

Northrop Grumman eProcurement, Supplier Enablement Guide

Global Procurement Services

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December, 2020

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Northrop Grumman at a Glance

Aeronautics Systems



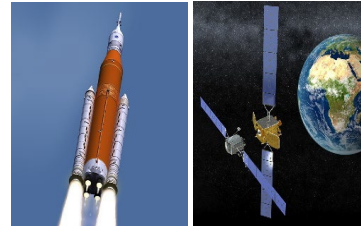
Defense Systems



Mission Systems



Space Systems



Enterprise Services, Corporate



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

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

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

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

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)

Help : Manage your documents by choosing one of the actions below

Print View Export to File Save & Send Document

Save Document

**Purchase Order has some discrepancies:
Availability, Account Codes, Price**

Purchase Order : 7200000483

BILL to / SHIP to / BUYER Info

| Buyer: | Bill To: | Ship To: |
|---|---|--|
| Party ID:2000890 Northrop Grumman Corporate Office 1840 Century Park East Los Angeles, CA 90067 US | Party ID:2000915 CO PCORP-01 CO PCORP-01 Generic Org Corporate 1840 Century Park East Los Angeles, CA 90067 US | Party ID:2000915 NGCO SECTOR NG Corporate Sector 222 6th Street HQ San Pedro, CA 90731 US |
| Buyer Order Contact: Order Contact: EPT EMP2CP90 Contact ID: Telephone: Email: fisher@ngc.com Fax: | Billing Order Contact: Order Contact: EPT EMP2CP90 Contact ID: Telephone: Email: fisher@ngc.com Fax: | Shipping Order Contact: Order Contact: Daffy Duck Contact ID: Telephone: (949) 321-4323 Email: daffy.duck@ngc.com Fax: (949) 767-9800 |

General Information

| | | | |
|------------------------------------|--------------------------|---------------------|--------------------------|
| Order Date Oct 15, 2009 2:17 PM | Account Code ngc006 | Buyer Ship By Date: | Currency: U.S. Dollar |
| Allow Partial Shipment: | Requested Delivery Date: | | |

Determining the NGSC Sector ID

Purchase Order Report[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 97% Find

Purchase Order Number : 7200000483

Organization : Northrop Grumman Corporate Office Order Date : Oct 15, 2009
 Account Code : ngc006 Requested Delivery Date :
 Sales Order Number : Ship By Date :
 Allow Partial Shipment : Ship Method :
 Purpose : Original Payment Method :
 Release Number : Payment Terms :
 Number of Attachments : 1

| | |
|--|--|
| Buyer: | Supplier: |
| Company Name: Northrop Grumman Corporate Office Contact Name: EPT EMP2CP90 Email Address: fisher@ngc.com Tax ID: | Company Name: U S TOOL GRINDING INC Contact Name: N/A Telephone Number: 800-775-8665 Fax Number: 800-886-8686 Email Address: jgalati@ustg.net |
| Bill To: | Ship To: |
| Party ID : 2000915 CO PCORP-01 CO PCORP-01 Generic Org Corporate 1840 Century Park East Los Angeles, CA 90067 United States Contact Name : EPT EMP2CP90 Email Address: fisher@ngc.com Mailstop: 1840 Century Park East | Party ID : 2000915 NGCO SECTOR NG Corporate Sector 222 6th Street Building : HQ Floor : 3rd Room : 009 San Pedro, CA 90731 United States Contact Name : Daffy Duck Telephone Number: (949) 321-4323 Fax Number: (949) 767-9800 Email Address: daffy.duck@ngc.com Mailstop: |

General Notes : Northrop Grumman T-1 (Military) or T-2 (Commercial) terms are incorporated herein unless an alternate Agreement on Terms and Conditions is in effect with your company. These terms are on-line at <https://oasis.northgrum.com>.

Additional Notes:
PONote: USTG

| Item Num | Part Number | Description | Unit | Qty | Currency | Unit | Total |
|----------|-------------|-------------|------|-----|----------|------|-------|
|----------|-------------|-------------|------|-----|----------|------|-------|

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

Ship To:
 Party ID : 2000915
 NGCO SECTOR
 NG Corporate Sector
 222 6th Street
 Building : HQ
 Floor : 3rd

| Corp ID | New Sector ID | Card Acct. No. | Card Full Name | Last Name | First Name |
|---------|---------------|----------------|------------------------|-------------------|------------|
| CORP | NGCO | | CEEC CORP/ENT ECATALOG | CORP/ENT ECATALOG | CEEC |
| AS | NGAS | | ASEC AS ECATALOG | AS ECATALOG | ASEC |
| MS | NGMS | | MSEC MS ECATALOG | MS ECATALOG | MSEC |
| DS | NGDS | | DSEC DS ECATALOG | DS ECATALOG | DSEC |
| SP | NGSP | | SPEC SP ECATALOG | SP ECATALOG | SPEC |
| ES | EB | | EBEC ERP2 ECATALOG | ERP2 ECATALOG | EBEC |
| ES | EL | | ELEC ERP2 ECATALOG | ERP2 ECATALOG | ELEC |

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

| Corp ID | Sector ID | Sector Pcard Admin | Phone | eMail Address |
|---------|-----------|--------------------|--------------|--|
| CORP | NGCO | Debbie Daggett | 310-331-3879 | Debbie.Daggett@NGC.COM |
| AS | NGAS | Michelle Callella | 310-332-1453 | Michelle.L.Callella@NGC.COM |
| SP | NGSP | Josie Jimenez | 310-331-7526 | Josie.Jimenez@NGC.COM |
| MS | NGMS | Mark Woltz | 703-556-1878 | Mark.Woltz@NGC.COM |
| | | Julie Holmes | 703-949-2342 | Julie.Holmes@NGC.COM |
| DS | NGDS | Deehan Fegan | 818-715-2850 | Deehan.Fegan@NGC.COM |
| ES | EB-EL | Mark Woltz | 703-556-1878 | Mark.Woltz@NGC.COM |

NORTHROP
GRUMMAN

The logo symbol consists of a thick black horizontal line on the right side of the word "NORTHROP", which extends to the right and then turns 90 degrees downward to form a vertical line. This vertical line is positioned to the right of the word "GRUMMAN".