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Register a new Exostar organisation

Quick Reference Guide (QRG)

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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

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02 System Flow

➔ What needs to be done?

03 Support

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04 Change History

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01

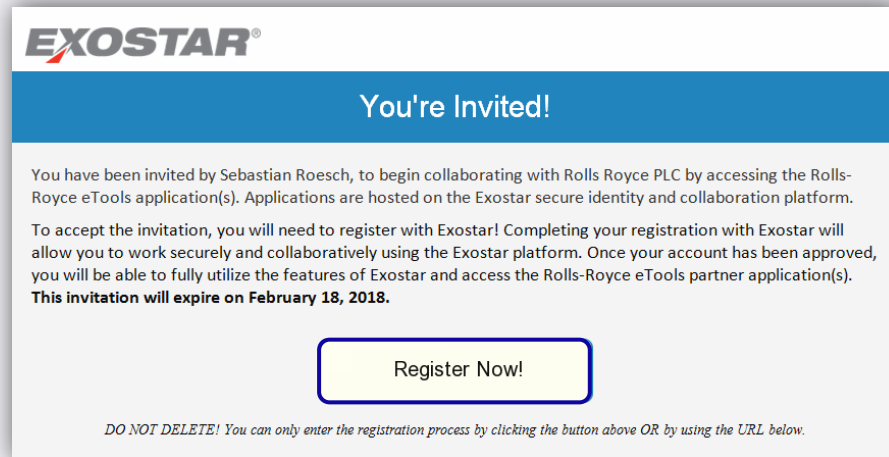
Overview





General

The **Rolls-Royce Buyer** will initiate a **Exostar On-Boarding**.
You will receive an invitation via **email from Exostar** to initiate the **registration process**.



02

System Flow


- ➔ Step 1 - Register
- ➔ Step 2 - Security
- ➔ Step 3 - Accept
- ➔ Step 4 - Credentials
- ➔ Step 5 - Log In to Exostar
- ➔ Step 6 - Authorize Application
- ➔ Step 7 - Buy eTools subscription
- ➔ Step 8 - Download Certificate





System Flow

Step 1 – Register 1/4

- 1 Enter the **code** shown in the “Security Challenge Question” picture in this field and then press .

- 2 Follow the Registration process.





Step 1 – Register 2/4

System Flow

Enter Organization and
Administrator Details

Step 1

Register - Organization

Register Security Accept Credentials Access

[My Completion Checklist](#)

Please complete missing organization information.

3

* Organization Name:

Business Unit:

* HQ Location:

(site of incorporation)

* Address 1:

Address 2:

* Country:

* City:

Back Next

Step 1

Register - Organization Administrator

Register Security Accept Credentials Access

[My Completion Checklist](#)

Please enter information about your organization administrator.

4

Administrator:

* First Name:

Middle Name:

* Last Name:


* Address 1:


Address 2:

* Country:

* City:

Back Next

3 Review and complete the **organization details** and then .

4 Enter the details of the person who is supposed to be the **organization administrator** of the company and then press .






System Flow

Set One Time Password

Step 1 – Register 3/4

The screenshot shows the EXOSTAR registration interface. A modal window titled '5 One Time Password' is centered on the screen. The modal contains an information icon and text: 'Please create a one time password for this user. This password will be required upon first login to the user's account.' Below this, 'Password Criteria:' are listed: '- Password must include a minimum of 8 characters.', '- Password is limited to a maximum of 12 characters.', '- Password must include at least one special character.', and '- Password must include both letters and numbers.' There are two input fields: '*Create Password' and '*Re-type Password'. At the bottom of the modal are 'Create' and 'Cancel' buttons. The background shows a 'Step 1' indicator and a 'Back' button.

- 5 Enter **One Time Password** according to the criteria and then press .





Step 1 – Register 4/4

System Flow

Review Detail

Step 1 Register - Review

Register Security Accept Credentials Access

[My Completion Checklist](#)

Please review your registration info. [Click the back arrow](#) to make changes. Otherwise click Submit to send your account for approval.

6

[Back](#)

Organization:	
Rolls-Royce Deutschland Ltd & Co KG Eschenweg 11 Blankenfelde Mahlow 15827 DE	
Organization Administrator:	
Sebastian Roesch Eschenweg 11 Blankenfelde Mahlow XX DE	+493370863980 sebastian.roesch@rolls-royce.com
Application Administrator: Rolls-Royce eTools	
Sebastian Roesch Eschenweg 11 Blankenfelde Mahlow XX DE	+493370863980 sebastian.roesch@rolls-royce.com

Submit

[Quit](#)

6 Check the details and then press **Submit**.



Registration is now completed.

The ORG Administrator will receive an email indicating that your request has been received by Exostar and is under review.

Account review may take up to 2 business days.

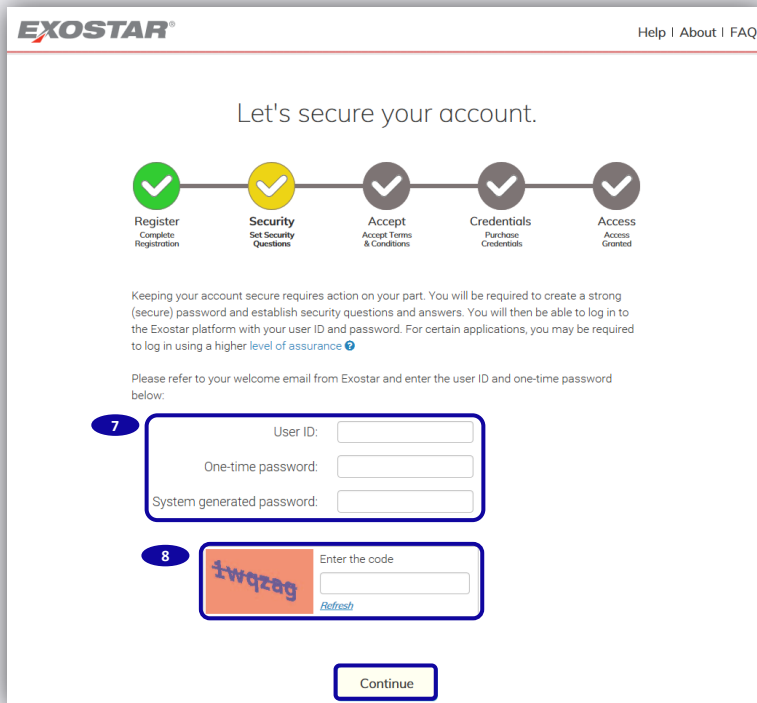
Once your account is approved you will

receive a welcome email from Exostar which include your new Exostar ID and next steps for completing the onboarding process.



System Flow

Step 2 – Security 1/3



EXOSTAR® Help | About | FAQ

Let's secure your account.

Progress bar: 1. Register (Complete Registration) [Green checkmark] 2. Security (Set Security Questions) [Yellow checkmark] 3. Accept (Accept Terms & Conditions) [Grey checkmark] 4. Credentials (Purchase Credentials) [Grey checkmark] 5. Access (Access Granted) [Grey checkmark]

Keeping your account secure requires action on your part. You will be required to create a strong (secure) password and establish security questions and answers. You will then be able to log in to the Exostar platform with your user ID and password. For certain applications, you may be required to log in using a higher level of assurance ⓘ

Please refer to your welcome email from Exostar and enter the user ID and one-time password below:

7 User ID:

One-time password:

System generated password:

8 Enter the code [Refresh](#)

7 Copy the **User ID**, **One-time password** and the **System generated password**, you have received with the welcome email.

8 Enter the **code** shown in the “Security Challenge Question” picture in this field and then press .





System Flow

Set a password

Step 2 – Security 2/3

Step 2 Security - Password

Register Security Accept Credentials Access

[My Completion Checklist](#)

Please create a password below.

We employ stringent password requirements to better protect you. Your newly created password must meet the following criteria:

- ✓ Minimum of 8 characters and Max of 12 characters
- ✓ Minimum of 4 different characters
- ✓ Include at least 1 alpha character
- ✓ Include at least 1 numeric character
- ✓ Include at least 1 special character
- ✓ Must not have leading or trailing white spaces

9

*Password:

*Re-type password:

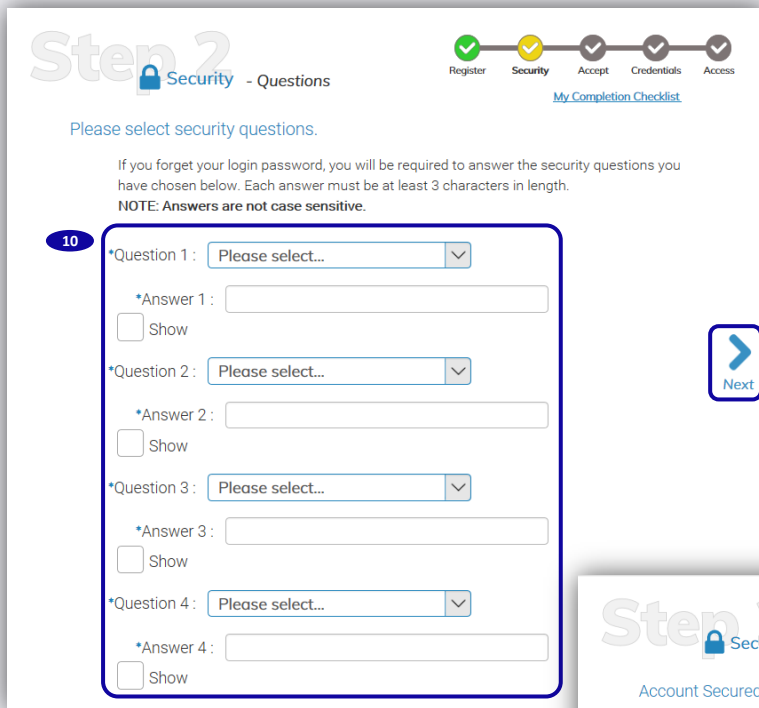
9 Enter your own **new password** according to the shown criteria and then press .




Step 2 – Security 3/3

System Flow

Set security questions and answers



Step 2  **Security** - Questions

[My Completion Checklist](#)

Please select security questions.

If you forget your login password, you will be required to answer the security questions you have chosen below. Each answer must be at least 3 characters in length.
NOTE: Answers are not case sensitive.

10

*Question 1 :

*Answer 1 :

☐ Show

*Question 2 :

*Answer 2 :

☐ Show

*Question 3 :

*Answer 3 :

☐ Show

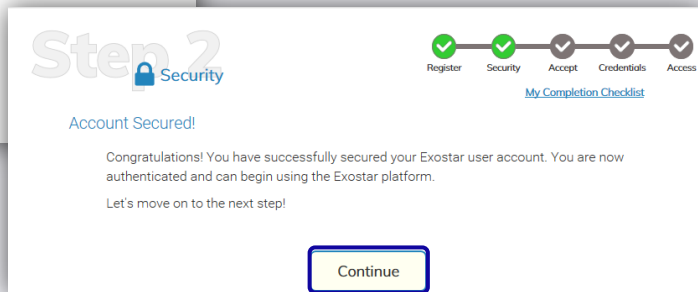
*Question 4 :


*Answer 4 :

☐ Show

[Next](#)

10 Enter your **questions and answers** according to the shown criteria, press [Next](#) and then press [Continue](#)



Step 2  **Security**

[My Completion Checklist](#)

Account Secured!

Congratulations! You have successfully secured your Exostar user account. You are now authenticated and can begin using the Exostar platform.

Let's move on to the next step!

[Continue](#)





System Flow

Set security questions
and answers

Step 3 – Accept 1/3

Great! Now let's accept terms & conditions.



The applications below have Terms & Conditions that must be accepted before they can be accessed by organization members. In the next few screens, you will have the opportunity to read and accept the Terms and Conditions for each application.

Rolls-Royce Global Supplier Portal

Terms & Conditions *NOT Accepted*

No Descriptions as this is invite only

Supply Chain Platform - Rolls-Royce

Terms & Conditions *NOT Accepted*

Enables visibility and control of supply chain operations and performance. The solution provides a real-time, end-to-end picture of demand planning and order management. Note: The Organization Administrator that you specified in the previous step will have administrator rights within Supply Chain Platform (SCP) as well as SourcePass.

SourcePass

Terms & Conditions *NOT Accepted*

Exostar's SourcePass is a comprehensive on-demand eSourcing solution which allows a Buyer to create events to request information (RFI), proposals (RFP), quotation (RFQ) for goods and services from Suppliers. The application is hosted in the US.

Federated Identity Service (FIS)

Terms & Conditions *NOT Accepted*

The Federated Identity Service provides issuance and administrative capabilities for Exostar basic assurance and CertiPath compliant medium level of assurance software certificates. The service provides both self and administrative capabilities for managing authentication, digital signature, and encryption certificates.

Rolls-Royce eTools

Terms & Conditions *NOT Accepted*

Application bundle of (Rolls-Royce Global Supplier Portal, Supply Chain Platform - Rolls-Royce, SourcePass)

11 Press

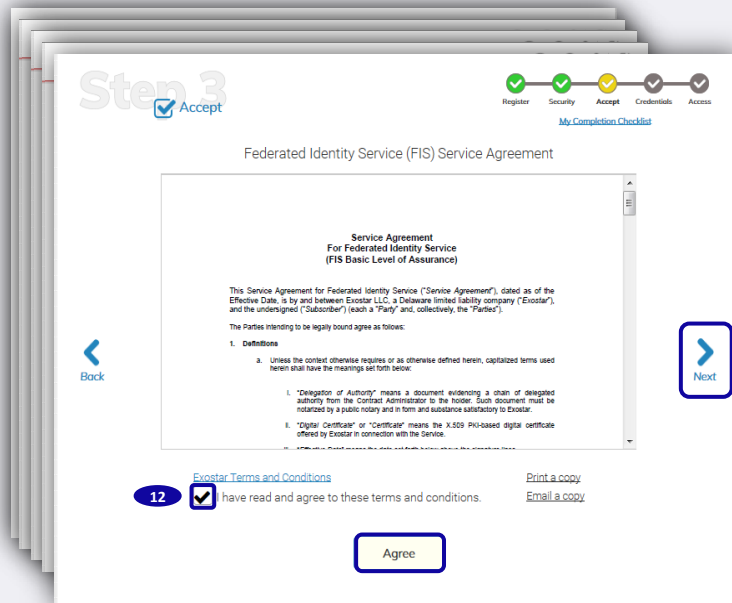
11



Step 3 – Accept 2/3

System Flow

Set security questions and answers



Step 3 ☒ Accept

Register Security **Accept** Credentials Access

[My Completion Checklist](#)

Federated Identity Service (FIS) Service Agreement

Service Agreement For Federated Identity Service (FIS Basic Level of Assurance)

This Service Agreement for Federated Identity Service ("Service Agreement"), dated as of the Effective Date, is by and between Exostar LLC, a Delaware limited liability company ("Exostar"), and the undersigned ("Subscriber") (each a "Party" and, collectively, the "Parties").

The Parties intending to be legally bound agree as follows:

1. Definitions

a. Unless the context otherwise requires or as otherwise defined herein, capitalized terms used herein shall have the meanings set forth below:

i. "Delegation of Authority" means a document evidencing a chain of delegated authority from the Contact Administrator to the Holder. Such document must be notarized by a public notary and in form and substance satisfactory to Exostar.

ii. "Digital Certificate" or "Certificate" means the X.509 PKI-based digital certificate offered by Exostar in connection with the Service.

[Exostar Terms and Conditions](#) [Print a copy](#)
[Email a copy](#)

12 ☒ I have read and agree to these terms and conditions.

Agree

[Back](#) [Next](#)

12 Make a tick in the box in all agreements, press **Agree** and then press **Next**.





Step 3 – Accept 3/3

System Flow

Set security questions
and answers

Terms & Conditions Accepted

Register Complete Registration Security Set Security Questions Accept Accept Terms & Conditions Credentials Purchase Credentials Access Access Granted

Organization/Application administrator(s) have accepted the terms and conditions for the applications below. *Note: You will not be able to access any application in which Terms and Conditions have not been accepted by the Organization/Application Administrator.*

Rolls-Royce Global Supplier Portal
✓ Accepted
You can begin using this application if you have the proper credentials.

Supply Chain Platform - Rolls-Royce
✓ Accepted
You can begin using this application if you have the proper credentials.

SourcePass
✓ Accepted
You can begin using this application if you have the proper credentials.

Federated Identity Service (FIS)
✓ Accepted
You can begin using this application if you have the proper credentials.

Rolls-Royce eTools
✓ Accepted
You can begin using this application if you have the proper credentials.

13 Continue

13 Ensure all agreements are accepted and then press **Continue**.





Step 4 – Credentials

System Flow

Skip Credentials

Outstanding! Let's get credentialed.

In order to maintain a secure collaborative environment, you will need to possess credentials that will allow you to access the subscribed application(s). Depending on the application security requirement you may have to:

- Purchase a credential
- Successfully complete identity [proofing](#)
- Bind [your credential](#) to your account

14 [Continue](#)

[FAQ and 3rd party credential users Click Here!](#)
SAS and 3rd party credential users (PIV card, CAC Card, NID One, Biometric) are NOT required to purchase credentials and must go the Exostar platform to link enterprise accounts or certificates.

Step 4 Credentials

My Completion Checklist

Let's figure out which credentials you need.

In order to maintain a secure collaborative environment, you will need to possess credentials that will allow you to access the application(s) necessary to work with other organizations. Please consult with the application provider to determine which type of credential is required to access their application(s).

Your application(s):

- Rolls-Royce eTools
- Federated Identity Service (FIS)
- Rolls-Royce Global Supplier Portal
- Supply Chain Platform - Rolls-Royce
- SourcePass

Your credentials:

- Username & Password

[I do not need to purchase a credential](#)

15 [Purchase](#) [Skip this](#)

Step 4 Credentials

My Completion Checklist

Post Purchase Instructions

No Purchase - If you have cancelled your order, or have not purchased a credential, you may not be able to access the applications to which you have been invited. [Purchase a credential now!](#)

Hardware OTP Token - If you purchased a Hardware OTP Token, it will be shipped to you. You will receive an email which includes a license key and further instructions to follow once you receive the token. Skip this step for now, you can return to it once you receive the token.

Phone OTP / Mobile ID - If you purchased a Phone OTP or Mobile ID credential, you should have already received an email which includes your license key. Enter the key below to activate your credential.

PKI Credential - If you purchased a PKI credential, this credential has been automatically requested for you. You will receive an email with further instructions. If you purchased a Hardware-based PKI credential (e.g. USB Hardware PKI Token), it will be shipped to you.

Enter License Key

Hardware OTP, Phone OTP, Exostar Mobile ID

If you purchased a credential, you should have received an email which includes a license key. Please enter the license key below.

License Key: [Show me](#)

[You can find your license key in your purchase confirmation email.](#)

[I need to purchase credentials](#)

16 [Skip this](#)

The Credentials step does not apply to Rolls-Royce suppliers and needs to be skipped.

14 Press [Continue](#)

15 Press [Skip this](#)

16 Press [Skip this](#)



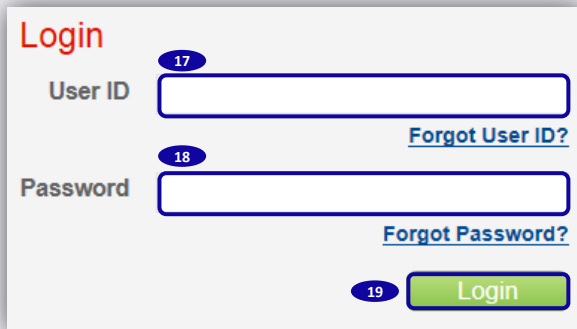


System Flow


Step 5 – Log In to Exostar

Go to the Exostar log-in site:

<https://portal.exostar.com/idprov/pages/home/dashboard.faces>



The screenshot shows the Exostar login page. At the top left is the word "Login" in red. Below it are two input fields: "User ID" and "Password". To the right of the "User ID" field is a blue oval with the number 17. To the right of the "Password" field is a blue oval with the number 18. Below the "Password" field is a blue link that says "Forgot Password?". To the right of the "User ID" field is a blue link that says "Forgot User ID?". At the bottom right is a green button with the word "Login" in white. To the left of the "Login" button is a blue oval with the number 19.

- 17 Enter your **User ID**.
- 18 Enter your **Password**.
- 19 Press  .

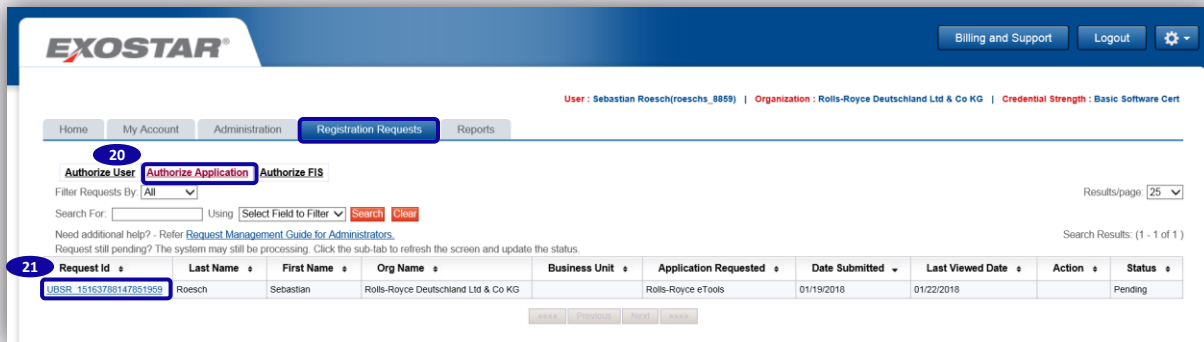


If you have forgotten your password, see [Link](#).



Step 6 – Authorize Application 1/2

System Flow



EXOSTAR®

Billing and Support Logout

User : Sebastian Roesch(roeschs_8858) | Organization : Rolls-Royce Deutschland Ltd & Co KG | Credential Strength : Basic Software Cert

Home My Account Administration **Registration Requests** Reports

20 **Authorize User** **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](#).

Request still pending? The system may still be processing. Click the sub-tab to refresh the screen and update the status.

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
15163798147951959	Roesch	Sebastian	Rolls-Royce Deutschland Ltd & Co KG		Rolls-Royce eTools	01/19/2018	01/22/2018		Pending

Previous Check Out Next Cancel

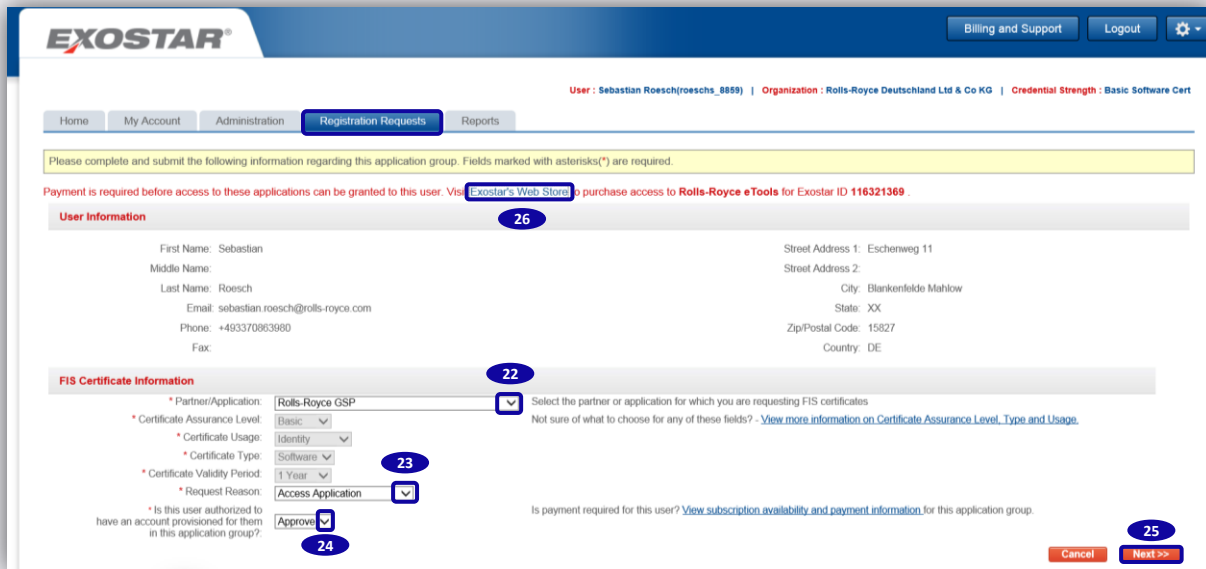
20 Press **Authorize Application**.

21 Press the **Request ID**.



Step 6 – Authorize Application 2/2

System Flow



EXOSTAR

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**
* Certificate Assurance Level: **Basic**
* 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**

Select the partner or application for which you are requesting FIS certificates. Not sure of what to choose for any of these fields? [View more information on Certificate Assurance Level, Type and Usage.](#)

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

Cancel **Next >>**

- 22 Press ☐ and select **Rolls-Royce GSP** as Partner/Application.
- 23 Press ☐ and select **Access Application** as Request Reason.
- 24 Press ☐ and select **Approve** to confirm that the user is authorized to have an account.
- 25 Press **Next >>**.
- 26 Press [Exostar's Web Store](#).





Step 7 – Buy eTools subscription 1/2

System Flow

EXOSTAR® Welcome Exostar Products Shopping Cart My Account
Welcome Sebastian

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:

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

Search:

◀ Previous Next ▶

Purchase Now

Minimum Quantity: 2

Quantity:

Price per Seat: \$100.00

27 Enter '2' as **Quantity**.

28 Press .





System Flow

Step 7 – Buy eTools subscription 2/2

The screenshot shows the EXOSTAR shopping cart interface. At the top, there are navigation links: Welcome, Exostar Products, Shopping Cart, and My Account (Welcome Sebastian). Below the navigation bar, a message states: "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	

Below the table, there is a section for a Prepaid Voucher. A text input field is highlighted with a blue circle and the number 29. To its right is an "Apply" button. Below this section, there is a "Proceed to Checkout" button highlighted with a blue circle and the number 30, along with "Continue Shopping" and "Update Total" buttons.

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

30 Press **Proceed to Checkout** and follow the checkout process.





Step 8 – Download Certificate 1/2

System Flow

Home My Account Administration Registration Requests Reports

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

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



31

Press [Pending Download](#).

Step 8 – Download Certificate 2/2

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

33 Press **Submit**.



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

