



Supplier Management Reporting Guide





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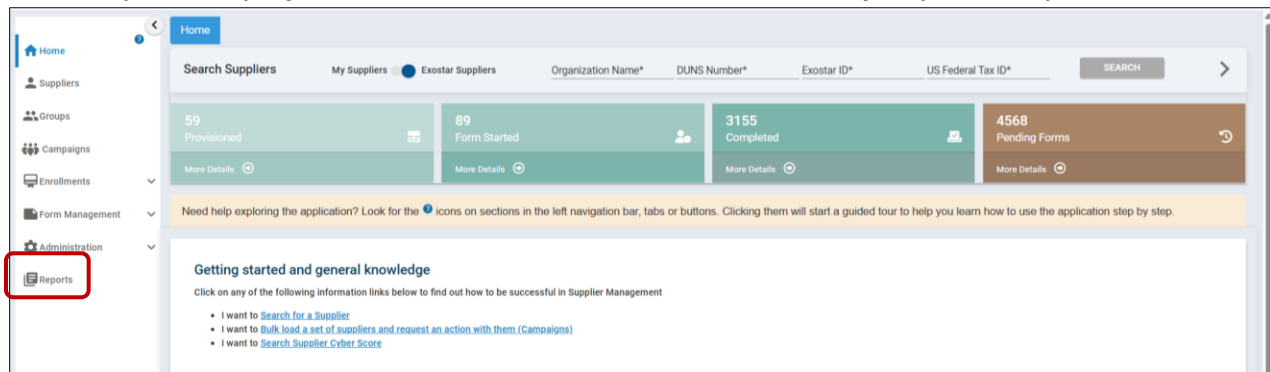
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Supplier Management (SM) Reporting Overview

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.



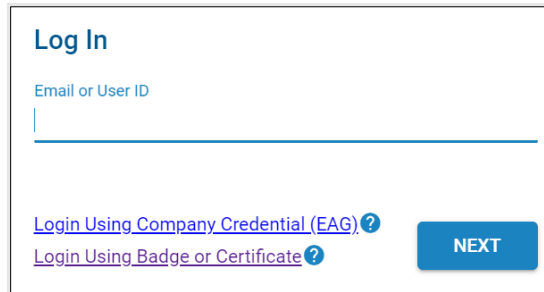
There are two main types of available reports:

- **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

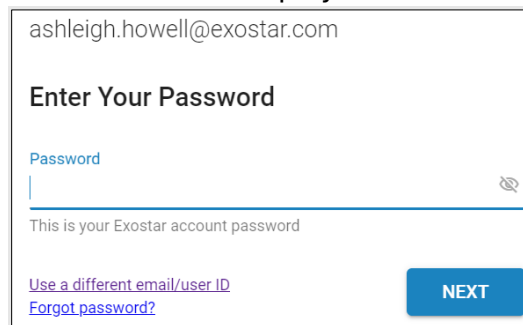
You must be designated as a Technical Administrator or Functional Administrator in the SM application to access the Reporting Tool, which displays in the left-hand navigation. To access the reporting feature:

1. Navigate to the [MAG Login](#) screen. Input your **Email Address OR User ID**. Click **Next**.



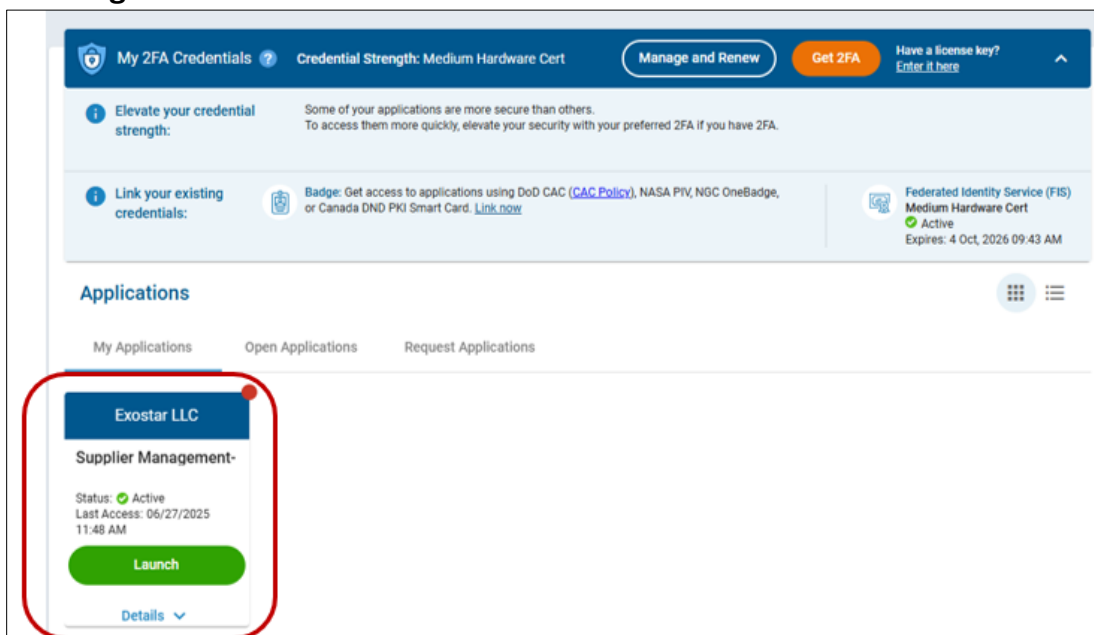
The image shows the 'Log In' screen. At the top, it says 'Log In'. Below that is a text input field labeled 'Email or User ID'. Underneath the field are two links: 'Login Using Company Credential (EAG) ?' and 'Login Using Badge or Certificate ?'. To the right of these links is a blue button labeled 'NEXT'.

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



The image shows the 'Enter Your Password' screen. At the top, it displays the email address 'ashleigh.howell@exostar.com'. Below that is the heading 'Enter Your Password'. There is a text input field labeled 'Password' with a toggle icon to its right. Below the field is the text 'This is your Exostar account password'. At the bottom, there are two links: 'Use a different email/user ID' and 'Forgot password?'. To the right of these links is a blue button labeled 'NEXT'.

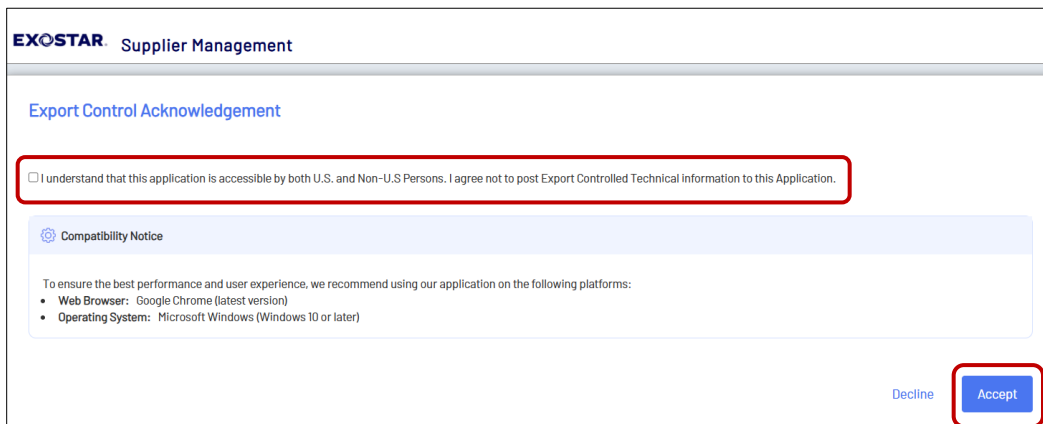
3. From the **My Applications** section, click the **Launch** button from the **Supplier Management** tile.



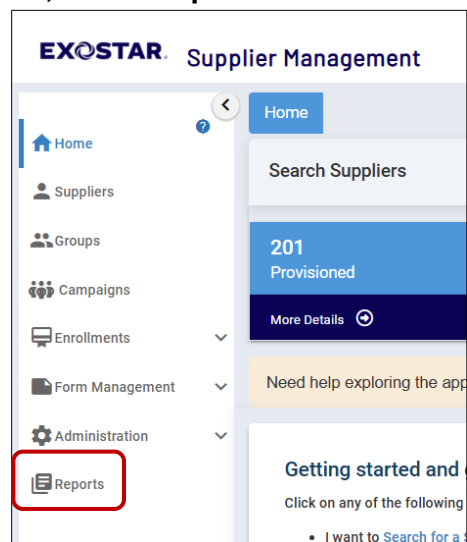
The image shows the 'My Applications' section of the MAG Dashboard. At the top, there is a blue header with 'My 2FA Credentials', 'Credential Strength: Medium Hardware Cert', 'Manage and Renew', 'Get 2FA', and 'Have a license key? Enter it here'. Below the header, there are three informational cards: 'Elevate your credential strength', 'Link your existing credentials', and 'Federated Identity Service (FIS) Medium Hardware Cert'. The 'Applications' section is below, with tabs for 'My Applications', 'Open Applications', and 'Request Applications'. A red box highlights the 'Exostar LLC' tile, which is titled 'Supplier Management'. The tile shows 'Status: Active' and 'Last Access: 06/27/2025 11:48 AM'. A green 'Launch' button is at the bottom of the tile, and a 'Details' link is below it.

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.

- 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.



- 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.

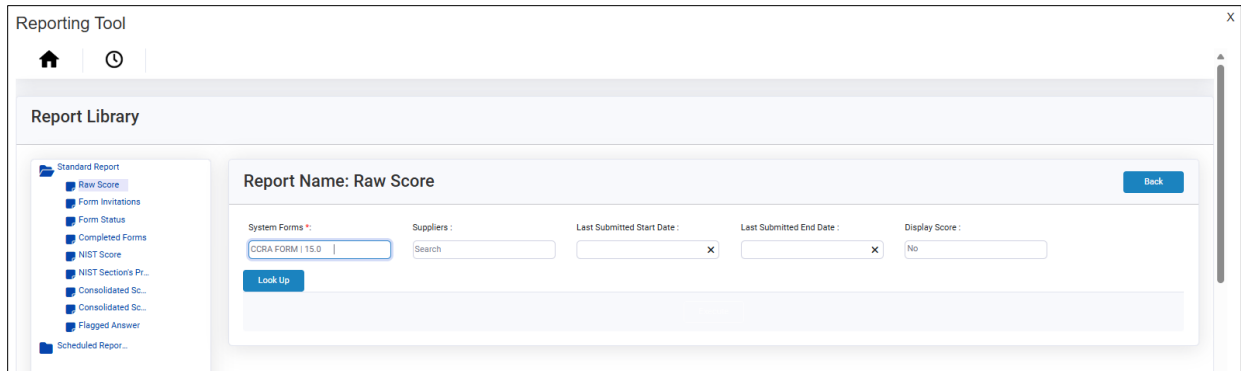
Use the left-hand navigation to open existing reports based on type.

The screenshot shows the Reporting Tool dashboard. At the top, there are two navigation buttons: a home icon and a clock icon, both highlighted with a red box. Below them is the 'Report Library' section. On the left, there is a navigation menu with a 'Standard Report' folder highlighted by a red box. The menu items include: Raw Score, Form Invitations, Form Status, Completed Forms, NIST Score, NIST Sections Pr..., Consolidated Sc..., Consolidated Sc..., Flagged Answer, and Scheduled Repor... The main area displays a table of reports with columns for Report Name, Description, Created By, and Created On (EST). The table shows five entries: Raw Score, Form Invitations, Form Status, Completed Forms, and NIST Score.

Report Name	Description	Created By	Created On (EST)
Raw Score		User	Jun 2, 2025, 6:31:24 AM
Form Invitations		User	May 30, 2025, 4:59:58 AM
Form Status		User	May 30, 2025, 3:48:32 AM
Completed Forms		User	May 30, 2025, 3:27:14 AM
NIST Score		User	May 30, 2025, 3:26:10 AM

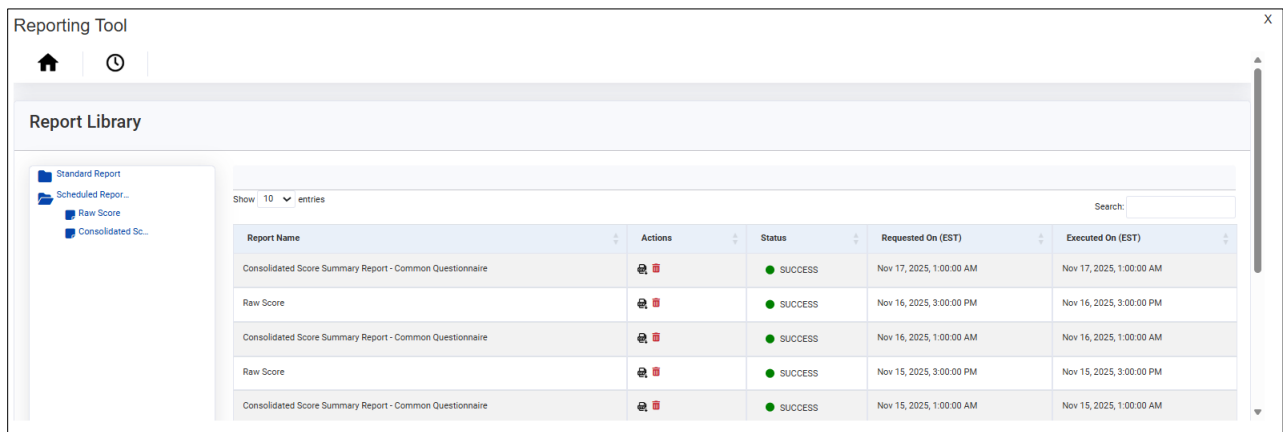
Standard Report

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

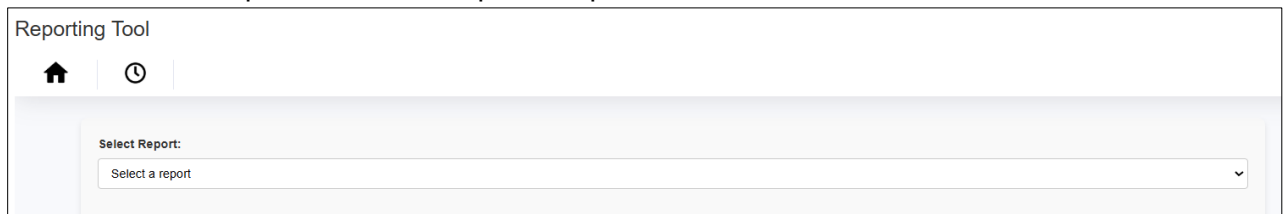
The scheduled report can also be downloaded as required.



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**.

Reporting Tool

The screenshot shows the 'Reporting Tool' interface with the following elements:

- Select Report:** A dropdown menu with 'Raw Score' selected.
- Suppliers:** A dropdown menu with 'Select an option' selected.
- Last Submitted Start Date:** A date input field with 'dd-mm-yyyy' and a calendar icon.
- Last Submitted End Date:** A date input field with 'dd-mm-yyyy' and a calendar icon.
- Display Score:** A dropdown menu with 'Select an option' selected.
- CQWG Forms:** A dropdown menu with 'Select an option' selected.
- OR:** Two 'OR' labels with 'Select a range' dropdown menus below them.
- Latest Submission Only:** A dropdown menu with 'Select an option' selected.
- Schedule Details:** A section with three dropdown menus: 'Select Schedule time' (with 'Select' selected), 'Days' (with 'Select' selected), and 'Time (EST)' (with 'Select' selected).
- Buttons:** A red 'Deactivate' button and a blue 'Schedule' button, which is highlighted with a red rectangle.

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.