

## My Purchase Orders (MyPO) Supplier Training Guide

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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.

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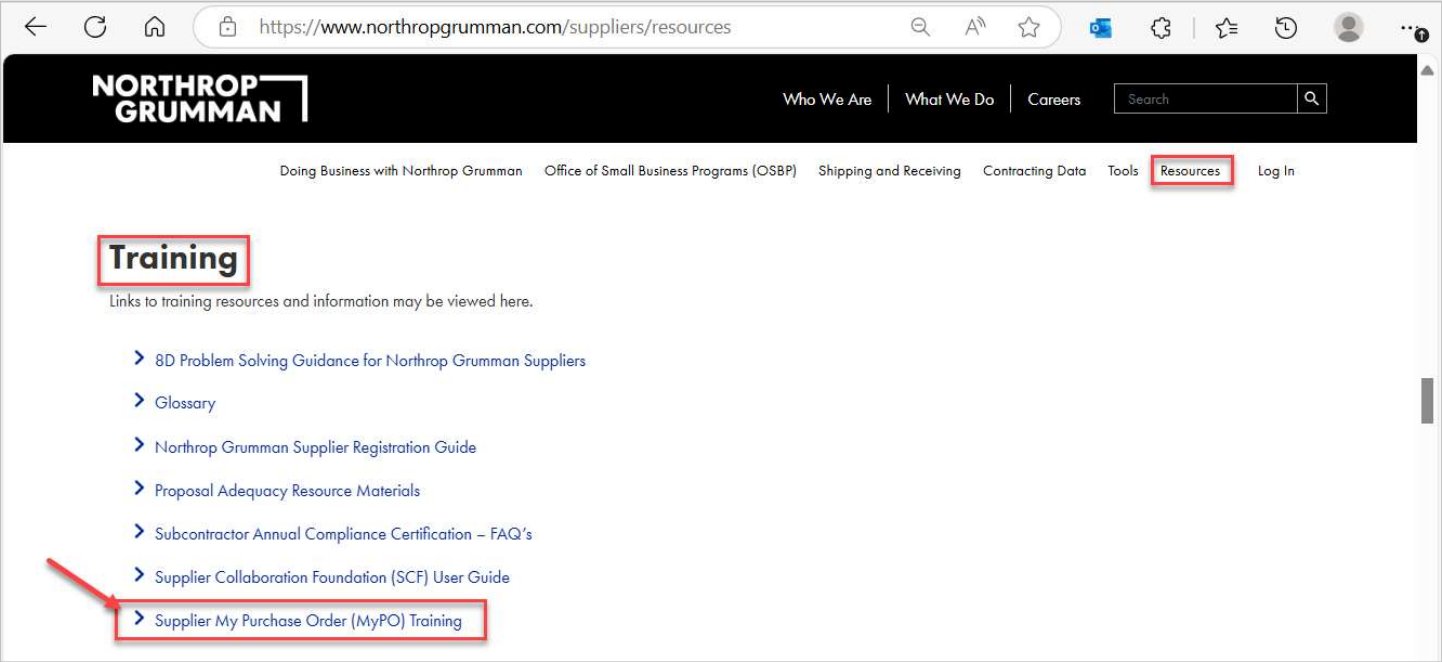
Direct URL Link to MyPO: [https://mypos.amer.myngc.com/sap/bc/ui5\\_ui5/sap/zmypos/index.html](https://mypos.amer.myngc.com/sap/bc/ui5_ui5/sap/zmypos/index.html)

**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)**.

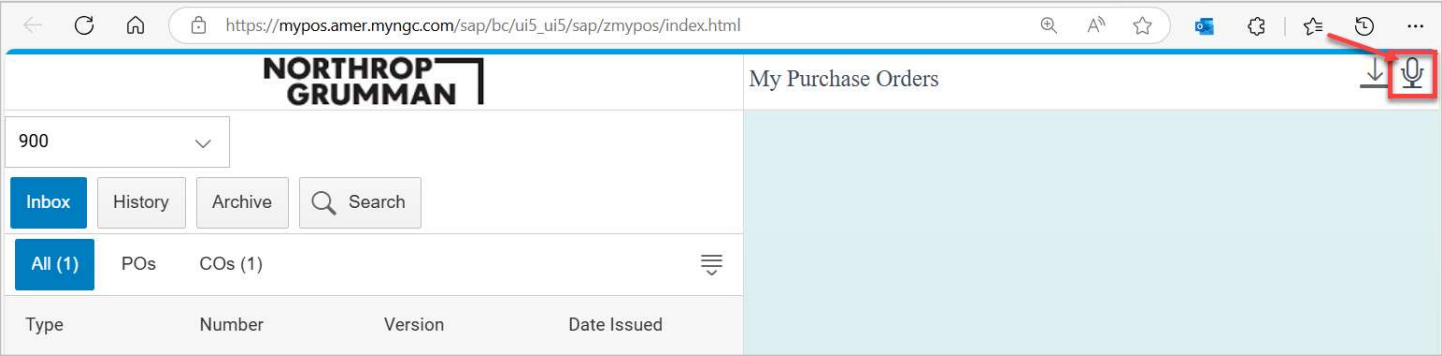


**Resources / Support** – This training document can be accessed under the **Resources - Training** section in the [OASIS Homepage](#)

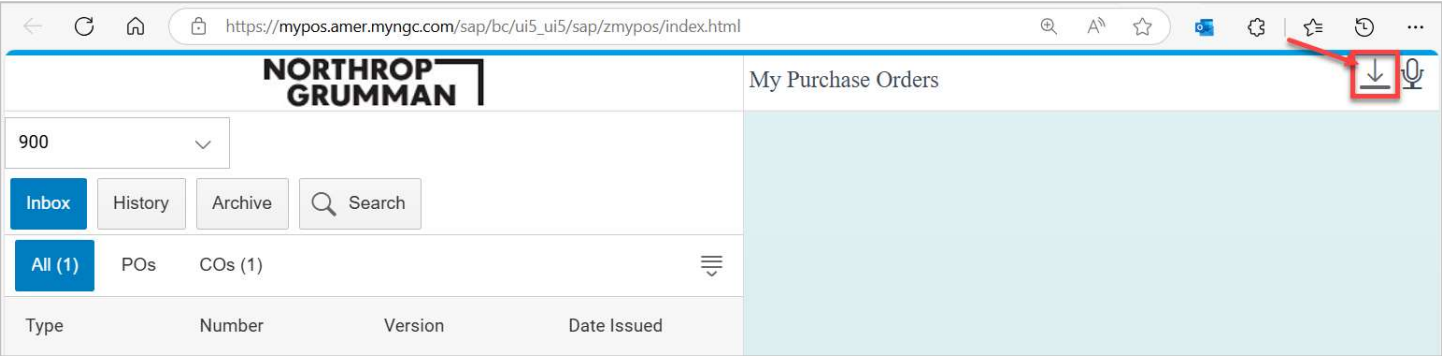


Please contact [OASISsupport@ngc.com](mailto:OASISsupport@ngc.com) for additional support.

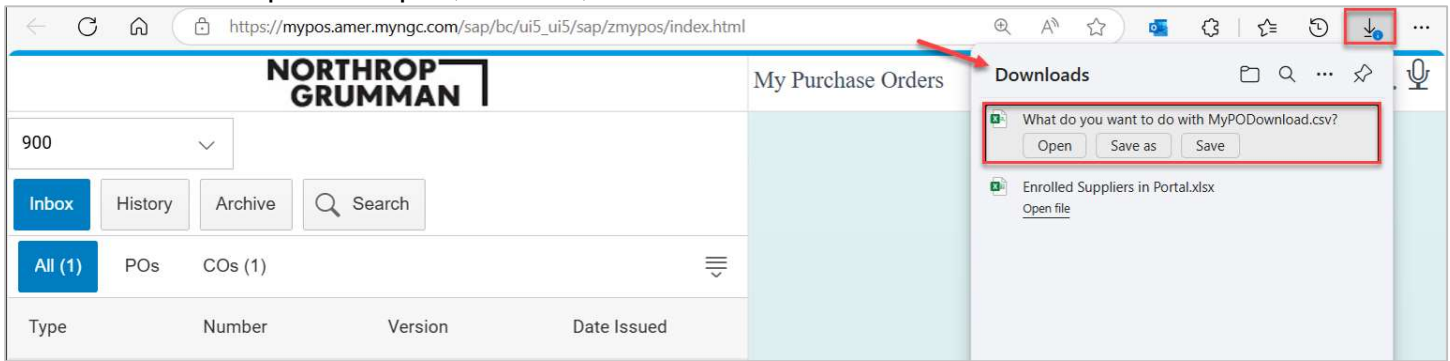
**Announcements** – Announcements related to MyPO can be viewed by clicking on the **Microphone icon** located at the upper right-hand corner.



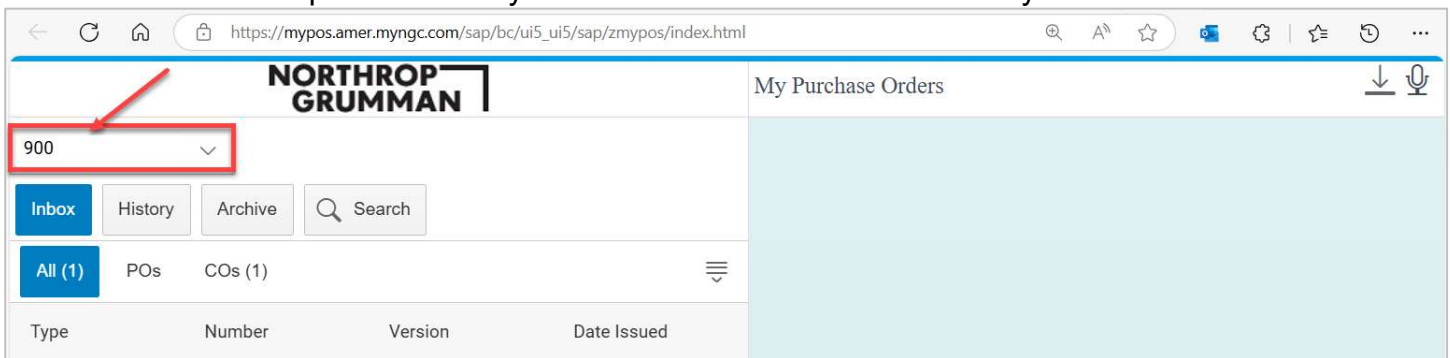
**Download Icon** – Use the **Download icon** located at the upper right-hand corner to download an Excel file of documents that have been processed during your current session.



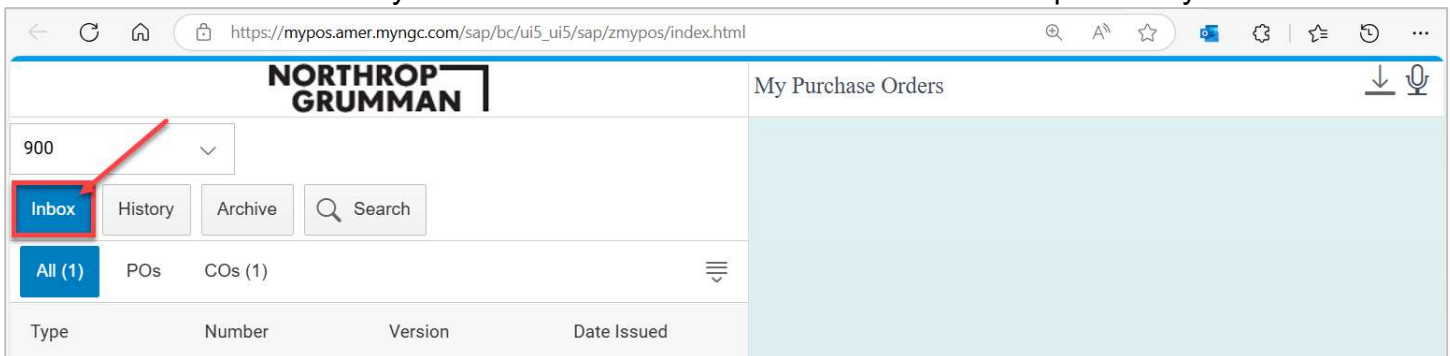
You will have the option to open, save as, or save the file.



**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.



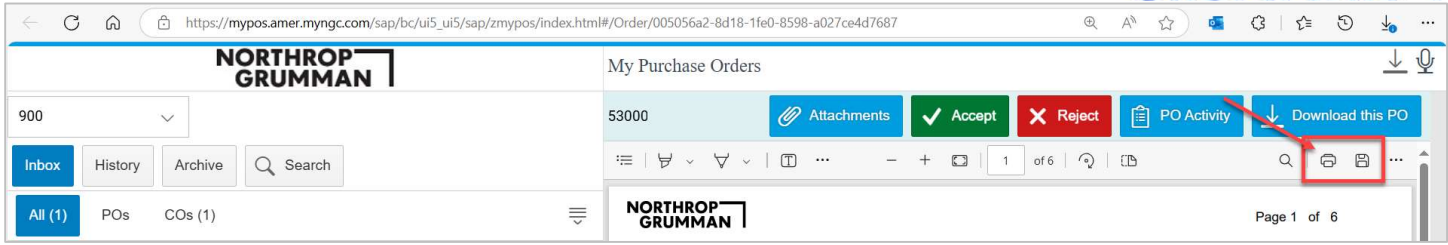
**Accessing Documents** – In your **Inbox**, click on the document you wish to view. Documents in bold have not been viewed yet. Documents that are not in bold have been previously viewed.



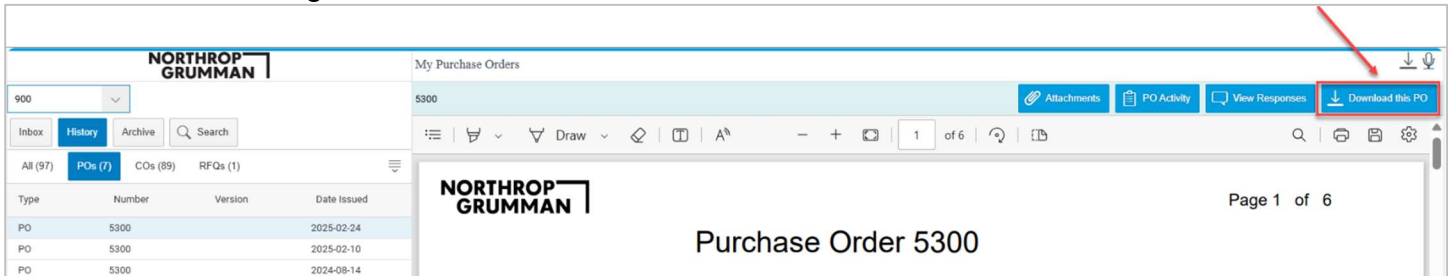
Please Note:

- For view only access, you can download the free Adobe PDF reader version here: [Adobe Reader](#).
- To execute, convert, or make edits to NG PDF files including purchase orders, change orders and order confirmation forms, only the procured [Adobe Acrobat](#) version should be used for compatibility reasons.
- All other PDF applications, such as Nitro, PDF-Xchange and Foxit, **are not** supported and may result in errors in PDF files.

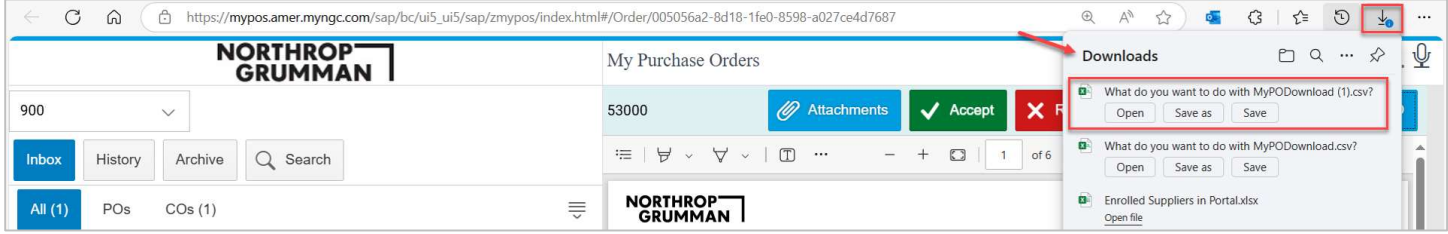
Purchase Order (PO), Change Order (CO), or Request For Quote (RFQ)\* documents can be saved or printed. The save and print feature use standard PDF and Windows functionality.



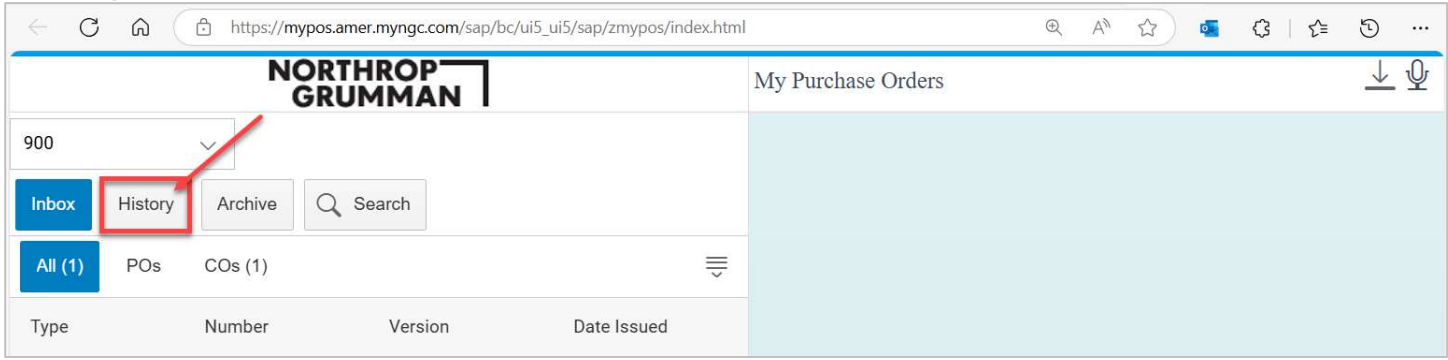
**Download this PO/CO** – Use the **Download this PO** button to download an Excel file of the document that is being viewed.



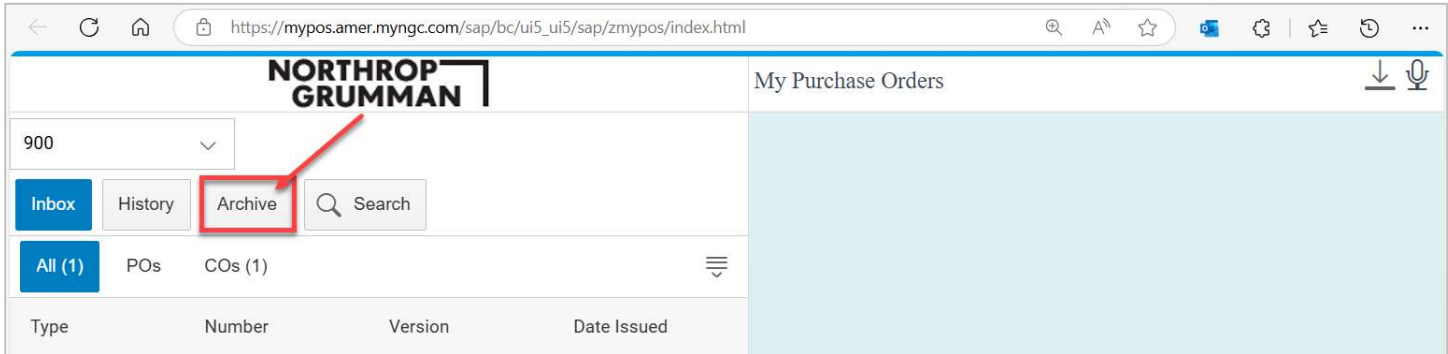
You will have the option to open, save as, or save the file.



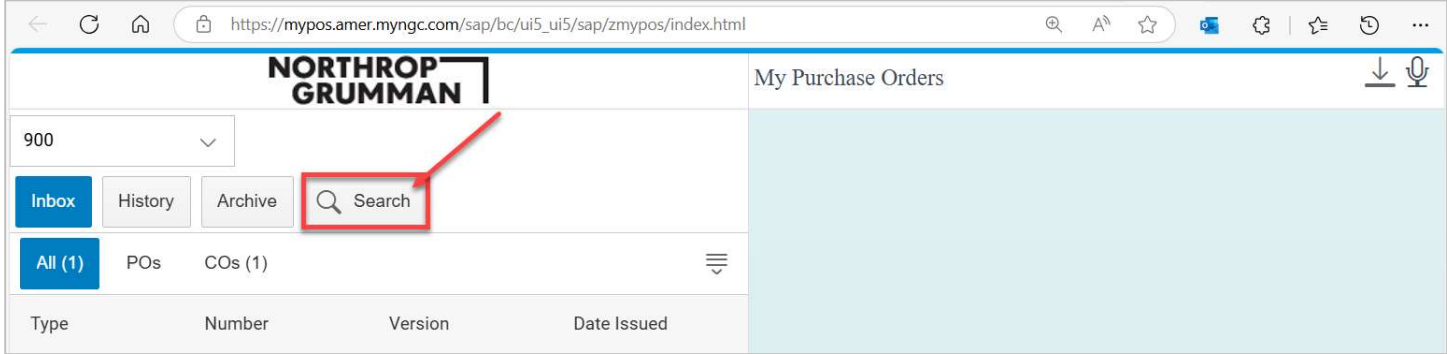
**History** – Click on **History** to view status of previously processed documents.



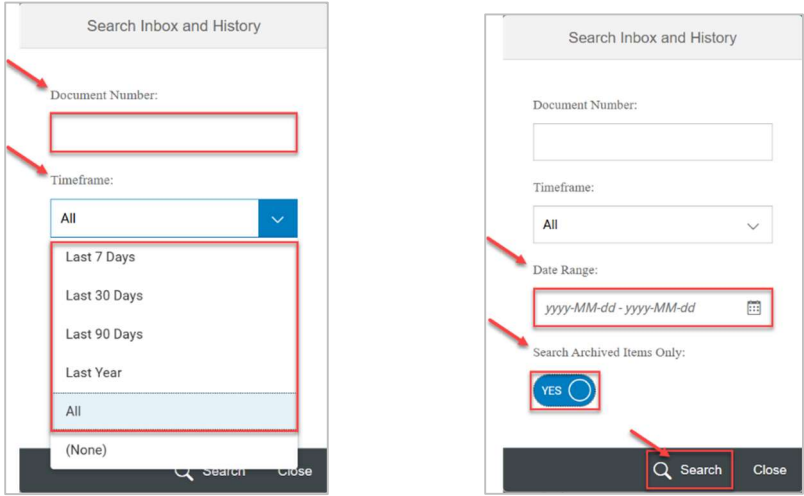
**Archive** – Click on **Archive** to view your archived documents.



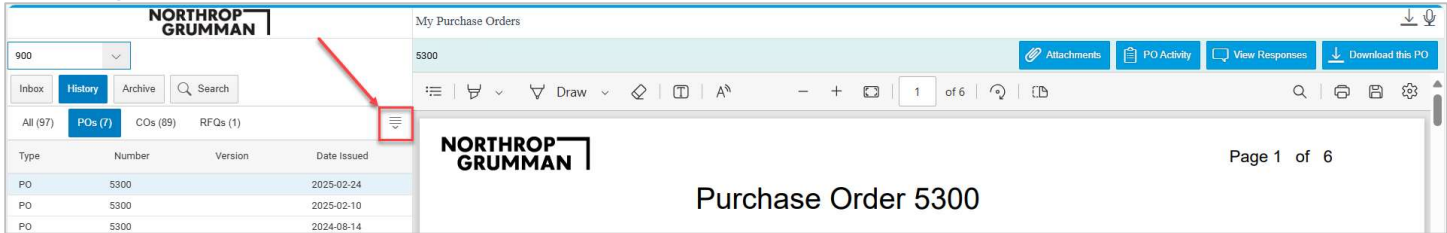
**Search** – Click on **Search** to search for documents.



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:

Sort

Sort Order

Ascending

Descending

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Sort By

Type

Number

Version

Date Issued

OK Cancel

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

The screenshot shows the 'My Purchase Orders' interface. On the left, there is a list of purchase orders with columns for Type, Number, Version, and Date Issued. The main area displays 'Purchase Order 5300'. In the top right corner of the main area, there are several action buttons: 'Attachments', 'PO Activity', 'View Responses', and 'Download this PO'. The 'Attachments' button is highlighted with a red box, and a red arrow points to it from the text above.

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

Attachments

Description

PO5300 -Original.pdf

Close

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

This screenshot is similar to the previous one, showing the 'Purchase Order 5300' details. In this view, the 'PO Activity' button in the top right corner is highlighted with a red box, and a red arrow points to it from the text above.

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.

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

**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.

Accept

\*Authorized Representative Name:

\*Telephone Number (min. 10 digits):

Accept Cancel

Reject

\*Authorized Representative Name:

\*Telephone Number (min. 10 digits):

\*Please let us know why you are rejecting this order:

Reject Cancel

**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](mailto:OASISsupport@ngc.com) for additional support.

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