Global Supplier Portal (GSP)
Rolls-Royce Orientation
Much of the information that is available today on SupplierManager-Online will be retired. All functionality will be moved to the GSP at that time.
Approach

The approach we are taking is to present actionable information.

This focuses attention on the areas needing attention. This approach allows Rolls-Royce and the supplier to interact efficiently.

Functions that require Supplier interaction with Rolls-Royce:
- Viewing their Scorecard
- Challenging data represented in a Scorecard
- Notices to Supplier (NTS)

This requires Security:
- Ensure we share data with only authorized representatives of the supplier
GSP Home Page

The home page is an at-a-glance view of key information related to our business relationship: Scorecard Summary, Notices to Suppliers, Rolls-Royce News, Workspace Summary and Status.

As we mentioned earlier, security is required to access certain functions. Prior to accessing the GSP home page, logging in will be required. For details on how to log in, please refer to the GSP login documentation.
Login with your Exostar User ID & Password

Unauthorized access to this computer system may constitute a criminal offense.
General Navigation

Header

Important – When you are finished, always log out

Welcome message with your name

Indicates the version number. This is important if an issue is identified. You may be asked to provide this number.

Footer

Links to frequently used information

When you encounter this box, always click Yes

Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes  No  More Info

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> Global sites | > Accessibility | > FAQs | > Terms of use | > Website requirements | > Privacy and security | > Terms of business
For security reasons, you will automatically be logged out of the GSP after 15 minutes of inactivity.

Logout when you are finished

When you log out, the screen below will appear.

You have successfully logged out. Your browser may still have memory of some information you have entered. For security reasons, it is recommended that you close your browser now.

When you get this pop-up, click Yes to close the window.
After you have logged into Exostar, the homepage will display your personalized information.

Color indicates there is something needing your attention. We will explain the importance of this a little later in the documentation (i.e. new task in your inbox).
Workspace Summary

**Inbox** is used to identify the quantity of items requiring your attention. Colors are used to indicate when action is needed. Red indicates you have actions to take and green indicates you do not have any items in your inbox.

The term **Form** is used to describe the information collected by the GSP. The GSP collects the information from the supplier by having them fill out the details. Launching a Scorecard Challenge actually generates a form.

**Forms I initiated** At this point, Rolls-Royce will not be initiating forms. Future releases may allow you to initiate forms via the Launch Pad explained in the Workspace page later in the documentation.

**Recently completed forms** are the Scorecard challenges that have been completed and are available for your review if you need to refer to the detail.
Navigating to the Workspace Page

There are 3 ways to navigate to the workspace page:

1) Click on the Workspace tab
2) Click on the inbox link
3) Click on the Go to Workspace link.

Start from the home page

Workspace summary

Action required

Inbox(15)

Forms initiated(0)

Recently completed forms(0)

Go to workspace

Notices to supplier

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 Nov 2008</td>
<td>NTRS256</td>
<td>SABRE Protection Packaging and Labelling: Additional Training</td>
</tr>
<tr>
<td>20 Oct 2008</td>
<td>NTRS255</td>
<td>Design Make Nadcap Requirements</td>
</tr>
<tr>
<td>14 Oct 2008</td>
<td>NTRS254</td>
<td>Relocation of Rolls-Royce / CEVA X Dock</td>
</tr>
<tr>
<td>14 Oct 2008</td>
<td>NTRS253</td>
<td>Rolls-Royce Plc: Notification Requirements when delivering FAIR parts</td>
</tr>
</tbody>
</table>

See all notices

Rolls-Royce news

<table>
<thead>
<tr>
<th>Date</th>
<th>Headline</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Nov 2008</td>
<td>The Rolls-Royce Factory of the Future opened by HRH The Duke of York</td>
</tr>
<tr>
<td>17 Nov 2008</td>
<td>Clean Sky programme takes off</td>
</tr>
<tr>
<td>29 Oct 2008</td>
<td>Rolls-Royce Trant enters Latin America</td>
</tr>
</tbody>
</table>

See all news
This page is key to interacting with suppliers

There are 3 sections to the workspace page:

1) **Worklist**: Worklists are used to organize tasks associated with the selected view. The view above shows the worklist from your inbox. These are the tasks needing your attention and action. By choosing a different view, you can also see worklists associated with recently completed forms.

2) **Views**: A view is a set of filters, which retrieves only the forms that match the criteria specified. Views are displayed in the worklist panel, but you select a view from the Views panel.

3) **Launch Pad**: The launch pad is used to initiate a new form. Rolls-Royce will not have launch activities in this release. Suppliers will launch requests. When the supplier launches a request, a task is immediately added to a Rolls-Royce worklist for action. As Rolls-Royce completes tasks, the supplier receives an update of actions or requests for additional information.

Tasks/Forms that appear in your inbox will vary by process. See specific training documents for individual processes. In the initial release, the Scorecard challenge process has been automated. Future releases include concession requests and DARs.
Workspace Page

Launch Pad is not yet used for Rolls-Royce staff. Only the suppliers have the ability to launch a scorecard challenge.

By clicking on any column heading, you can sort the worklist by that element. The example shown is the default of date received.

Enter search criteria to locate work list items.

If you click anywhere on the form, then click on the refresh icon, you can view the details of the form in the instance detail (see next page).

Other Features:
- The GSP will notify you with an email when there is a task in your inbox requiring your attention. You do not need to constantly monitor the GSP inbox for updates.
- If the RR inbox tasks are not responded to within a specified timeframe, there is an automatic Rolls-Royce internal escalation process. This ensures our timely responsiveness to you.
You may check a form and click on the operations drop-down. This is how you can bookmark, unassign a form or request a consult.

This is what displays when you select a form to view the instance details.
Instance Detail Features

Instance Detail

- Process: Scorecard Challenge
- Participant: Unassigned
- Status: Running
- Received: 9:16 PM (1 minute(s) ago)
- Deadline: 9:26 PM (6 minute(s) ago)

Activity: Review Scorecard Challenge Delivery
- Status: Pending
- Mandatory: □
- Repeatable: □
- Last Run: ➡

Note: Sep 11, 2009 9:26 PM
Note: member12Z@securepass.mysite.com
Note: Review Scorecard Challenge Delivery

Detail content

- Optional Tasks
- Notes (3)
- Attachments (8)
- Consultations (8)

Audit Trail

Activity | Event | Responsible | Date | Copy
---------|-------|-------------|------|-----
Create Scorecard Challenge | | | | |
Review Delivery Challenge | Activity completed | | Sep 4, 2009 8:26:06 PM | 0 |
Review Scorecard Challenge Delivery | Activity completed | | Sep 4, 2009 8:26:06 PM | 0 |
**Inbox**  Contains the tasks that need your attention. This is the default view when entering the workspace.

**Forms I initiated**  Only suppliers will have forms present in this view.

**Recently completed forms**  By clicking this, the details associated with completed forms you initiated will appear in the worklist.

**Bookmarks**  Recalls tasks that you have bookmarked. When tasks are completed, they are automatically removed from your bookmarks.

**Consultations**  are available if you have been requested to confer on an issue with someone.

**History**  contains history of active forms by day. If a form has been completed, it will not appear in the history. Completed forms can be viewed in Recently Completed Forms. Refer here if you need to see which open forms had actions on which day. A Scorecard Challenge will span multiple days of activities.

Scorecard challenges are the only process that will be implemented in the first release. Future releases will include DARs and Concession Requests.
Notices to Suppliers Have Different Navigation

From the home page, you can see the most recent notices.

Clicking on the NTS Title, displays additional detail about the notice.

Clicking on the PDF icon, displays the entire Notice to Supplier.

A Notice to Supplier may have additional files available for download.
Seeing all Notices to Suppliers

Before you log in

When reviewing the detail for a Notice

From the home page after you log in

Notice to Supplier

Date | Number | Issue | Title
--- | --- | --- | ---
22 Jul 2008 | NTS245 | 001 | Request for information by PRI-Nadcap
14 Feb 2008 | NTS320 | 001 | SABRE Marine Submarines: Adoption of the NTS Process
22 Jan 2008 | NTS230 | 001 | New Packaging Requirements (Rolls-Royce Corporation)
01 Jul 2008 | NTS236 | 001 | Rolls-Royce Corporation: Automated Clearing House (ACH) Payments
30 May 2008 | NTS165 | 001 | Changes to SABRE 9000 SABRE Website
11 May 2008 | NTS164 | 001 | Product Lifecycle Management Operating Procedures and Best Practices (PLMOPs and PLMBPs)
05 Apr 2008 | NTS163 | 002 | SABRE Corporation Acknowledgment of Receipt of Supplier Response To NTS 183
19 Feb 2008 | NTS162 | 001 | Final Component Identification Marks
28 Feb 2008 | NTS161 | 001 | Quality Red Flag Process
01 Feb 2008 | NTS160 | 001 | Configuration Management for DDG 733 Rolls-Royce Corp. Suppliers

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