



Supplier Management Supplier Guide



Table of Contents

Supplier Management (SM) Overview	2
Roles, Permissions, Responsibilities.....	2
Access	3
SM Supplier Dashboard.....	5
Top Header	5
Pending Forms Tab.....	6
Pending Approval Forms Tab	7
Completed Forms Tab	9
Cancelled Forms Tab.....	10
Communication	10
My Organization	12
User Management.....	12
Risk Form Management	13
Form Details.....	16
Assignment History	17
Downloads Section	17
Offline Forms	18
Print Forms	18
Form Renewal	19
Form Grouping	19
Business Issue.....	19
Solution.....	20
Group Setup	20
View Form Groups.....	21

Supplier Management (SM) Overview

Supplier Management (SM) focuses on providing the ability to manage vetting and certification 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.

This role-based user guide outlines functionalities and actions for users in SM:

- Roles, Permissions, and Responsibilities
- Access
- Navigation
- Viewing Details of Form Assignment for a Supplier Organization
- Viewing and Printing Submitted Forms
- Running and Viewing Reports
- Form Grouping

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

Roles, Permissions, Responsibilities

SM provides Supplier Administrator, Supplier Approver, and Supplier User roles. It is important to note that MAG Organization Administrators and MAG Supplier Management Application Administrators are given the Supplier Administrator role within the Supplier Management application.

The **Supplier User** role allows users to execute the following actions:

- View form requests assigned to self in Pending Forms, Pending Approval Forms, Completed Forms, and Cancelled Forms
- Edit, Re-assign and Submit the form
- View the Form Details page
- Download, upload, View PDF for completed forms in the Form Details Page
- Initiates communication to the Supplier Administrators

The **Supplier Administrator** role allows users to execute everything a Supplier User can, in addition to the following:

- Assign roles to users

- Assign Supplier Users and Supplier Approvers to forms
- Respond to communication initiated by Supplier Users

The **Supplier Approver** role can execute the following actions:

- Access the Pending Approval forms tab and Accept or Deny only forms assigned to self, with a comment

Access

To access SM, you must have an Exostar's Managed Access Gateway (MAG) account, as well as an acceptable security credential. Please note, **your Buyer Organization determines the credential requirement**, so please reach out to your Buyer for more information. For help resetting your MAG password or any other MAG-related questions, refer to https://www.myexostar.com/?ht_kb=mag.

NOTE: If you are the first user in your organization to access SM, you must accept the standard MAG Usage Service Agreement. If you see **Agree to Terms** on the **Supplier Management** tile in your MAG account, click the button and accept the service agreement.

Once you successfully activate your MAG account, all subsequent logins proceed as follows:

1. Navigate to <https://portal.exostar.com>. Input your **Email Address** or **User ID**. Click **Next**.

Step 1/2: Email Address / User ID

Login

Enter your Email Address or User ID

Email Address or User ID

[Login Using Company Credential \(EAG\) ?](#)

[Login Using Badge or Certificate ?](#)

[Need help?](#)

Don't have an account? [Register](#)

Unauthorized access to this system may constitute a criminal offense.

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

Step 2/2: Password

Password

Your email address displays here

Enter your Password

[Use a different Email or User ID](#)
[Forgot Password?](#)

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

My 2FA Credentials Credential Strength: Medium Hardware Cert Manage and Renew Get 2FA Have a license key? Enter it here

Elevate your credential strength: Some of your applications are more secure than others. To access them more quickly, elevate your security with your preferred 2FA if you have 2FA.

Link your existing credentials: Badge: Get access to applications using DoD CAC (CAC Policy), NASA PIV, NGC OneBadge, or Canada DND PKI Smart Card. [Link now](#)

Federated Identity Service (FIS) Medium Hardware Cert Active Expires: 4 Oct, 2026 09:43 AM

Applications

My Applications Open Applications Request Applications

Exostar LLC


Supplier Management

Status: Active
Last Access: 06/27/2025 11:48 AM

[Details](#)

IMPORTANT: At this point in the process, the system may prompt for your security credential. The Buyer Organization determines the credential type required to access the

SM application and 2FA enabled forms. Please reach out to the Buyer for more information on the credential type. A 2FA enabled form will be represented with a lock, shown below.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
<div style="border: 1px solid red; padding: 2px;">  CSQ-94 Request No: CD9PNA7U </div>	Initiated Date 10/20/2022 Due Date 12/04/2022 Assigned To Subbaiah BA	Status New Status Date 10/20/2022 Reassigned No	Revision 2.1 Form Progress <div style="width: 0%;"><div></div></div> 0% Request Status <div style="width: 60%;"><div></div></div> 60%

- 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**.

Export Control Acknowledgement

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.

Compatibility Notice

To ensure the best performance and user experience, we recommend using our application on the following platforms:

- **Web Browser:** Google Chrome (latest version)
- **Operating System:** Microsoft Windows (Windows 10 or later)

Decline Accept

Once you acknowledge the notice, the SM dashboard displays.

SM Supplier Dashboard

The SM Dashboard displays upon successful login. Users can conduct various tasks from the Dashboard.

Top Header

The top header provides the following options, and is static regardless of where you are in the SM application:

- **Exostar Logo:** Click this to redirect to Exostar’s corporate website.
- **Supplier Management:** Click this to navigate to the SM Dashboard.
- **Home:** Click this to navigate to the SM Dashboard.
- **myExostar:** Click this to navigate to Exostar’s self-help site, which provides on-screen help content, downloadable guides, FAQs, etc.
- **Contact Us:** This option is configurable to point to the desired contact.

- **Help:** Click this to open Exostar’s Support page. This page provides dial-in numbers, a Chat feature, as well as an online case form.
- **User Drop-down:** This section displays your role, and provides options to navigate to your profile, as well as to logout of the system.

Pending Forms Tab

This tab displays a comprehensive list of all pending forms assigned to you, and additional details like Revision, Form Progress, and the Request Status. Click the hyperlinked form name to open the **Form Details** page. The action menu, located to the right of each form provides options to reassign and assign approvers. Please see the Form Details section below for more information.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
sign_test2 Request No: 6VXAISNV	Initiated Date 10/19/2022 Due Date 12/03/2022 Assigned To Exostar Supplier	Status New Status Date 10/19/2022 Reassigned No	Revision 1.1 Form Progress <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% Request Status <div style="width: 60%;"><div style="width: 60%;"></div></div> 60% ⋮ Reassign Assign Approvers
Test101 Request No: OA7IDRGS	Initiated Date 10/19/2022 Due Date 12/03/2022 Assigned To 2.bas	Status New Status Date 10/19/2022 Reassigned Yes	Revision 2.1 Form Progress <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% Request Status <div style="width: 60%;"><div style="width: 60%;"></div></div> 60% ⋮

To Assign Approvers:

1. Select the action link (three dots), located to the right the desired form. Select **Assign Approvers**.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
sign_test2 Request No: 6VXAISNV	Initiated Date 10/19/2022 Due Date 12/03/2022 Assigned To Exostar Supplier	Status New Status Date 10/19/2022 Reassigned No	Revision 1.1 Form Progress <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% Request Status <div style="width: 60%;"><div style="width: 60%;"></div></div> 60% ⋮ Reassign Assign Approvers
Test101 Request No: OA7IDRGS	Initiated Date 10/19/2022 Due Date 12/03/2022 Assigned To 2.bas	Status New Status Date 10/19/2022 Reassigned Yes	Revision 2.1 Form Progress <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% Request Status <div style="width: 60%;"><div style="width: 60%;"></div></div> 60% ⋮

2. Make desired user selection.
3. If desired, select **Enable Approval Workflow**. Select **Approvers**.

4. Click **Save**.

Workflow User Assignments

Assign To User *
Subbalaiah Achappa

Enable Approval Workflow

Approver
Erica Evans

Approver
-- Select User -- DELETED

[Add Another Approver](#)

Cancel Save

Pending Approval Forms Tab

This tab displays a comprehensive list of all forms pending approval, and other additional details including approver names for each form. Please note the form moves to this tab only if Approver workflow is enabled and the user has submitted the form. Each form displays the list of approvers assigned to the form. The name of the approver currently logged into the system will have their name represented as a link. It will also indicate whether the decision

is **Pending** or **Completed** for a form. The link will be enabled if the user has not submitted their decision.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
sign_test2 Request No: 6VXAISNV	Initiated Date 10/19/2022 Due Date 12/03/2022 Assigned To Subbaiah Achappa Approvers: 2 bas Pending	Status In Progress Status Date 10/19/2022 Reassigned Yes	Buyer Approval Status Not Started Revision 1.1
Form23 Request No: PHFSULQO	Initiated Date 05/23/2022 Due Date 07/07/2022 Assigned To Subbaiah Achappa Approvers: 2 bas Completed	Status In Progress Status Date 05/23/2022 Reassigned Yes	Buyer Approval Status Pending Decision Revision 0.1

When the user clicks on their name, the system displays a modal allowing them to enter their **Decision**, state the **Reason**, and **Submit**.

Enter Decision

Current Approver: 2 bas

Decision:

Approve
 Reject

Reason

Approved

Cancel **Submit**

The link will be disabled if the decision has already been submitted.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
<p>sign_test2 Request No: 6VXAISNV</p>	<p>Initiated Date 10/19/2022 Due Date 12/03/2022 Assigned To Subbaiah Achappa</p> <p>Approvers: 2 bas Completed</p>	<p>Status: In Progress Status Date 10/19/2022 Reassigned: Yes</p>	<p>Buyer Approval Status: Pending Decision Revision: 1.1</p>
<p>Form23 Request No: PHFSULQO</p>	<p>Initiated Date 05/23/2022 Due Date 07/07/2022 Assigned To Subbaiah Achappa</p> <p>Approvers: 2 bas Completed</p>	<p>Status: In Progress Status Date 05/23/2022 Reassigned: Yes</p>	<p>Buyer Approval Status: Pending Decision Revision: 0.1</p>

Completed Forms Tab

This tab displays a comprehensive list of all completed forms, additional details like expiration date for each form. Note the form moves to this tab only once the form is submitted and all the approvers have approved the forms. Click the hyperlinked form name to open the **Form Details** page. This page also has a link to the **Approval Summary**, and once clicked, you can view the **Approval Decision**.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
<p>nov42021 Request No: RPDVYSMU</p>	<p>Initiated Date 11/04/2021 Expiration Date 11/08/2022 Assigned To Subbaiah BA</p>	<p>Form Status: Completed Status Date 11/08/2021 Reassigned: Yes</p>	<p>Buyer Approval Status: N/A Revision: 1.0</p>
<p>4nov Request No: JMK30E0</p>	<p>Initiated Date 11/04/2021 Expiration Date 01/13/2022 Assigned To Sub Lba</p> <p>Approval Summary</p>	<p>Form Status: Completed Status Date 11/04/2021 Reassigned: Yes</p>	<p>Buyer Approval Status: Pending Decision Revision: 1.0</p>
<p>29oct Request No: JLUXBIDW</p>	<p>Initiated Date 10/29/2021 Expiration Date 01/06/2022 Assigned To Hemanth Karuvjodu</p>	<p>Form Status: Completed Status Date 10/29/2021 Reassigned: Yes</p>	<p>Buyer Approval Status: N/A Revision: 1.0</p>

Approval Decision X

Approved - 9/16/2022 3:34:49 PM

Approver: Subbaiah Achappa
Decision: Approved
Reason: test

OKAY

Cancelled Forms Tab

This tab displays a comprehensive list of all cancelled forms, and additional details for each form. Click the hyperlinked form name to open the **Form Details** page.

Pending Forms	Pending Approval Forms	Completed Forms	Cancelled Forms
<p>Moog Demo</p> <p>Request No: WZDJYMGJ</p> <p>Initiated Date: 10/05/2021 Due Date: 11/19/2021 Assigned To: Hemanth Kanugolu</p> <p>Status: Cancel Status Date: 10/27/2021 Reassigned: Yes</p> <p>Revision: 0.1 Reason Cancelled: New form</p>			
<p>Moog Demo</p> <p>Request No: MUG5G3PV</p> <p>Initiated Date: 10/04/2021 Due Date: 11/18/2021 Assigned To: Hemanth Kanugolu</p> <p>Status: Cancel Status Date: 10/05/2021 Reassigned: Yes</p> <p>Revision: 0.1 Reason Cancelled: Blank Form</p>			
<p>MDMtest2</p> <p>Request No: 4RU4CSZJ</p> <p>Initiated Date: 09/27/2021 Due Date: 11/11/2021 Assigned To: Subbaitah BA</p> <p>Status: Cancel Status Date: 10/04/2021 Reassigned: Yes</p> <p>Revision: 0.1 Reason Cancelled: test</p>			

Communication

The Communication section of the dashboard provides messaging capabilities. The table displays the latest messaging thread, along with additional details, and a reply option. Select **View All** below the most recent messages to view a comprehensive list of all messaging threads. Only a Supplier User can initiate a communication with an Administrator by clicking **Add New Question**.

Add New Question

Communication

Q Hello
how is expiration set
Created **10/19/2022** Last updated **10/19/2022** Replies **0**

[Reply](#)

Q hi
started uat testing
Created **09/09/2022** Last updated **09/09/2022** Replies **1**

[Reply](#)

[View All](#)

To view the entire messaging thread and reply:

1. Click the hyperlinked **Subject**.

The screenshot shows a 'Communication' tab with two messages. The first message, 'New message 3-4-44', is highlighted with a red box. Below it, the text 'Testing again 3-4-22' is visible. To the right of the message is a 'Reply' button. The second message, 'March8th', has the text 'Is it March 8th today?' and also has a 'Reply' button. At the bottom right of the communication list is a 'View All' link.


2. The thread displays. View each message via the **Replies** tab. Input a reply in the field provided. Click **Add**.

The 'Question Details' dialog box shows the question 'New message 3-4-44' with the body 'Testing again 3-4-22'. Below the question, the 'Replies' tab is selected and highlighted with a red box. Two replies are shown: one from 'Exostar Supplier' dated 5/10/2022 with the text 'Testing 1.2.3...', and another from 'Subbaiah BA' dated 5/18/2022 with the text 'hi'. At the bottom, there is a 'Reply:' label, a text input field, and an 'Add' button, all of which are enclosed in a red rounded rectangle.

My Organization

The section displays details specific to your organization, including a hyperlinked number of users associated with your organization and your hyperlinked organization name.

My Organization

 **8 users**

[Supplier SEM One](#)

ESD# 123456789

EXOID 119664516

MPID

4f3edcf1-60b6-40ca-96c9-893851beb055

DUNS

Global DUNS


123 main st. ,
Aldie, Alaska, 20105,
Location US.

User Management

As an administrator, you can manage users associated with your organization within the SM application. To manage users:

1. Select the number of users or organization name via the **My Organization** widget.

My Organization

 **8 users**

[Supplier SEM One](#)

ESD# 123456789

EXOID 119664516

2. Select the **Manage** option next to the desired user.

Name	User ID	Email	Role	Provisioned	Date Updated	Manage
Bhagya Shree	shreeb_2007@fis.evincibletest.com	bhagyashree.b.s.+_564@exostar.com	Supplier User	09/16/2021	09/16/2021	
Kevin Hancock	hancockk_5278@fis.evincibletest.com	kevin.hancock+_122@exostar.com	Supplier Administrator	09/07/2021	09/09/2021	
Training Exostar	exostart_8005@fis.evincibletest.com	training+_123@exostar.com	Supplier Administrator	08/17/2021	09/03/2021	

3. In the **Role Management** window, select the desired roles and update the User's **Active** status, if desired. Click **Update**.

Role Management

User roles

Supplier User

Supplier Administrator

User Status

Active

Child Form Management

This section provides information on a child form linked to a parent form and how to manage that connection. The child form extends the compliance data captured as part of the parent form workflow. To manage a child form:

1. Once the parent form has been completed, click the **Review** button to navigate to the **Scores** screen.

Cyber Compliance Attestation

Submitter

*Vendor Primary POC Email

*Vendor IT Security POC Name

*Vendor IT Security Email

*Vendor Local DUNS Number(s)

*Vendor CAGE Code(s)

Vendor Primary POC Email - Primary POC email address

Vendor IT Security POC Name - Fname LName (1.e, John Doe)

Vendor IT Security Email - IT Security POC email address

Vendor Local DUNS Number(s) - Should accept the 9-digit numeric characters. If Duns is more than one, use a comma and a space to separate values (1.e., 007505491, 000665432)

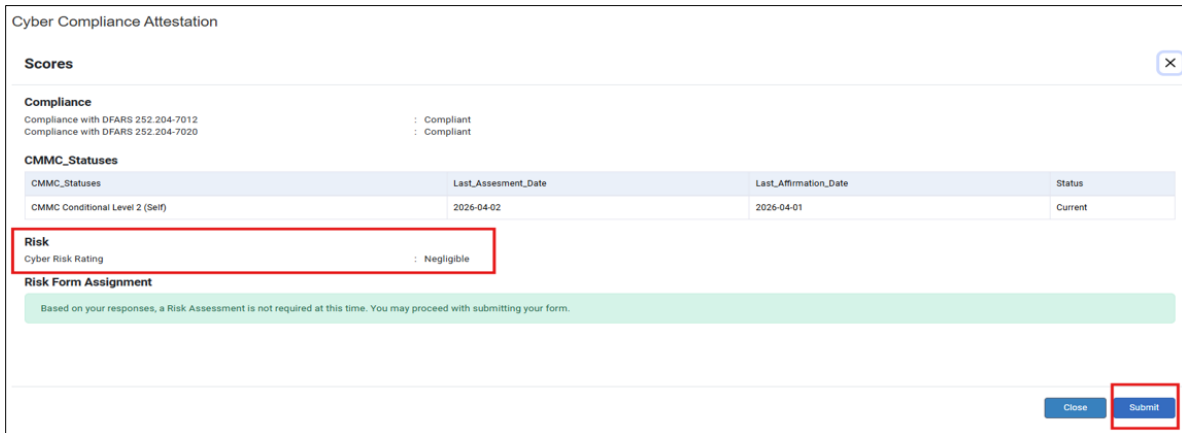
Vendor CAGE Code(s) - CAGE Code is a five (5) position code. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding alpha letters I and O. If Cage Code is more than one, use a comma and a space to separate the values (1.e., 3T456, 56789)

If the response on this form is applicable to more than one of your organization's business units/divisions, provide all the Local DUNS Number and CAGE Codes that applies. You'll be able to export a single form for multiple DUNS/CAGE Code.

Legend Information

- Valid Response
- ▲ Invalid Response
- Disabled/Non-editable Response
- Mandatory question to be answered

- If the **Risk** rating is **Negligible** or **N/A**, click the **Submit** button to submit the parent form.



Cyber Compliance Attestation

Scores

Compliance
 Compliance with DFARS 252.204-7012 : Compliant
 Compliance with DFARS 252.204-7020 : Compliant

CMMC_States

CMMC_States	Last_Assessment_Date	Last_Affirmation_Date	Status
CMMC Conditional Level 2 (Self)	2026-04-02	2026-04-01	Current

Risk
 Cyber Risk Rating : Negligible

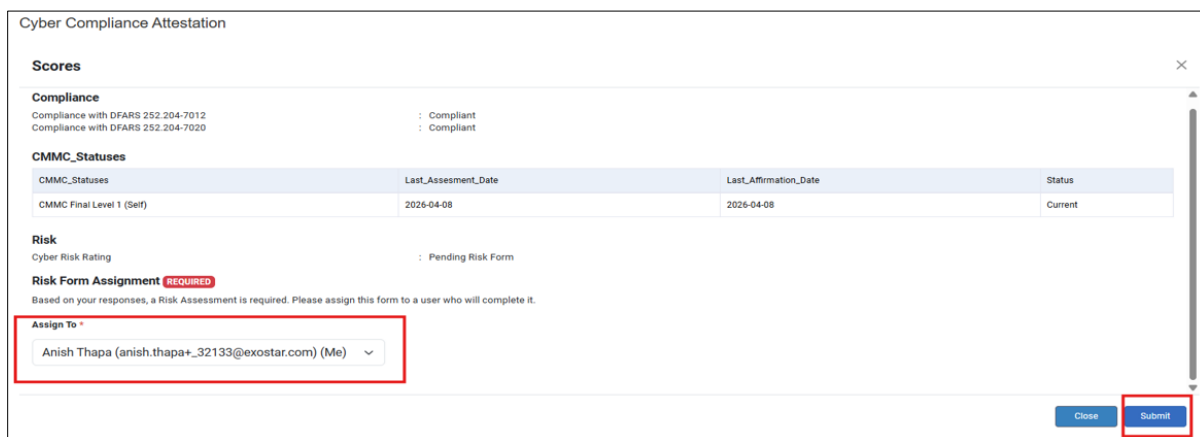
Risk Form Assignment
 Based on your responses, a Risk Assessment is not required at this time. You may proceed with submitting your form.

Close Submit

- If the **Risk** rating is **Pending Risk Form**, you must select a user from the **Assign To** drop-down menu.

NOTE: You can assign the child form to yourself.

- Once you successfully assign the child form to yourself or another user, click the **Submit** button.



Cyber Compliance Attestation

Scores

Compliance
 Compliance with DFARS 252.204-7012 : Compliant
 Compliance with DFARS 252.204-7020 : Compliant

CMMC_States

CMMC_States	Last_Assessment_Date	Last_Affirmation_Date	Status
CMMC Final Level 1 (Self)	2026-04-08	2026-04-08	Current

Risk
 Cyber Risk Rating : Pending Risk Form

Risk Form Assignment **REQUIRED**
 Based on your responses, a Risk Assessment is required. Please assign this form to a user who will complete it.

Assign To
 Anish Thapa (anish.thapa+_32133@exostar.com) (Me)

Close Submit

- Click **Acknowledge** in the **Form Submission Confirmation** dialog box to complete the submission.

NOTE: To go back or edit the form, **X** out of the dialog box.

Cyber Compliance Attestation

Scores

Compliance
Compliance with DFARS 252.204-7012
Compliance with DFARS 252.204-7020

CMMC_Statues
CMMC_Statues
CMMC Final Level 1 (Self)

Risk
Cyber Risk Rating

Risk Form Assignment **REQUIRED**
Based on your responses, a Risk Assessment is required. Please assign this form to

Assign To *
Anish Thapa (anish.thapa+_32133@exostar.com) (Me)

Form Submission Confirmation

Submission cannot be cancelled or reversed.

Your Declaration
As of the time of submittal, the data provided herein accurately reflects submitter's knowledge of the organization's IT security.

Responses shared with all relevant buyers
Your form responses have been automatically shared with all buyers who require this form. This ensures your information is collected once and reused across the community.

Acknowledge

6. A **Success** confirmation displays. Click **OK**.

Cyber Compliance Attestation

Scores

Compliance
Compliance with DFARS 252.204-7012
Compliance with DFARS 252.204-7020

CMMC_Statues
CMMC_Statues
CMMC Final Level 1 (Self)

Risk
Cyber Risk Rating

Risk Form Assignment **REQUIRED**
Based on your responses, a Risk Assessment is required. Please assign this form to

Assign To *
Anish Thapa (anish.thapa+_32133@exostar.com) (Me)

Success!
Form submitted successfully

OK

The child form is now assigned to the designated user for completion. The user can proceed to complete, save, and submit the child form.

RISK FORM

> ICT

> Risk

> Cyber Security Controls - As applicable

Cyber Security Controls - As applicable

31.0 Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened or executed.

Yes

Guidance
Category 2
Select Yes only when the security control is fully implemented. Select No in all other cases; control is not implemented, partially implemented, or on POAM.
(ref., NIST SP 800-171 3.14.5 or CMMC SLL1-3.14.5)

Periodic scans of organizational systems and real-time scans of files from external sources can detect malicious code. Malicious code can be encoded in various formats (e.g., UUENCODE, Unicode), contained within compressed or hidden files, or hidden in files using techniques such as steganography. Malicious code can be inserted into systems in a variety of ways including web accesses, electronic mail, electronic mail attachments, and portable storage devices. Malicious code insertions occur through the exploitation of system vulnerabilities.

Legend information
Valid Response
Invalid Response
Disabled/Non-editable Response
Mandatory question to be answered

Exit Previous Save Submit

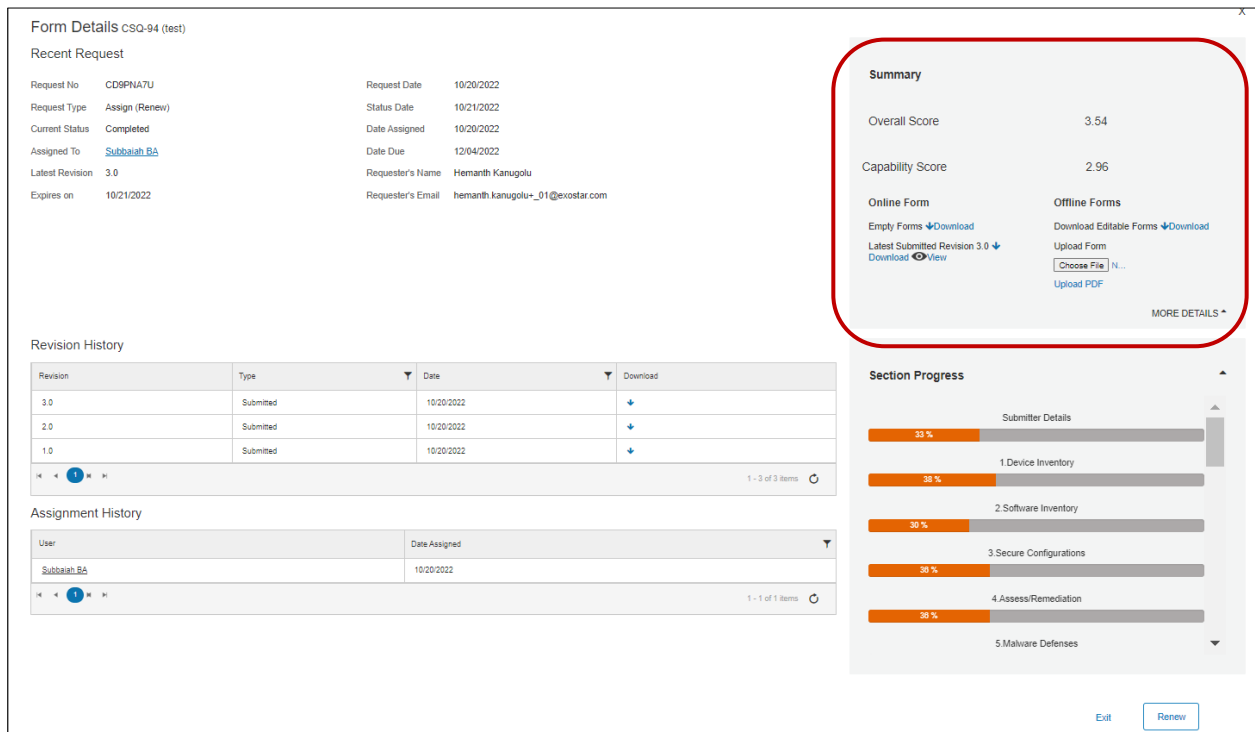
IMPORTANT! The **Form Details** page for the child form is still a work in progress. For a complete view and to download the PDF, please use the parent form.

Form Details

Access the Form Details page by selecting the desired Form Name anywhere in the SM system. The Form Details page displays the following supplier attributes:

- Recent Request
- Revision History
- Assignment History
- Summary
- Section Progress

The Form Details page also provides the ability to download, upload, and view the form, as well as allows users to print the latest submission and all previously completed submissions of the form.



Form Details CSQ-94 (test)

Recent Request

Request No	CD9FN47U	Request Date	10/20/2022
Request Type	Assign (Renew)	Status Date	10/21/2022
Current Status	Completed	Date Assigned	10/20/2022
Assigned To	Subbaah BA	Date Due	12/04/2022
Latest Revision	3.0	Requester's Name	Hemanth Karugolu
Expires on	10/21/2022	Requester's Email	hemanth.karugolu_01@exostar.com

Revision History

Revision	Type	Date	Download
3.0	Submitted	10/20/2022	+
2.0	Submitted	10/20/2022	+
1.0	Submitted	10/20/2022	+

Assignment History

User	Date Assigned
Subbaah BA	10/20/2022

Summary

Overall Score: 3.54

Capability Score: 2.96

Online Form

Empty Forms [Download](#)

Latest Submitted Revision 3.0 [Download](#) [View](#)

Offline Forms

Download Editable Forms [Download](#)

Upload Form [Choose File](#) | [N...](#)

Upload PDF

[MORE DETAILS](#)

Section Progress

- Submitter Details: 33%
- 1. Device Inventory: 38%
- 2. Software Inventory: 30%
- 3. Secure Configurations: 38%
- 4. Assess/Remediation: 38%
- 5. Malware Defenses: 38%

[Exit](#) [Renew](#)

Assignment History

The Assignment History table displays the user and date assignment in a table format.

Form Details CSO-94 (test)

Recent Request

Request No	CDMPNATU	Request Date	10/20/2022
Request Type	Assign (Renew)	Status Date	10/21/2022
Current Status	Completed	Date Assigned	10/20/2022
Assigned To	Subbath Ba	Date Due	12/04/2022
Latest Revision	3.0	Requester's Name	Hemanth Karugolu
Expires on	10/21/2022	Requester's Email	hemanth.karugolu_01@exostar.com

Revision History

Revision	Type	Date	Download
3.0	Submitted	10/20/2022	+
2.0	Submitted	10/20/2022	+
1.0	Submitted	10/20/2022	+

Assignment History

User	Date Assigned
Subbath Ba	10/20/2022

Downloads Section

This section is located along the right side of the screen, in the Summary section of the Form Details page for custom forms. Select the **MORE DETAILS** option to view. From here, users can download empty forms, the Latest Submitted Revision, as well as offline Editable Forms. You can also upload supported forms.

Summary

Overall Score 0.00

Online Form

Empty Forms [Download](#)

Latest Submitted Revision
1.0 [Download](#) [View](#)

Form Response

Download Form
[Download](#)

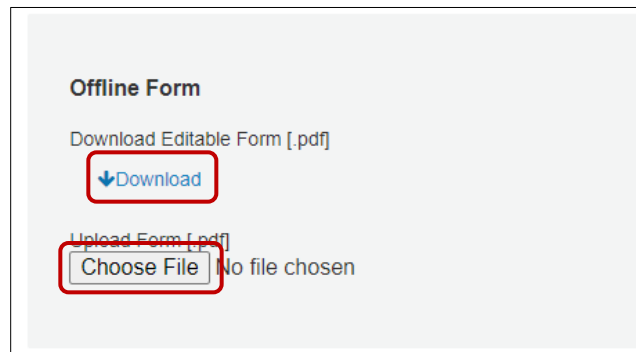
Upload Form

Select file

MORE DETAILS [^](#)

Offline Forms

This Section is located on the right side of the Form Details page for standard forms like NIST and Common Questionnaire. You can download **Editable PDFs** using the **Download** button, edit it offline, and upload the form using the **Choose File** link. Exostar recommends using Chrome for this option, for now.




Print Forms

Users can only see and download completed/submitted forms. To print the last submitted form:

1. Navigate to the desired Form Details page and locate the **Downloads** section.
2. Click the PDF icon next to **Latest Submitted Revision**.
3. Select the **Print** option.

To view and print any other forms:

1. Go to the **Download** column of the **Revision History** table and click arrow icon for the desired revision number.

Revision History				
Revision	Type	Date	Download	
1.0	Submitted	09/28/2022		

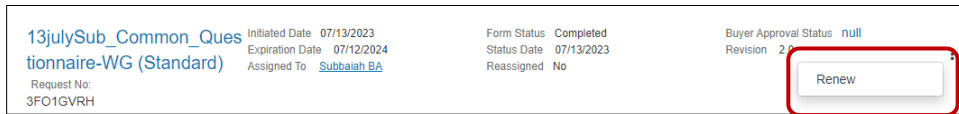
Navigation: 1 - 1 of 1 items

2. Select the **Print** option.

Form Renewal

To renew a form:

1. On all **Completed Form Details** pages, select the **Renew** button at the bottom of the screen or from the action menu.

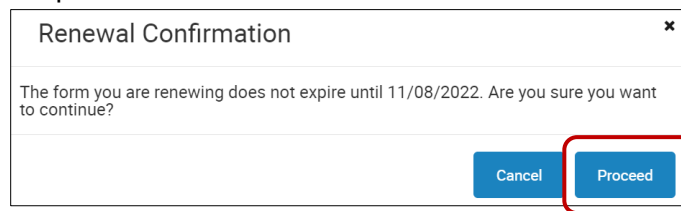


13julySub_Common_Questionnaire-WG (Standard) Initiated Date 07/13/2023 Expiration Date 07/12/2024 Assigned To Subbaiah BA Form Status Completed Status Date 07/13/2023 Reassigned No Buyer Approval Status null Revision 2

Request No: 3FO1GVRH

Renew

2. The system prompts for confirmation. Click **Proceed**.



Renewal Confirmation

The form you are renewing does not expire until 11/08/2022. Are you sure you want to continue?

Cancel Proceed

NOTE: Once you confirm, the form is moved to **Pending Forms** tab.

Form Grouping

Form Grouping is used to share a completed form your organization filled out with your compatriot business units. The sections below provide step-by-step instructions on how to share your group form.

Business Issue

Company XYZ is composed of several subsidiary companies and/or business units (BU), each one of which is a Supplier to one or several Exostar Buyer organizations. Each of the subsidiaries is being asked to complete forms from one or more Buyer organizations. This results in requesting many of the subsidiaries to complete the same form. The security policies and infrastructure of the subsidiaries of Supplier XYZ are managed and controlled by a single shared service, an organizational unit located within one of the registered XYZ companies/subsidiaries. That unit can answer the form on behalf of many of the XYZ subsidiaries. This unit would like to answer the form once for all subsidiaries covered by its security program.

Solution

Exostar has the capability to create a Form Group of companies/businesses where one of the businesses can represent the group when completing forms. The XYZ business needs to nominate one of the business units as the source to represent the group. That business completes the form on behalf of the group (Destinations), and the results are provided to Buyers XYZ subsidiaries chose to share the results. In this way, the form is under the control of a single subsidiary or business unit within the group, but shared by any of the others with whatever Buyers they wish.

Destination organizations can share the group form with individual Buyers just like any other normal assigned form with two major exceptions:

- The form is locked and only the Source Organization can edit it. All further edits are reflected in the destination form in real-time.
- When a form is submitted, the scoring of the shared form applies to the one associated with Destination Organization as well.

Group Setup

Company XYZ needs to do the following to setup the group within Exostar:

1. Create a support case via the Support page and describe the case as Create a Form Group in SM.
2. Provide the Form Grouping Submission Form that identifies:
 - a. The source business unit by its Exostar ID, DUNS ID, full address, and email address of the responsible person who will handle the security form.
 - b. The destinations or business units within the group by Exostar ID, DUNS ID, and address for each.
 - c. Which form is to be shared with the Destinations.
3. Exostar contacts each destination business unit to confirm they will be added to the new group.
4. Exostar creates the group within the organization data and the form from the source will be available for the destinations.

NOTES:

- The source organization must submit the form for the responses to be duplicated onto their respective destination organization forms.
- If a new supplier is added to the existing Form group, the Source organization must resubmit (renew) the form for the responses to be duplicated onto their respective destination organization forms.

View Form Groups

Suppliers can determine if their form groups have been migrated to the Buyer's SM application by going to the specific form in the Buyer's SM and reviewing the Form Details page to determine if they are a destination of a form group. The message will read: **This form is being shared by the following organization ORGNAME. You do not have permissions to edit this form.**

The screenshot below shows the form is provided by another organization, which is the **Source** of the completed form.

Form Details CCRA FORM (CCRA Questionnaire)

[View](#)

This form is being shared by the following organization: *New_Supplier_SEM_One (115340730)*. You do not have permissions to edit this form.

Recent Requests

Request No	5CJKTST	Request Date	02/29/2024
Request Type	Assign (New)	Status Date	03/05/2024
Current Status	New	Date Assigned	02/29/2024
Assigned To	Subbaah Acharya	Date Due	04/14/2024
Latest Revision	-	Requester's Name	Hemanth Kanugolu
Expires on	N/A	Requester's Email	Super_user_uat@6dxn1b09.mallosaur.net

Revision History

Revision	Type	SFRS Score	Date	Download
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Offline Form

[Download Editable CCRA Form\[xlsx\]](#)

Upload is enabled to only active status.

CCRA FORM has not yet been submitted.