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Login to SAP Sourcing via Global Supplier Portal

Quick Reference Guide (QRG)

Author: Kristin Höhne

Issue 01 – 15th October 2019



Icons

Icons used in this QRG



Paragraphs with this icon attached contain information that requires special focus and care taking.



This icon indicates areas that may cause concern.





Standard Content

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04 Appendix

➔ Compatibility View Settings



01

System Flow





Login to SAP Sourcing via Global Supplier Portal

System Flow

Global Supplier Portal



1 Navigate to the [Global Supplier Portal](#) and then press  .

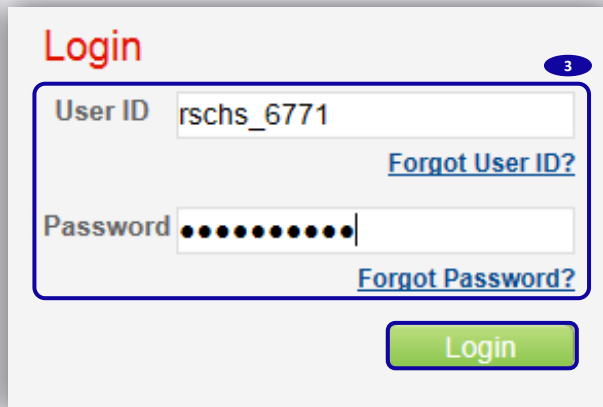
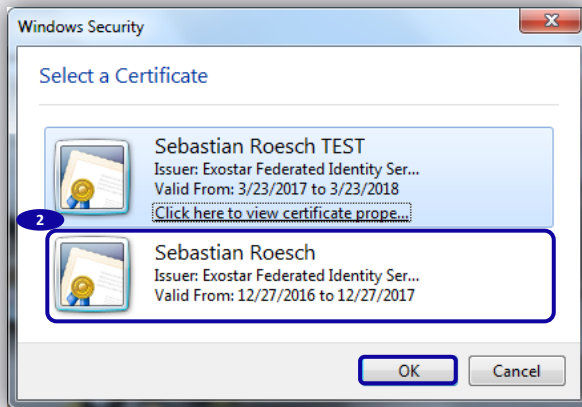




Login to SAP Sourcing via Global Supplier Portal

System Flow

Exostar Login



2 Select the respective **certificate for this user** and then press .

3 Enter **User ID** and **Password** and then press .



If you have forgotten your password, see [Link](#).



Login to SAP Sourcing via Global Supplier Portal

System Flow

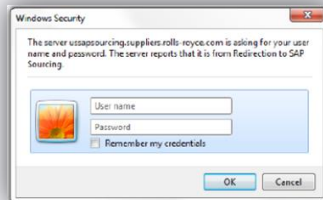
SAP Sourcing Login



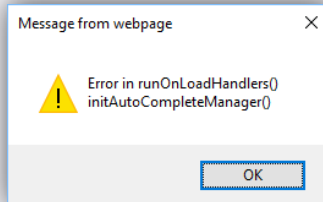
4 Click on **SAP Sourcing**, either **International** or **U.S. Server**.



1. If the links to SAP Sourcing are missing, please refer to the [FIS Guide](#).
2. If an additional login screen comes up, please refer to the [SAP Sourcing Contact Guide](#) – Chapter Request SAP Sourcing User Load.



3. If you receive this error message, please follow the instruction outlined in the [Appendix](#).



02

Support

Please find Exostar/ GSP/ SAP Sourcing guidance documents [here](#).
(Supplier Documents → Supplier Training → eSourcing guidance)

Please contact the Exostar support <http://www.myexostar.com/Online-Support/> in the following cases:

- Exostar login issues
- Exostar registration issues
- FIS certificate issues
- Link to SAP Sourcing missing (Exostar to resolve certificate issues)

Please contact the Rolls-Royce support [RR helpdesk](#) (Supplier Documents → Help) in the following cases:

- SAP Sourcing issues
- SAP Sourcing login issues



03

Change History

Issue	Change	Date	Name
1	Initial Issue	15th Oct 2019	Kristin Höhne





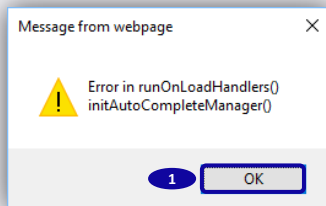
04

Appendix

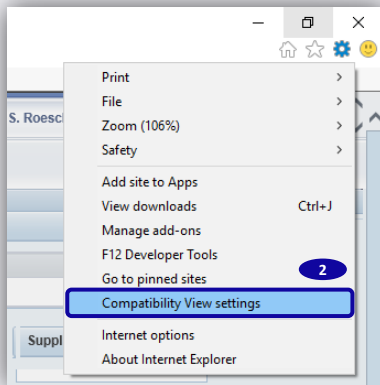


Appendix

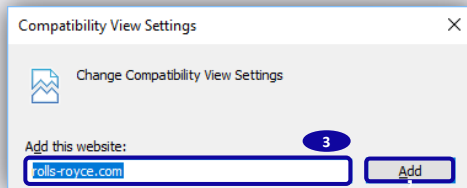
Compatibility View Settings



1 Press **OK**.



2 Select **Compatibility View Settings** in the Explorer Tools .



3 Add '**rolls-royce.com**' to the Websites and the press **Add**.

