Northrop Grumman Supplier Registration Guide

NORTHROP GRUMMAN

Defining Possible

Content

Introduction
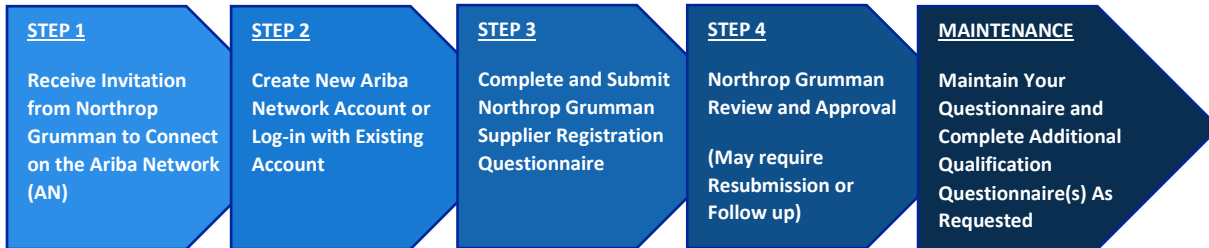
Northrop Grumman has selected Ariba Network as our digital platform to onboard suppliers and manage supplier information that is necessary to conduct business. This does not include any Buying or Invoicing transactions but is strictly for supplier onboarding and supplier information management. To learn more about Ariba Network, please visit **www.ariba.com/ariba-network**.
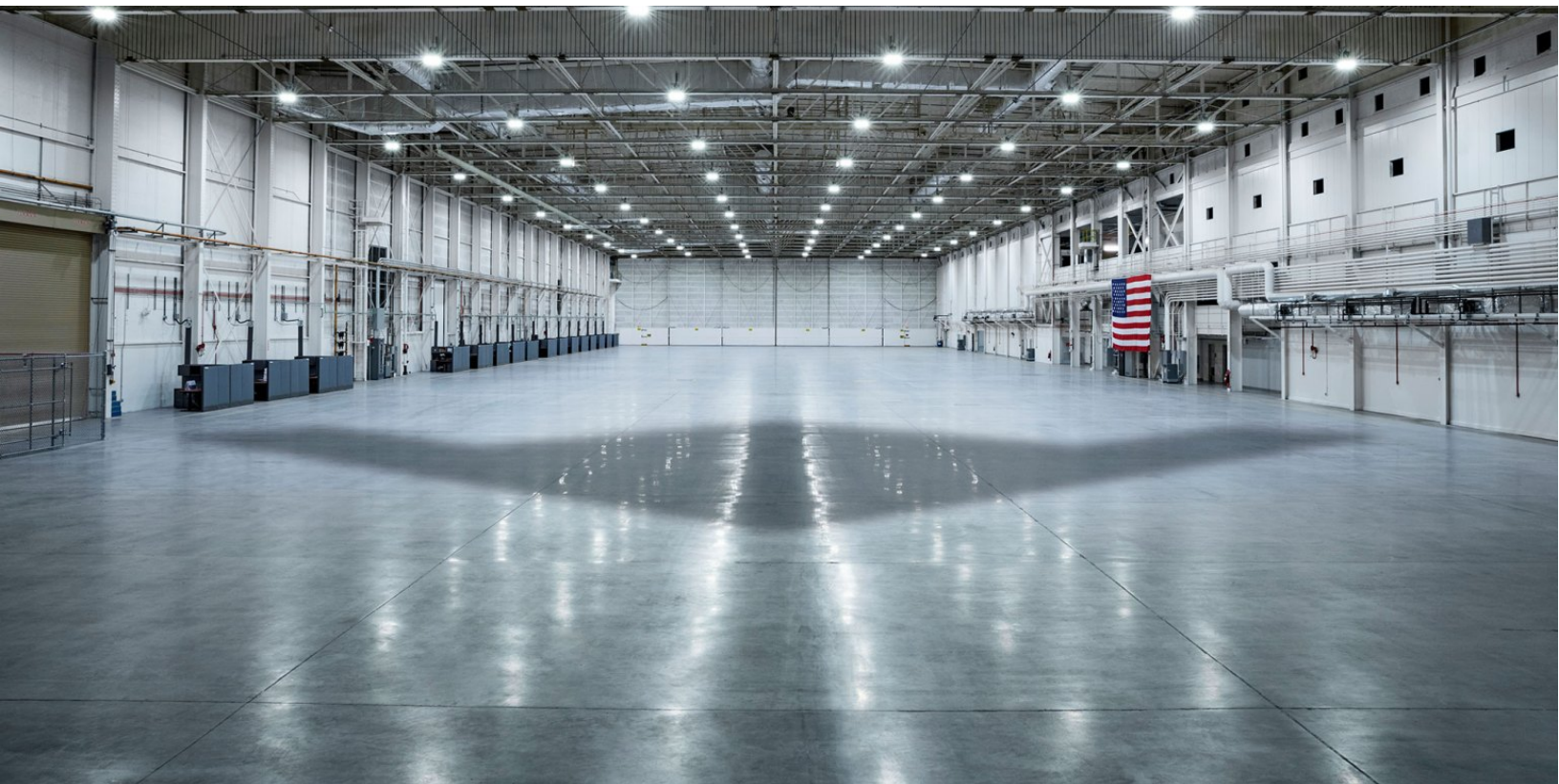
Quick Steps / Registration Summary

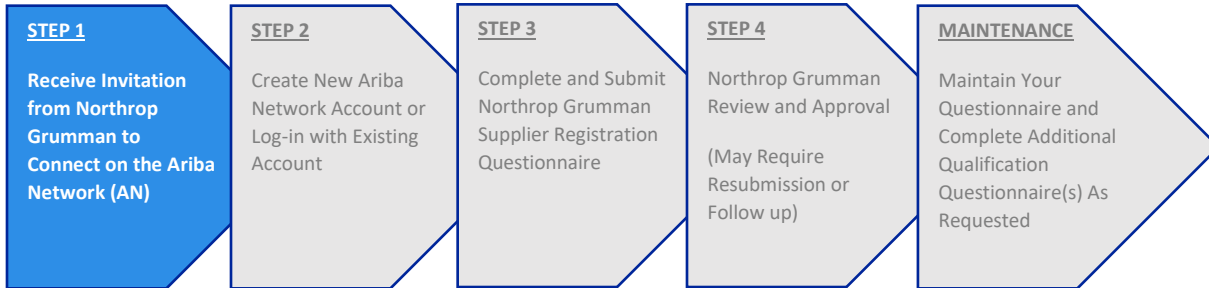| STEP 1	STEP 2	STEP 3	STEP 4	MAINTENANCE
Receive Invitation from Northrop Grumman to Connect on the Ariba Network (AN)	Create New Ariba Network Account or Log-in with Existing Account	Complete and Submit Northrop Grumman Supplier Registration Questionnaire	Northrop Grumman Review and Approval (May require Resubmission or Follow up)	Maintain Your Questionnaire and Complete Additional Qualification Questionnaire(s) As Requested

Use the following summary action sheet as a quick guide to complete the Northrop Grumman supplier onboarding process through Ariba Network. For details, screen shots, and helpful tips along the way continue reading through this document.
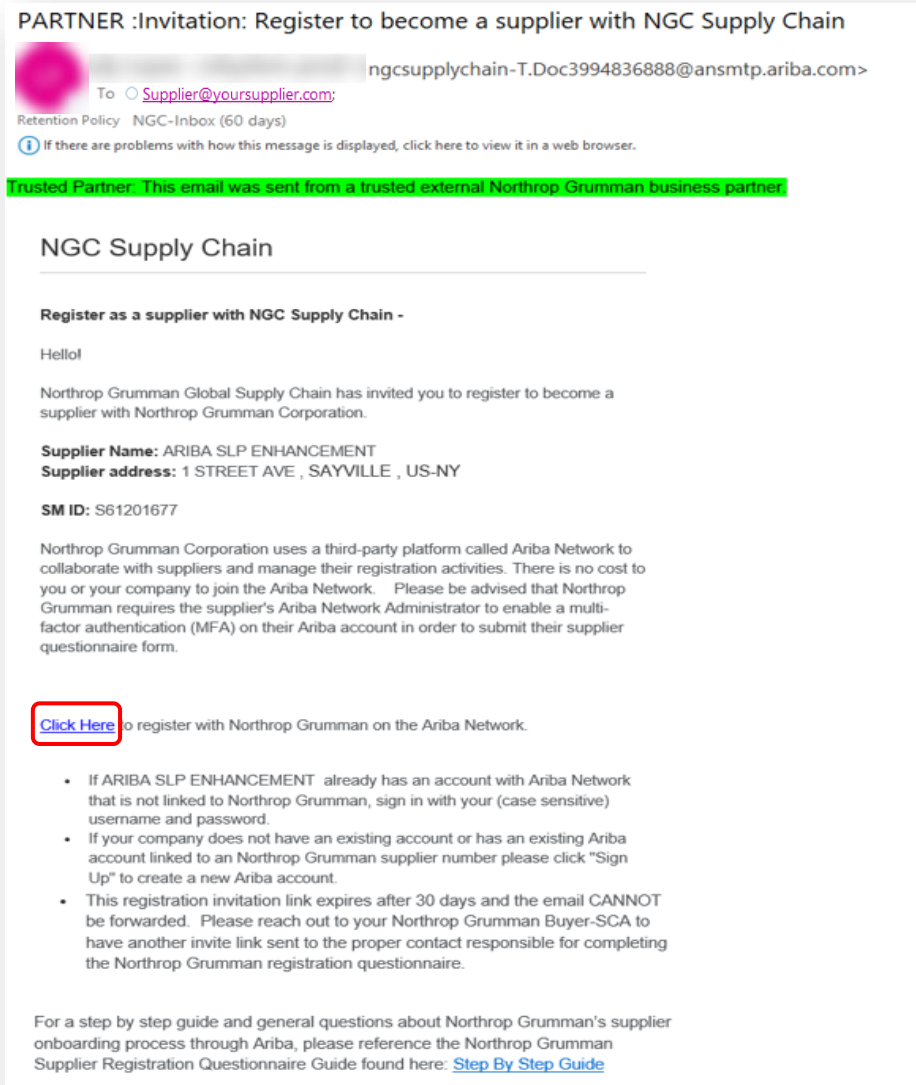
PROCESS	ACTIONS	PAGE NAVIGATION
STEP 1	1. Receive email invitation	**Go to STEP 1**
	2. From the email invitation "Click Here". **The link will expire in 30 days.**	
STEP 2	1. Create new Ariba Network (AN) account or log-in with existing account	**Go to STEP 2**
	2. When creating new AN, Ariba may alert you that there is an existing account for your company	
	3. NOTE: Registering for an Ariba Network account does not mean you are a registered supplier with Northrop Grumman	
STEP 3	1. Once logged in, navigate to Ariba Proposals And Questionnaires and click on Supplier Registration Questionnaire (if not already there) **NOTE: Northrop Grumman requires suppliers to enable and maintain Multi-factor authentication (MFA) e.g., Two-Factor Authentication (2FA) for security purposes. Click here for instructions.**	**Go to STEP 3**
	2. Complete the Supplier Registration Questionnaire. **You will have 90 days to complete.**	
	3. Upon completion, click on "Submit Entire Response"	
STEP 4	1. Await Northrop Grumman approval and watch for status updates	**Go to STEP 4**
	• Pending Approval = Not registered yet	
	• Registered = NG approved and registration complete	
	• Pending Resubmission = Requires revision by the supplier	
	• Registration Denied = Cannot continue with NG onboarding process (reason will be provided)	
MAINTENANCE	1. You may be asked to complete additional qualification questionnaire(s) outside of Ariba Network	**Go to MAINTENANCE**
	2. When you need to update your information, log-in at ngcsupplychain.supplier.ariba.com (which will take you straight to NG's Supplier Registration Questionnaire), click into the Supplier Registration Questionnaire and click on "Revise Response" **NG policy requires supplier information to be updated at least every 3 years**	
	3. Upon completion, click on "Submit Entire Response"	
	4. Repeat STEP 4 – Northrop Grumman Review and Approval	

STEP 1: Receive Invitation from Northrop Grumman to Connect on the Ariba Network

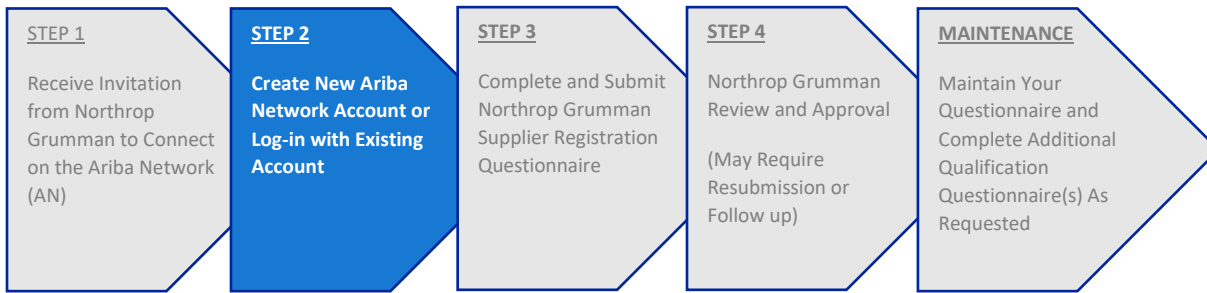| STEP 1	STEP 2	STEP 3	STEP 4	MAINTENANCE
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STEP 1 ACTIONS

1. Receive email invitation from NGC Supply Chain (example below).
2. From the email invitation, you must "**Click Here**". **This invitation's "Click Here" link will expire in 30 days. After 30 days a new invitation is required. Contact your Buyer/SCA for a new invitation.**
   - Receiving an invitation does not automatically give you access to the NG Supplier Registration Questionnaire. You must select the "**Click Here**" link and go through the Sign up or Log in process.

PARTNER :Invitation: Register to become a supplier with NGC Supply Chain

ngcsupplychain-T.Doc3994836888@ansmtp.ariba.com>

To ○ Supplier@yoursupplier.com;

Retention Policy   NGC-Inbox (60 days)

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Trusted Partner: This email was sent from a trusted external Northrop Grumman business partner.

NGC Supply Chain

Register as a supplier with NGC Supply Chain -

Hello!

Northrop Grumman Global Supply Chain has invited you to register to become a supplier with Northrop Grumman Corporation.

Supplier Name: ARIBA SLP ENHANCEMENT
Supplier address: 1 STREET AVE , SAYVILLE , US-NY

SM ID: S61201677

Northrop Grumman Corporation uses a third-party platform called Ariba Network to collaborate with suppliers and manage their registration activities. There is no cost to you or your company to join the Ariba Network.   Please be advised that Northrop Grumman requires the supplier's Ariba Network Administrator to enable a multi-factor authentication (MFA) on their Ariba account in order to submit their supplier questionnaire form.

Click Here to register with Northrop Grumman on the Ariba Network.

- If ARIBA SLP ENHANCEMENT already has an account with Ariba Network that is not linked to Northrop Grumman, sign in with your (case sensitive) username and password.
- If your company does not have an existing account or has an existing Ariba account linked to an Northrop Grumman supplier number please click "Sign Up" to create a new Ariba account.
- This registration invitation link expires after 30 days and the email CANNOT be forwarded. Please reach out to your Northrop Grumman Buyer-SCA to have another invite link sent to the proper contact responsible for completing the Northrop Grumman registration questionnaire.

For a step by step guide and general questions about Northrop Grumman's supplier onboarding process through Ariba, please reference the Northrop Grumman Supplier Registration Questionnaire Guide found here: Step By Step Guide

STEP 2: Create New Ariba Network Account or Log-in with Existing Account

STEP 1	STEP 2	STEP 3	STEP 4	MAINTENANCE
Receive Invitation from Northrop Grumman to Connect on the Ariba Network (AN)	**Create New Ariba Network Account or Log-in with Existing Account**	Complete and Submit Northrop Grumman Supplier Registration Questionnaire	Northrop Grumman Review and Approval (May Require Resubmission or Follow up)	Maintain Your Questionnaire and Complete Additional Qualification Questionnaire(s) As Requested

STEP 2 ACTIONS

1. If you are not yet registered with the Ariba Network, create an account by clicking on "**Sign up**".
    If you are already registered with the Ariba Network and your account is not linked to an established NG Supplier Number click on "**Log in**" to access and link your account.
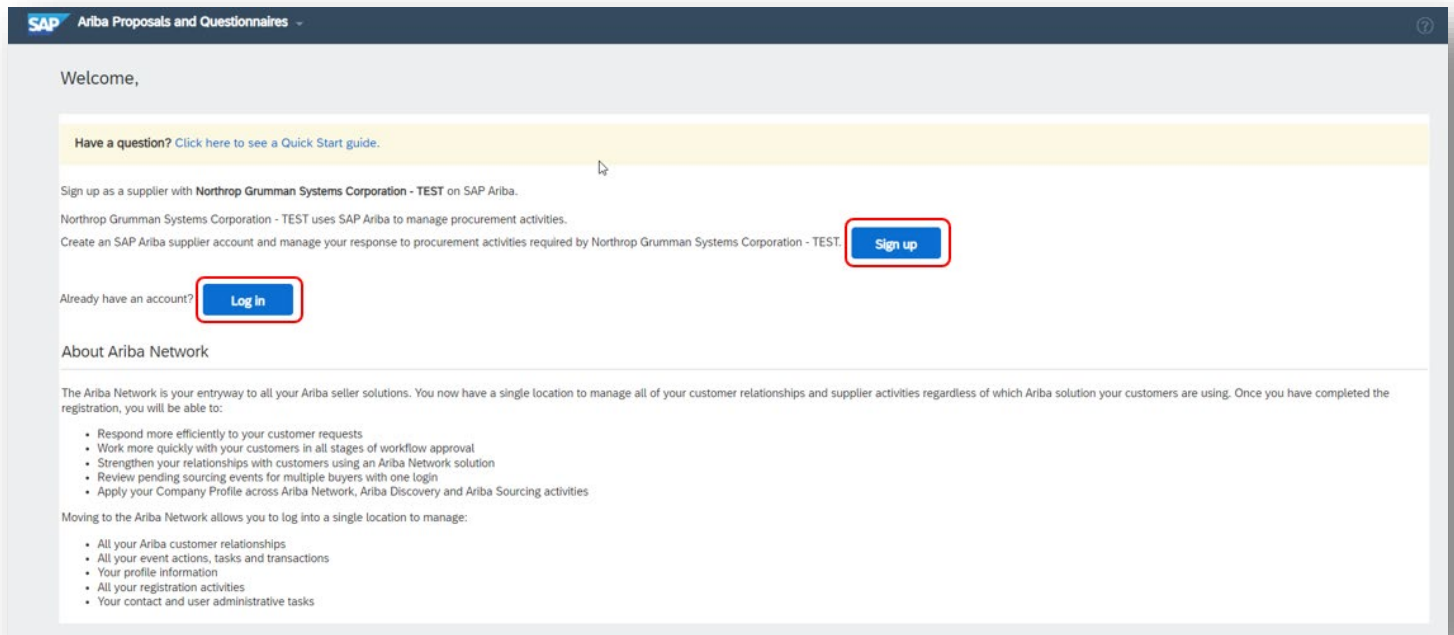
- If you are signing up for the first time or creating an alternate Ariba account. Proceed with account creation, by selecting "Sign up".

- If you are logging in with your existing Ariba Network Account and having trouble, instructions on password reset is here, instructions on reaching Ariba Support is here.

- If you are logging in with your existing Ariba Network Account and you receive the error below, "**The username and password entered has already merged to another Ariba Sourcing user account**", use an alternate account if you have one or create a new Ariba Network Account to proceed with the Registration Questionnaire to which Northrop Grumman has invited you. If you have any questions, please reach out to your NG Buyer/SCA. Do not reply to the invitation email.

STEP 2 ACTIONS CONTINUED

2. Complete the following information.

Company Information:

This will be auto-populated, please update as necessary. This information will display on your overall Ariba profile and will not update the NG Supplier Registration Questionnaire. You will have to provide your company address on the NG Supplier Registration Questionnaire in Section 3.

User Account information:

Your Ariba Username will default to your email and is **case sensitive**. You may need to uncheck the "Use my email as my username" check box if you are already using your email address as your case sensitive user id and is already connected to an existing NG Supplier Registration Questionnaire. Otherwise, proceed with email as username.

Your new Username must be in the form of an email address and is case sensitive.

(example: John.Doe@YourCompany.com.)

- The email address you use can be linked to multiple case sensitive User ids.
- You can only connect one case sensitive user id to one NG Supplier Registration Questionnaire that is linked to.
  - One specific EPR Vendor ID (example: 90025064 or VDR43722662)
  - One specific SM Vendor ID (example: S62833767)

STEP 2 ACTIONS CONTINUED

Tell us more about your business:

- Select one "Product or Service Category"
- Select one "Ship to Location"
- Tax ID and Duns Number are "Optional" fields. This information will display on your overall Ariba profile and will not update the NG Supplier Registration Questionnaire. You will have to provide your Tax ID and Duns Number on the NG Supplier Registration Questionnaire in Section 3.
- Check the last two boxes, then click on "Create account and continue"

3. When you sign up to create a new Ariba account, Ariba may detect potential existing accounts based on your Company name, email address, physical address, etc. When it does, you must click "Skip review" to procced with account creation:
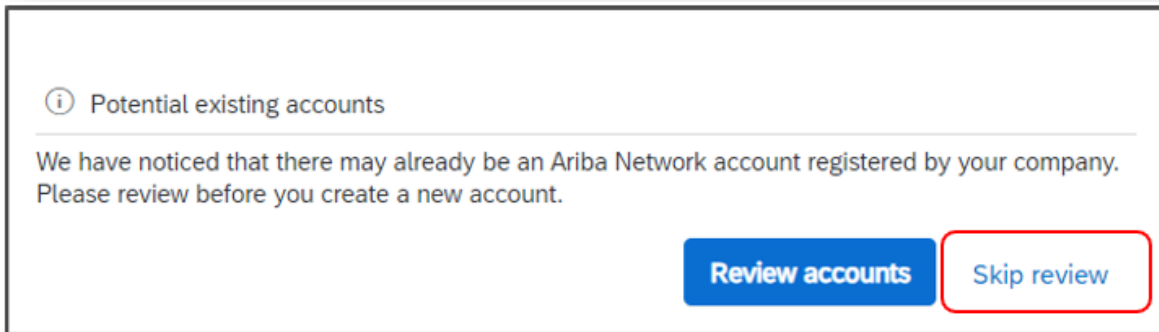
- o For general video instructions of the new account creation process, click here.
- o As the Ariba Administrator, learn more about your account configuration by clicking here.

4. Once logged in, you may need to update your company profile in the screen displayed. Select "**Update company profile**" link.
   If this does not display, continue to Step 3 on this guide to continue.
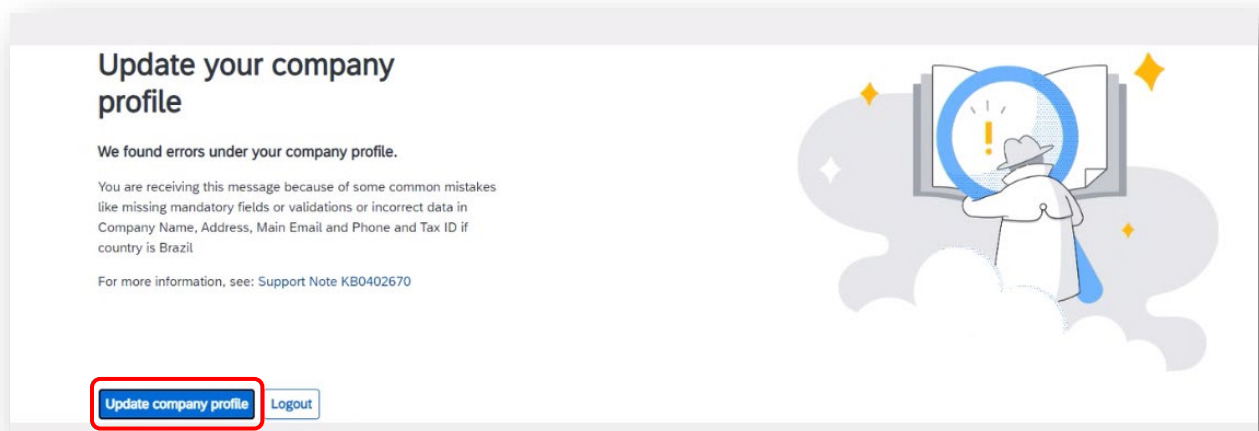
5. To update the **Company Profile**, you must update all sections in the "**Basic**" tab.
   All fields marked with asterisk must be completed (see example). Once updated, click "**Save**" then click on "**Contacts**" tab.

6. Next, you must update all sections in the "**Contacts**" tab. Update the company phone and fax number fields (see example below). Once updated, click "**Save"** then "**Close"**.

7. Once you have completed signing up with Ariba or signing into your account, move on to STEP 3 and complete Northrop Grumman's Registration Questionnaire. **Ariba Account Creation Does Not Equate To Being A Registered Supplier With Northrop Grumman. Please continue and complete NG's Registration Questionnaire.**

IMPORTANT: Upon clicking "Create account and continue" you will receive below auto-email confirming a new account created on the Ariba Commerce Cloud for your supplier organization.

This confirmation does not indicate completion nor approval of your Supplier Registration Questionnaire for Northrop Grumman.
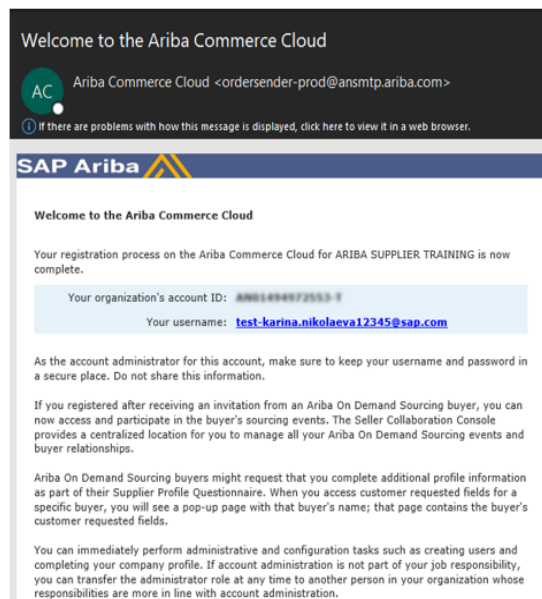
STEP 3: Complete and Submit Registration Questionnaire

STEP 1	STEP 2	STEP 3	STEP 4	MAINTENANCE
Receive Invitation from Northrop Grumman to Connect on the Ariba Network (AN)	Create New Ariba Network Account or Log-in with Existing Account	**Complete and Submit Northrop Grumman Supplier Registration Questionnaire**	Northrop Grumman Review and Approval (May Require Resubmission or Follow up)	Maintain Your Questionnaire and Complete Additional Qualification Questionnaire(s) As Requested

Note: Once you are registered and signed into the Ariba Network, you should be able to access Northrop Grumman's Event Dashboard and within it the Supplier Registration Questionnaire. *Northrop Grumman mandates Two-Factor Authentication (2FA) to provide the best possible protection from cyber breaches of your accounts. Visit the following link on how to enable 2FA:* How to enable two-factor authentication - SAP Help Portal

In addition, for suppliers using third party email services, such as Gmail, Yahoo, Microsoft 365, etc., Northrop Grumman also mandates 2FA to be enabled for your email service to further protect from cyber breaches. Please consult with your email provider to determine the best 2FA option that best meets your business needs.

<u>STEP 3 ACTIONS</u>

The first time you log-in using the link in the invitation email, you will be taken directly to the Supplier Registration Questionnaire. Navigate to Ariba Proposals and Questionnaires (from the top left drop down list) and click on Supplier Registration Questionnaire (if not already there).
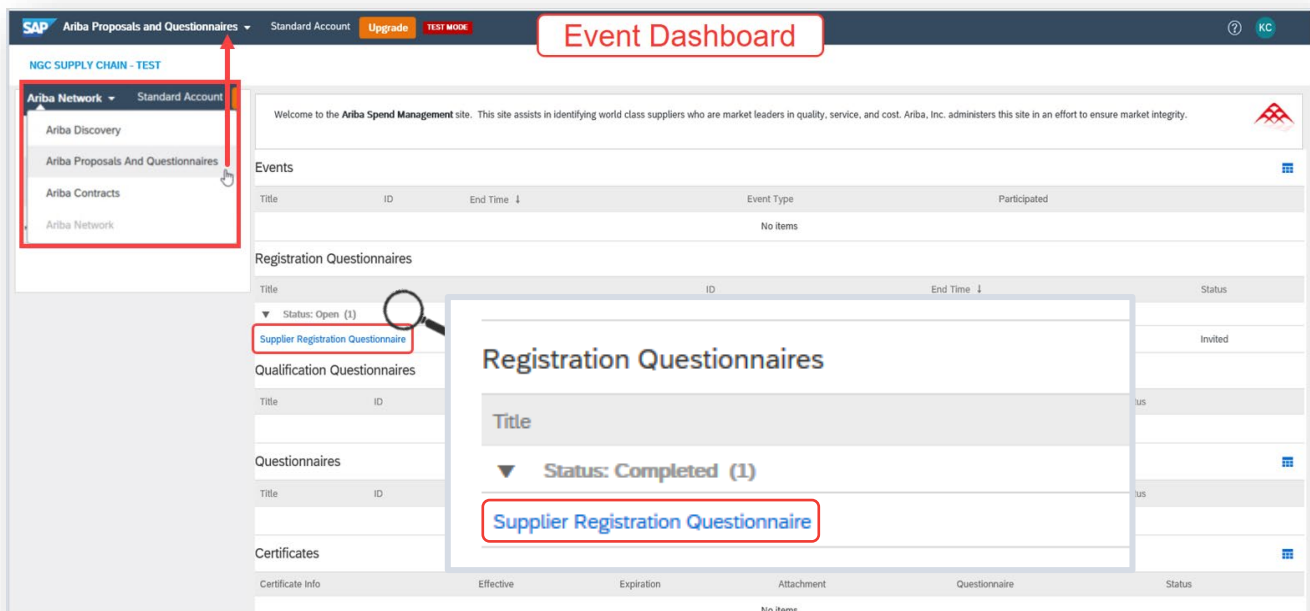
1. Begin updating the **Northrop Grumman Supplier Registration Questionnaire** and select "**Save Draft**" often to save your progress.
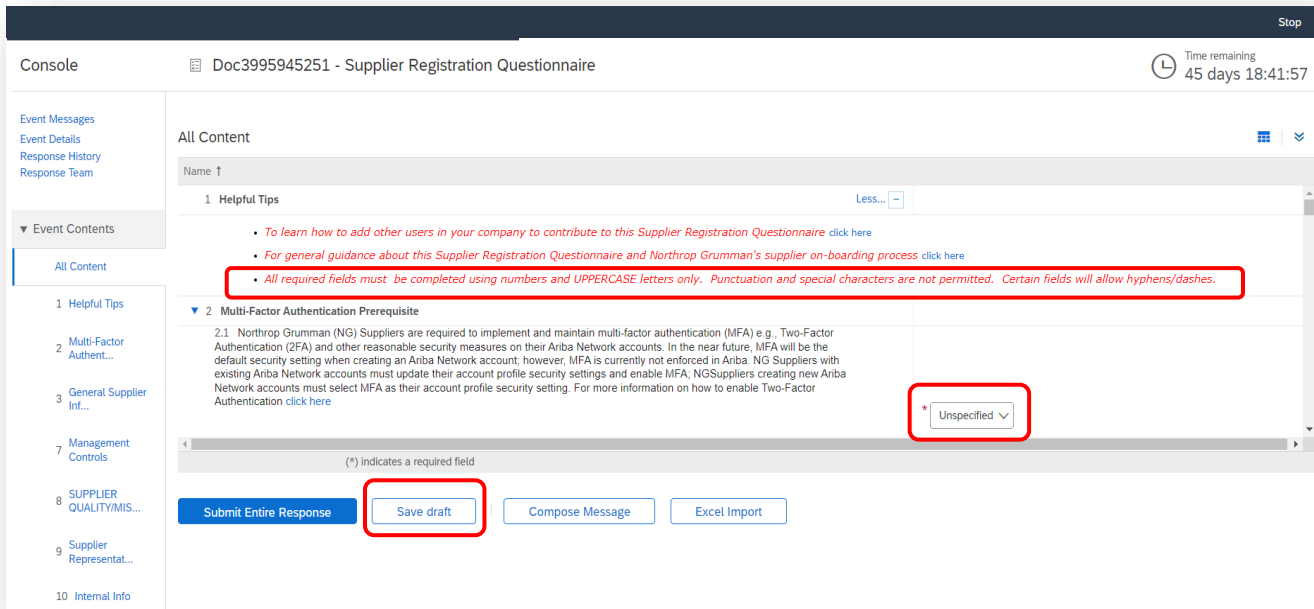
Please note:

- **"Unspecified"** is not an answer
- Zip codes are only **5 digits** "**Except Foreign Suppliers**"
- Phone numbers are only **10 digits**
- *Depending on the version of the form, you may be required to submit responses using* **ALL CAPITAL LETTERS**
- Foreign suppliers: "**todays date**" must be adjusted to the current US date.

2. Complete the Supplier Registration Questionnaire. You will have 90 days to complete the NG Registration Questionnaire as indicated by the countdown clock in the top right corner. If you do not complete the NG Registration Questionnaire in the allowed time (90 days), you will be locked out from modifying and submitting your NG Registration Questionnaire. You could be required to restart the NG Registration Questionnaire from the beginning, losing all of your saved progress.
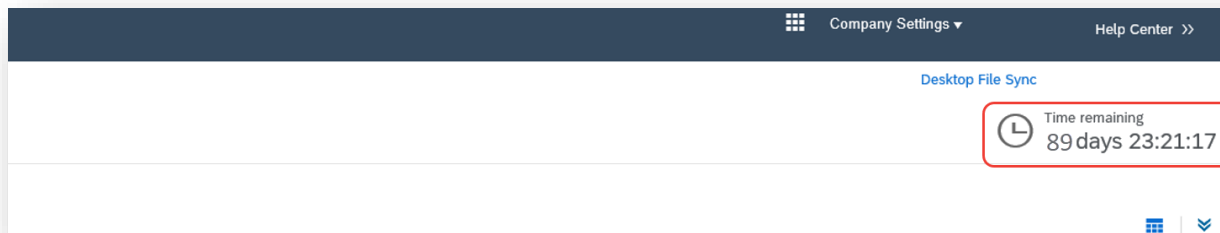
3. Click "**Submit Entire Response**".

4. Upon clicking "**Submit Entire Response**", you should receive an email confirmation as depicted below. Your registration will now go through Northrop Grumman's internal review and approval process.

STEP 4: Northrop Grumman Review and Approval

STEP 1	STEP 2	STEP 3	STEP 4	MAINTENANCE
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While your Registration is in Northrop Grumman's internal review process, the status will show "**Pending Approval**"

Durring this time the supplier may not make any updates to the questionnaire.
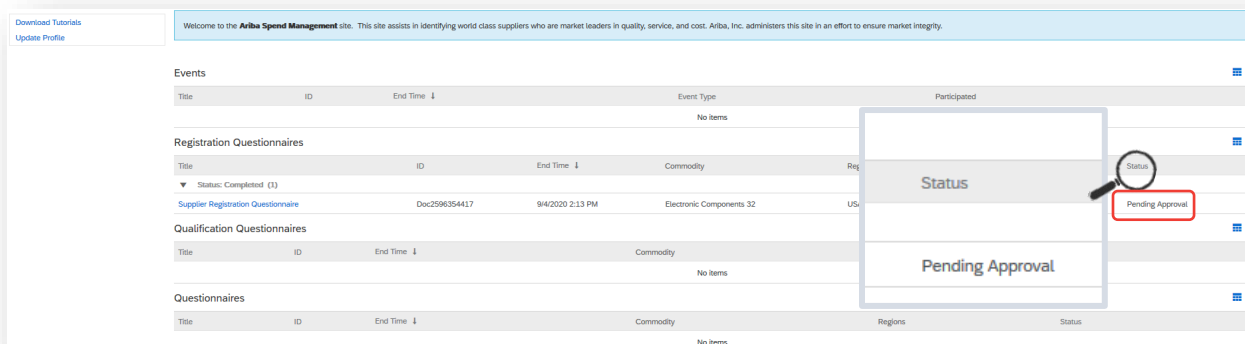
STEP 4 ACTION

1. Await Northrop Grumman response for three possible outcomes during the review and approval process (Pending Resubmit, Registered, Registration Denied):
   - **Pending Resubmission – if the Northrop Grumman reviewer identifies something that needs to be corrected or clarified, you will receive an email notification to take appropriate action. Please be on the look-out for these notifications. The status on your Event Dashboard will display "Pending Resubmission".**

     Click into the Supplier Registration Questionnaire, and click on "**Revise Response**" to update your information per the comments provided in the email notification. **See example on the next page.**

NGC Supply Chain

Hello

NGC Supply Chain - TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:
Please correct your address

To provide this information, go to the registration questionnaire and update your answers.

Click Here

Sincerely,
NGC Supply Chain ·

You are receiving this email because your customer, NGC Supply Chain - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact NGC Supply Chain - TEST.

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

- **Registered** – when your Supplier Registration Questionnaire is approved, you will receive a confirmation email and the status on your Event Dashboard will display "**Registered**". You are now a registered supplier with Northrop Grumman; **however, please be advised that you may be asked to complete additional forms outside of Ariba to satisfy any unique requirements of the Northrop Grumman organization.**

NGC Supply Chain

Hello Supplier,

Supplier Name: SUPPLIER
Supplier address: 1 STREET ,SAYVILLE ,US-NY

Congratulations! Your NGC Supply Chain supplier registration was approved and **STEP 1** is complete. Your ERP Vendor ID (Supplier Number) contains a "9" series number and is **REQUIRED** to complete STEPS 2 and 3. Contact the Buyer/Subcontract Administrator (SCA) for the ERP Vendor ID.

STEP 2: Complete the Supplier Size Certification (SSC)

Northrop Grumman suppliers shall complete and submit an (SSC) via the Northrop Grumman OASIS Supplier Portal site at:
https://oasis-ssc.myngc.com/ during the onboarding process, prior to issuance of a purchase order/subcontract.
Your ERP Vendor ID (Supplier Number) that begins with a "9" is **REQUIRED** to submit the SSC.

STEP 3: Complete the Subcontractor Annual Compliance Certification (SACC)

If you anticipate receiving a Northrop Grumman award exceeding $10,000 in support of a U.S. Government contract, you will need to complete and submit a SACC viathe Northrop Grumman OASIS Supplier Portal site at:
https://oasis-sacc.myngc.com/
Your ERP Vendor ID (Supplier Number) that begins with a "9" is **REQUIRED** to submit the SACC.

If you have any other questions regarding this form and process, please contact your Northrop Grumman Buyer/Subcontract Administrator (SCA).

Click Here

Sincerely,
NGC Supply Chain **- TEST**

You are receiving this email because your customer, NGC Supply Chain - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact NGC Supply Chain - TEST.

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- Select "**Click Here**" in the email to review your status in Ariba.

- **Registration Denied** – during the review, Northrop Grumman may decide to no longer continue with your company's registration process. In this case, you will receive an email notification with the rejection reason.

TIPS:

- If you need to revise your answers to the Supplier Registration Questionnaire in the middle of the Northrop Grumman internal process before approval disposition, contact your Northrop Grumman Buyer / SCA for assistance in requesting that the Registration be returned to you for revisions/updates.

- If you need input from other departments within your company to complete the Supplier Registration Questionnaire, see FAQ#12.

  Note: Only Ariba adminstrators from your company can add users. Contact Ariba Support to find your company's Ariba administrator. For additional information on how to contact Ariba, please see the Additional Support section of this document.

MAINTENANCE: Maintain Your Questionnaire and Complete Additional Qualification Questionnaire As Requested

STEP 1	STEP 2	STEP 3	STEP 4	MAINTENANCE
Receive Invitation from Northrop Grumman to Connect on the Ariba Network (AN)	Create New Ariba Network Account or Log-in with Existing Account	Complete and Submit Northrop Grumman Supplier Registration Questionnaire	Northrop Grumman Review and Approval (May Require Resubmission or Follow up)	**Maintain Your Questionnaire and Complete Additional Qualification Questionnaire(s) As Requested**

Note: One of the key benefits of the Ariba Network is that your company can keep its information up to date at any time after your registration status is approved.

ONGOING ACTIONS:

1. After your Supplier Registration Questionnaire is approved by Northrop Grumman and status changed to "Registered", you may be asked to complete additional qualification questionnaires outside of Ariba Network. Please work with your NG Buyer/SCA for additional assistance for supplementary processes.

2. When you need to update your information in Ariba, login to Ariba to access the Supplier Registration Questionnaire, and then click on Revise Response. (Use this link to log-in to Ariba Network, which will take you straight to Northrop Grumman's Supplier Registration Questionnaire: https://service.ariba.com/Sourcing.aw/)

   Be on the look-out for reminder notifications. **Northrop Grumman policy requires supplier information to be updated at least every 3 years in Ariba.** You will receive a notification 180 days prior to the 3-year expiration, then a reminder every 30 days, and a last reminder 7 days prior to the 3-year expiration.

NGC Supply Chain - TEST

NGC Supply Chain - TEST requires you to review Supplier Registration Questionnaire and submit an update. Submitting an update lets NGC Supply Chain - TEST know the information in this questionnaire is current. If you do not need to make any changes to your current answers, you can resubmit them to satisfy this requirement.

Click Here to submit an update.

If you are not the right person to update this questionnaire, please reach out to your contact at NGC Supply Chain - TEST.

Sincerely,
NGC Supply Chain - TEST

You are receiving this email because your customer, NGC Supply Chain - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact NGC Supply Chain - TEST.

Offices | Data Policy | Contact Us | Customer Support

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3. Review all your information to ensure it is all correct and current, then update the date, and finally click on Submit Entire Response. The same Northrop Grumman internal review process will be initiated as described in STEP 4: Northrop Grumman Review and Approval

TIPS:

- As the 3-year expiration approaches, review all company information and update as required. If there is nothing to update about your company information, click on the "**Revise Response**" button, update the date, and finally click on Submit Entire Response. This will help your company stay current in our supplier database.
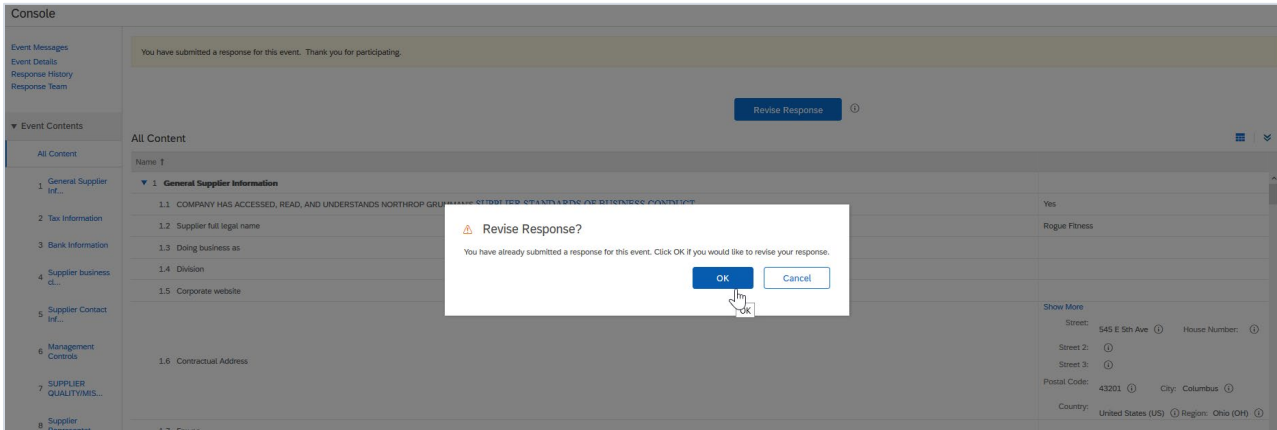
- When you update your company's information, be sure to select today's date in Supplier Representation and Certifications section – it may be defaulted to the expiration date. **Foreign suppliers**: "**todays date**" must be adjusted to the current US date.
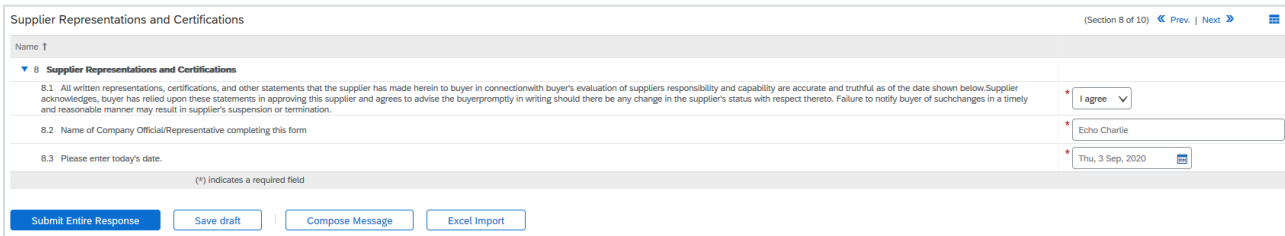
Additional Support

How to contact Ariba for call back support

- When Logged Out: SAP ARIBA SUPPORT for Suppliers in Ariba Network
- When Logged In: Ariba Network Supplier Support Click To Call Process

Once you submit a call back, you will receive an email notification with the Service Request (SR) number.

Mon 4/26/2021 10:09 AM
customer_support_sr_update@sap.com
EXT :Your Ariba call request has been received SR# 00001402492021: [SR#00202837650001402492021]

If there are problems with how this message is displayed, click here to view it in a web browser.

Hello!

Thank you for requesting a call from SAP Ariba Customer Support. Your request was successfully received.

We will call you as soon as a specialist is available. We look forward to speaking with you!

Sincerely,
SAP Ariba Customer Support

```
******** DO NOT DELETE ********
{ARIReqNo:[00202837650001402492021]}
******** DO NOT DELETE ********
```

What can Northrop Grumman (NG) Help With?		What can Ariba Support Help With?
Did not receive the Ariba invitation email/link	See FAQ#2	Forgot login credentials. Use Ariba Forgot Username and Password function.
Ariba invitation went to the wrong email address	See FAQ#3	My company's Ariba admin is no longer with the company and access is needed for the existing account or need account reassigned. See FAQ#15
Cannot see the Northrop Grumman Registration Questionnaire	See FAQ#6	Questions with account set up and navigation (e.g., managing users, notification settings, how to manage multiple accounts)
Supplier cannot respond to the Northrop Grumman Registration Questionnaire on time and needs an extension	See FAQ#9	Troubleshoot continuing issues accessing the Ariba invitation email/link and Northrop Grumman Registration Questionnaire that could not be resolved by the Northrop Grumman team
Errors when submitting the Northrop Grumman Registration Questionnaire	See FAQ#10	Multi-Factor authentication reset or removal.

More about Ariba Help Center

- Home – Type in keywords / questions to find helpful documentation
- Learning – Navigate by category to find helpful documentation
- Support – Type in keywords / questions, then answer a series of questions to help narrow down the right resource. If you don't find what you are looking for you can get help via email or phone
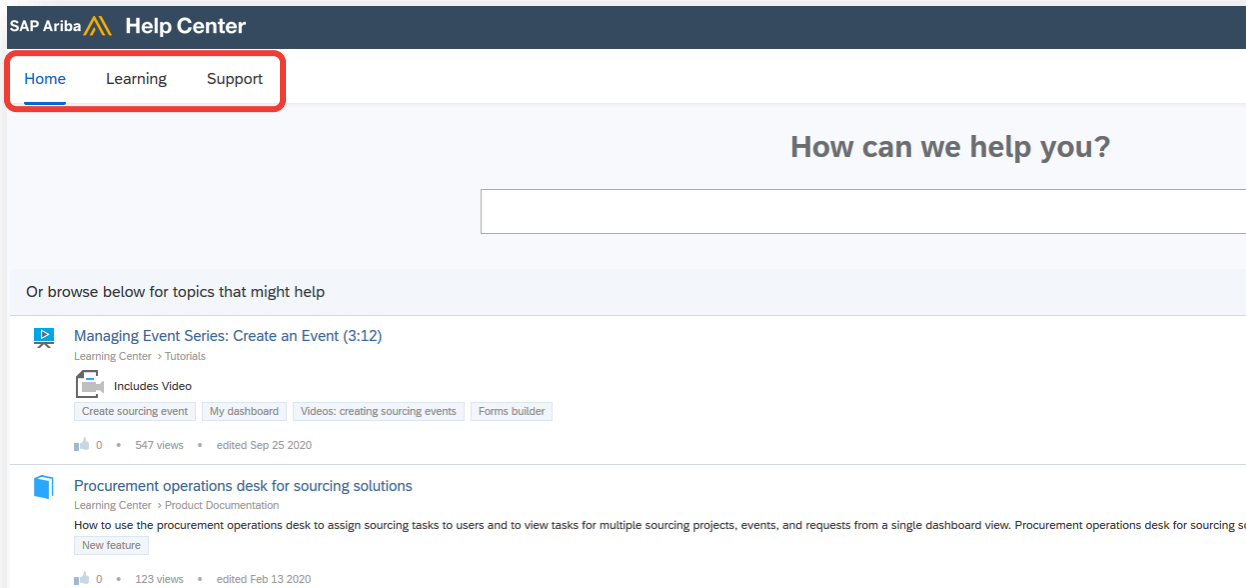
Frequently Asked Questions (FAQ)

1. **Once I receive the Ariba invite can I forward it to another employee?**
   - This invite cannot be forwarded and is intended for the invitee only.
     Contact the Northrop Grumman Buyer/SCA to have the invite sent to another contact.

2. **What do I do if I can't find my Ariba Invitation email in my inbox?**
   - First confirm with the Northrop Grumman Buyer/SCA (Subcontract Administrator) that the invitation was sent. If confirmed that the invitation was sent, check your spam folder for the invitation email.
   - Next inquire with your IT department to ensure emails can be received from email domain: **"ansmtp.ariba.com"**
   - Have the Buyer/SCA open a ticket to send a new invite if necessary.

3. **What do I do if the Ariba Invitation email went to the wrong email address?**
   - Contact the Northrop Grumman Buyer/SCA and provide the correct email address. They will coordinate with the internal supplier administration team to send the invite to the new email address.
   - This invite cannot be forwarded and is intended for the invitee only.

4. **What should I do if I encounter an expired link error when I select "Click Here" in the Invitation Email?**
   - The invitation email is only good for 30 days, then it expires. Contact the Northrop Grumman Buyer/SCA and ask them to send a new invite.

5. **What should I do if I encounter a link error when I "Click Here" in the Invitation Email?**
   - Invitation emails "**Click Here**" link is a single use link. Once you have used it to Log in or Sign up the "**Click here**" Link should no longer be used to access Ariba. To access Ariba after sign up or log in Use:
     https://service.ariba.com/Sourcing.aw/

6. **What do I do if I'm signed into the Ariba Network, but I cannot see/access the Supplier Registration Questionnaire?**
   - Ensure that you have followed the instructions to Log in or Sign up in the invitation email.
   - Clear your web browser cache and cookies, closing out the browser and then opening a new browser session or using an alternate browser. Use this link for more info: How to clear cache and cookies
   - Navigate to "Ariba Proposals and Questionnaires" in Ariba. If you still cannot see the Northrop Grumman Supplier Registration Questionnaire, contact your Northrop Grumman Buyer/SCA to check if the ANID on your side matches the ANID on the Northrop Grumman side.
     - o If the ANIDs do not match, go to the Invitation Email, "**Click Here**" again, then create a new account instead of signing into your existing Ariba Account.
     - o If the ANIDs match, try a different browser.
     - o If the issue persists, contact your Buyer/SCA or contact Ariba Support.

7. **What is an ANID?**
   - Ariba Network ID: it's the ID number for a company's profile on the Ariba Network (not the same as user ID). Multiple user IDs can be created under a company's ANID.

8. **What is MFA/2FA and how do I enable it?**
   - Northrop Grumman requires suppliers to enable and maintain Multi-factor authentication (MFA) e.g., Two-Factor Authentication (2FA) for security purposes.
   - In the Supplier Registration Guide, **Question 2.1** refers to MFA/2FA. By clicking "Yes" does NOT enable MFA/2FA. The setup is administered in the overall supplier profile. Refer to this link: How to enable two-factor authentication | SAP Help Portal

9. **What do I do if I need more time to complete the Supplier Registration Questionnaire?**
   - Contact the NG Buyer/SCA to request an extension. They will coordinate with the internal supplier administration team.

10. **What do I do if Ariba will not let me save the Supplier Registration Questionnaire?**
   - Ensure that there are no data validation errors (some fields may require specific formatting e.g., phone numbers are numeric values only; "Unspecified" is not an answer, an answer must be chosen from the dropdown). If there are errors, try going to a different section or addressing the errors, and then saving again.

11. **How do I add users to my Ariba Network account?**
   - https://support.ariba.com/item/view/193412

12. **How do I allow additional user(s) from my company to complete the Supplier Registration Questionnaire?**
   - Click here to open the instructional document.

13. **What do I do if I need to revise my answers to the Registration Questionnaire in the middle of the Northrop Grumman's approval process?**
   - Contact your Northrop Grumman Buyer/SCA for assistance in requesting that the Registration be returned to you for amendments.

14. **How do I merge/consolidate Ariba accounts from other customers?**
   - https://support.ariba.com/Item/view/181922

15. **How do I access my company's Ariba Account after the administrator has left the company?**
   - https://support.ariba.com/item/view/192807

16. **What overall safeguards does Ariba have in place to protect data, including threats whereby a hacker gains access to and/or changes existing records with thousands of suppliers?**
   - Ariba uses proven technology and multiple levels of firewall and security to protect our customer data. All changes to records are audit logged and preserved for the duration of your subscription. In event of a breach using the audit logs Ariba can retrace any changes or edits made based on IP address and additional attributes that are determined. Ariba has an incident management process with detailed instructions and processes to help with any such scenario.

   - Ariba also has security and compliance documents, certifications, and assertions that are available at the SAP Trust Center: https://www.sap.com/about/trust-center.html

17. **What is a Unique Entity ID (UEI)?**
   - Unique Entity ID (UEI) now replaces the DUNS number, and each supplier must apply for their own UEI number. TransitionUniqueEntityID_UEI.pdf (northropgrumman.com)

18. Why does Northrop Grumman state that I have not completed the questionnaire when I'm at 100%?
- The overall Ariba Profile does not connect to the Northrop Grumman Supplier Registration Questionnaire.
- You must complete the Supplier Registration Questionnaire in the Ariba Proposals and Questionnaire section.

19. Will I receive a Trading Relationship from Northrop Grumman?
- Currently Northrop Grumman only uses Ariba for the Supplier Registration Questionnaire and does not currently utilize Ariba for Purchase orders, Invoicing, RFQs or RFPs.

20. What is Subcontractor Annual Compliance Certification (SACC) and how do I update it?
- SACC is **"Subcontractor Annual Compliance Certification"** that must be updated annually with Northrop Grumman Corporation. Northrop Grumman relies on this completed form when considering Supplier for award of a purchase order/ subcontract.
- For more information or to update your SACC, click here https://oasis-sacc.myngc.com/

21. What is Supplier Size Certification (SCC) and how do I update it?
- SCC is "**Supplier Size Certification**". Suppliers are required to complete the supplier size certification and self-certify their business size and socio-economic status. Modification or deletion of any written text contained herein will not be accepted. Suppliers are required to promptly notify Northrop Grumman of any material changes to a previously submitted certification and must provide an amended certification prior to award of a subcontract/purchase order.
- For more information or to submit your SCC, click here https://oasis-ssc.myngc.com/

Appendix

Below is a visual process flow that may be helpful to follow during the sign up / log-in process. The hyperlinks referenced in the illustration are:

- Password (PW) Reset
- supplier.ariba.com
- How to Reach Ariba Support

Ariba Sign Up / Log-in Resolution Process Flow

Acronyms
- **NG:** Northrop Grumman
- **ANID:** Ariba Network ID - ID number for a company's profile on the Ariba Network (not the same as user ID)

START

Ariba Invitation

Do you have an existing Ariba user account?

NO → Sign up

YES → Log-in known

Sign up → Existing account detected / No existing account

Existing account detected → Optional: Pause and try to reach Admin.

Optional: Pause and try to reach Admin → Admin reaches back and creates a user / Never hear back from admin

No existing account → Proceed with new account creation

Proceed with new account creation → New user ID created

Create a new account

PW reset self-service available via "Forgot Password" link from supplier.ariba.com

If you encounter Stop Message "The ANID user, which you are attempting to log in with is already connected to another NG vendor profile"

Log-in unknown/trouble

Contact Ariba Support
- How to Reach Ariba Support
- Identify ANID before contacting Ariba Support if possible for the account attempting to be accessed

FYI: If the NG supplier was linked to an existing ANID previously, this process will result in a new user ID under the existing ANID. Otherwise, a new ANID will be created. User can still proceed with completing the Registration Questionnaire

if you are looking to reassign your account administrator, Ariba Support can help!

if you have accepted the invitation from NG on the Ariba Network in the past, NG may be able to provide you with the ANID

Log-in known

FINISH

Log-in and complete NG's Registration Questionnaire