Northrop Grumman

eProcurement, Supplier Enablement Guide
Northrop Grumman at a Glance

Aeronautics Systems
- Autonomous Systems
- Aerospace Structures
- Advanced Technologies and Concepts
- Aircraft Design, Integration and Manufacturing
- Long-range Strike
- Multi-Domain Integration and Operations
- Intelligence, Surveillance and Reconnaissance
- Battle Management

Defense Systems
- Integrated Air & Missile Defense
- Defensive Cyber and Information Operations
- Platform Modernization and Fleet Operations Support
- Advanced Weapons
- Precision Munitions
- Software Systems Modernization and Sustainment
- Training and Simulation
- Propulsion Systems

Mission Systems
- Airborne Sensors and Networks
- Artificial Intelligence/Machine Learning
- Cyber and Intelligence Mission Solutions
- Navigation, Targeting and Survivability
- Maritime/Land Systems and Sensors
- Engineering & Sciences
- Emerging Concepts Development
- Multi-domain C2
- Agile/DevSecOps Systems

Space Systems
- Launch Vehicles
- Propulsion Systems
- Commercial Satellites
- Military and Civil Space Systems
- Science and National Security Satellites
- Human Space and Advanced Systems
- Space Components
- Missile Defense
- Space Exploration
- Space ISR Systems

Enterprise Services, Corporate
- Procurement Services
- Travel Services
- Real Estate
- IT Solutions
- Internal Information Security
- Industrial Security
- HR Service Center
- Enterprise Security
- Shared Services
- Environmental, Health & Safety
- Corporate & ESS Office Administration
- Flight Operations
eProcurement Updates for 2020/2021

- Northrop Grumman Corporate Purchasing Card (NGCPC)
  - Northrop Grumman will be making changes to its eProcurement ordering process to be effective 01/01/2021. As of that date, ALL eProcurement orders will be routed to you via our service provider Perfect Commerce and will be paid with our Citibank MasterCard accounts lodged in your system. We will no longer use our standard PO series beginning with 4502XXXXXX for certain locations. Instead, those orders will begin with 7400XXXXXX.

- Beginning 01/01/2021, all catalog ordering will be issued using PO series 1000XXXXXX, 7200XXXXXX, & 7400XXXXXX and will be paid via ghosted Pcard, exclusively.
Supplier Enablement after Contract Award

• After contract award, the successful NGSC Supplier will receive:
  – A file of all NGSC Sector Ghost Card accounts with the applicable NGSC Sector ID
  – Contact list of each NGSC Sector Purchasing Card Administrator
  – In depth explanation of the Level III data capture requirements
  – Controlled Production Orders to proof out the Level III billing information

• All NGSC eProcurement suppliers are required to have:
  – Line Item Detail (LID) on every eProcurement PO line billed and
  – Continued ability to pass on the Purchase Order number, sales tax, and freight as applicable
NGSC Purchasing Order Types

- NGSC suppliers may receive two types of Purchasing Card orders;
  - eProcurement Orders (Ghost Card Order)
  - Non- eProcurement Orders (Individual Pcard Order)

- **eProcurement orders** are Northrop Grumman Systems Corporation (NGSC) eProcurement Purchase Orders billed to a Ghost Card account specific to a single supplier.
  - eProcurement Purchase Orders are sent to a supplier’s **Perfect Commerce** account.
  - Each NGSC Sector utilizing a supplier eProcurement catalog will have its own unique Ghost Card account for each supplier.
  - Each NGSC eProcurement order will include the NGSC Purchase Order number and the NGSC Sector ID., PO line item information, **accounting**, and delivery information.

- **Non-eProcurement orders** are orders placed by Individual NGSC Purchasing Cardholders.
  - Charges from non-eProcurement/Individual Purchasing Cardholders may not be charged to eProcurement Ghost Cards.
  - Non- eProcurement orders placed by individual Purchasing Cardholders must provide a valid card number at time of order placement.

Only eProcurement Purchase Orders from Perfect Commerce should be billed to the Ghost Card accounts.
Billing Northrop Grumman eProcurement Orders

Applies only to eProcurement Purchase Orders which are sent to a Supplier’s Perfect Commerce Account

- Northrop Grumman utilizes 3 distinct PO numbering schemas on our 10 digit eProcurement Purchase Orders.
  - PO Schema 1= 100xxxxxxx (Schema used by Sector ID’s EB, EL)
  - PO Schema 2= 720xxxxxxx (Schema used by Sector ID’s NGCO, NGAS, NGMS, NGDS, NGSP)
  - PO Schema 3= 740xxxxxxx (Schema used by Sector ID NGMS)

Northrop Grumman will submit an encrypted file of the applicable Sector Ghost Card accounts to be used based on the NGSC Sector ID that appears on the eProcurement Purchase Order.

Northrop Grumman’s Citibank Ghost Card account does not appear on the eProcurement Purchase Order
Determining the NGSC Sector ID

2 ways for a non-integrated supplier to determine the NGSC Sector ID for Ghost Card account charging:

1.) Web view of PO (shown below)
2.) PDF view (shown on next slide)
Determining the NGSC Sector ID
Determining the applicable Ghost Card Account

Suppliers can determine which Ghost Card to bill by reviewing the order header section of the PO found on Perfect Commerce. The Sector ID appears in the Name 1 field of the “Ship To:” address. Which Matches Sector ID on Sent in Encrypted File

<table>
<thead>
<tr>
<th>Corp ID</th>
<th>New Sector ID</th>
<th>Card Acct. No.</th>
<th>Card Full Name</th>
<th>Last Name</th>
<th>First Name</th>
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<tr>
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<td>CEEC CORP/ENT ECATALOG</td>
<td>CEEC CORP/ENT ECATALOG</td>
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<td>MSEC MS ECATALOG</td>
<td>MS ECATALOG</td>
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<td>DS ECATALOG</td>
<td>DSEC</td>
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<tr>
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<td>EB</td>
<td>EBEC ERP2 ECATALOG</td>
<td>ERP2 ECATALOG</td>
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<tr>
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<td>EL</td>
<td>ELEC ERP2 ECATALOG</td>
<td>ERP2 ECATALOG</td>
<td>ELEC</td>
<td></td>
</tr>
</tbody>
</table>
Mandatory Data Fields for Level III billing

Transaction Header information

- Supplier Invoice Number
- NGSC eProcurement Purchase Order Number (Must appear in the Customer Code field and Purchase Order field)
- Ship-to-Zip Code
- Total Transaction Amount
- Total Tax Amount

Line Item Detail (LID) information

- Item Product Code (supplier catalog part number)
- Item Unit Price
- Item Quantity
- Item Unit of Measure
- Item Description
- Item Total Cost
eProcurement Supplier Enablement Summary

Suppliers billing system must be able to supply level II or III detail.

Supplier will receive the 10 digit eProcurement Purchase Orders through Perfect Commerce in one of the NGSC PO # schemas

• Each NGSC eProcurement order will include the NGSC Purchase Order number and the NGSC Sector ID., PO line item information, and delivery information.

• Northrop Grumman’s Citibank Ghost Card account does not appear on the eProcurement Purchase Order

Supplier can determine which Ghost Card to bill by reviewing the order header section of the PO found on Perfect Commerce. The Sector ID appears in the Name 1 field of the “Ship To:” address.

• Suppliers will bill the Ghost Card Account assigned to the Sector ID

Suppliers must provide the NGSC eProcurement Purchase Order number and the Line Item Detail for each item ordered and shipped
### eProcurement Contact Information

**e-mail:** GPSPCARDADMINISTRATION@NGC.COM

**Sector Purchasing Card Administrator Contact Information**

<table>
<thead>
<tr>
<th>Corp ID</th>
<th>Sector ID</th>
<th>Sector Pcard Admin</th>
<th>Phone</th>
<th>eMail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORP</td>
<td>NGCO</td>
<td>Debbie Daggett</td>
<td>310-331-3879</td>
<td><a href="mailto:Debbie.Daggett@NGC.COM">Debbie.Daggett@NGC.COM</a></td>
</tr>
<tr>
<td>AS</td>
<td>NGAS</td>
<td>Michelle Callella</td>
<td>310-332-1453</td>
<td><a href="mailto:Michelle.L.Callella@NGC.COM">Michelle.L.Callella@NGC.COM</a></td>
</tr>
<tr>
<td>SP</td>
<td>NGSP</td>
<td>Josie Jimenez</td>
<td>310-331-7526</td>
<td><a href="mailto:Josie.Jimenez@NGC.COM">Josie.Jimenez@NGC.COM</a></td>
</tr>
<tr>
<td>MS</td>
<td>NGMS</td>
<td>Mark Woltz</td>
<td>703-556-1878</td>
<td><a href="mailto:Mark.Woltz@NGC.COM">Mark.Woltz@NGC.COM</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Julie Holmes</td>
<td>703-949-2342</td>
<td><a href="mailto:Julie.Holmes@NGC.COM">Julie.Holmes@NGC.COM</a></td>
</tr>
<tr>
<td>DS</td>
<td>NGDS</td>
<td>Deehan Fegan</td>
<td>818-715-2850</td>
<td><a href="mailto:Deehan.Fegan@NGC.COM">Deehan.Fegan@NGC.COM</a></td>
</tr>
<tr>
<td>ES</td>
<td>EB-EL</td>
<td>Mark Woltz</td>
<td>703-556-1878</td>
<td><a href="mailto:Mark.Woltz@NGC.COM">Mark.Woltz@NGC.COM</a></td>
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