



EFCOG SCQWG
(Supply Chain Quality Working Group)

MSL USER MANUAL

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Gaining Access

The following information is being provided to assist in gaining access to the Master Supplier List (MSL). Below are the step-by-step instructions that will guide you through that process. Approved access to SKY Portal is a pre-requisite and required to access SCMC tools (which includes MSL).

**** NOTE:** When working remotely, please be sure access is done through your site's VPN or Pulse secured connection to your server. These steps will not work if that connection has not been established first**

Registration in SKY Portal (Step 1):

Required Credentials: You must possess one of the following credentials: PIV (with activated credential and PIN for virtual authentication), Entrust and OneID are available for those sites that have adopted. Your local Help Desk will be able to assist you in identifying what options are available and obtain the appropriate credential, but they do not support MSL.

- After attaining a credential, you are ready to register it with the Portal site.

Register Your Credential:

- Open a browser and go to SKY Portal (<https://thesource.energy.gov>)
 - Click on "Sign In", located at the top, right-hand corner of the page.
 - You will be prompted through a few screens to register your credential
 - For One ID, select the tile with your site name.
 - If it is not listed, you can select the DOE PIV/PIV-I option at the top of the page
 - Your initials at the top right of the site is confirmation that your registration was successful.
- **You cannot proceed to Step 2 until registration is complete****



NOTE: If you have any questions/issues, please call 505-844-5250 or email MSL support at mslsupport@sandia.gov

Request Access to MSL (Step 2):

Now that your credential is successfully registered and you are signed in, you will need to enroll into the appropriate site on the Portal.

Self-Enrollment:

- From the SKY Portal home page (figure on left), click on Register and Enroll link in the New User Registration box. If you are at the MSL/SCQWG page (figure on the right), click on the blue 'Register/Enrollment' link in the Authentication Required box.

The diagram consists of two grey rectangular boxes. The left box has a dark blue header with the text 'New User Registration'. Below the header, it says 'Click here to Register and Enroll for SKY Portal access.' with a blue link. Below that is a blue link 'How-to Guide'. A red arrow points from the 'Register and Enroll' link to the right box. The right box has a dark blue header with the text 'Authentication Required'. Below the header, it says 'All MSL/SCQWG content requires authentication. Authentication can be attained through the Register/Enrollment page.' with a blue link. Below that is a bulleted list of three items: 'Users must have either an Entrust credential or and activated PIV credential and known PIN.', 'All users must enroll and may be asked to demonstrate a Need to Know (NTK) reason for access.', and 'Enrollment approval is typically within 24 hours.'

b. At this point, you have already completed Step 1 and 2, so go to Step 3: Enroll in Sky Portal and click on the 'Begin Self Enrollment' box

The screenshot shows a dark blue header with the text 'STEP 3: ENROLL IN SKY PORTAL'. Below the header, the text reads: 'After you have obtained and registered your credentials, you can enroll for SKY Portal access. Please click the button below to begin. You will be asked a variety of questions about your access needs, and a member of our team will approved your request via email.' Below the text is a button with the text 'Begin Self Enrollment'.

c. Select the appropriate role (NSE Contractor) then Next

The screenshot shows a dark blue header with the text 'STEP 3: ENROLL IN SKY PORTAL'. Below the header, the text reads: 'Please select which role is most applicable.' Below the text is a list of roles with checkboxes: 'Federal User' (checkbox), 'EM Contractor' (checkbox), 'NSE Contractor' (checkbox checked), 'Office of Science' (checkbox), 'Other DOE Labs' (checkbox), 'DOE Other' (checkbox), and 'SCMC Organization' (checkbox). Below the list are three buttons: 'Next', 'Reset', and 'Cancel'.

d. Select your site then Next

STEP 3: ENROLL IN SKY PORTAL

Please select the office to which you report.

NNSA Federal User	<input type="checkbox"/>
Kansas City National Security Campus (KCNSC)	<input type="checkbox"/>
Lawrence Livermore National Laboratory (LLNL)	<input type="checkbox"/>
Los Alamos National Laboratory (LANL)	<input type="checkbox"/>
Naval Nuclear Laboratory (NNL)	<input type="checkbox"/>
Nevada National Security Site (NNS)	<input type="checkbox"/>
Pantex Plant (PTX)	<input type="checkbox"/>
Sandia National Laboratory (SNL)	<input type="checkbox"/>
Y12 National Security Complex (Y12)	<input type="checkbox"/>

e. Select MSL then Next

STEP 3: ENROLL IN SKY PORTAL

Please select the portal you are requesting access to.

Denotes an implied access request.

<input type="checkbox"/> SKY Portal	
NNSA	<input type="checkbox"/>
MSL	<input checked="" type="checkbox"/>

f. Select your desired permission then Next

***NOTE: Edit Content should only be requested by those who will be entering, uploading and updating the assessment records in MSL. If this is not or will not be your primary role, then View Content should be requested.**

STEP 3: ENROLL IN SKY PORTAL

Please select which permission you are requesting for the **MSL** portal.

Edit Content	<input type="checkbox"/>
View Content	<input type="checkbox"/>

- g. Provide clear justification for you obtaining MSL access then Next
NOTE: MSL contains OOU Information. Therefore, permissions and Need To Know are reviewed and evaluated on an individual basis before approval.

STEP 3: ENROLL IN SKY PORTAL

Please select which permission you are requesting for the MSL portal.

Edit Content

View Content

Please enter access justification:

I will be the primary person to enter assessments for my site

Previous Next Reset Cancel

- h. Verify all your information is correct. If so, click Done and your request will be sent to the MSL team

STEP 3: ENROLL IN SKY PORTAL

Please verify that the following information is correct.

0

Request details

- Employee: NSE Contractor
- Reporting Office: Sandia National Laboratory (SNL)
- Requesting portal: MSL
- Requesting access: Edit Content
- Reason: I will be the primary person to enter assessments for my site

Previous Done Reset Cancel

- i. The MSL team and selected site ICRs (Information Content Representatives) will review your request. Upon approval, you will be notified by email with the information you need to log in. WELCOME TO MSL !!!

Navigating the Dashboard

This document serves as a quick reference guide for users of the Master Supplier List (MSL) Database. In this database there will be 4 types of users:

1. **MSL Support Team/Developers** – These users have access to all data, functions, and tables on the user interface as well as ‘behind the scenes’. They will be the main contacts when something needs to be altered outside of all other user privileges.
2. **Super Site Administrators** – There are only 3 admins. These users have access to all regular user pages as well as the admin page (not visible to other users). They approve all user access requests. Super Site Admins can change anything on a record and delete in MSL.
3. **MSL Editors** – These users are normally the primary person(s) to input and maintain their site’s supplier information. They have the ability to add and edit much of the information in the database, as well as add avoidances to other site assessments. MSL Editors will coordinate any concerns/questions/issues regarding the supplier database with the Super Site Admins. They cannot delete a record.
4. **MSL Viewers** – These users have read-only privileges. They can view supplier information in various layouts as well as view all site supplier information. They can also retrieve information, but do not have the ability to edit records.

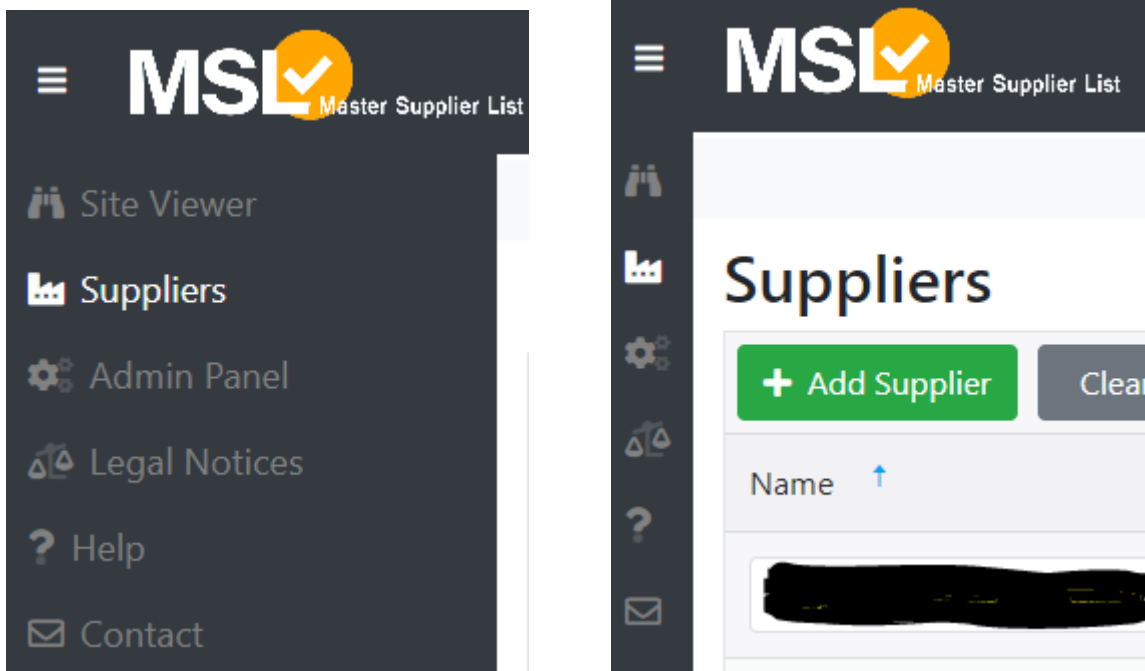
The MSL solution allows management functionality of the assessment process, including:

- Allowing collaboration and negotiation of tasks with other users to review and revise supplier documents, including workflow notifications/tasks for supplier event reviewers, approvers, and participants.
- Storing of supplier associated documents, providing search capabilities to access these documents.
- Document sharing allowing users to access documents on projects they do not own.

****NOTE:** All steps are assuming the user has successfully completed Registration and Self-Enrollment required to access MSL. Refer to the **MSL User Guide – Gaining Access** for instructions to complete**

This icon is always displayed at the top left corner. Clicking on the 3 lines will expand and collapse the menu as shown below.

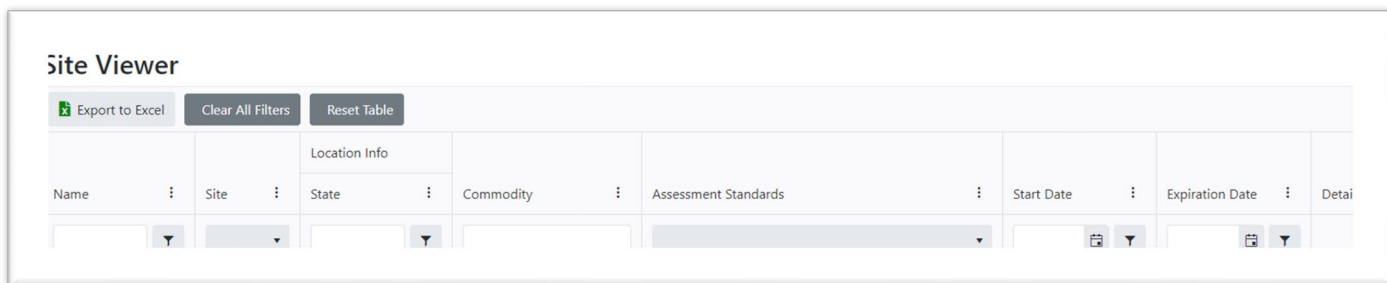
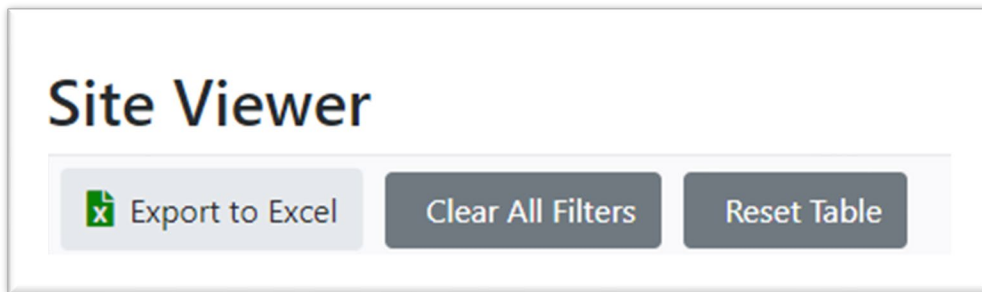




Site Viewer

This page displays every record in MSL. The site viewer is where users will do searches outside of the basic Supplier name search. There are several columns of data each of which is searchable. All users can add and/or remove columns from view for a more customized look and feel. Steps to accomplish that will be covered in the next section.

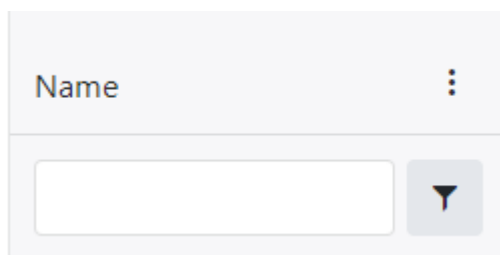
There are 3 buttons at the top of the grid: Export to Excel, Clear All Filters and Reset Table.



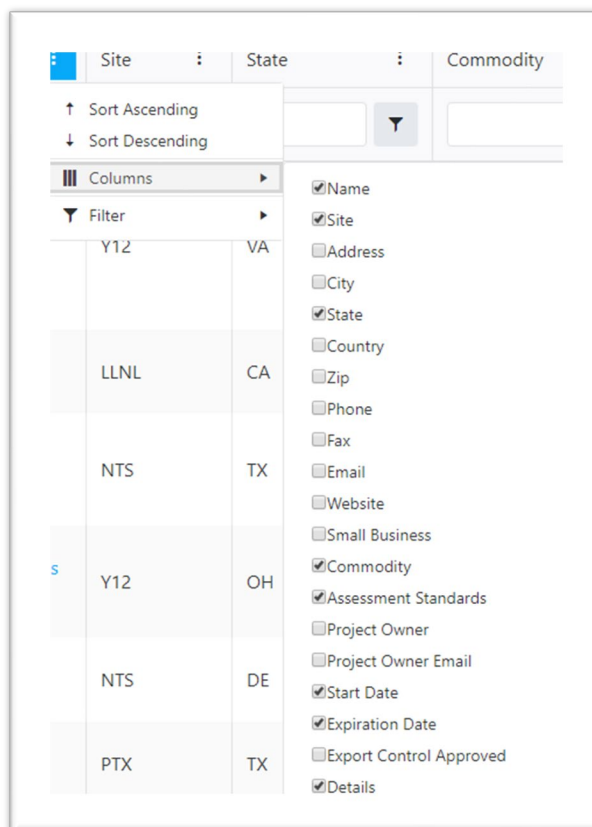
- 1) **Export to Excel** – This will export all columns in the current user view into an excel spreadsheet for easier manipulation of data. Columns not in the current view will not be included.
- 2) **Clear All Filters** – This will remove all filters the user has designated in their custom view. Otherwise, the selections will be retained even after the user leaves this page.
- 3) **Reset Table** – This button will restore all columns to the original default state.

****NOTE: All Columns can be manipulated via the 3 dots at the top of any column****

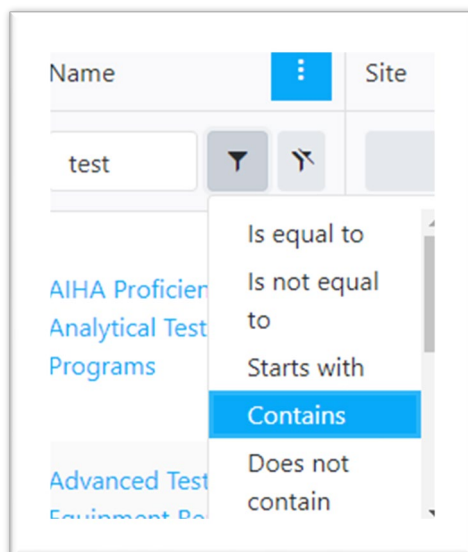
Column Manipulation:



- 1) Click on the 3 dots at the top right of any column to see all the column settings (see below). Users can sort, customize columns and filter from this point. By selecting or deselecting the checks in boxes that will determine what columns that are visible on the dashboard. Only columns visible on the dashboard screen will be captured in the Excel export. These settings will remain intact even if you leave the page but can be reset by the Clear All Filters or Reset Table buttons.



- 1) Click on the funnel to the right of the field to filter specific information. A dropdown list will appear allowing the user to select the option to indicate how they want to filter records (see below). Once you have your option selected, enter your criteria in the box to get results



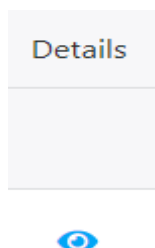
Suppliers

This page will display the complete list of suppliers. There are only 3 columns similar to the site viewer and the data can be filtered in two of them by typing the text string of the information you are looking for. There is no way to remove columns in this view.

Suppliers

Name	Website	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>

Clicking on the blue eye under details, will expose all assessments under that supplier.



Legal Notices





This section contains 1) Notice to Users, 2) Privacy Statement and 3) Security Disclaimer. All users must read this content. Continued use of MSL confirms the user's agreement to comply with everything stated here.

Help

This page will house all user guides, help documentation, and any other information deemed beneficial to share with the sites along with the support number and hours, Website Settings button and Quick Tips. Additional information will be added as necessary to make navigation easier for users.


Help Documents:

Click the File to Download the Help Document:

-  [MSL User Guide - Gaining Access_Final_Rev_1_4.22.2020.pdf](#)
-  [MSL User Guide - Navigation_Final_Rev_1_4.28.2020.pdf](#)
-  [MSL User Guide - Adding An Assessment_Final_Rev_0_9.15.2020.pdf](#)
-  [MSL User Guide - Adding Cost Avoidances_Rev_1_10.25.2021.pdf](#)

Additional Documents:

Click the File to Download the Document:

-  [AS9100_Supplier_List-9.1.2021.xlsx](#)


Support / Questions:

If you have suggestions or comments regarding MSL or need technical support. Please contact the Portal Support team:


[Portal Support](#)
505.844.5250 - 8:00 am - 5:00 pm (CST)

Quick Tips:

Tool Tips: 

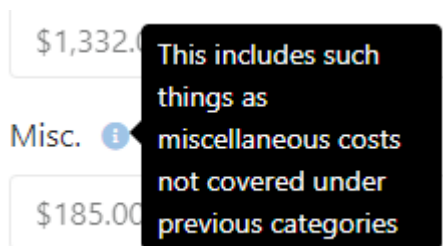
There is additional information available that explains what a field represents and /or what should go into the field by hovering your cursor over the  icon. Please be sure to follow the instructions when entering your information. More tips will be added throughout MSL for clarity.

Default appearance of a field:

Misc. 

\$185.00

What user sees when hovering mouse pointer over icon:



Contact

This will allow the user to send an email directly to the MSL team for technical issues and/or questions. Including screen shots in your email will better help us to resolve your issue quickly.

Adding an Assessment (For users with edit rights)

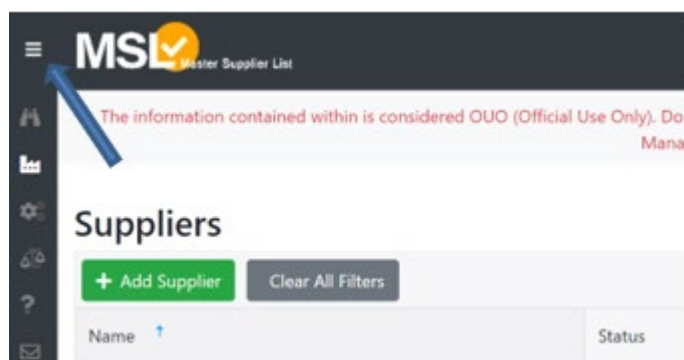
**** NOTE #1:** All steps are assuming the user has successfully completed Registration and Self-Enrollment steps required to access MSL. Refer to the **MSL User Guide – Gaining Access** for instructions to complete ******

****NOTE #2:** Before adding a supplier, the user should always verify if the supplier already exists. **DO NOT** add a supplier until this is done.

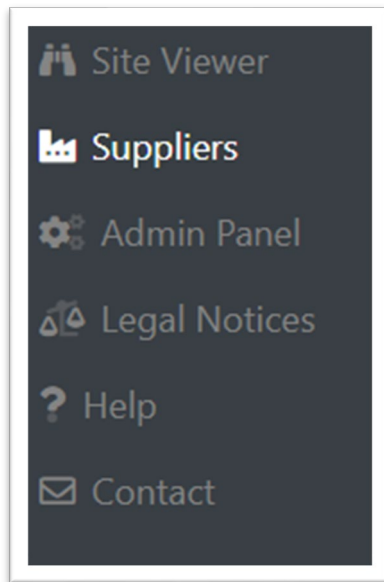
****NOTE #3:** Each time an assessment is done, it should be added as a new one under the relevant supplier location. **DO NOT** adjust the record already entered. Doing that will not retain or build audit history ******

MSL Support (mslsupport@sandia.gov) can assist with all these notes if unsure.

- 1) Once the user has signed into MSL, the supplier page will be the initial page to appear (Figure 1). If the user is elsewhere in MSL, click on the 3 lines at top left of page (indicated by blue arrow) to expand menu and select 'Suppliers' to get to the page (Figure 2).



(Figure 1)



(Figure 2)

- 2) Type supplier name to search then click on the blue link to select.
If your supplier does not appear in the search, please contact MSL Support at mslsupport@sandia.gov for assistance



Screenshot of a supplier search interface. At the top left is a green button with a plus sign and the text "Add Supplier". To its right is a grey button with the text "Clear All Filters". Below these is a search section with the label "Name" and an upward arrow. A search input field contains the text "Test supplier" and has a magnifying glass icon on the right. Below the input field, a search result is displayed as a blue link: "Test Supplier - DO NOT USE". A red arrow points to this link.

- 3) Go to the applicable location and click 'Add Assessment'

Supplier Details for:
Test Supplier - DO NOT USE
<https://www.sandia.gov/>
Supplier Status: Active

Locations +

1234 Test Supplier Lane
 Nowhere, NM 87127
 United States
Phone: (505) 123-4567
Fax: (505) 123-4567






+ Add Assessment

Assessment Status

- 4) Fill in the fields. Required fields are noted with a red asterisk. You will not be able to save your information without all these fields being completed.

Details

<p>Assessment Status *</p> <p>Active ▼</p>	<p>Assessment Owner *</p> <p>Select Assessment Owner...</p>
<p>Is this Supplier a Distributor?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Assessment Start Date</p> <p><input style="width: 100%;" type="text"/> </p>
<p>Is this Supplier Export Controlled?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Assessment Expiration Date</p> <p><input style="width: 100%;" type="text"/> </p>

Assessment Status *Required*

Active – This assessment is current, applicable, still valid and expiration date is not in the past. This is the default setting because it is assumed what you are adding is a current record.

Inactive – This assessment may still be current, but it not applicable anymore for any reason.

Expired – This assessment has an expiration date in the past and is no longer current.

Assessment Owner *Required*

To search, click in the field and begin typing the person’s first name you want to enter. MSL will start generating a list after 4 characters are entered and retrieve a list of all names containing that string. The user can select a person from this list or enter a new name along with email (format: firstname lastname, email)

Distributor?

Default is No. If user is not certain, leave selection at default.

Assessment Start Date

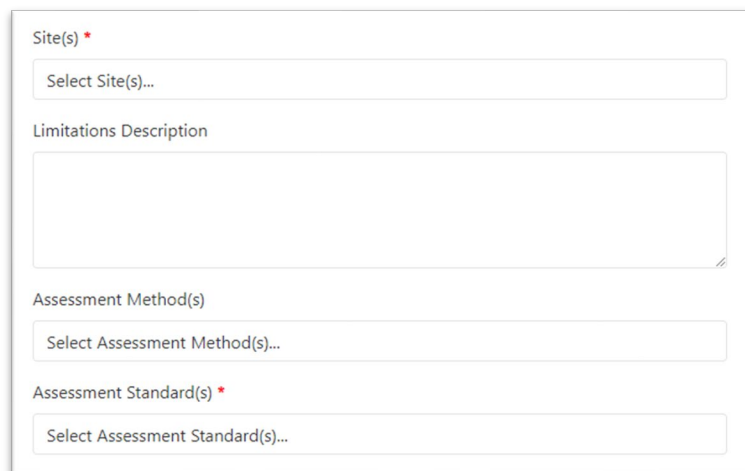
This is the actual first date the audit was being conducted with the supplier or the date a 3rd party desk review was done. This information should also be reflected in the report. At this time, this is not a required field, but there was or will be a start date for the assessment, so this field should never be blank.

Export Controlled?

Default is no. If user is not certain, leave selection at default.

Assessment Expiration Date

This is the date the assessment expires and is no longer valid for this supplier. Normally this date is 3 years after the assessment was conducted. This information should also be reflected in the report.



Site(s) *

Select Site(s)...

Limitations Description

Assessment Method(s)

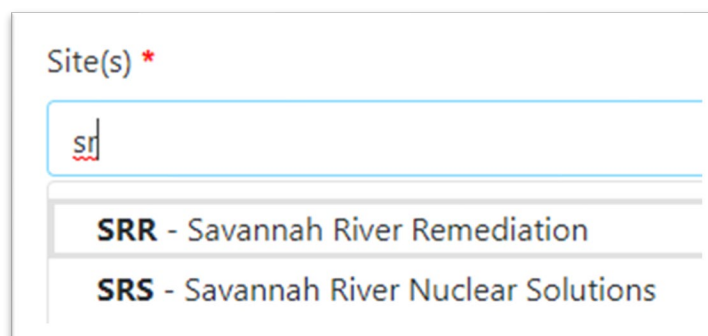
Select Assessment Method(s)...

Assessment Standard(s) *

Select Assessment Standard(s)...

Site *Required*

This is the site that did the assessment. To search, click in the field and begin typing the site name you want to enter. MSL will start filtering the list as soon as the user starts typing. This list cannot be edited by the user, so if a site is missing, please contact the Technical Super Site User for assistance.



Site(s) *

sr

SRR - Savannah River Remediation

SRS - Savannah River Nuclear Solutions

Limitations Description

This field is for any limitations that are applicable to this assessment. The field is free form, so any information can go here. Field limit is 4000 characters.

Assessment Method(s)

To search, click in the field and begin typing the method to enter. MSL will start filtering the list as soon as the user start typing. Each method on the list has a description to better define the selection. This list cannot be edited by the user, so if a method is missing, please contact the Technical Super Site User for assistance.

Assessment Standard(s)

Click in the field to start typing a standard. The list will start filtering the drop down immediately.

Assessment Standard(s) *

- ASME NQA-1:2000 - Quality Assurance Requirements for Nuclear Facility Applications
- ASME NQA-1:2008 - Quality Assurance Requirements for Nuclear Facility Applications
- ASME NQA-1:2008 w/a2009 - Quality Assurance Requirements for Nuclear Facility Applications with addendum 2009

Selected Commodities

+ Add Commodity ✕ Remove Commodity

Lead Auditor's Name

+ Create Auditor

Select Assessment Auditor(s)...

Construction Project(s)

Select Construction Project(s)...

Scope of Work Description

Comments

Commodity

Select 'Add Commodity' to open window. To complete this field, the user can either enter the code (if known) or start typing in the Name field to display and narrow the selections in a drop-down list. By pressing enter, the drop down goes away and the list in the box is all items that contain the string entered. Click on the line item to select. Once selected, it will turn blue. Select Add. The selection will display at the bottom of the box. To select multiple items, hold the Ctrl key. Select Add. Text at the bottom of the box will indicate how many commodities are now added (i.e. 'Added 2 Commodities'). The user can search for another item even after multiples are selected, but performing the same steps as before, holding the Ctrl key when selecting then selecting Add. The text will only indicate the recently added commodity even

though the previous have still been retained. When all items have been selected, click Close. Everything selected will appear in the Commodity window.

To remove a commodity, select the item and it will turn blue. Click 'Remove Commodity' and the item will disappear.

Lead Auditor Name

Click in the field to start typing an auditor name. The list will start populating immediately. Select the line of the person you want to add to field and it will appear in field. To remove, click on the X next to the name desired to remove.

Lead Auditor's Name

+ Create Auditor

will

William R. Wingfield - wwingfield@lanl.gov

Lead Auditor's Name

+ Create Auditor

William R. Wingfield X

Construction Projects

Click in the field to start typing a project. The list will start filtering immediately. Select the line of the item you want to add and it will appear in the field. To remove, click on the X next to the item desired to remove.

Construction Project(s)

pl

CMRR - Chemical and Metallurgical Research Replacement facility at Los Alamos National Laboratory in Los Alamos, New Mexico

Other - Please enter these specific construction project information in the Comment field

PDC - Pit Disposition and Conversion project at the Savannah River Site in Aiken, South Carolina

Construction Project(s)

CMRR X

-

CMRR - Chemical and Metallurgical Research Replacement facility at Los Alamos National Laboratory in Los Alamos, New Mexico

Scope of Work Description

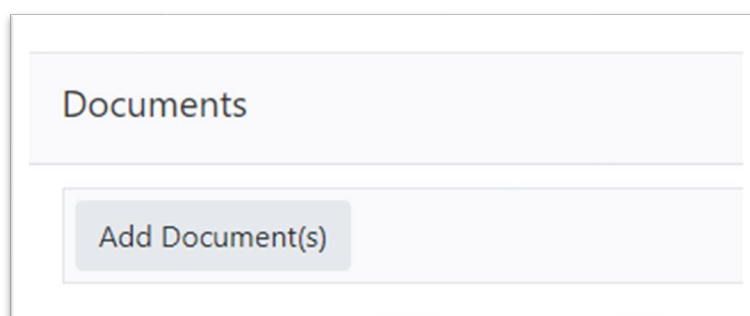
This is a more detailed account of the requirements and the standard including specifics of specifications, sections or parts of standard. Information can also be more details about the work the supplier performs. Character count will appear at bottom right once user begins typing. Maximum is 4000.

Comments

Any comments relevant to the assessment that other users may need to know (i.e. Corrective actions pending, final report under review, etc.). Character count will appear at bottom right once user begins typing. Maximum is 4000.

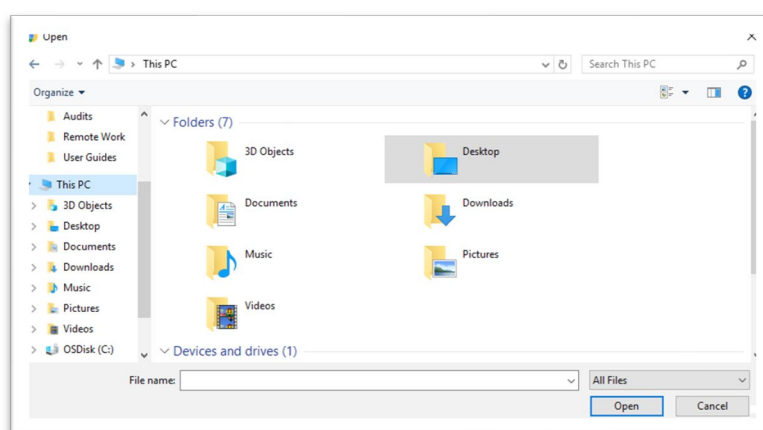
Description

Any additional information relevant to the assessment that other users may need to know. Character count will appear at bottom right once user begins typing. Maximum is 4000.

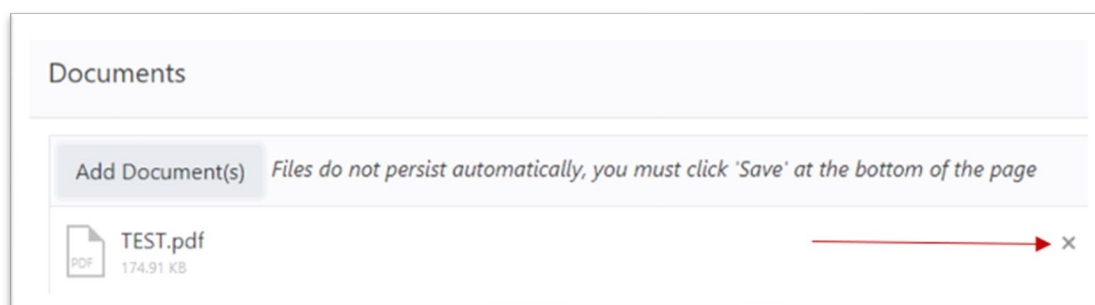


Documents

To upload documents, click on 'Add Documents'. The file selection box will open to allow user to select file(s) to upload. Multiple files can be selected by holding down the Control key and selecting files. Click Open to add files. NOTE: All files must be in pdf form. No other formats are acceptable.



As noted on the site, the files will not save automatically after this step. The user will have to click 'Save' at the bottom of the page for them to be retained. If a file is not wanted, click on the X to remove. Currently, the only version of documents allowed to be saved is pdf.

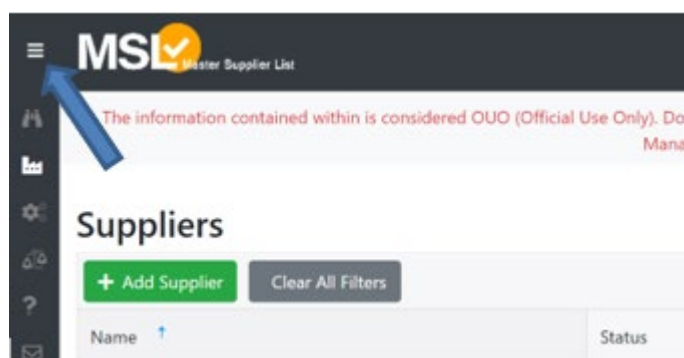


Adding a Cost Avoidance (For users with edit rights)

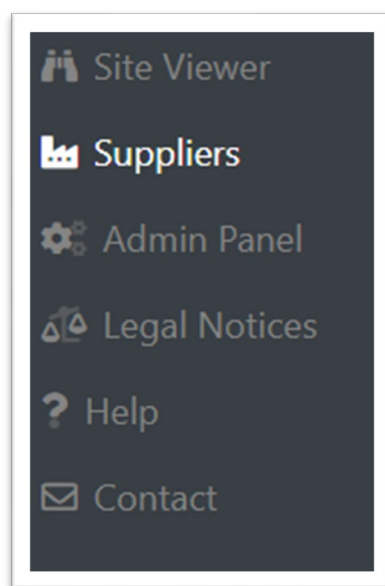
**** NOTE:** All steps are assuming the user has successfully completed Registration and Self-Enrollment steps required to access MSL. Refer to the **MSL User Guide – Gaining Access** for instructions to complete ******

**** NOTE 2:** The cost avoidance portion of MSL will not appear until an assessment has been first entered and saved.

- 1) Once the user has signed into MSL, the supplier page will be the initial page to appear (Figure 1). If the user is elsewhere in MSL, click on the 3 lines at top left of page (indicated by blue arrow) to expand menu and select 'Suppliers' to get to the page (Figure 2).

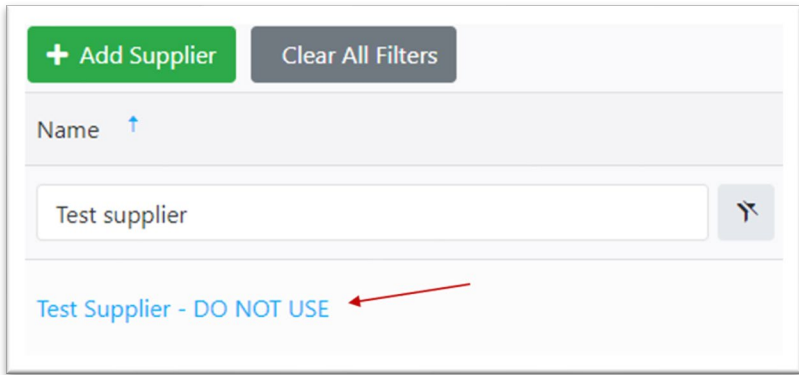


(Figure 1)



(Figure 2)

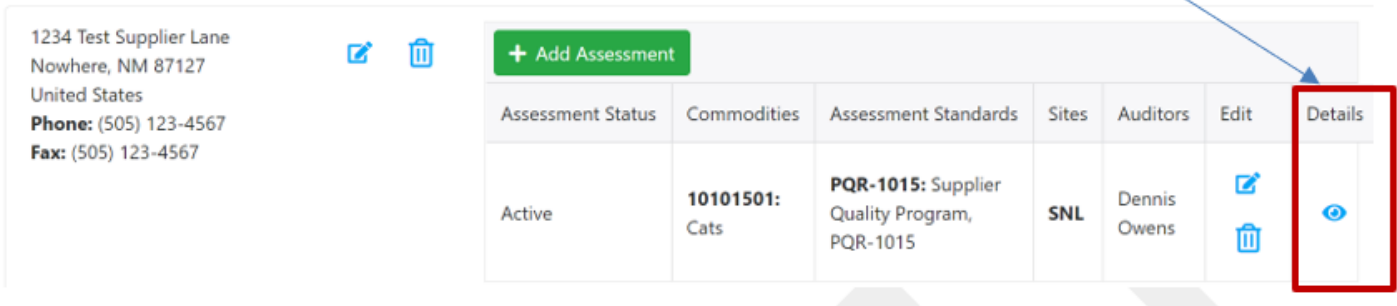
Type supplier name to search then click on the blue link to select






The image shows a search interface for suppliers. At the top, there are two buttons: a green '+ Add Supplier' button and a grey 'Clear All Filters' button. Below these is a search bar with the text 'Name' and an upward arrow. The search bar contains the text 'Test supplier' and a magnifying glass icon. Below the search bar, the text 'Test Supplier - DO NOT USE' is displayed in blue, with a red arrow pointing to it.

2) Go to the applicable location/assessment and click the details icon to open the assessment.

Locations +



The image shows a table of locations and assessments. On the left, there is a location card for '1234 Test Supplier Lane, Nowhere, NM 87127, United States' with phone and fax numbers. To the right is a table with columns: Assessment Status, Commodities, Assessment Standards, Sites, Auditors, Edit, and Details. A red box highlights the 'Details' column, and a blue arrow points to the 'Details' header.

Assessment Status	Commodities	Assessment Standards	Sites	Auditors	Edit	Details
Active	10101501: Cats	PQR-1015: Supplier Quality Program, PQR-1015	SNL	Dennis Owens	 	

3) Select 'Add Avoidance'



The image shows a form titled 'Cost Avoidance'. It has a green '+ Add Avoidance' button. Below the button is a table with columns: Avoidance Title, Edit, and Details. The 'Avoidance Title' column has an input field.

Avoidance Title	Edit	Details
<input type="text"/>		

4) Fill out the cost avoidance form according to the below descriptions:

Avoidance Title	<input type="text"/>
Description	<input type="text"/>
Assessment Auditor(s)	<input data-bbox="203 640 734 682" type="text" value="Select Assessment Auditor(s)..."/>
Avoidance Owner *	<input data-bbox="203 745 734 787" type="text" value="Search for Avoidance Owner..."/>
Site(s) *	<input data-bbox="203 861 734 903" type="text" value="Select Site(s)..."/>

Avoidance Title

This can be any kind of text that describes the avoidance. (i.e. Assessment Travel, Audit Charges, LANL/SNL Audit, etc.)

Description

This is a more detailed account of what the avoidance is capturing. (i.e. Cost savings of audit team travel to supplier for on-site assessment). Field allows for 4000 characters.

Assessment Auditor

This field will be automatically populated from the Assessment Auditor field from the assessment page. There is no action required here and the field cannot be edited.

Site

This field would be the site that is claiming the cost avoidance.

Last Modified Date	<input type="text"/>
Assessment Start Date	<input type="text" value="4/28/2020"/>
Assessment Expiration Date	<input type="text" value="4/28/2021"/>
Event Start *	<input type="text"/>
Event Complete *	<input type="text"/>

Last Modified Date

This is the last date information was entered in this cost avoidance.

Assessment Start Date

This field will be automatically populated from the Assessment Start Date field from the assessment page. There is no action required here and the field cannot be edited.

Assessment Expiration Date

This field will be automatically populated from the Assessment Expiration Date field from the assessment page. There is no action required here and the field cannot be edited.

Event Start *Required Field*

This field should be the starting date of the cost avoidance. Since travel always happens before being on a site, this would be the date travel activities started.

Event Complete *Required Field*

This field should be the starting date of the cost avoidance. Since travel is always required after being on a site, this would be the date travel activities ended.

- 5) Once those sections are complete, proceed to next fill out the Original and Actual Cost sections. Each field has information icons (an i in a blue circle) that will provide the following descriptions regarding the data that needs to be entered in fields.

Original Cost

Labor Group ⓘ

Per Diem ⓘ

Airfare ⓘ

Car ⓘ

Lodging ⓘ

Misc. ⓘ

Labor Hours ⓘ

Total ⓘ

Cost Avoidance ⓘ

Actual Cost

Labor Group Shared ⓘ

Per Diem Shared ⓘ

Airfare Shared ⓘ

Car Shared ⓘ

Lodging Shared ⓘ

Misc. Shared ⓘ

Labor Hours Shared ⓘ

Total Shared ⓘ

Original Cost
Labor Group

This is the number and type of participants of the Assessment Team (i.e. Lead Assessor, Assessor, SME)

Per Diem

This is the total of all Assessment Team members’ meals and incidental expenses (M/IE)

Airfare

This is the total of all assessment team member’s airfare

Car

This is car rental expense or use of personal vehicle to drive to supplier facilities

Lodging

This includes room rates and all applicable taxes

Misc

This includes such things as miscellaneous costs not covered under previous categories.

**** NEW**** If you do not want to itemize all categories, please enter a lump sum in this field for the total amount of the original costs. Along with a lump sum entry in the Misc Shared field, the cost avoidance will still be calculated correctly.

Labor Hours

This is the total labor hours for all assessment team members

Direct Rate

This is the average billing rate for all assessors (i.e. different rates added together and divided by number of assessors).

Labor Costs

This field is automatically calculated based on labor hours and direct rate

Total

This is the sum of all original assessment costs. Field is automatically calculated.

Actual Cost**Labor Group Shared**

This is the actual number and type of participants for the cost avoidance (i.e. Lead Assessor, Assessor, SME)

Per Diem Shared

This is the actual total of all Assessment Team members' meals and incidental expenses (M/IE)

Airfare Shared

This is the actual total of all assessment team member's airfare

Car Shared

This is the actual car rental expense or use of personal vehicle to drive to supplier facilities

Lodging Shared

This includes the actual room rates and all applicable taxes

Misc Shared

This includes the actual things as miscellaneous costs not covered under previous categories.

**** NEW**** If you do not want to itemize all categories, please enter a lump sum in this field for the total amount of the actual costs. Along with a lump sum entry in the Misc (original cost) field, this will still calculate the cost avoidance correctly.

Labor Hours Shared

This is the actual total labor hours for all assessment team members

Direct Rate Shared

This is the actual average billing rate for all assessors (i.e. different rates added together and divided by number of assessors).

Labor Costs Shared

This field is automatically calculated based on labor hours and direct rate

Total Shared

This field is automatically calculated based on all the shared costs for the cost avoidance activities

Cost Avoidance

This field is automatically calculated based on original costs minus shared costs. This is the amount that will be reflected on cost avoidance reports.

Once all amounts have been entered, the user must click 'Save' in order to retain all the information. These amounts can be altered at any time as costs come in. "Save" must be clicked each time at the end to retain all adjustments.

Locate Lead Assessor Certifications

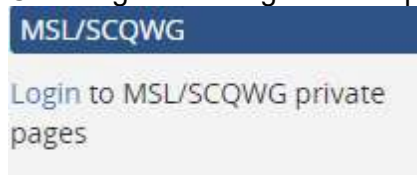
There may be occasions where sites will need to borrow assessors from other sites to perform assessments or a lead assessor's certification verified. All these are stored within the SKY Portal in one place for easy access. Below are the steps to access this information:

1) Go to SKY Portal - <https://thesource.energy.gov/>

2) Click on MSL/SCQWG Link (at left side of page)



2) Click Login link at right side of page



3) Login as required with OneID or PIV Card option



4) Click on NNSA Complex Working Documents (at the center of the page in folders section towards bottom)

NNSA Complex Working Documents

5) Click on Lead Auditor Certifications


Lead Assessor Certifications

6) Select the appropriate site, then auditor's name

- KCP - Lead Assessor Certifications
- LANL - Lead Assessor Certifications
- LLNL - Lead Assessor Certifications
- MOX - Lead Assessor Certifications
- MSA - Lead Assessor Certifications
- NTS - Nevada National Security Site (NNSS) Lead Assessor
- ORNL - Lead Auditor Certifications
- PNNL - Lead Auditor Certifications
- PTX - Lead Assessor Certifications
- SNL - Lead Assessor Certifications
- SRS - Lead Assessor Certifications
- Y-12 - Lead Assessor Certifications

If you don't have access to upload documents, please contact mslsupport@sandia.gov

Quick Tips

Hovering your cursor over the  icon will provide an explanation on what type of information is required or contained in that field.

Frequently Asked Questions (FAQ)

Am I doing this right?

If you are not confident about what needs to be done, please contact Kristin Bell at mslsupport@sandia.gov for assistance and questions. It is always better to understand before an action, than to have an incorrect action fixed.

Why can't I get into MSL by the link I have?

Access to MSL is approved on a Need To Know (NTK) basis because of the content within the site. Users are required to first request access, then get approved if the need to access that information is confirmed. The site cannot be accessed via the link without that access. Nothing within the site will be seen otherwise.

I have access, but why can't I get into MSL?

MSL is set up to recognize where a user is logging in from. If you are not connected to your site server either on site or through VPN, you will not be able to get into MSL. We want to be sure the person accessing MSL is supposed to be in MSL.

I work for a different site now and had access to MSL but cannot access it now. Why?

Your login is associated to the site you registered under. If you have changed sites, your email is also different. You will need to inform MSL Support and re-register with your new information. You will also need to be sure the credentials on your badge have been updated with your current information as well. Your badge office or help desk will be able to help with that.

I am getting an error or not seeing what I think I should see in MSL. What is the issue?

Any time you have an error, or something does not look right to you, please always take a screen shot and send it to MSL Support along with your explanation of what happened (or what you were trying to do) so it will be easier and faster for us to figure out your issue. If we don't see what you see, that makes it harder to resolve.

MSL Contacts

For additional information, please contact The Super Site Admins:

Kristin Bell – mslsupport@sandia.gov (MSL Support Team - Technical Issues, User Assistance)

Bill Wingfield - wwingfield@lanl.gov

Vince Grasso - grossovj@nv.doe.gov

Revision	Date	Description	Responsible Person(s)
0	1/8/2024	Initial Release All previous user guides merged into one manual Additional text and pictures	Kristin Bell/David Hebert