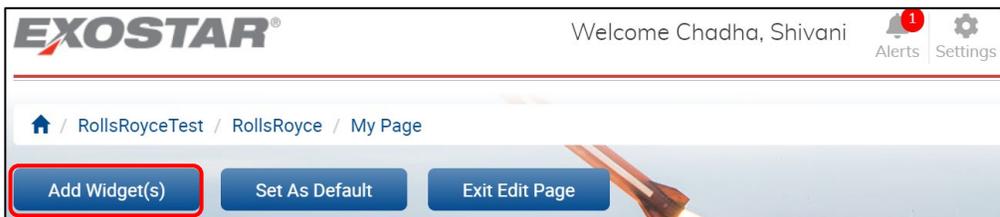
The Me icon opens the My Profile dialogue box, which displays your personal account information, as well as your organization information.

Logout

The Logout icon allows you to exit the Supplier Portal application.

Widgets

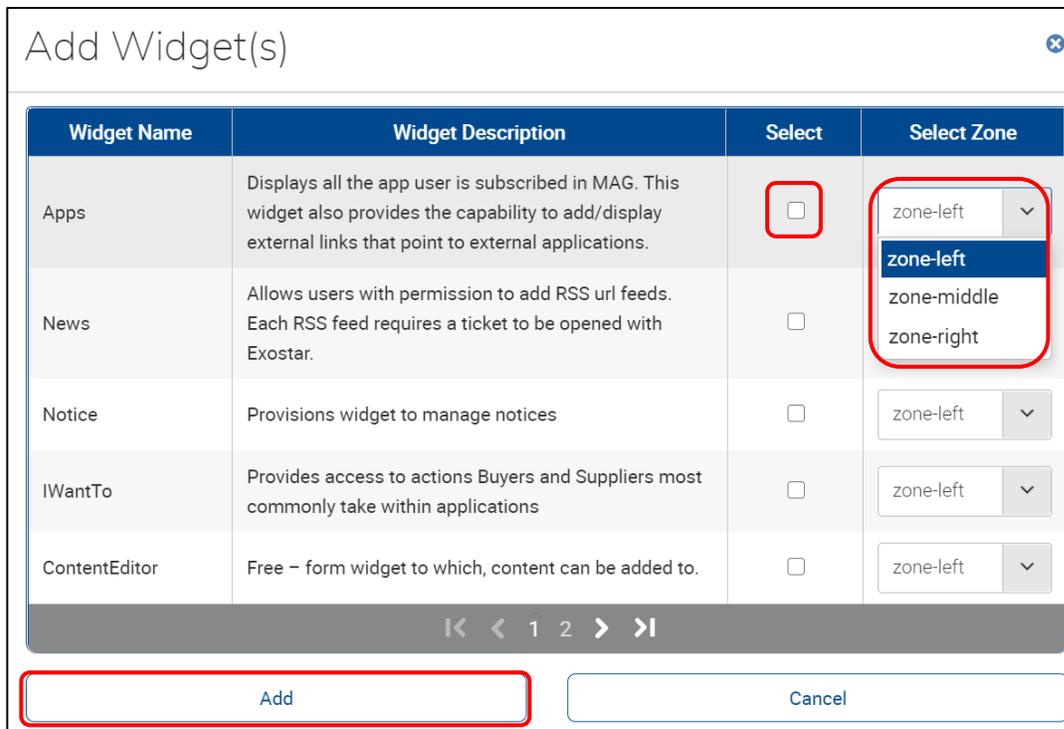
The Supplier Portal dashboard provides the ability to add widgets to manage your content. The sections below explain how to manage each widget.



Add Widgets

To add any of the following widgets to your dash:

1. Select **Settings** → **Edit Page** → **Add Widget(s)** from the top header menu.
2. In the **Add Widget(s)** dialogue box, please a checkmark next to each desired widget.
3. Select the desired placement, via the **Select Zone** drop downs.
4. Click **Add**.



Manage Widgets

Each widget provides clickable icons, located in the upper, right corner:

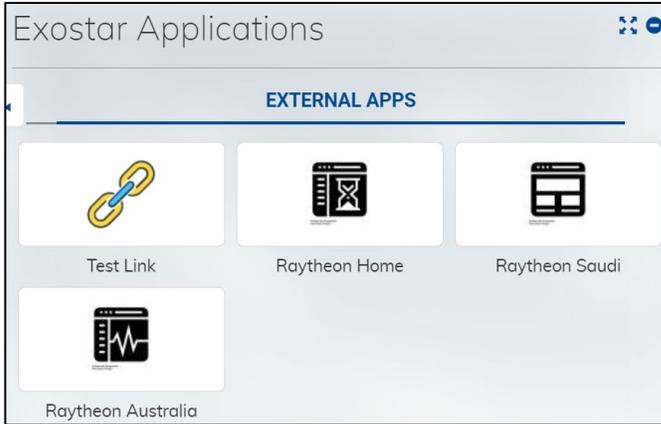
- **Maximize/Minimize arrows:** These icons allow you to enlarge the widget to a full screen or place back in its original size.
- **Settings gear:** This icon provides options to update the widget’s properties (title, description), and to move the widget to a new location.
- **Collapse/Expand minus and plus sign:** These icons allow you to collapse and expand the widget from view.
- **Remove x:** This icon allows you to remove the widget from your dashboard.

Apps Widget

This widget lists all applications to which you have access via MAG, as well as clickable links to open that application. This widget also provides the ability to add external links to external applications. The Apps widget displays two tabs: **Exostar Apps** and **External Apps**.

To add an external link:

1. Navigate to the **External Apps** tab and select the **Manage App Links** button.
2. Select the **Add New App Link** button.
3. In the **Add External App** dialogue box, input all required information and click **Save**.



I Want to... Widget

This widget allows Portal Administrators and Area Administrators to customize links to access tasks specific to their organization.

To add links:

1. Click the **Manage App Links** button.
2. Click the Add New App Link button.

NOTE: Existing links display in the main section of this dialogue box and you can manage these links via the **Edit** or **Delete** buttons.

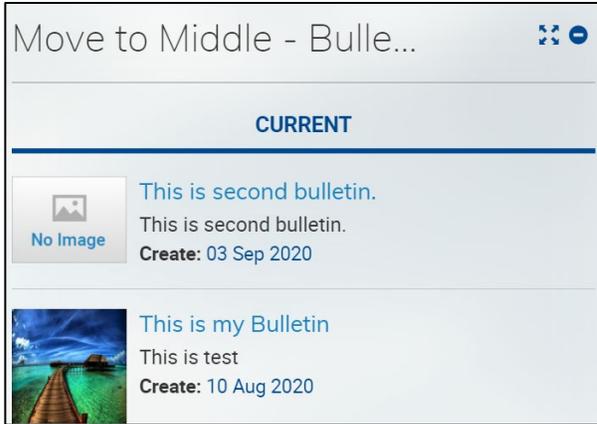
3. Input all required information and click **Save**.

Bulletin Board Widget

The Bulletin Board provides the ability to create and run announcements visible to all the users within the Portal Area. Each listed bulletin has an edit icon and a remove icon to further manage the list.

To add a new bulletin:

1. Click the **+Add New** button.
2. Complete all required fields, including a start and end date.
3. Click **Submit**.



News Widget

This widget allows users, with proper permissions, to add RSS URL feeds.

To add a new RSS feed:

1. Select the icon, located in the upper, right corner.
2. In the **News** dialogue box, input all required fields and select the plus button.
3. In the **Manage Feeds** section, select the radio button next to the desired URLs and click **Save**.

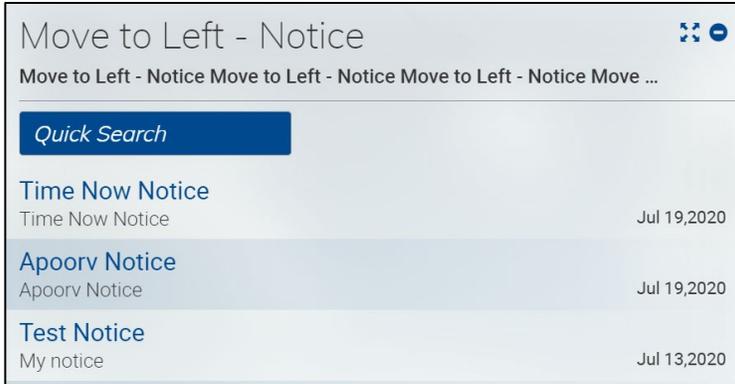


You can further manage existing RSS Feeds via the **Manage Feeds** section of the **News** dialogue box, in the **Enable** and **Remove** columns.

IMPORTANT: Each RSS feed requires you open a ticket with Exostar.

Notice Widget

This widget allows customers to display document notices to portal users, mostly PDFs, and allows users to download those files. Application Administrators can add, delete, or change the notices.



To add a new notice:

1. Click the **+Add New** button.
2. Enter all required information (denoted with a red asterisk) and click **Save**.

To manage this widget:

1. Select a **Notice Name** to expand additional details. Once expanded, click **View** to download the notice.
2. Use the navigation arrows to page through all notices, if necessary.

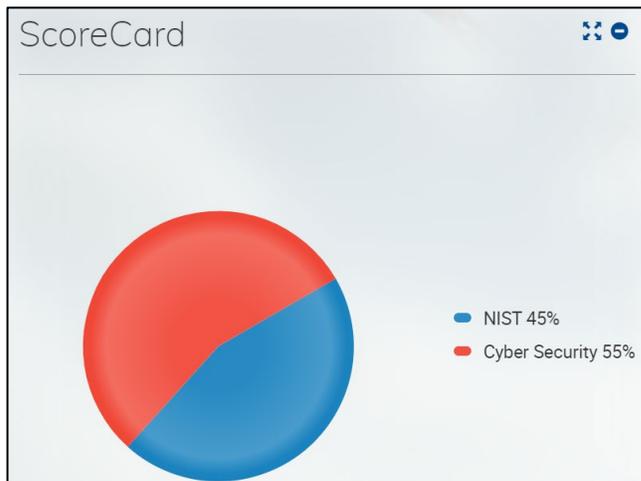
Content Editor Widget

This is a free-form widget, to which you can add content. To manage this widget:

1. Click the **Add** button.
2. Input and format text as desired and click **Save**.

Score Card Widget

This widget provides a table with Supplier names, NIST form score, as well as the Supplier's Cyber Security score (out of 5).



Event Summary Widget

The Event Summary widget displays summary information about currently ongoing events, including event title, event type, and closing date. Each item in the list is clickable and redirects to that specific page within SourcePass:

- **RFI:** RFI Management Page
- **RFQ:** RFQ Management Page
- **RFP:** RFP Management Page
- **Auction:** Negotiations Page
- **QQ RFQ:** Event QQ Page

NOTE: There is also an option to **Refresh the browser to see updated information.**

Title	Event T...	Closing Date*
RFI_8/24/2020	RFI	Thursday, August 26, 2021 12:00:00 PM
BAE RFQ	RFQ	Thursday, January 21, 2021 12:00:00 PM
RFQ8242020	RFQ	Thursday, January 07, 2021 12:00:00 PM

Event Management Widget

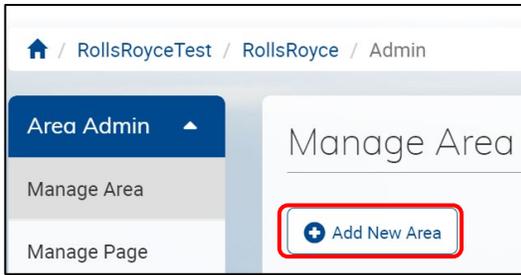
The Event Management widget displays activities that requires a Supplier to review or take action.

If you have not yet responded to an event, a link displays to redirect you to the respective page in SourcePass. If you have responded to an event, a link displays redirecting you to the Messages page in SourcePass.

■ You are invited to respond to 13 live documents
■ You have responded to 6 documents
■ You have 2 auctions in progress

Area

Areas are places that allow users to organize pages. Areas contain multiple pages that a user can view once an administrator grants access. In order to add new areas and manage existing areas, you must have an Administrative role.



Create New Area

To add a new area to your portal:

1. Select **Administration** from the **Settings** option in the top header.

NOTE: The **Manage Area** page displays.

2. Click the **Add New Area** button.
3. Input all required information and click **Save**.

Edit Area

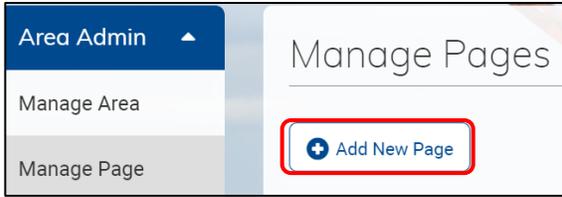
To edit an existing area:

1. Select **Settings** → **Administration** → **Manage Area**.
2. Locate the desired area, and select the **Edit** icon.
3. Make desired changes and click **Save**.

NOTE: You can delete areas using this same process, however, select the trashcan icon, instead of edit.

Page

A page is a location in the portal where administrators can add widgets and organize information. Administrators have the ability to grant or deny access to individual pages.



Create New Page

To create a new page:

1. Select **Settings** → **Administration** → **Manage Page**.
2. Click the **Add New Page** button.
3. Input the **Page Name** and **URL**.
4. Select the desired page layout and click **Save**.

The 'Add Page' form contains the following elements:

- Page Name ***: Input field with placeholder text 'Page Name'.
- Page URL ***: Input field with placeholder text 'Enter Url'.
- Select from a list of available layouts ***: A grid of six layout templates, each with labeled zones (Header, Footer, Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, Zone Top, Zone Bottom).
- Save**: Button highlighted with a red rectangle.
- Cancel**: Button.

Edit Page

To edit an existing page:

1. Select **Settings** → **Administration** → **Manage Page**:
2. Locate the desired page and select the **Edit** button.
3. Make all desired changes and click **Save**.

NOTE: You can delete pages using this same process, however, select the trashcan icon, instead of edit.