

LMP2P Vendor Master (VM) Process Overview

How to Navigate Exostar

Michael Garrett, Systems Engineer



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Agenda

1. Vendor Master process overview
2. Walk through a live demo in the test environment of a supplier registration, generally tracking to Exostar's [Quick Reference Guide for Suppliers](#).
3. Demonstrate quickly what it takes to update an existing profile which tracks to Exostar's [TPM Recertification and Update Guide](#).

Vendor Master Process Description

- Supports complete Lockheed Martin (LM) Vendor Management (VM) lifecycle from request through maintenance.
- Two categories of Vendor Profiles:
 - Vendor Managed (Full (PO) & RFX profiles) – A vendor user (invitee) completes the new vendor profile registration process, agrees to both Exostar and LM T&C/Agreements, and users complete the two-factor authentication (2FA) registration to access LMP2P
 - LM Managed – Partial (PCARD, QA, Non-PO), FULL (Non-ecommerce only (limited use)). Example: AP Vendor Admin's create and maintain Non-PO profiles to support check requests.
- Invitations generally extended by LM buyers to a vendor POC associated with a DUNS number.
- Integration with Dun & Bradstreet (D&B) real-time at request time, regular daily batch requests, and a monthly batch D&B refresh, for data maintenance and enrichment; e.g., Is master source for vendor name and address data, D&B alerts (Debarment, Bankruptcy, etc..), corporate Organization hierarchy, and 100+ other data elements
- 2-Factor Authentication (2FA) credentials are required in order to complete the invitation process and apply subsequent updates.
 - Suggested credentials are Phone OTP with Proofing. Process can be completed within 15 minutes when completing proofing process by Experian.
 - Other commonly used and acceptable credentials are Hardware (HW) OTP with Proofing, Mobile Authenticator with Proofing, and Medium Level of Assurance HW Tokens.

Key Vendor Master Components

- **Managed Access Gateway (MAG):**
 - Identity & Access Management system serving as single point of entry to many LM utilized applications such as those that follow.
 - Suppliers manage their own users and grants access to required applications.
 - All LM applications require 2FA credentials.
- **Trading Partner Manager (TPM):**
 - Master source for vendor registration and maintenance
 - Emphasis for this session will be on TPM.
- **LM eInvoicing:** Application where vendors submit electronic invoices.
- **Partner Information Manager (PIM):**
 - Required questionnaires only for vendors that indicate in TPM that they handle sensitive data or if DFARS 252.204-7012 applies.
 - Common questionnaires whose results are shared with other Exostar partners when applicable.
- **LM Procure-to-Pay (LMP2P):** LM application where vendors can review and accept POs, respond to RFXs, and perform other quality related functions.

Key Vendor Master Attributes

- Vendor Organization Administrators and specific LM users, based on profile type, maintain their vendor profile information, which includes;
 - Information categories: General-Company Name and Address (with D&B integration for most), Self-certification of NAICS Codes & size > Socio-economic categories > executive compensation data, Federal Tax ID with IRS Tax Form attachments, Contacts, Payment/Remittance—with Banking Information, Cyber Security Surveys, Anti-corruption survey (when applicable), Domestic/Foreign Owned status, etc...
 - A complete vendor profile recertification is required every three (3) years
 - A complete self-certification of the following information categories is required annually; Socio-economic (e.g., Small business with NAICS Codes), Executive Compensation (for FFATA), NDAA Section 889 (Telecom), and Cyber Security (Cyber an DFARS/NIST questionnaire related)
- System automatically monitors for both vendor profile level (3-year) and annual self-certification group level (1-year) expirations and takes appropriate action when an expiration occurs, e.g., upon 3-year expiry occurring vendor procurement block is set ON
 - Includes sending several advance warning emails to vendor organization administrators of any upcoming expirations

Key Help Accessible via Exostar

- [TPM Registration and Updates](#): Sections for newly invited vendors as well as existing ones.
- [MAG User Account Activation](#): Takes user through the process of activating their user account through 2FA registration.
- [PIM Training Resources](#): Only for vendors that need to complete 1 or 2 questionnaires.
- [LM eInvoicing](#)
- [LMP2P Training Resources](#): Help material on the various functions that users may have access to in LMP2P.

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