

My Purchase Orders (MyPO) Supplier Training Guide

This My Purchase Orders (MyPO) Supplier Training Guide requires the user to first obtain a Northrop Grumman OASIS (Online Automated Supplier Information Systems) User ID and Password.

If you do not have a Northrop Grumman OASIS User ID, please contact your Northrop Grumman Buyer and begin the onboarding process.

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In this document, we will walk you through the MyPO application tool and cover the following topics. Click on any topic to jump to the section.

- [To Begin](#)
- [Resources/Support](#)
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- [Sort By](#)
- [View Attachments](#)
- [PO Activity](#)
- [View Responses](#)
- [Download this PO/CO](#)
- [Accepting/Rejecting PO/CO](#)

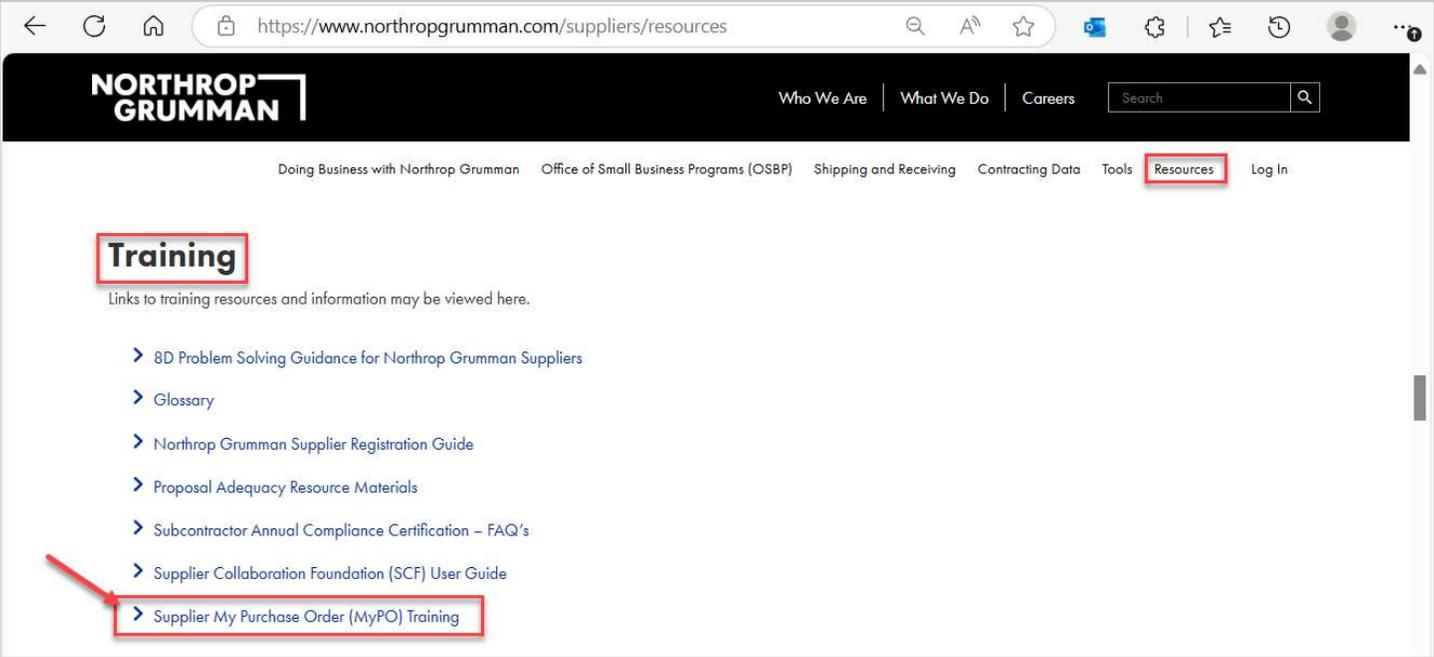
Direct URL Link to MyPO: https://mypos.amer.myngc.com/sap/bc/ui5_ui5/sap/zmypos/index.html

To Begin – Use your existing credentials to log in to the [OASIS dashboard](#). If this is your first time logging in, you will be required to accept NGC's Trading Partner Agreement (TPA). MyPO supports Microsoft Edge, Firefox, and Chrome.

- Click on the white **Log In** button at the top right-hand corner of your screen.
- Select **US Customer/Partner/Supplier**
- Enter your e-mail address that is tied to your authentication certificate.
- Select **Sign in using a certificate** to use your authentication certificate.
- Select the certificate that you want to use for authentication.
- Enter your authentication certificate password.
- After successfully entering your certificate password, you will be logged into the OASIS portal.
- Click on **My Purchase Orders (MyPO)**.

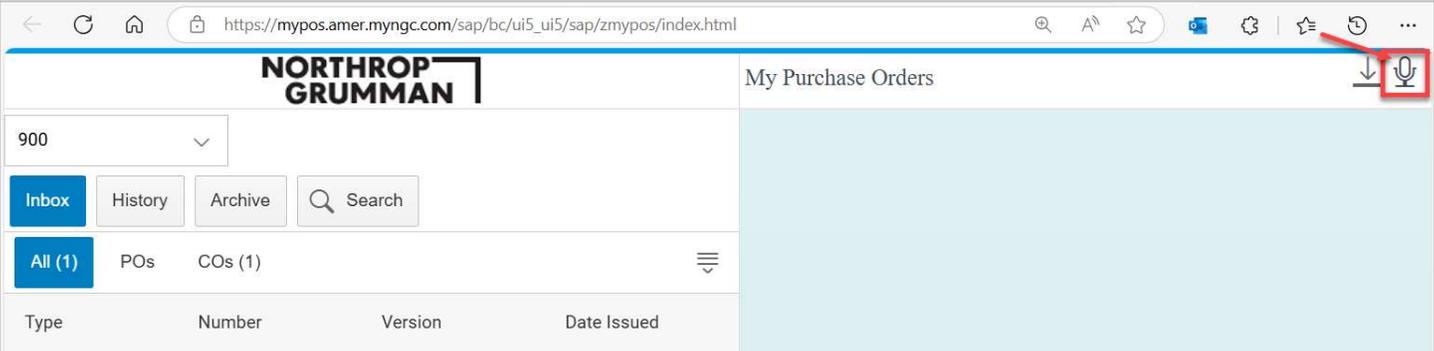


Resources / Support – This training document can be accessed under the **Resources - Training** section in the [OASIS Homepage](#)

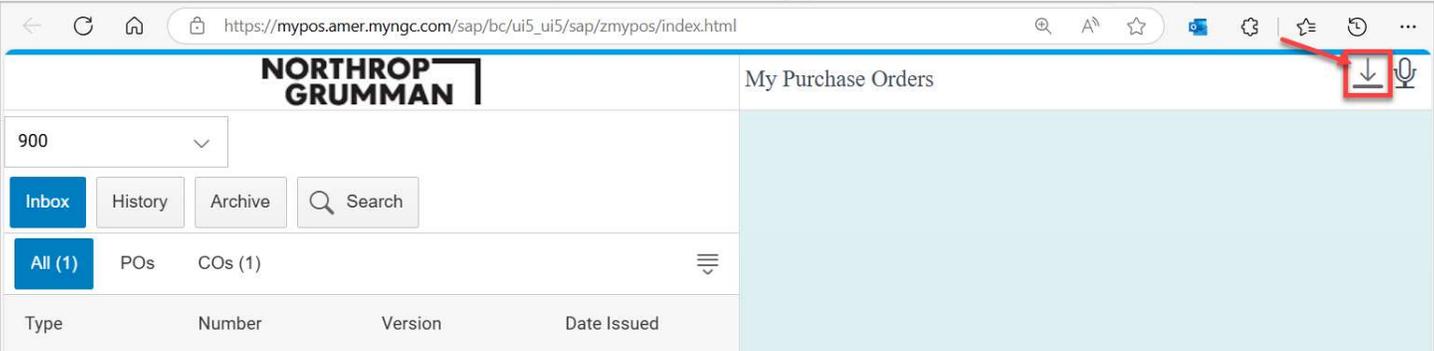


Please contact OASISsupport@ngc.com for additional support.

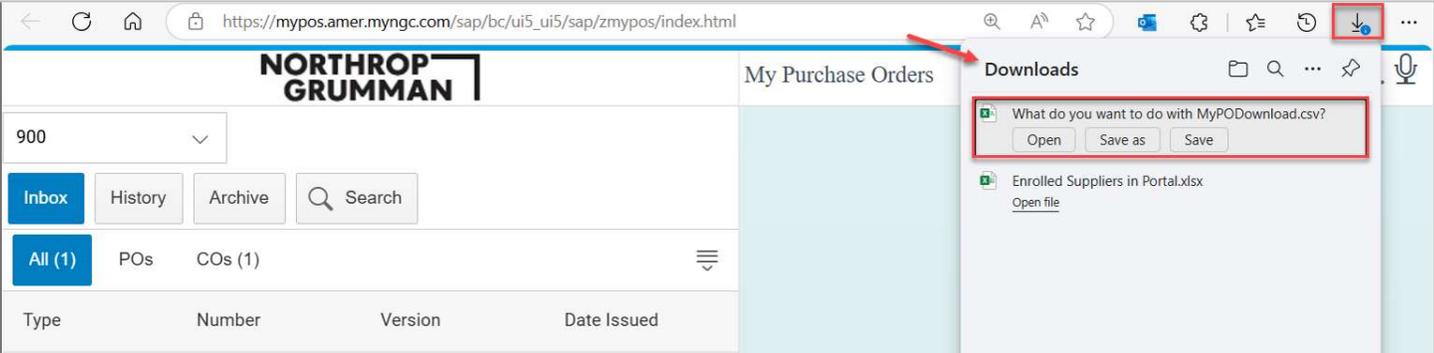
Announcements – Announcements related to MyPO can be viewed by clicking on the **Microphone icon** located at the upper right-hand corner.



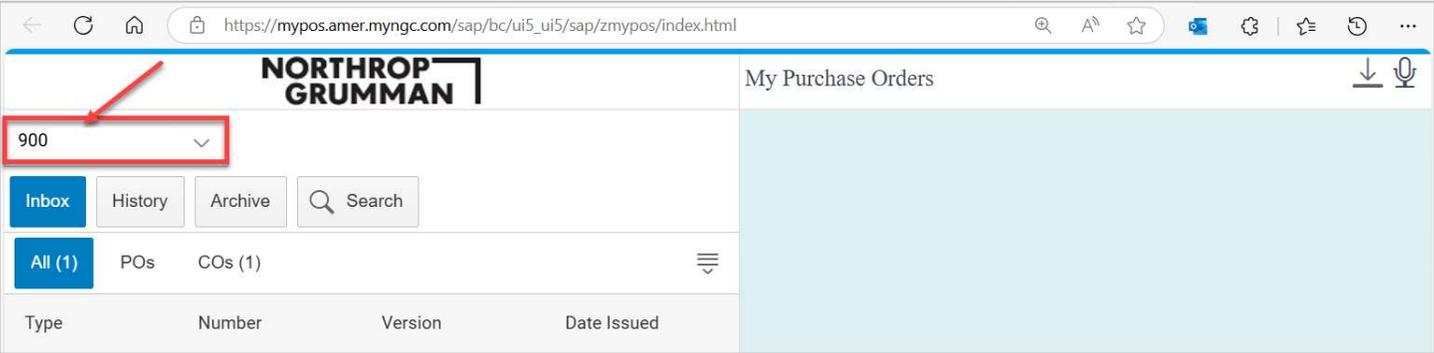
Download Icon – Use the **Download icon** located at the upper right-hand corner to download an Excel file of documents that have been processed during your current session.



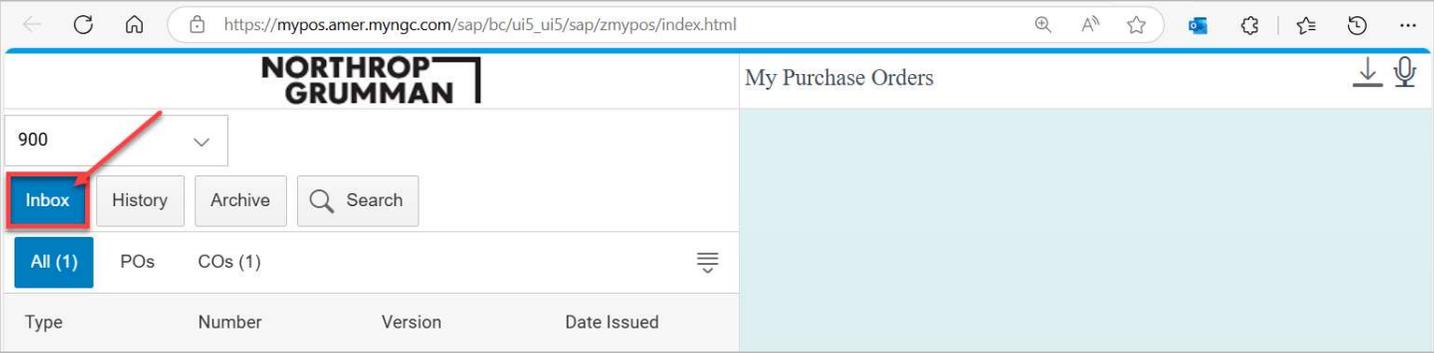
You will have the option to open, save as, or save the file.



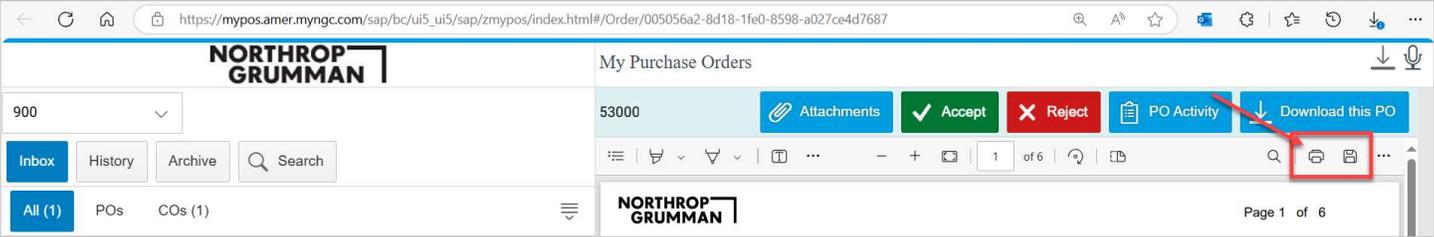
Vendor Number/Supplier ID – For users who have access to multiple Northrop Grumman Vendor / DCMA* numbers, use the **dropdown menu** to select specific Vendor / DCMA* numbers you want to view. This dropdown will only contain Vendor / DCMA* numbers you are allowed to view.



Accessing Documents – In your **Inbox**, click on the document you wish to view. Documents in bold have not been viewed yet. Documents that are not in bold have been previously viewed.

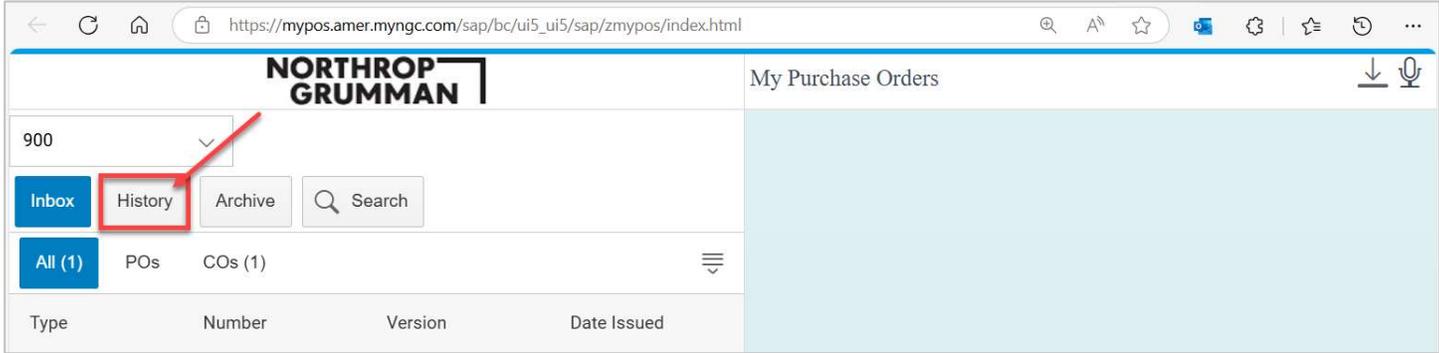


Purchase Order (PO), Change Order (CO), or Request For Quote (RFQ)* documents can be saved or printed. The save and print feature use standard PDF and Windows functionality.

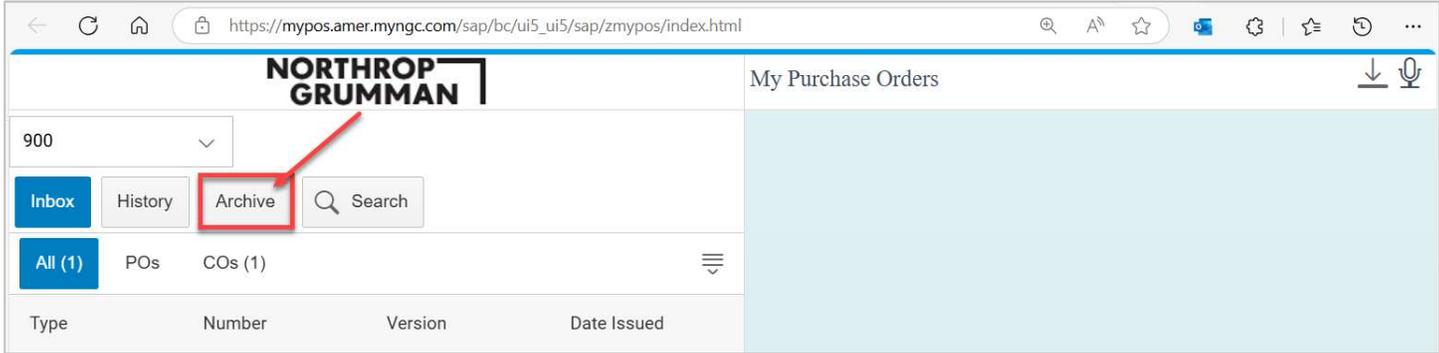


Note: You will need Adobe PDF reader to view Purchase Order/Change Order. It is free and can be downloaded at [Adobe Reader](#).

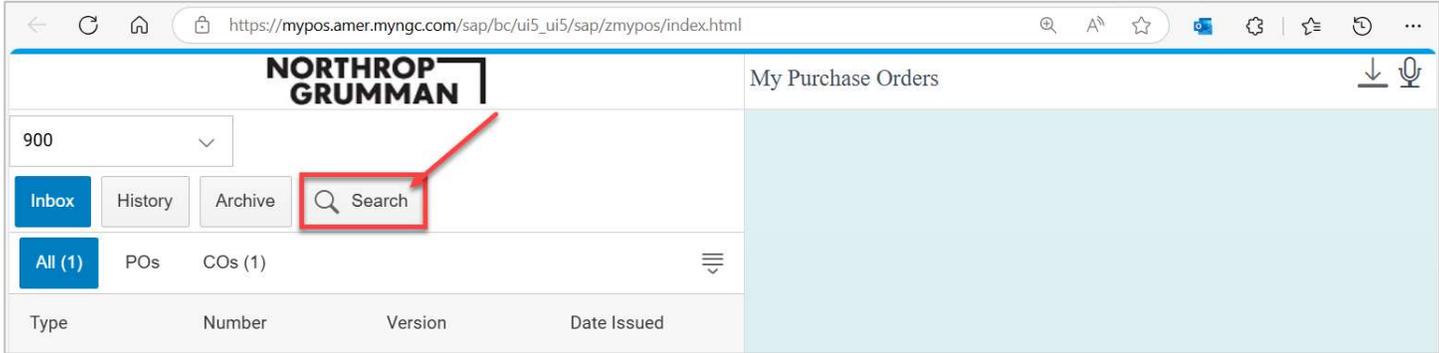
History – Click on **History** to view status of previously processed documents.



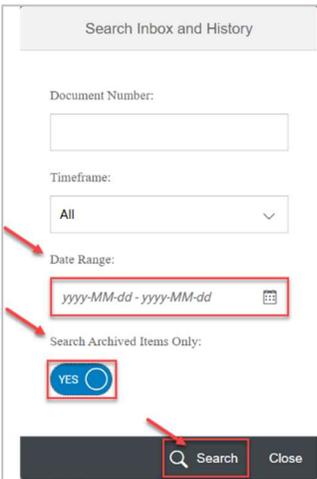
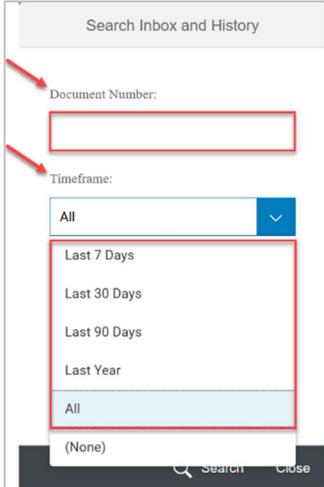
Archive – Click on **Archive** to view your archived documents.



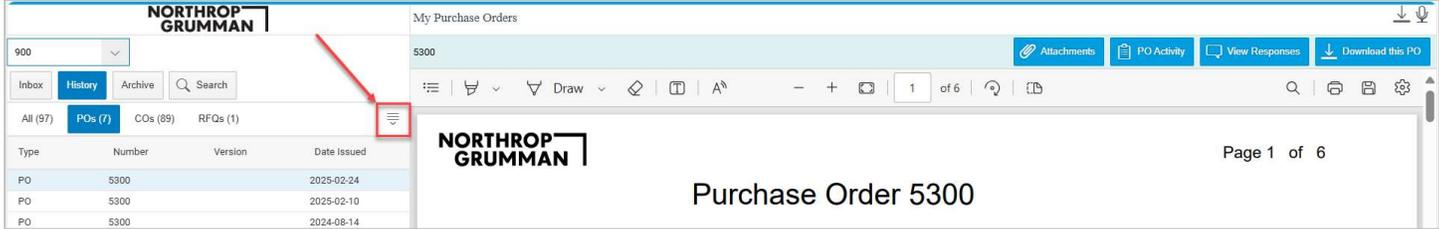
Search – Click on **Search** to search for documents.



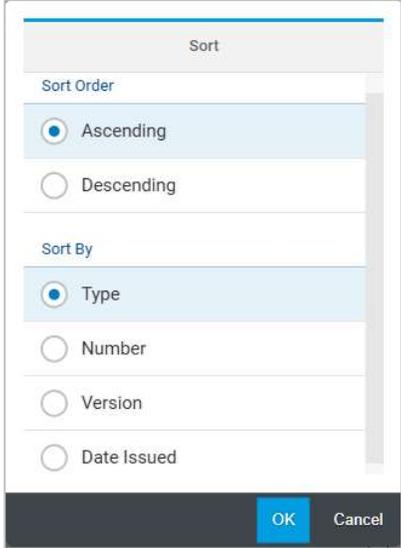
Documents may be searched by a specific Document Number, a specific Timeframe, or by Custom Date Range. Archived documents can be searched by toggling on the Yes button at the bottom. Click on **Search** at the bottom of the window.



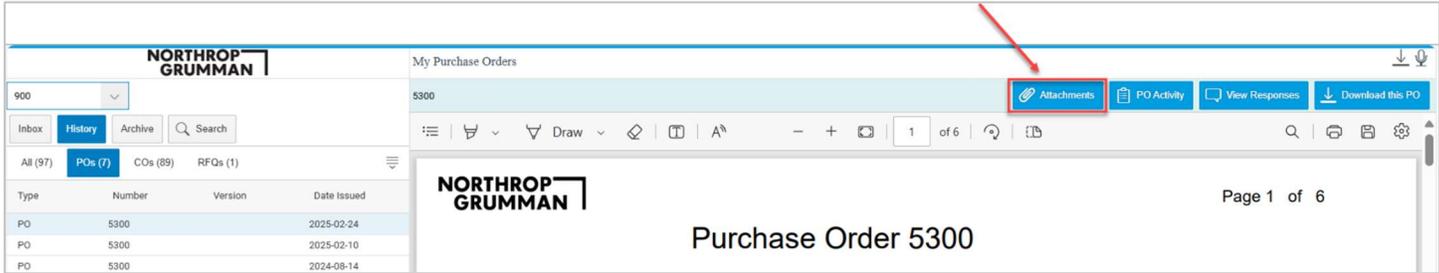
Sort By – Modify the view of the columns by clicking on the **Sort By** icon.



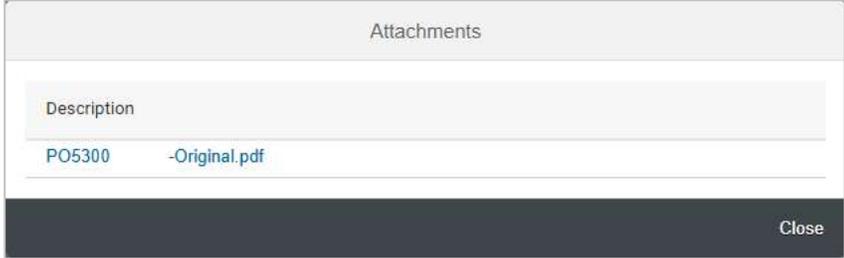
You can choose your preferred settings in the pop-up window:



View Attachments – Highlight a specific PO/CO and click on **Attachments**.



Open the document to view, print, or save the document.



PO Activity – Highlight a specific PO/CO and click on **PO Activity**. PO Activity shows receipts, invoices, and payments when available.

My Purchase Orders

900

5300

Attachments PO Activity View Responses Download this PO

Inbox History Archive Search

All (97) POs (7) COs (89) RFOs (1)

Type	Number	Version	Date Issued
PO	5300		2025-02-24
PO	5300		2025-02-10
PO	5300		2024-08-14

NORTHROP GRUMMAN

Purchase Order 5300

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PO Activity example:

PO Activity - 5300

PO Item	PO Qty	PO Value	GR Qty	GR Value	Inv Qty	Inv Value	Paid Amt
0	0 EA	\$0.00	0 EA	\$0.00	0 EA	\$0.00	\$0.00

Close

View Responses – Click **View Responses** to view previously processed information, such as, statuses, response date/time, acceptances, rejections, and comments.

My Purchase Orders

900

5300

Attachments PO Activity View Responses Download this PO

Inbox History Archive Search

All (97) POs (7) COs (89) RFOs (1)

Type	Number	Version	Date Issued
PO	5300		2025-02-24
PO	5300		2025-02-10
PO	5300		2024-08-14

NORTHROP GRUMMAN

Purchase Order 5300

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Responses

PO	Version	Status	Response Date	Response Time (CST)	Name	Comments
5300	00000	Accepted	2025-02-25	6:49:37 AM	Nancy	

Close

Download this PO/CO – Use the **Download this PO** button to download an Excel file of the document that is being viewed.

My Purchase Orders

900

5300

Attachments PO Activity View Responses Download this PO

Inbox History Archive Search

All (97) POs (7) COs (89) RFOs (1)

Type	Number	Version	Date Issued
PO	5300		2025-02-24
PO	5300		2025-02-10
PO	5300		2024-08-14

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Purchase Order 5300

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You will have the option to open, save as, or save the file.

https://mypos.amer.myngc.com/sap/bc/ui5_ui5/sap/zmypos/index.html#/Order/005056a2-8d18-1fe0-8598-a027ce4d7687

My Purchase Orders

900

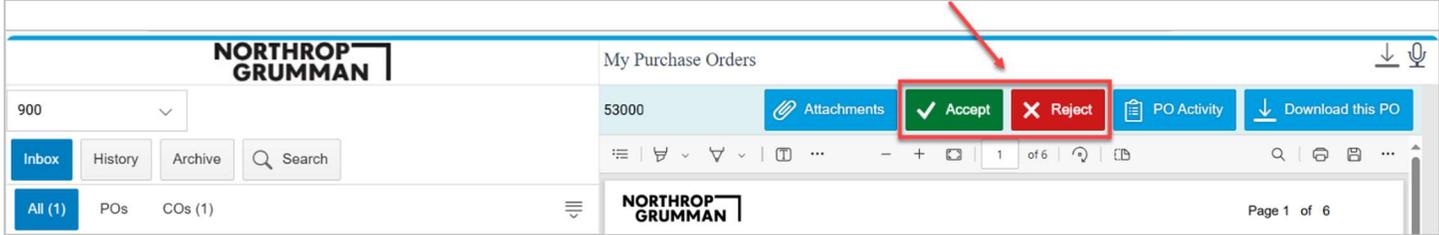
53000

Attachments Accept

Downloads

- What do you want to do with MyPODownload (1).csv?
 - Open
 - Save as
 - Save
- What do you want to do with MyPODownload.csv?
 - Open
 - Save as
 - Save
- Enrolled Suppliers in Portal.xlsx
 - Open file

Accepting/Rejecting PO/CO – Highlight a specific PO/CO. Click on the **Accept** or **Reject** buttons to accept or reject a PO/CO.



Accept: Click the green **Accept** button. In the pop-up window, complete the required information including the Authorized Representative Name and Telephone Number. Click on the **Accept** button at the bottom of the pop-up window to complete the acceptance. Accepting the PO/CO will move the document from your **Inbox** to your **History** box.

The 'Accept' pop-up window contains the following fields:

- *Authorized Representative Name:
- *Telephone Number (min. 10 digits):

Buttons at the bottom: **Accept** (green) and **Cancel** (grey).

The 'Reject' pop-up window contains the following fields:

- *Authorized Representative Name:
- *Telephone Number (min. 10 digits):
- *Please let us know why you are rejecting this order:

Buttons at the bottom: **Reject** (red) and **Cancel** (grey).

Reject: Click red **Reject** button. In the pop-up window, complete the required information including the Authorized Representative Name, Telephone Number, and the reason why you are rejecting this order. For rejected PO/COs, comments are mandatory. Click on the **Reject** button at the bottom of the pop-up window to complete the rejection. Rejecting the PO/CO will move the document from your **Inbox** to your **History** box.

Please contact OASISsupport@ngc.com for additional support.