Add a New Supplier Contact to SAP Sourcing

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

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

Go to Exostar and then MAG Login:

Login

User ID

Forgot User ID?

Password

Forgot Password?

1 Enter your **User ID**.

2 Enter your **Password**.

3 Press Login .

REMEMBER If you have forgotten your password, see Link.

System Flow

<u>Org Admin:</u>
Create New User 1/3

EXOSTAR®

Announcements

User : Narinder Sehmbi(sehmbin_4372)

| Home | My Account | Administration | Registration Requests | Reports |

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

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All fields marked with a * are required.
Make sure that password conforms to the following rules:
  - Password must be at least 8 and at most 12 characters. It must comprise at least 4 distinct characters, 1 alphabetic character, 1 numeric
  - Leading and trailing whitespaces are not permitted.

4 Press Add New User .

System Flow

Org Admin:
Create New User 2/3

(5) Enter all required **User Information**.

(6) Select **User** as Role.

REMEMBER

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**.

System Flow

Org Admin:
Create New User 3/3

⑨ Press [Submit] .

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

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

System Flow

<u>Org Admin:</u>
Approve New User 1/2

10 Press [Authorize Application].

11 Press the **Request ID**.

![Rolls-Royce logo]

System Flow

Org Admin:
Approve New User 2/2

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 >> .

System Flow

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

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 10 entries   Search:

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   Previous Next

Purchase Now

Minimum Quantity: 2
Quantity: 2   **17**
Price per Seat: $100.00

Add to Cart

17 Enter the **quantity** of subscriptions and then press Add to Cart .

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

System Flow

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

19 Apply a **Prepaid Voucher**, if existing.

20 Press [Proceed to Checkout] and follow the checkout process.

System Flow

Org Admin:
Optional: Purchase Subscription for New User 3/4
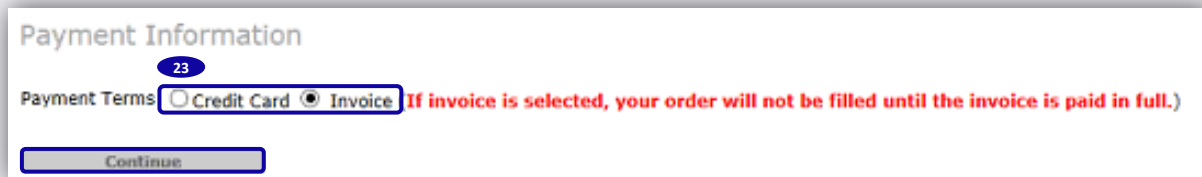
21 Enter the shipping address.

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

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

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

System Flow

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

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

WARNING 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.

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

REMEMBER

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

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New Password:
●●●●●●●●●●

Re-Type New Password:
●●●●●●●●●●

Submit   Clear

Password Reset Secrets

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

User ID : foow_6316

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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

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 .

Step 2 – Complete Registration 3/4

New User:
Download FIS Certificate 1/2

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.

6 Press **Pending Download**.

Step 2 – Complete Registration 4/4

New User:
Download FIS Certificate 2/2

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

8 Press Submit.

System Flow

New User:
Open Access Request Form

Navigate to the Global Supplier Portal and login

1 Open Access Request Form in MS Excel.

Step 3 – Request eSourcing access 2/2

New User:
Fill out Access Request Form

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

User Guide

Submit

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

2 Fill out the form and then press [Submit].

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

REMEMBER 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