EXOSTAR

Supplier Management Reporting Guide

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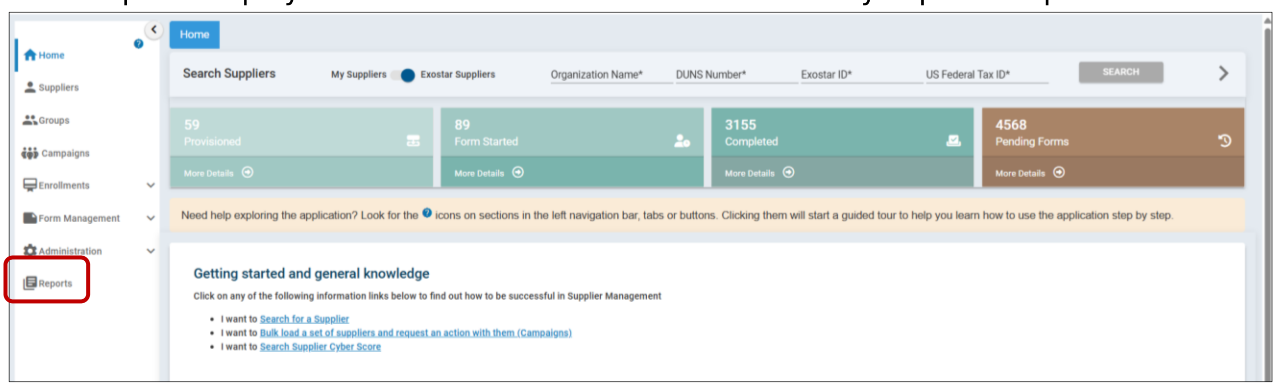
Supplier Management (SM) Reporting Overview

SM focuses on vetting and certification management of prospective and existing Suppliers. It contains built-in data collection processes and workflows, automated features, and services that allow users to continuously review and make future decisions on Supplier relationships.

IMPORTANT! You MUST use Google Chrome to access the Supplier Management application.

The Reporting Tool is one of the main SM features and provides Buyer Technical and Functional Administrators with the ability to pull aggregate Supplier reports. SM provides several pre-existing reports, as well as the capability for users to create custom reports. Users can save up to ten most viewed reports on the dashboard, in tabular or chart format. These reports display at the bottom of the dashboard via the My Reports drop-down.



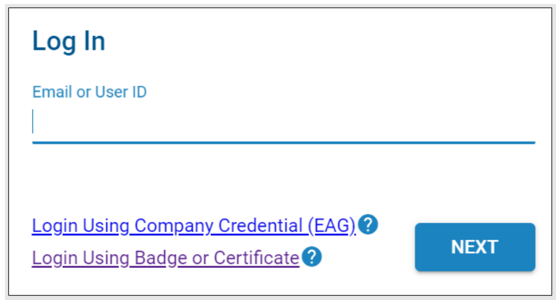
There are two main types of available reports:

- **Standard Report**: These reports pull content based on built-in parameters and are not customizable.
- **Custom Report**: These reports are built by users and are customizable.

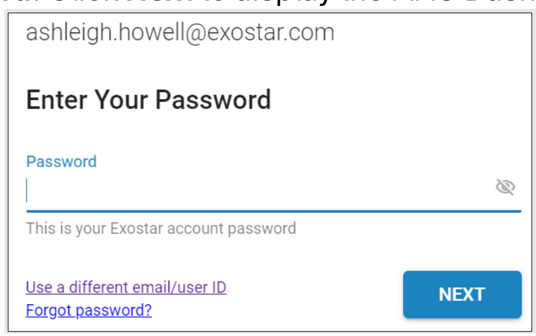
Access Reporting Tool

You must be designated as a Technical Administrator or Functional Administrator in the SM application to access the Reporting Tool, which displays in the left-hand navigation. To access the reporting feature:

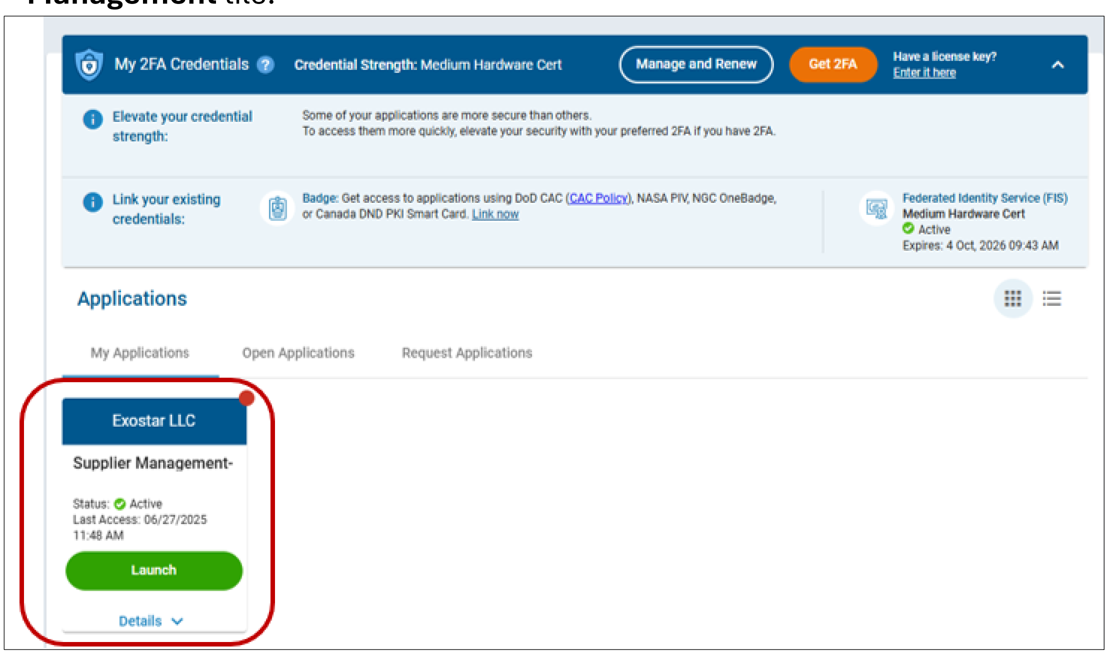
1. Navigate to the MAG Login screen. Input your **Email Address** OR **User ID**. Click **Next**.



2. Input your **Password**. Click **Next** to display the MAG Dashboard.

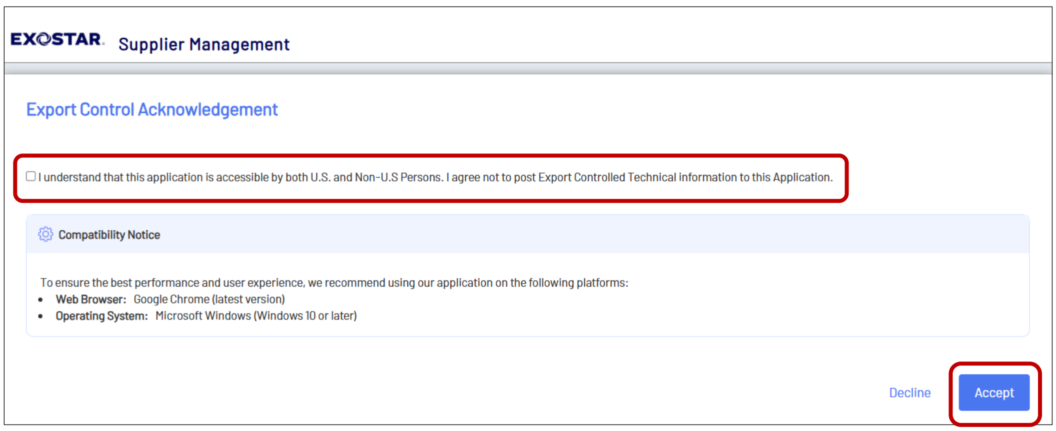


3. From the **My Applications** section, click the **Launch** button from the **Supplier Management** tile.

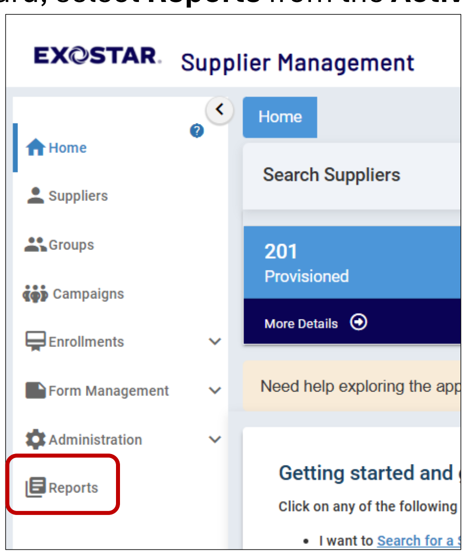


IMPORTANT: At this point in the process, the system prompts for your security credential. The Buyer Organization determines the credential type required to access the SM application, so please reach out to them for more information.

4. Once you successfully login with your security credential, the system displays the Export Control Acknowledgement. Place a checkmark next to I understand that this application is accessible by both U.S. and Non-U.S. Persons. I agree not to post Export Controlled Technical Information to this application. Click Accept to display the SM dashboard.



5. From the SM Dashboard, select **Reports** from the **Activities** menu.

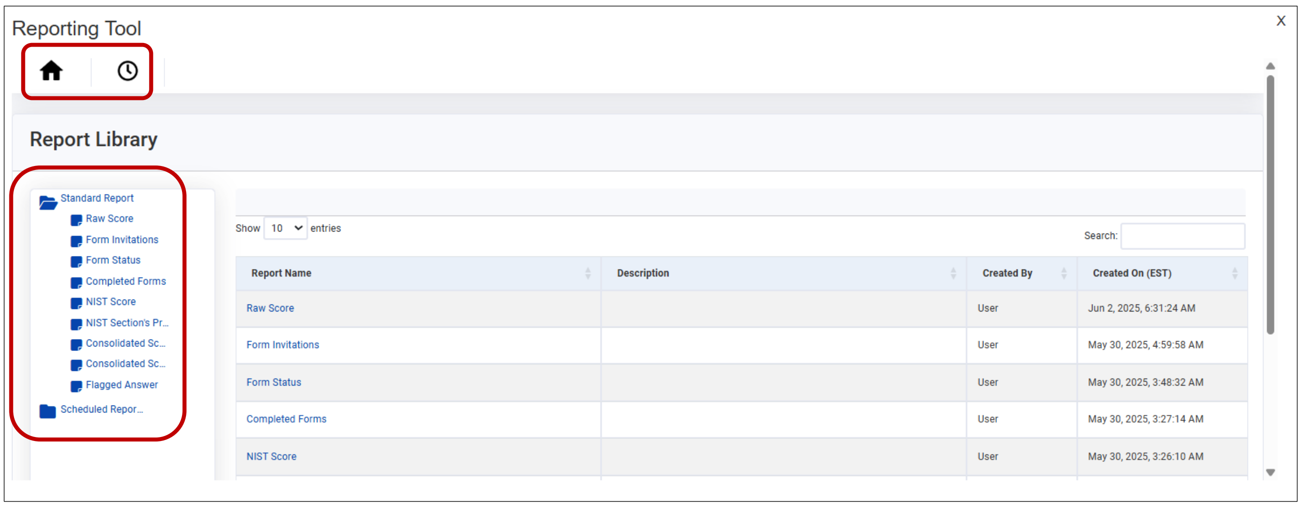


Reporting Tool Dashboard

The Reporting Tool dashboard displays a comprehensive list of reports in their respective formats, as well as additional navigational features:

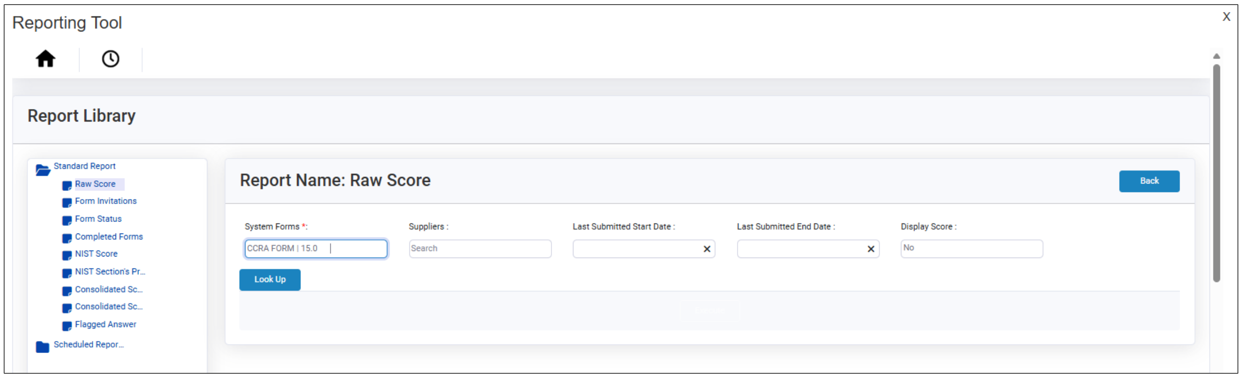
- **View All Reports** (Home button): This displays a library of all existing Standard Reports and Scheduled Reports. Select this option to return to the Reporting Tool Dashboard.
- **Schedule Reports** (clock button): Used to schedule Score Summary Reports or Raw Score Reports.

Use the left-hand navigation to open existing reports based on type.



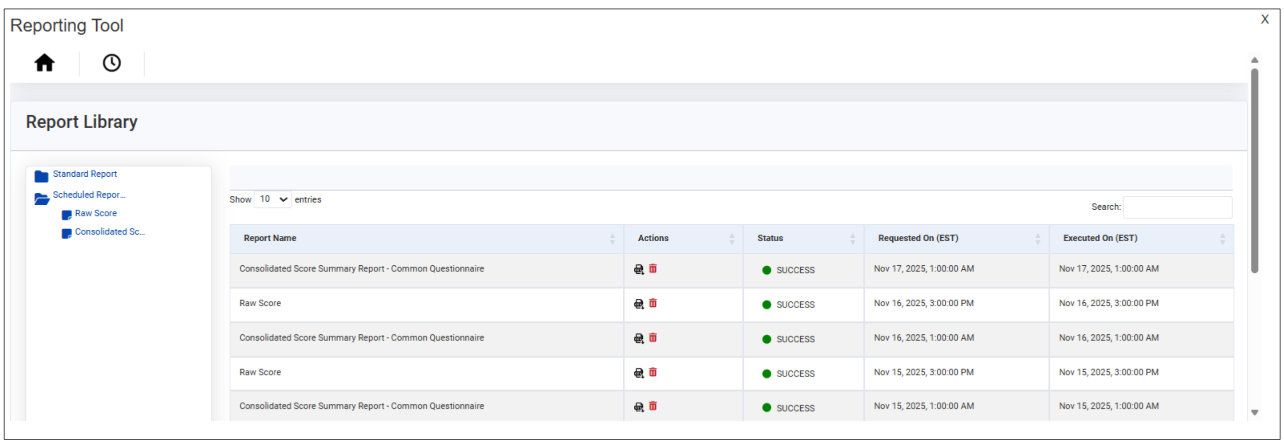
Standard Report

The user can fetch details of the standard reports defined in their system. The user can select a standard report type, add in the required search parameters, look-up, and then execute. This will fetch all the desired details which can be downloaded in a csv or xlsx format.



Scheduled Report

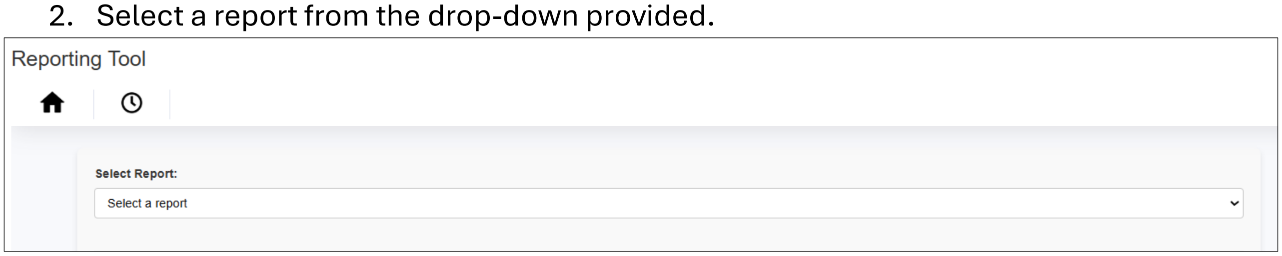
The scheduled report can also be downloaded as required.



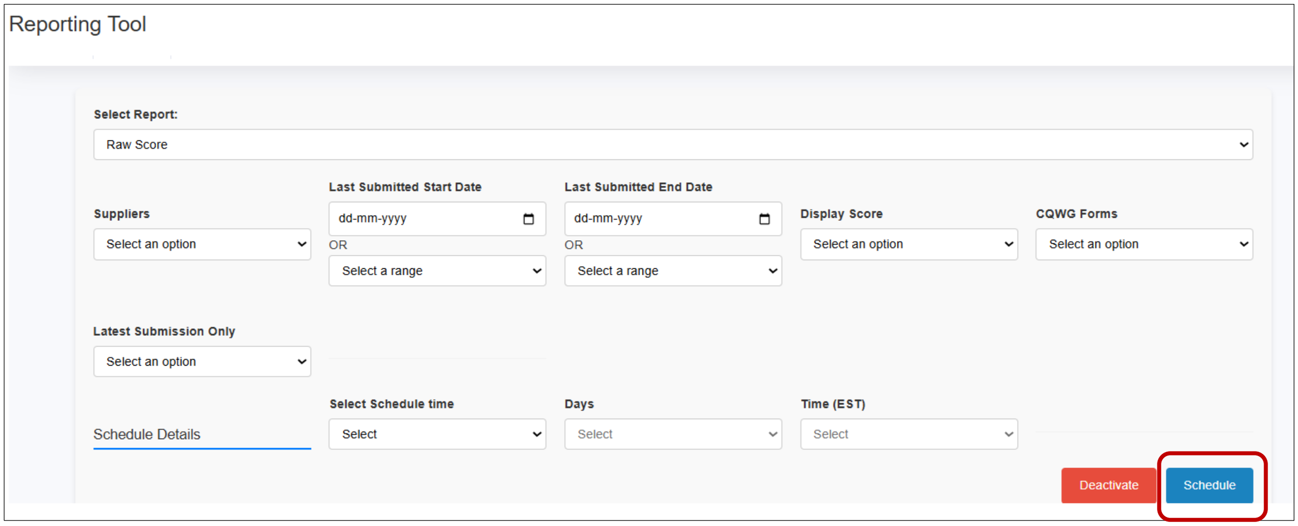
Schedule Report

To schedule a report:

1. Click the clock icon on the Reports Dashboard.
2. Select a report from the drop-down provided.



3. Make all desired selections. Click **Schedule**.



NOTE: Once the report is scheduled and executed, it will display in the **Scheduled Reports** section on the reporting dashboard. You have the option to download a csv file of the report. If you need to reschedule, you must deactivate and then reschedule with the required parameters.