Last Updated 1/3/23

LOCKHEED MARTIN



LM Procure to Pay Quick Reference Guide For Suppliers

Requesting Access to LM eInvoicing

Lockheed Martin Procure to Pay

Procedure

This quick reference guide displays the process for requesting access to the LM eInvoicing Application.

For users with an existing Exostar User ID

Dashboard My Accou	Int Provider Administration	Reports							
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		My 2FA Credentials 🧃	Credential S	trength: Medium Hardwar	re Cert Ma	nage and Renew	Get 2FA	Have a license key? Enter it here	^
	0	Elevate your credential strength:	Some of your To access the	r applications are more secure em more quickly, elevate your	than others. security with your preferr	ed 2FA if you have 2FA.			
	6	Link your existing credentials:	Badge: Get a or Canada Df	ccess to applications using Do ND PKI Smart Card. <u>Link now</u>	DD CAC (<u>CAC Policy</u>), NA	SA PIV, NGC OneBadge,	G	Federated Identity Service	e (FIS)
	Арр	lications			_				≔
	Му	Applications Oper	n Applications	Request Application	s				
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	LN Ap Sta	I elnvoicing plication tus: O Inactive							
		Request Access]						

Step	Action
1.	Log into Exostar with your user id and password at https://portal.exostar.com.
2.	From the Dashboard, click on the "Request Applications" and then "Request Access" link next to the LM eInvoicing Application.
3.	Add note indicating the role you are requesting (Full Access or View Only Access)
4.	Click Submit

LM Procure to Pay

Details 🗸

Acceptable Credentials Phone-Based One Time Password (OTP) with Proofing

Other acceptable credentials: - Hardware One Time Password (OTP) Token with Proofing
- Exostar Mobile ID with Proofing

- MLOA Hardware Certificates

Application Administrators For any questions or concerns related to this application, go to <u>View</u> <u>Organization Details</u> to see application administrators

Step	Action
5.	The Application Administrator for your organization (will receive an email) will need to approve your access. To see who the Application Administrator is, click on the Details drop-down and View Organization Details link to view Application Administrators of the LM elnvoicing Application. This will show the individual(s) who can approve your access.
6.	Once your request is approved, your LM eInvoicing status changes from Pending Approval and now says Launch .

For new users that do not have an existing Exostar User ID:

To obtain a user account, you may either contact your company's Organization Administrator, or go to https://portal.exostar.com/userRegistration and complete the online registration form.

You need to know the Exostar Organization ID of your company to start the registration process. You can get this information from any user or administrator(s) within your organization, or contact Exostar www.myexostar.com/contactSupport.aspx

Veer Registration		
Please complete and submit the following User Registration Form to registe	yourself to access Exostar products and services. (Fields marked with asterisks(*) are required.)	
Organization Information	Entra Eventer Oversiteritar ID and	
Enter either your Organization's ID or your Organization's Exostar ID and then	fick Verify Organization ID and	
* Organization ID: 118848289 Verify O	click on Verity Organization	
Organization Name US TEST COMPANY 73		
Business Unit		
Personal Information		
Title Select Title V	* Phone 888-123-1234	
* First Name FIRST NAME	Fax	Complete the Personal
Middle Name	* Email ABC@ABC.COM	Information and click on Next
* Last Name LAST NAME	* Confirm Email Address ABC@ABC.COM	
Job Title	ABC@ABC COM	
* Address 1 123 MAIN STREET	* One-time Password	
Address 2	* Confirm Password [
	Passwords must be 8 to 12 characters	
Ch- ANN CITY	different characters, 1 alphabetic	
City part citi	character, 1 numeric character, and 1	
	special character. Leading and trailing spaces are not allowed.	
	* Otata Dras data NV	
* Zip/Postal Code (99999	Statur Tovaloa NT	
* Country United States	Timezone America/New_York	

Step	Action
1.	Visit: https://portal.exostar.com/userRegistration
2.	Enter your Exostar Organization ID and click on Verify Organization
3.	Complete the Personal Information section and click on Next Fields marked with and asterisks are required
4.	Check the LM eInvoicing Application box
5.	Add note indicating the role you are requesting (Full Access or View Only Access)
6.	Click Next

XOSTAR	
Submission Confirmation	
Thank you for submitting your registration	. Once your registration has been processed, you will be contacted by Organization Administrator, after which you can access products and services that you have selected.
You may close your browser at any time of	r click http://www.exostar.com for more information about Exostar.
If you need to contact Exostar for any que	stions, visit our support site: http://www.myexostar.com/contactSupport.aspx. Our Customer Service Team is available Monday through Friday 3 a.m. to 9 p.m. EST.
Please use reference number userRegist	ration1554665531824 when you contact Exostar Customer Service.

Step	Action
1.	You will receive a confirmation that your registration request was submitted.
2.	Once your request is approved, your LM eInvoicing status changes from Pending Approval and now says Open Application .