“View Only” Access in LM eInvoicing Q & A:

How do I get access to the new “View Only” role for LM eInvoicing?

To obtain a user account, you may either contact your company’s Organization Administrator go to [https://portal.exostar.com/userRegistration](https://portal.exostar.com/userRegistration) and complete the online registration form. You need to know the Organization ID of your company to start the registration process. You can get this information from any user, administrator(s) within your organization or contact Exostar at [https://my.exostar.com/display/TE/Support](https://my.exostar.com/display/TE/Support)

How do I navigate to the LM eInvoicing application?

Users will access the LM eInvoicing application via Exostar

- Log into MAG through Exostar - [https://my.exostar.com/](https://my.exostar.com/)
- Click on “Open Application” to the LM eInvoicing Application

Will the “View Only” role give me access to the LMP2P portal as well as LM eInvoicing?

No, the “View Only” role only allows access to the LM eInvoicing application.

What does the “View Only” role provide the user?

The “View Only” role will provide access into our current eInvoicing application via Exostar without two-factor authentication. “View Only” access will provide suppliers beneficial information to reconcile payments and view status of invoices.

“View Only” users will be able to view Purchase Orders and Invoice statuses. They will also be able to create and export the following reports:

- The Paid Invoices report will contain invoices with status “Paid”. This report contains paid invoice data for the past 30 days, based on the Paid date.
- The Discrepant Invoices report will contain invoices with status “Discrepant” and “Received”.
- The Unpaid Invoices report will contain invoices with statuses of “Approved”.

Will a user with a “View Only” role be able to submit an invoice within the LM eInvoicing application?

The “View Only” role allows users to view data only. Users with this role will not be able to submit an invoice. The “View Only” role will; however, allow user to view invoice status, payment details and create and export reports.
Will there be any change for existing users who access the LM eInvoicing application today to submit invoices to Lockheed Martin?

There will be NO changes to the current way suppliers access the LM eInvoicing Application today to create and submit invoices.

What role is required for a user that needs to create invoices?

A user would need a “Full Access” role to the LM eInvoice Application to create invoices. If you already can access the LM eInvoicing Application today, there will be NO change to your current access and there is NO action for you at this time. You will continue to access the LM eInvoicing Application the same way that you always have with your same role.

As a Lockheed Martin supplier, do I need both the “Full Access” role and the new “View Only” role?

No. If you are responsible for invoicing Lockheed Martin, you need to continue to access the LM eInvoicing Application using your two factor authentication credentials. With the Full Access role, you can create invoices, attach invoices, view invoices, view limited details of your Purchase Orders, access paid and unpaid reports and submit inquiries to Accounts Payable.

However, if you do not have an invoicing role with your organization and you only need to access the LM eInvoicing Application to view status of invoices, create paid and unpaid reports or submit inquiries to Lockheed Martin, you only need the “View Only” role.

How do I contact Accounts Payable?

Under the “Getting Started” section on the LM eInvoicing Application home page, there is a step by step tutorial on “How to Create a Ticket through the portal”. Tickets that are generated through the LM eInvoicing Application will be sent to the Accounts Payable department for resolution. There are also multiple Help Documents that may help answer your question without having to create a ticket.