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Add a New Supplier Contact to SAP Sourcing

Quick Reference Guide (QRG)

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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

01 Overview

➔ What do you need to know?

02 System Flow

➔ What needs to be done?

03 Support

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04 Change History

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01

Overview





General

Supplier Administrator

This role is the administrator on supplier site for Exostar. This role might be split into **ORG Admin** and **Bundle Admin**. In case of such a split the steps „Create new user (ORG Admin) and „Approve new user“ (Bundle Admin) is split between these two roles.



02

System Flow

- ➔ Step 1 - Create and approve new Exostar user [Org Admin]
- ➔ Step 2 - Complete Registration [New User]
- ➔ Step 3 - Request eSourcing access [New User]






System Flow

Org Admin:
Login to Exostar

Step 1 - Create and approve new Exostar user 1/10

Go to [Exostar](#) and then MAG Login:

The screenshot shows the Exostar login interface. At the top left is the word "Login" in red. Below it are two input fields: "User ID" and "Password". The "User ID" field has a blue circle with the number "1" above it. The "Password" field has a blue circle with the number "2" above it. To the right of the "User ID" field is a blue link that says "Forgot User ID?". To the right of the "Password" field is a blue link that says "Forgot Password?". At the bottom right of the form is a green button labeled "Login" with a blue circle containing the number "3" next to it.

- 1 Enter your **User ID**.
- 2 Enter your **Password**.
- 3 Press  .



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





Step 1 - Create and approve new Exostar user 2/10

System Flow

Org Admin:
Create New User 1/3

The screenshot shows the EXOSTAR web application interface. At the top, the EXOSTAR logo is displayed. Below it, the word 'Announcements' is underlined in red. On the right side, the user's name and ID are shown: 'User : Narinder Sehmbi(sehmbin_4372)'. A navigation bar contains several tabs: 'Home', 'My Account', 'Administration' (which is highlighted with a blue border), 'Registration Requests', and 'Reports'. Below the navigation bar, there is a sub-menu with 'View Users', 'Add New User' (highlighted with a blue border and a small blue circle containing the number 4), 'Subscribe to Application', 'User Upload', and 'Bulk Actions'. Below the sub-menu, there is a section with instructions: 'All fields marked with a * are required. Make sure that password conforms to the following rules:' followed by two bullet points: '• Password must be at least 8 and at most 12 characters. It must comprise at least 4 distinct characters, 1 alphabetic character, 1 numeric' and '• Leading and trailing whitespaces are not permitted.'

4 Press **Add New User** .





Step 1 - Create and approve new Exostar user 3/10

System Flow

Org Admin:
Create New User 2/3

The screenshot shows the 'Add New User' form. A red box highlights the 'User Information' section, which includes fields for Title, First Name, Middle Name, Last Name, Job Title, Email, Phone, Fax, One-time Password, and Confirm One-time Password. It also includes address fields (Street Address 1, Street Address 2, City, State, Zip/Postal Code, Country, Time Zone) and a Restricted Access checkbox. A blue circle with the number 5 is next to this section.

Below the red box is the 'Application Settings' section. A blue circle with the number 6 is next to the 'Role' dropdown menu, which is set to 'User'. Below this is a table for 'Application Access' with columns for Provider, Application, and a 'Select' checkbox. A blue circle with the number 7 is next to the 'Select' column. The table lists three applications: Exostar (SourcePass), Exostar (Federated Identity Service (FIS)), and Rolls-Royce eTools(Application Group) (Rolls-Royce eTools - Federated Identity Service (FIS), SourcePass, Supply Chain Platform - Rolls-Royce, Rolls-Royce Global Supplier Portal). All three have their 'Select' checkboxes checked. A blue circle with the number 8 is next to the 'Continue' button at the bottom right.

Provider	Application	Select	Sponsor Code(s)
Exostar	SourcePass	<input checked="" type="checkbox"/>	
Exostar	Federated Identity Service (FIS)	<input checked="" type="checkbox"/>	
Rolls-Royce eTools(Application Group)	Rolls-Royce eTools - Federated Identity Service (FIS), SourcePass, Supply Chain Platform - Rolls-Royce, Rolls-Royce Global Supplier Portal	<input checked="" type="checkbox"/>	

5 Enter all required **User Information**.

6 Select **User** as Role.



The org admin can assign appropriate role from drop down list. The role of a new admin can also be created. It is recommended that there should be at least 2 admins.

7 Select all the **checkboxes**.

8 Press **Continue**.



Step 1 - Create and approve new Exostar user 4/10

System Flow

Org Admin:
Create New User 3/3

Add New User

Title:

*First Name:

Middle Name:

*Last Name:

Job Title:

*Email:

*Phone:

Fax:

*One-time Password:

*Confirm One-time Password:

*Street Address 1:

Street Address 2:

*City:

*State:

*Zip/Postal Code:

*Country:

Time Zone:

Restricted Access: ☐ On ☒ Off

Application Settings

Role:

Sponsor code is an optional field. If available, enter comma-separated sponsor code(s). For help on Sponsor Codes, [view more information](#).

Application Access:	Provider	Application	Select	Sponsor Code(s)
	Exostar	SourcePass	<input checked="" type="checkbox"/>	<input type="text"/>
	Exostar	Federated Identity Service (FIS)	<input checked="" type="checkbox"/>	<input type="text"/>
	Rolls-Royce eTools(Application Group)	Rolls-Royce eTools - Federated Identity Service (FIS),SourcePass,Supply Chain Platform - Rolls-Royce,Rolls-Royce Global Supplier Portal	<input checked="" type="checkbox"/>	


9

Submit


Modify

Cancel

9 Press **Submit** .




An automatically generated email will be sent to the new user to perform the First Time Login.



Please let the user know what One-time password you defined (see above).

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Step 1 - Create and approve new Exostar user 5/10

System Flow

Org Admin:
Approve New User 1/2

Home My Account Administration **Registration Requests** Reports

10

Authorize User Verify OTP **Authorize Application** Authorize FIS

Filter Requests By: All

Search For: Using Select Field to Filter Search Clear

Need additional help? - Refer [Request Management Guide for Administrators](#).

Search Results: (1 - 1 of 1)

Request Id	Last Name	First Name	Org Name	Business Unit	Application Requested	Date Submitted	Last Viewed Date	Action	Status
UBSR_14612235137222371	Foo	Wei	Rolls Royce eBusiness		Rolls-Royce eTools	04/21/2016	04/21/2016		New

11

Previous Next

10 Press **Authorize Application**.

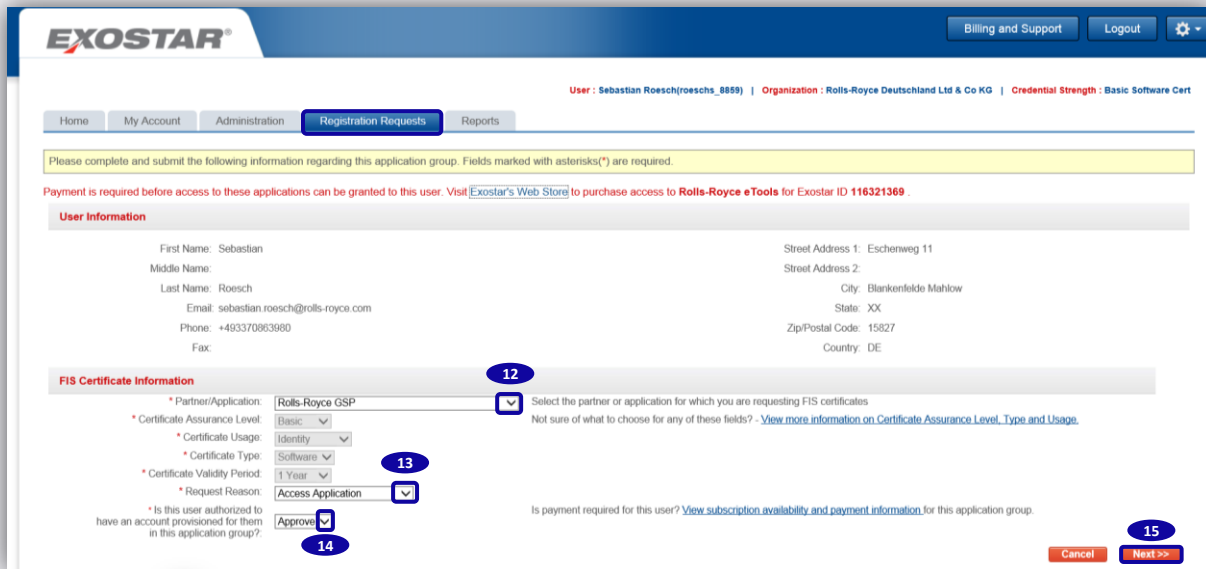
11 Press the **Request ID**.



Step 1 - Create and approve new Exostar user 6/10

System Flow

Org Admin:
Approve New User 2/2



EXOSTAR

Billing and Support Logout

User : Sebastian Roesch(roeschs_8859) | Organization : Rolls-Royce Deutschland Ltd & Co KG | Credential Strength : Basic Software Cert

Home My Account Administration **Registration Requests** Reports

Please complete and submit the following information regarding this application group. Fields marked with asterisks(*) are required.

Payment is required before access to these applications can be granted to this user. Visit [Exostar's Web Store](#) to purchase access to **Rolls-Royce eTools** for Exostar ID 116321369.

User Information

First Name: Sebastian
Middle Name:
Last Name: Roesch
Email: sebastian.roesch@rolls-royce.com
Phone: +493370863980
Fax:
Street Address 1: Eschenweg 11
Street Address 2:
City: Blankenfelde Mahlow
State: XX
Zip/Postal Code: 15827
Country: DE

FIS Certificate Information

* Partner/Application: **Rolls-Royce GSP** Select the partner or application for which you are requesting FIS certificates.
* Certificate Assurance Level: **Basic** Not sure of what to choose for any of these fields? - [View more information on Certificate Assurance Level, Type and Usage.](#)
* Certificate Usage: **Identity**
* Certificate Type: **Software**
* Certificate Validity Period: **1 Year**
* Request Reason: **Access Application**
* Is this user authorized to have an account provisioned for them in this application group? **Approve**

Is payment required for this user? [View subscription availability and payment information](#) for this application group.

Cancel **Next >>**

- 12 Press ☐ and select **Rolls-Royce GSP** as Partner/Application.
- 13 Press ☐ and select **Access Application** as Request Reason.
- 14 Press ☐ and select **Approve** to confirm that the user is authorized to have an account.
- 15 Press **Next >>**.





Step 1 - Create and approve new Exostar user 7/10

System Flow

Org Admin:
Optional: Purchase
Subscription for New
User 1/4

Home My Account Administration **Registration Requests** Reports

Please complete and submit the following information regarding this application group. Fields marked with an asterisk(*) are required.

Payment is required before access to these applications can be granted to this user. Visit [Exostar's Web Store](#) to purchase access to **Rolls-Royce eTools** for Exostar ID **116321369**.

- 16 If case a subscription has not been purchased for the new user yet, press [Exostar's Web Store](#) complete step ... to ...

Rolls-Royce eTools Subscription

The eTools application group is for Rolls-Royce suppliers and is for a one-year subscription term. This subscription includes access to the Rolls-Royce Global Supplier Portal, Rolls-Royce Supply Chain Platform (SCP-RR), SourcePass, and a Basic Level of Assurance (BLOA) digital certificate (if necessary). Each organization must maintain a minimum of two (2) subscriptions. We are unable to provide order refunds or support order transfers for this product so please confirm your requirements prior to placing your order. For more information on the Rolls-Royce Global Supplier Program please click [here](#).

Follow the steps below to purchase:

- Select an Exostar ID. A list of current assigned and unassigned subscriptions will be displayed. You may use this list to determine how many additional eTools subscriptions to purchase.
- eTools Subscriptions in MAG will be assigned to users on a first-come, first-serve basis.
- Click 'Add to Cart'. You will be redirected to the checkout page.

Current Subscriptions

Select Exostar ID: [116321369 \(Rolls-Royce Deutschland Ltd & Co KG\)](#)

Company Billing Address: Rolls-Royce Deutschland Ltd & Co KG Eschenweg 11 15827 Blankenfelde Mahlow Germany

Show entries

User Name	User Email	UPN	Renewal Date	Last Sales Order	Last Purchaser
There are no subscriptions under the selected Exostar ID					

Showing 0 to 0 of 0 entries

Purchase Now

Minimum Quantity: 2

Quantity:

Price per Seat: \$100.00

[Add to Cart](#)

- 17 Enter the **quantity** of subscriptions and then press [Add to Cart](#).



Each organization must maintain a minimum of two (2) subscriptions.



Step 1 - Create and approve new Exostar user 8/10

System Flow

Org Admin:
Optional: Purchase
Subscription for New
User 2/4

The items listed below are currently in your shopping cart. If you are finished shopping, please click the **Proceed to Checkout** button. If you want to continue shopping, please click the **Continue Shopping** button.

Item	Qty	Description	Options	Rate	Amount	Remove
Rolls-Royce eTools Subscription	2	Rolls-Royce eTools Subscription	Exostar ID: 116321369	\$100.00	\$200.00	
				Subtotal	\$200.00	
				Tax	\$0.00	
				Shipping	\$0.00	
				Total	\$200.00	

Prepaid Voucher

- 19 Apply a **Prepaid Voucher**, if existing.
- 20 Press and follow the checkout process.



Step 1 - Create and approve new Exostar user 9/10

System Flow

Org Admin:
Optional: Purchase
Subscription for New
User 3/4

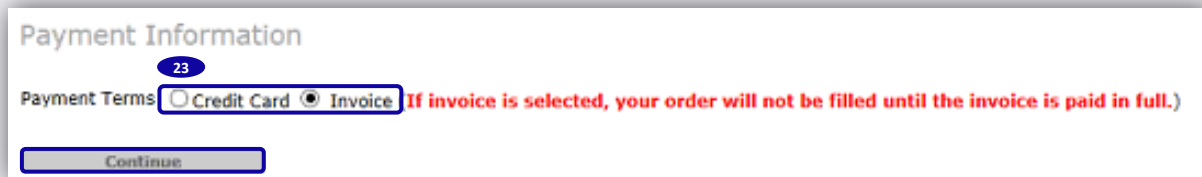



21 Enter the shipping address.



Ensure all fields with an asterisk (*) are not empty.

22 Tick '**This address is also my billing address**' and then press .



23 Select the **payment method** as applicable and then press .



Step 1 - Create and approve new Exostar user 10/10

System Flow

Org Admin:
Optional: Purchase
Subscription for New
User 4/4

Review and Submit Your Order

Your Shipping Address
Max Mustermann
Rolls-Royce Deutschland
Eschenweg 11
D-15527 Dahlewitz, Germany
[Change](#)

Your Billing Address
Max Mustermann
Rolls-Royce Deutschland
Eschenweg 11
D-15527 Dahlewitz, Germany
[Change](#)

Shipping Method
* Shipping not applicable or already added to cart

Payment Method
Payment Method: Invoice
Terms: Net 30
[Change](#)

Prepaid Voucher [Apply](#)
If you have a prepaid voucher, enter it here

Reference/PO# (PO's must be submitted to transactions@exostar.com)

☐ I have read and acknowledged the following Disclaimer prior to purchase. **24**

An unexpected error occurred. Please go back and try again.

Item	Qty	Description	Options	Rate	Amount
Rolls-Royce eTools Subscription	1	Rolls-Royce eTools Subscription	*Legal First Name: FirstName *Legal Last Name: LastName *Email Address: firstname.lastname@supplier.com	\$100.00	\$100.00
Rolls-Royce eTools Subscription	1	Rolls-Royce eTools Subscription	User Account ID: 1234567 *Legal First Name: First *Legal Last Name: Last *Email Address: UserFirst.LastLast@supplier2.com User Account ID: 0123456	\$100.00	\$100.00
				Item Total	\$200.00
				Shipping	\$0.00
				Tax	\$0.00
				Total	\$200.00

[Submit Order](#) [Change Order](#)

24 Tick 'I have read and acknowledged the Disclaimer prior to purchase' and then press [Submit Order](#).



If using a credit card to pay for renewals, renewal dates are updated within 24 hours. If selecting the invoice option, payment must be received and processed before the subscription renewal is updated.





Step 2 – Complete Registration 1/4

System Flow

New User:
First Time Login 1/2

First Time Login

Please provide ALL of the following information and click 'Continue'.

User ID:

1

One Time Password:

2

The One Time Password was entered by you if you self-registered, or you would have received this from your Organization Administrator.

System-Generated Password:

3

The System-Generated Password was sent to you along with your User ID to your email address on file.

Continue

 Not Working? [Contact Customer Service](#)



Once your account is approved the new user will receive a welcome email from Exostar which include your new Exostar ID and next steps for completing the onboarding process. Follow the instruction and link within the email.

- 1 Enter **User ID** (see welcome email)
- 2 Enter **One Time Password** (provided by Org Admin)
- 3 Enter **System-Generated Password** (see welcome email) and press **Continue**.





Step 2 – Complete Registration 2/4

System Flow

New User:
First Time Login 2/2

New Password

Password must be at least 8 and at most 12 characters.

User ID: foow_6316

4 New Password:

Re-Type New Password:

Submit **Clear**

- 4 Enter and re-enter a **new password** and then press **Submit**.
- 5 Set up the **security questions and answers** for your account and then press **Submit**.

Password Reset Secrets

Please provide answer to the four questions below. You will be required

User ID : foow_6316

5

Question 1 What is your favorite movie?

Answer

(Minimum Length = 3 Characters)

Question 2 What is the name of your favorite childhood friend?

Answer

(Minimum Length = 3 Characters)

Question 3 What is your favorite color?

Answer

(Minimum Length = 3 Characters)

Question 4 In what city or town did your mother and father meet?

Answer

(Minimum Length = 3 Characters)

Submit **Reset** **Continue**





Step 2 – Complete Registration 3/4

System Flow

New User:
Download FIS Certificate
1/2

Home My Account Administration Registration Requests Reports

My Applications Legend: ✔ Active ⚠ Action Required ⓘ Access Pending ✖ Access Suspended

Company-Application	Status	Announcements
Exostar LLC Federated Identity Service (FIS)	6 ⚠ Basic Software Identity-Passcode expires 21 Feb, 2018 10:00 AM CET Pending Download	
SourcePass	ⓘ Pending Application Administrator Approval View Administrator(s)	
Rolls-Royce Rolls-Royce Global Supplier Portal	ⓘ Pending Application Administrator Approval View Administrator(s)	
Supply Chain Platform - Rolls-Royce	ⓘ Pending Application Administrator Approval View Administrator(s)	

My Application Groups

Group Name	Status	Announcements
Rolls-Royce eTools Federated Identity Service (FIS) SourcePass Supply Chain Platform - Rolls-Royce Rolls-Royce Global Supplier Portal	Pending Application Administrator Approval View Administrator(s)	

My Organization My Tasks -- Task(s) Pending!

Quick Links Account Summary



The status of the certificate will change to Pending Download once the admin has approved. At the same time an email will be sent from Exostar to the user with the passcode to download the FIS Certification.





Step 2 – Complete Registration 4/4

System Flow

New User:
Download FIS Certificate
2/2

[Download Certificates](#) [View Certificates](#) [Recover Encryption Keys](#) [Revoke Certificates](#) [Renew Certificates](#)

Download Certificates

Important Note: You have 15 attempts to enter your passcode correctly:

- Failure to enter your passcode correctly after 15 attempts may require you to reproof and additional charges for reproofing will apply

7

*Passcode:

8

[Submit](#) [Reset](#)

Helpful Tips:

- Make sure your system meets the [requirements for downloading certificates](#).
- Enter your entire 16 digit Passcode including hyphens (-). Avoid extra spaces.
- If you are installing your certificates on a token, you MUST [run the system check](#) to ensure there is enough room on your token
- Need additional help? Refer [Online Help for FIS](#).
- See an error on this page? [Find out more](#).

7 Copy the **Passcode** from the e-mail and paste it into the Passcode field.

8 Press [Submit](#).





Step 3 – Request eSourcing access 1/2

System Flow

New User:
Open Access Request
Form

Navigate to the [Global Supplier Portal](#) and login

Home Useful links Supplier search Supplier documents

General links

- About Global Supplier Portal
- Rolls-Royce home
- GSP support - internal users
- Getting access to the GSP
- Supplier Code of Conduct

eFAIRs

- Sign on to eFairs
- eFairs instructions
- Getting access to eFairs

Terms of Business

- US Government Flow Downs

eSourcing

- Sign on to SAP Sourcing International
- 1** Sign on to SAP Sourcing U.S. Server
- Request access to eSourcing**

Supplier news

Date	Headline
29 Aug 2013	Welcome to the new look Rolls-Royce Global Supplier Portal

[See all news](#)

Notices to supplier

Date	Num	Title	
01 Nov 2017	NTS416	Assent Compliance Inc.- Materials Declaration	
01 Nov 2017	NTS415	2018 REACH Registration	
26 Oct 2017	NTS414	V2500 - Requirements for Concessions and Deviation Permits	
20 Oct 2017	NTS413	Impact of Kobe Steel self-declaration of the Overwriting of the Inspection Reports for Delivered Parts	

[See all notices](#)

1 Open Access Request Form in MS Excel.






Step 3 – Request eSourcing access 2/2

System Flow

New User:
Fill out Access Request
Form

 **Rolls-Royce**


eSourcing access request form

Request Details	
Rolls-Royce Vendor Code	200000
Exostar User ID (UPN)	doej_1234
Supplier Primary Contact	Yes
Rolls-Royce Buyer E-Mail Address	Peter.Buyer@rolls-royce.com

Submit

If the button does not work, please send this request to the Rolls-Royce buyer as attachment.

[User Guide](#)

- 2 Fill out the form and then press  .



In case the Excel macro does not work, please send the request form as email attachment to the respective Rolls-Royce buyer.



E-mail is sent automatically to the Rolls-Royce buyer you entered. The Rolls-Royce Buyer will check the detail and will approve the request.



03

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



04

Change History

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

