

NORTHROP GRUMMAN

SUPPLIER INVOICE INSTRUCTIONS

TAX EXEMPTION CERTIFICATES

To retrieve a Northrop Grumman Systems Corporation (NGSC) Tax Exemption Certificate visit this website: <https://oasis-taxcerts.myngc.com/>. To retrieve a Northrop Grumman Innovation Systems (NGIS) Tax Exemption Certification, contact the responsible Procurement Contracting Official (PCO).

NOTE: The purchase order will contain the information required to obtain the certificate.

CHANGES TO SUPPLIER'S INFORMATION

Supplier changes to name, payment address and/or banking information MUST be documented in writing and submitted via email to the PCO referenced in the purchase order. If the remittance address information on the Supplier's invoice does not match the information previously provided and maintained by Northrop Grumman (NG), payment may be delayed. If Supplier is uncertain of the information currently being maintained by NG, contact the responsible PCO immediately.

SUPPLIER INVOICE INSTRUCTIONS

Below are general guidelines that should be followed when invoices are required for submittal. Note, many NGSC purchase orders have been designated as ERS (Evaluated Receipt Settlement) and do not require invoice submittal. Please refer to the [ERS Guidance](#) for additional information.

1. Invoice must contain the following information:
 - Complete Purchase Order Number
 - Purchase Order Number MUST also be referenced on third party shipping documents /packing slips.
 - Purchase Order Line Item Number
 - Part number (if applicable)
 - Part serial number (if serialized)
 - Brief description of the product or service
 - The applicable period of performance for the services being invoiced.
 - If downloadable software was provided, invoice must include License/Product keys.
 - Unit of measure
 - Unit price / Extended item price / Total invoice value
 - Item quantity
 - Supplier's phone number and remit-to address
 - Invoice number / Invoice date
 - Unit Export Control Classification Number (ECCN)
 - Additional documentation to support the invoice as requested by the NG PCO.

2. EMAIL is the PREFERRED submittal method.

Email addresses, dependent on the NGSC Sector referenced on the Purchase Order.	
Corporate Office Aerospace Systems Mission Systems / Heritage Information Systems Technology Services	apfscpoinvoices@ngc.com
Innovation Systems / Heritage Orbital ATK	invoices@orbitalatk.com
Mission Systems / Heritage Electronic Systems	esapsupplierinvoices@ngc.com

- Supplier must utilize a valid email address that can accept replies.
- No inquiries, statements, purchase orders, acknowledgements or quotes are to be sent to the above email addresses as they are designed as automated drop boxes. The emails are not read, nor is data within the body or subject line of the email passed or stored. All approvals, correspondence or specific instructions must be with the mandatory PDF file.
- All electronic invoices must be submitted in PDF format. Each PDF attachment must only contain ONE invoice and supporting documentation. The invoice must be the first page.
- PDF pages must be letter (8.5 x 11) or legal size (8.5 x 14) only.
- Scanning resolution must be at least 300 dpi (dots per inch) or higher.
- Invoices submitted using other formats or with poor PDF image qualities will not be accepted.
- When submitting multiple invoices within the same email, each invoice must be a separate PDF attachment.
- If Supplier cannot meet the above requirements, invoices must be submitted using one of the following Alternate Submittal Methods.

3. ALTERNATE Submittal Methods (MAIL or FAX)

Mail or fax invoice to:

Corporate Office Aerospace Systems Mission Systems / Heritage Information Systems Technology Services Supplier Invoice Payment Inquires Note: Once a Supplier request has been submitted, a ticket number will be assigned. Email responses will be provided by the NGSC Accounts Payable team.	Northrop Grumman Systems Corporation Enterprise Transaction Services 8710 Freeport Parkway, Suite 200 Irving, TX 75063-2577 Attn: A/P Department – Mail Stop K06421 Fax: (214) 596-6219 https://oasis-invoiceinquiry.myngc.com/
Innovation Systems / Heritage Orbital ATK Supplier Invoice Payment Inquiries	Alliant Techsystems Operations LLC Financial Shared Services 5995 Opus Parkway Minnetonka, MN 55343 APQuestions@orbitalatk.com
Mission Systems / Heritage Electronic Systems Supplier Invoice Payment Inquiries	Northrop Grumman Corporation PO Box 392, Mail Stop A320 Baltimore, MD 21203 Contact: Joe Sansone, (410) 765-4912 or joseph.sansone@ngc.com