

PLSC2 is a second generation tool that allows Purchased Labor (PL) Contractors and their Vendor Administrators to submit electronic invoices that include travel, ODC, and fee expenses.

PLSC2 data can be input, reviewed, and approved on a real-time basis and because PLSC2 is an integrated SAP tool, it provides instant verification and notification of invalid/closed charge numbers. PLSC2 also provides tracking of invoices and invoice payments, as the historical invoice information is retained in the system.

Labor is entered into the Cross-Application Timekeeping System (CATS) by the contractor only. Purchased Labor Vendor Administrators may request access to PL Timekeeping Reports as an additional role, if they have obtained their dual factor token.

### Support Resources

#### System Access Support

Contact the Northrop Grumman Enterprise Support Help Desk (855) 737-8364 regarding issues related to PLSC2 passwords, login issues, locked and inactive accounts.

#### PLSC2 Application Support

For all remaining PLSC2 issues, please contact your sector's Level 2 PLSC2 Help Desk.

- AS sector: [plsc\\_as@ngc.com](mailto:plsc_as@ngc.com)
- Corp/ESS: [plscits@ngc.com](mailto:plscits@ngc.com)
- MS/IS sector: [plsc\\_is@ngc.com](mailto:plsc_is@ngc.com)
- TS sector: [plsc\\_ts@ngc.com](mailto:plsc_ts@ngc.com)

*This quick guide is for Purchased Labor Vendor Administrators who support contractors that are contractually allowed to invoice business expenses. It covers the basic steps for accessing, creating, submitting and checking status of an invoice in PLSC2. It also reviews the PLSC2 report queries available to Vendor Administrators.*

### Log-in

You will receive access to PLSC2 in the One Source Enterprise Portal through the OASIS Supplier Portal using your dual factor token.

1. Navigate to the OASIS Supplier Portal at <http://www.northropgrumman.com/suppliers/Pages/default.aspx>
2. Click **Tools** from the OASIS Supplier Portal home page, then locate and **click PLSC2** from the list. *The One Source Enterprise Portal login home page appears.*
3. Enter your **login name, password**, and click **Logon**. *The One Source Enterprise Portal home page displays with the PLSC2 tab.*
4. Click the **PLSC2 tab** to access the system. *The PLSC2 home screen and menu options display.*

### Invoice Header Main Page

Choose **Invoice Entry** from the PLSC2 main menu. *The Invoice Header main page displays and provides fields for creating the Invoice Header.* The displayed Invoice Header main page also provides an Invoice Summary of costs associated with the defined Purchase Order.

- Required fields are noted with an asterisk
- Use the ? icon to look up a PO Number
- Use the calendar icon to select dates

### Getting Started: Access and System Security

Vendor Administrator access to PLSC2 is optional, as Purchased Labor Contractors will have the ability to enter time in CATS and expenses in PLSC2 through the One Source Enterprise Portal.

Our PLSC2 system access uses the Online Automated Supplier Information System (OASIS) portal, helping protect our company against cyber threats. Northrop Grumman requires Vendor Administrators, who access the OASIS portal for PLSC2, to have two factor (dual) authentication that consists of: 1) user id, and 2) Exostar-a Medium Level of Assurance (MLOA) hardware digital certificate using a dual factor token. Similar to a user name and password, a digital certificate provides an additional layer of security.

*NOTE: Please consider that dual factor tokens are issued to named users and cannot be transferred. A new dual factor token would need to be purchased for new or replacement employees who support a Vendor Administrator position. Dual factor tokens should be obtained prior to the completion of system access request and any training requirements.*

PLSC2 system access is tied to role assignment through the One Source Enterprise Portal. You will receive access to One Source Enterprise Portal and the PLSC2 tab as part of that role once any training requirements are completed.

### Invoice Entry for Travel

To enter travel for a Purchased Labor Contractor invoice, choose **Invoice Entry** from the PLSC2 main menu and complete the **Invoice Header Information**. Then complete the steps below.

To enter travel expenses in an existing invoice, follow these steps.

1. Under **Invoice Detail Information**, click **New**. *Invoice Detail Information screen displays.*
2. Select **PO Line Item #** for **Travel Expense Type** and **Vendor Employee** from the drop-down menus, then click **Go**. *Labor Detail screen displays.*
3. Enter **Start Date\***, **End Date\***, **Trip Country**, **Trip Region**, **Destination City**, **Reason\*** and **Comment** (if applicable) fields, then click **Enter Detail**. *Expense Report Detail screen appears.*
4. Click **New Entry** and use drop-down button to choose **Travel Expense Type**.
5. Enter **Receipt Amount**; validate/update **Receipt Date** (depending on expense type).
6. Enter **Cost Center\***, **Network\*/Order**, **Activity\*** and **Comment** (if applicable).
7. Click **Accept**, **Accept and New Entry**, or **Check** to validate entry.
8. Click **Save** and Close to return to **Invoice Screen**.
9. Click **Submit**. *Email notification sent to approver*

### Invoice Entry for ODCs

To enter travel for a Purchased Labor Contractor invoice, choose **Invoice Entry** from the PLSC2 main menu and complete the **Invoice Header Information**. Then complete the steps below.

To enter ODC expenses in an existing invoice, follow these steps.

1. Under **Invoice Detail Information**, click **New**. *Invoice Detail Information screen displays.*
2. Select **PO Line Item #** for **ODC Expense Type** and **Vendor Employee** from the drop-down menus, then click **Go**. *Labor Detail screen displays.*
3. Enter **Start Date\***, **End Date\***, **Reason\***, and **Comment** (if applicable) fields, then click **Enter Detail**. *Expense Report Detail screen appears.*
4. Click **New Entry** and use drop-down button to choose **ODC Expense Type** and enter **receipt amount**.
5. Enter **Cost Center\***, **Network/Order\***, **Activity\*** and **Comment** (if applicable).
  - Use the Check button for validating line entry
  - Use the Copy button to copy line entry
  - Use the Delete button to delete line entry from invoice
6. Click **Accept**, **Accept and New Entry**, or **Check** to validate entry.
7. Click **Save** and Close to return to **Invoice Screen**.
8. Click **Submit**. *Email notification sent to approver.*

### Invoice Entry for Fees

To enter travel for a Purchased Labor Contractor invoice, choose **Invoice Entry** from the PLSC2 main menu and complete the **Invoice Header Information**. Then complete the steps below.

To enter Fees in an existing invoice, follow these steps.

1. Under **Invoice Detail Information**, click **New**. *Invoice Detail Information screen displays.*
2. Select **PO Line Item #** for **Fee Expense Type** and **Vendor Employee** from the drop-down menus, then click **Go**. *Labor Detail screen displays.*
3. Enter **Start Date\***, **End Date\***, **Reason\***, and **Comment** (if applicable) fields, then click **Enter Detail**. *Expense Report Detail screen appears.*
4. Click **New Entry** and use drop-down button to choose **Fee-labor Expense Type** and enter **fee amount**.
5. Enter **Cost Center\***, **Network\*/Order**, **Activity\***, **BLC** and **Comment** (if applicable).
  - Use the Check button for validating line entry
  - Use the Copy button to copy line entry
  - Use the Delete button to delete line entry from invoice
6. Click **Accept**, **Accept and New Entry**, or **Check** to validate entry.
7. Click **Save** and Close to return to **Invoice Screen**.
8. Click **Submit**. *Email notification sent to approver.*

### Important PLSC2 Entry Symbols



- Red = Hard Stop Error
- Yellow = Cautionary Error or FYI
- Green = Positive Entry or Go

### Invoice Submission

Once all expense line items in the invoice have been properly entered and validated in PLSC2, you will need to submit the invoice for review and approval. To do this, click **Submit** from the invoice header. *PLSC2 displays confirmation of successful submission.*

### Invoice Copy

PLSC2 provides the ability to copy a previously created PLSC2 invoice, though you must check all entries for accuracy before submitting. To do this,

1. Select the **invoice** to be copied from the Invoice Dashboard.
2. Under the Invoice Dashboard banner, click **Copy**. *The Copy Invoice screen displays.*
3. Enter the **required invoice header information** in the provided fields, select the **data to copy**, and then click **Create Copy**. *The invoice copy is created and replicates all data.*

### Invoice Status Definitions

PLSC2 provides status for submitted invoices based on defined workflow activities. The status, status details and meanings used in the PLSC2 system are defined below:

- **In Process:** Invoice is still in work with its creator and has yet to be submitted for approval
- **Ready for PBO Approval:** PL Contractor invoice is waiting to be approved.
- **Ready for AP/TA Approval:** Invoice has been approved. It is waiting for Accounts Payable review of expense receipts. Send receipt copies to Accounts Payable if you have not yet done so.
- **Ready for PBO Approval:** Subcontract invoice is waiting to be approved.
- **Approved:** Invoice has been fully approved.
- **Cancelled:** Invoice has been rejected by the approver, or deleted by the invoice creator, and has automatically been cancelled. A record of it is retained in PLSC2 for audit purposes.
- **Hold:** Invoice has been placed on hold by the Approver.

### PLSC2 Report Queries

PLSC2 provides quick access to PO and invoice information using the following report functions from the PLSC2 Query Reports menu:

- **PO Information Query** provides specific information entered for a submitted PO
- **Invoice Dashboard** provides invoice information submitted against a purchase order
- **Travel Detail Query** provides details on travel expenses by invoice or purchase order
- **ODC Detail Query** provides details on ODC expenses by invoice or purchase order
- **Fee Detail Query** provides details on Fee expenses by invoice or purchase order

The data from the queries can be exported from PLSC2 using Excel, then saved and shared as needed.

### AP Guidelines for Entering Travel

The following guidelines should be used when entering travel expenses in a PLSC2 invoice:

Daily entry requirement is mandatory for the following expenses by the contractor, as per contract terms and conditions”

- Lodging/Hotel
- Lodging/Hotel Tax
- Meals & Incidental Expenses (M&IE)/Per Diem
- Mileage

Airfare and car rental expenses can be entered as lump sums within the entry, either for the first day of travel or the last day of travel. The following expenses can also be entered as lump sums, but only within the entry for the day the expense was incurred:

- Tolls
- Parking
- Laundry- if billable
- Phone and Fax

