TPM PIM Guide Update Summary

Follow the steps below to update your organization’s cybersecurity posture within Trading Partner Management (TPM) and Partner Information Manager (PIM).

This user guide covers the following organization maintenance processes:

1. Performing general organization TPM maintenance activity. This can be performed when status is either Active or Expired.

2. Completing the questionnaire(s) within PIM necessary for Lockheed Martin to make risk- based procurement decisions of your company’s products and services.

IMPORTANT: Only the Organization Administrator, having logged in with 2-Factor Authentication (2FA) credentials, can make changes to the company’s TPM profile. For more information on 2FA credentials please go to http://myexostar.com/im2fa/.

Note: In order to recertify an organization, there needs to be at least one (1) ‘active’ LMP2P user with 2FA credentials (this can be the Organization Administrator) associated with the organization.

Step 1: Login to Exostar MAG
Access your MAG account at https://portal.exostar.com. For help with resetting your MAG password or if you have forgot your logon credential, refer to the MAG User Guide.

Note: If you are the first user in your organization to access PIM, you will need to accept the standard MAG Usage Service Agreement. If you see “View Service Agreement” on the Partner Information Manager row in your MAG account, click the link and accept the service agreement.

Step 2: Access your organization’s account in TPM
Click on My Account and then click on View Organization Details. From the View Organization Details tab, click on the ‘View in Trading Partner Management (TPM)’ link.
Step 3: Access TPM

When you click on 'View in Trading Partner Management' link, you will be presented the following screen. Review the notice and Click the 'Continue' button to access the Organization’s profile.

Step 4: Navigate to Cybersecurity Page

Click on the Cyber Security option within the left hand menu.

Step 5: Update Cyber Security and DFARS/NIST Questionnaires (if applicable)

*Cyber Security is important to Lockheed Martin and the questionnaire has been implemented to mitigate risks to suppliers as it relates to sensitive information.

If your company does receive and process sensitive information from a third-party company (e.g.
one of the Exostar partners such as Lockheed Martin), you must click the YES button.

If your company is required to be compliant with the US Defense Acquisition Regulation Supplement (DFARS 252.204-7012) and associated NIST SP 800-171 you must click the YES button.

If you answered YES to either question, you are required to complete the applicable questionnaire(s). Questionnaires are hosted in the Exostar’s Partner Information Manager (PIM) application. Clicking on the links within TPM (see below) will give you access to the questionnaires.

**NOTE:** The Cyber Security Questionnaire will serve as an indicator of supplier cyber maturity or to highlight the need to mitigate risks of sharing LM Sensitive Information. The NIST SP 800-171 Questionnaire will answer the DFARS 252.204-7012 required cybersecurity self-assessment for suppliers who process, store or transmit Covered Defense Information.

![Image of TPM PIM Guide](image)

**Step 6: Access the Cybersecurity Questionnaire and / or the NIST SP 800-171 Questionnaire**
The following screen instructions are taken directly from Exostar’s PIM User Guide which can be accessed at [http://www.myexostar.com/pim/](http://www.myexostar.com/pim/). You are encouraged to reference this guide.

**Access Requirements**
PIM must be accessed using an approved 2-Factor credential, including Phone-based OTP, OTP Hardware token with proofing upgrade, Medium Level of Assurance Hardware Certificates, DoD CAC, etc. For detailed information on acquiring Exostar’s 2-Factor credential see [http://www.myexostar.com/PIM-Get-Access/](http://www.myexostar.com/PIM-Get-Access/).
Upon accessing the PIM system through TPM, you will be presented with the Exostar PIM Dashboard interface.

Step 7: Assigning a Questionnaire
Only users with the role of PIM Application Administrator can assign questionnaires. You can check who has Application Administrator privileges by reviewing My Organizations widget at the bottom right of your Home Dashboard and selecting Users. Additional information on user management can be found on page 13 in the PIM 2.0 Guide.
From the Home Dashboard, click on the **Forms** widget.

Select the questionnaire you want to assign.

You will be presented with the questionnaire that you selected. Scroll to the **User Assignment** section.

Click **Add** to add a user.
Select the user you wish to assign the form to, and click **Save**. The user will be added and can now complete or edit the questionnaire.

![Manage User Assignment](image)

**Step 8: Completing and Updating a Questionnaire**

Questionnaires can be completed or updated by anyone who has access to PIM. However, if you are a standard user, the questionnaire must be assigned to you by your PIM Application Administrator. You only need to complete the questions that are relevant to your company.

Questionnaires can be completed or updated from the **Forms** widget from your Home Dashboard. You will need to select the form you want to complete or update. If another user is currently working on the form, the form will be locked and you will be unable to update it. A form will be locked if an assigned user is working on it. Once the user who is working on the questionnaire clicks **Save & Exit**, another assigned user can work on the questionnaire.

There are two different options to edit the questionnaire. If you want to edit the entire questionnaire click on **Click to Edit**. If you want to edit an individual section, click on **Edit** in the specific section.

![Edit Options](image)
The **Progress** column indicates the status of your questionnaire. Please note there is a guidance section on the right that can assist you with questions that you may have about the questionnaire.

**NOTE:** Exostar Tier I Support is unable to assist you with providing answers to any questions found in any of the questionnaires. If you are unsure on how to answer a question that is relevant to your business, please work with your IT Department or the company you are doing business with as they may be able to assist you.

When are you ready to proceed to the next page, or if the question is not relevant to your business, click **Next**.

**NOTE:** If you are not ready to proceed to the next page, click on **Save & Exit**. Your questionnaire will not be submitted if you select this option. **Save & Exit** will retain the information you completed and take you back to the Dashboard. When you select the questionnaire, you will be directed to the last page you were on. Your information will not be saved if you do not click on **Save & Exit** or **Next**.
After you have completed the questionnaire, you will need to enter the name of the person that completed the questionnaire. Once you have completed this, click the Send Response.

Viewing Results of Completed Questionnaires

Once you have sent a response, you will be taken back to the questionnaire where you will have the ability to edit the completed questionnaire and resubmit for updating scoring.

You may also export three different reports from the Reports drop down menu:

1. Feedback (.pdf) – This is the Supplier Feedback Report based on your response to the questionnaire. It provides details on how you scored and recommendations on how to improve.
2. Blank Form – Provides a blank copy of the Cybersecurity or NIST questionnaire.
3. Export (.csv) – Provides your response to the questionnaire in an Excel or comma separated value document.