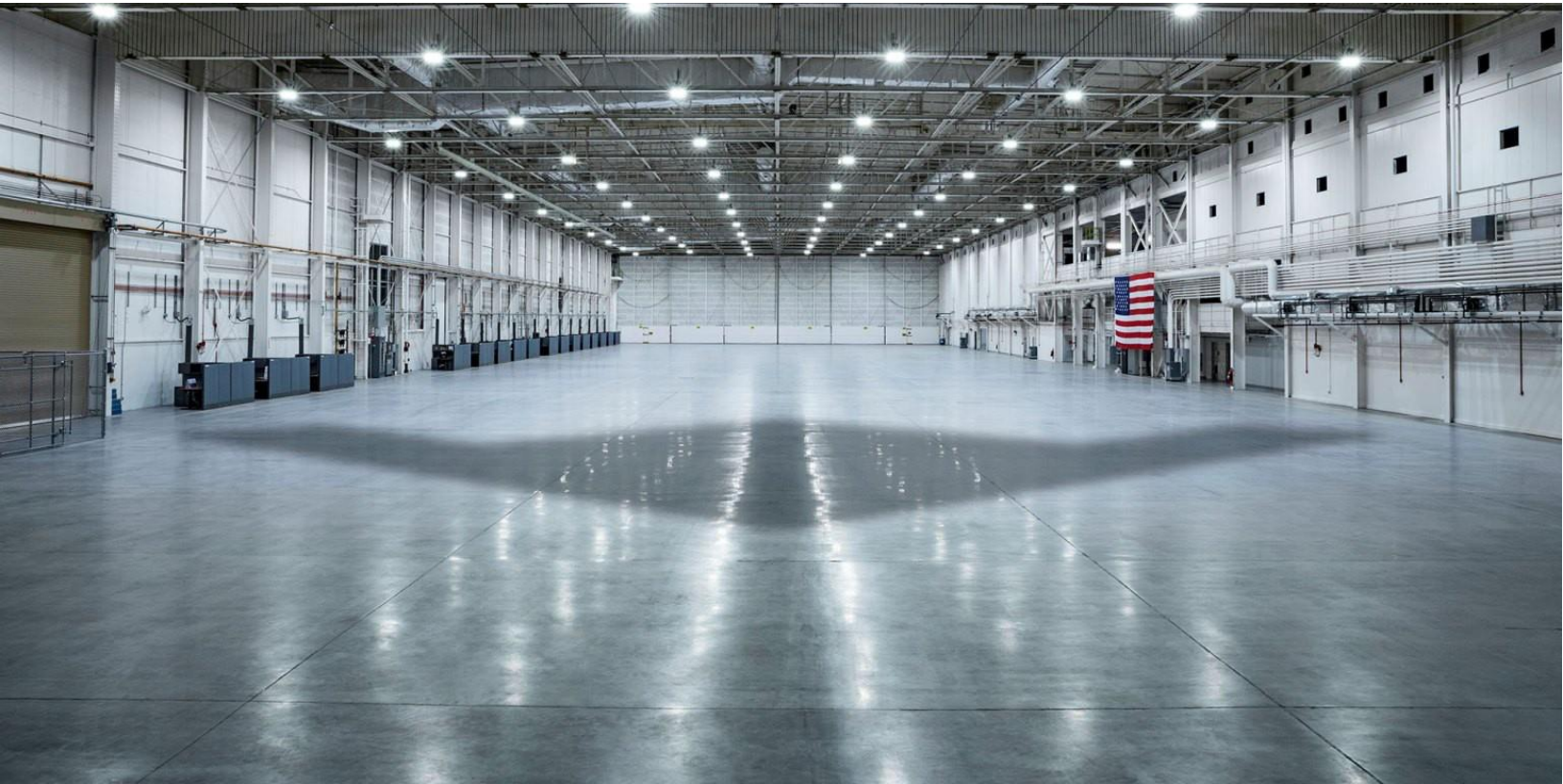

Northrop Grumman Supplier Registration Guide

**NORTHROP
GRUMMAN**

Defining Possible



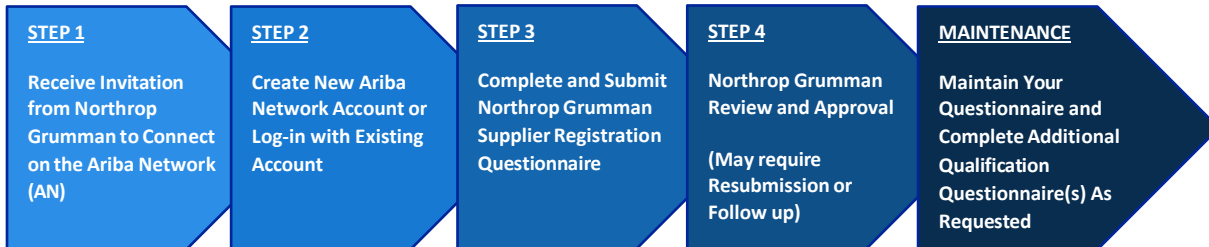
Content

- [Introduction](#)
- [Quick Steps / Registration Summary](#)
- [STEP 1: Receive Invitation from Northrop Grumman to Connect on the Ariba Network](#)
- [STEP 2: Create New Ariba Network Account or Log-in Using Existing Account](#)
- [STEP 3: Complete and Submit Registration Questionnaire](#)
- [STEP 4: Northrop Grumman Review and Approval](#)
- [MAINTENANCE: Maintain Your Questionnaire and Complete Additional Qualification Questionnaire As Requested](#)
- [Additional Support](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Appendix](#)

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.

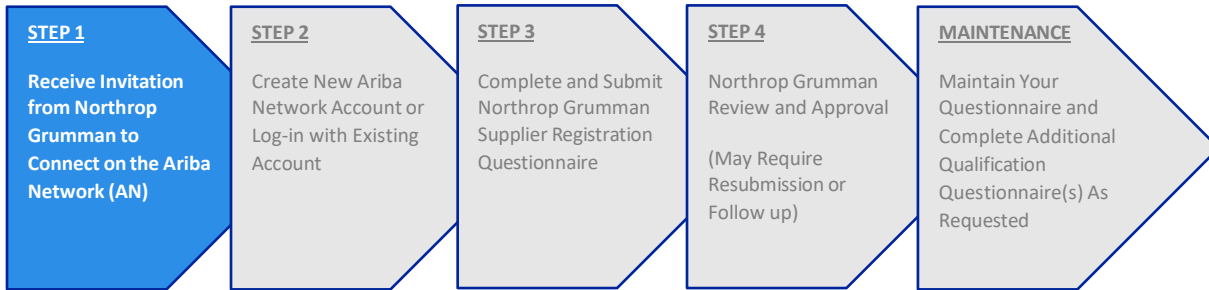
Quick Steps / Registration Summary



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.

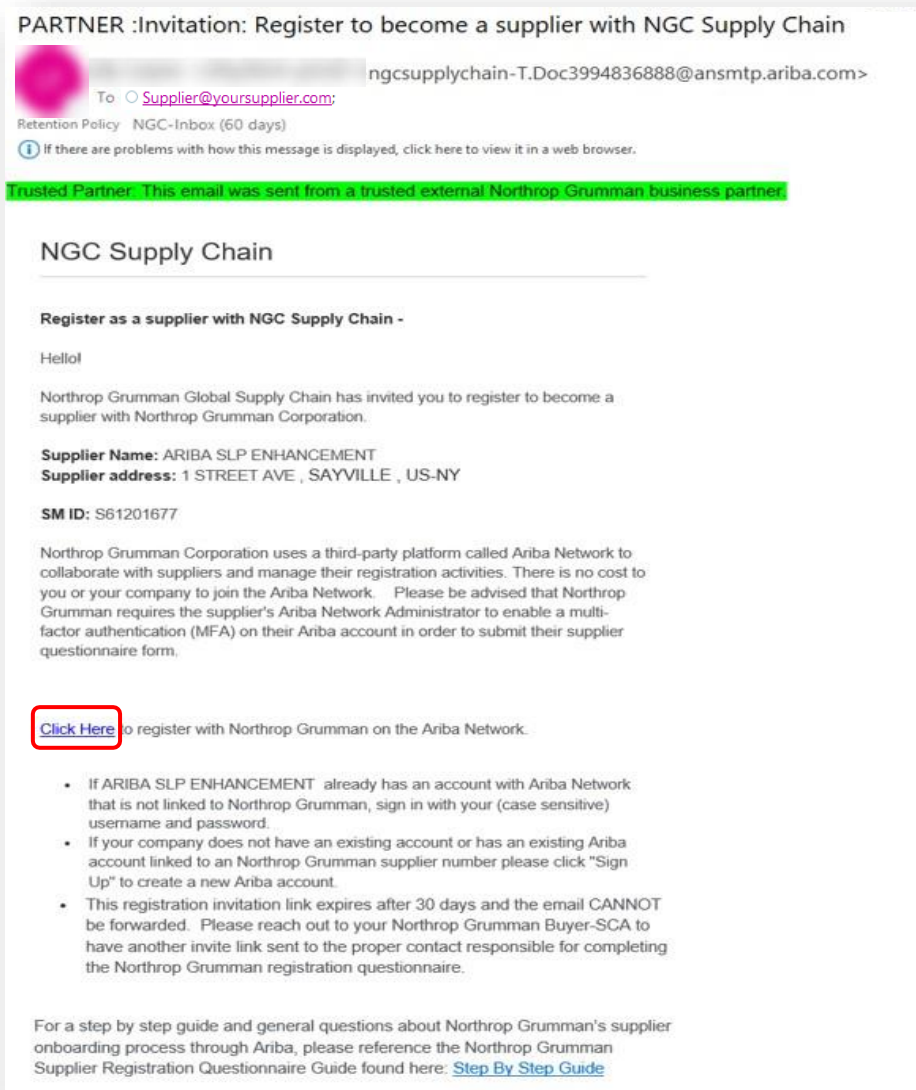
PROCESS	ACTIONS	PAGE NAVIGATION
STEP 1	1. Receive email invitation	Go to STEP 1
	2. From the email invitation "Click Here". The link will expire in 30 days.	
STEP 2	1. Create new Ariba Network (AN) account or log-in with existing account	Go to STEP 2
	2. When creating new AN, Ariba may alert you that 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 <ul style="list-style-type: none"> 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) 	Go to STEP 4
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

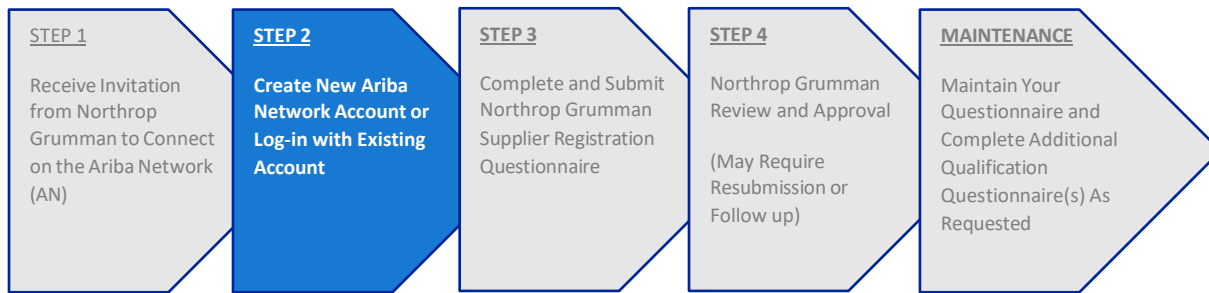


STEP 1 ACTIONS

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.**
 - o 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.

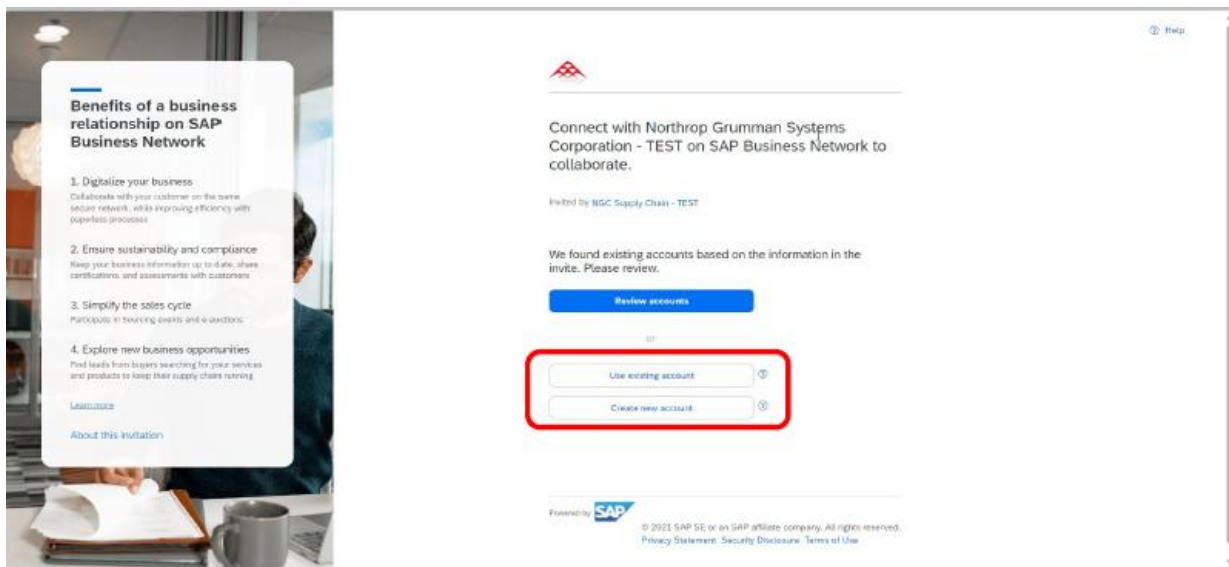


STEP 2: Create New Ariba Network Account or Log-in with Existing Account



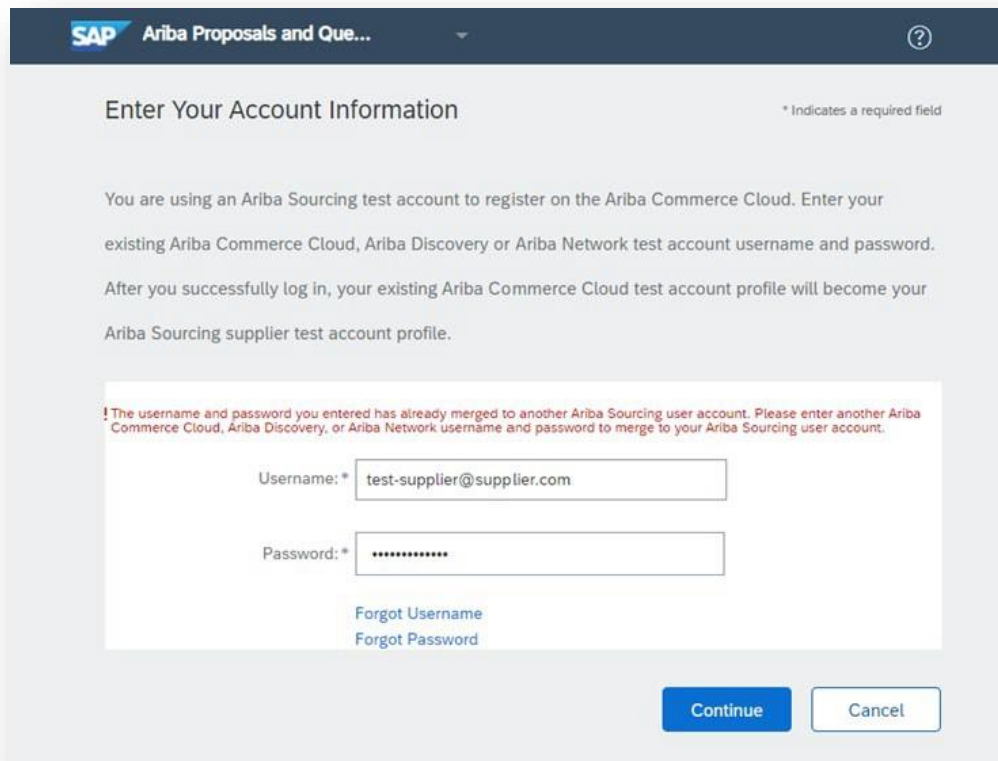
STEP 2 ACTIONS

1. If you are not yet registered with the Ariba Network, create an account by clicking on **“Create New Account”**.



2. If you are already registered with the Ariba Network and your account is not linked to an established NG Supplier Number click on **“Use Existing Account”** 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 **“Create new account”**.
 - **Do not** Review accounts
 - 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.

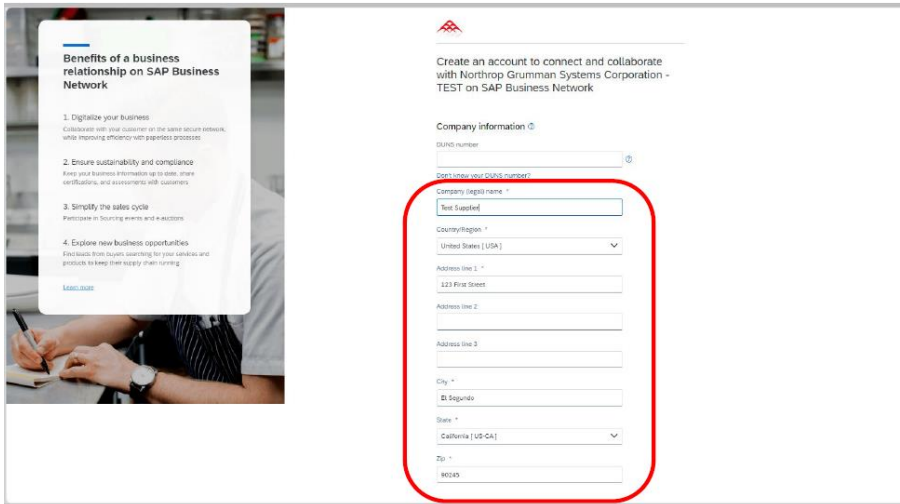


The screenshot shows a web interface for SAP Ariba. At the top, there is a header with the SAP logo and the text "Ariba Proposals and Que...". Below the header, the main heading is "Enter Your Account Information" with a note that an asterisk indicates a required field. The text explains that the user is using a test account to register on the Ariba Commerce Cloud and should enter their existing Ariba Commerce Cloud, Ariba Discovery, or Ariba Network test account username and password. After a successful login, the existing Ariba Commerce Cloud test account profile will become the Ariba Sourcing supplier test account profile. A red error message states: "The username and password you entered has already merged to another Ariba Sourcing user account. Please enter another Ariba Commerce Cloud, Ariba Discovery, or Ariba Network username and password to merge to your Ariba Sourcing user account." Below the error message, there are two input fields: "Username: *" containing "test-supplier@supplier.com" and "Password: *" containing "*****". There are links for "Forgot Username" and "Forgot Password". At the bottom right, there are two buttons: "Continue" and "Cancel".

3. Complete the following information.

Company Information:

This will be auto populated. Please update as necessary. This information will display on your overall Ariba account profile, and it will not update the NG Supplier Registration Questionnaire. Your company address will be required on the NG Supplier Registration Questionnaire in Section 3.



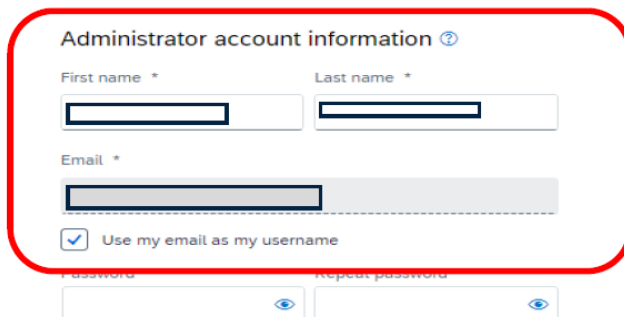
User Account information:

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.
- Enter a password, accept the terms and verify you are not a robot. Select Create account.
- 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)



Administrator account information [?](#)

First name * Last name *


Email *

Use my email as my username

Password * Repeat password *

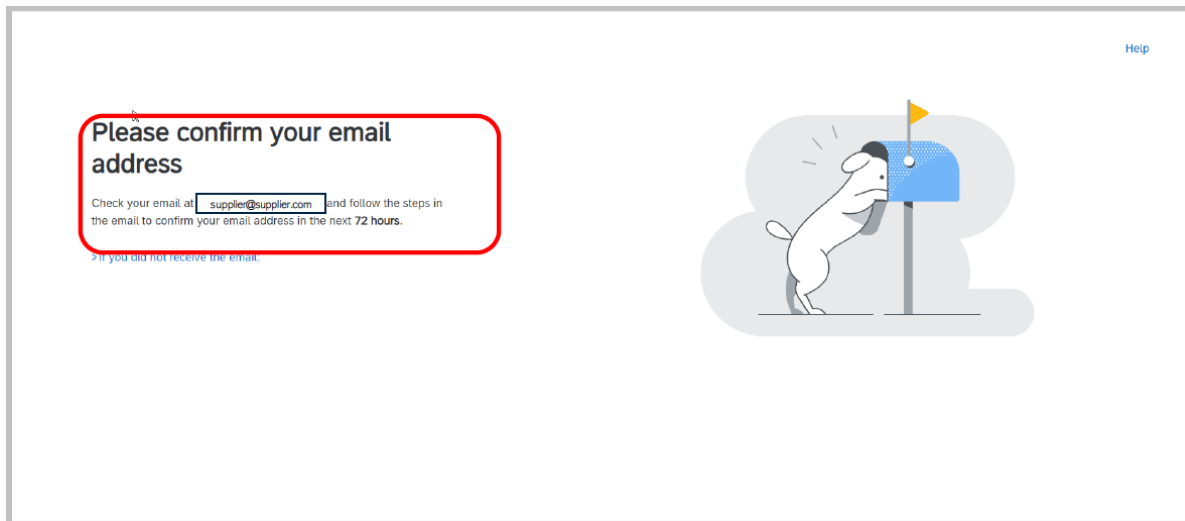
I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  [Privacy](#) [Terms](#)

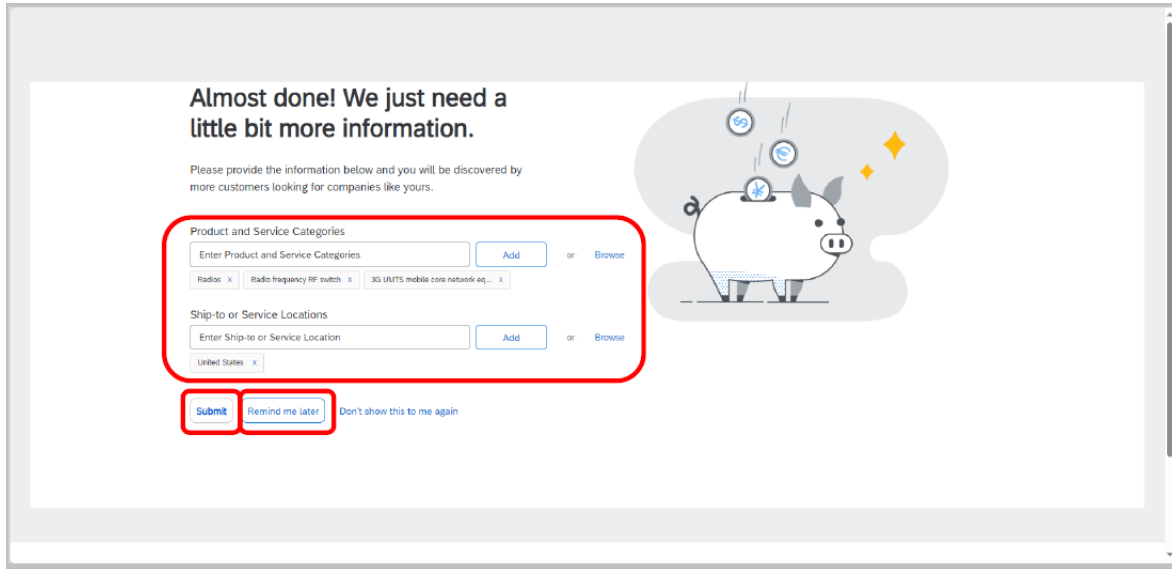
Create account

- Check your inbox and confirm your email address using the provided link in your email



Tell us more about your business:

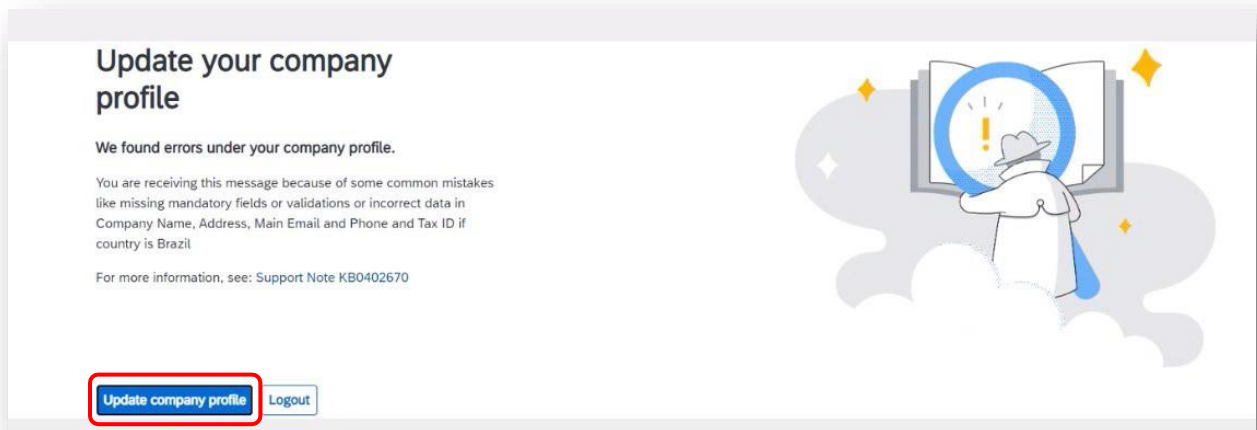
- Add your products/services and ship to locations or use the browse icon for a full list of products.
- Or Select Remind me later.
- Then click on “Submit”



- As the Ariba Administrator, learn more about your account configuration by clicking the link below: [SAP Business Network Supplier Learning Site \(ADAPT Legacy\)](#).

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.



- 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.

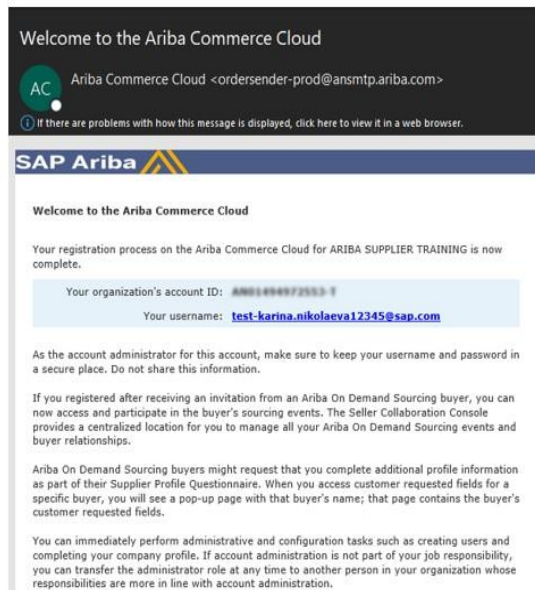
The screenshot shows the SAP Business Network 'Company Profile' page. The 'Basic (3)' tab is selected. A 'Save' button is highlighted in the top right corner. The 'Overview' section contains several required fields marked with an asterisk (*): Company Name (*), NetworkId (*), Short Description (*), Website (*), Public Profile (*), and Privacy Statement (*). The 'Address' section contains a red box around the main address fields: Address 1 (*), City (*), State (*), Zip (*), and Country/Region (*). Below this is a table for 'Additional Company Addresses' which is currently empty. Further down, there are three more red boxes: one around the 'Product and Service Categories' section, one around the 'Ship-to or Service Locations' section, and one around the 'Industries' section. The 'Company Keywords' section is at the bottom.

- 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”.

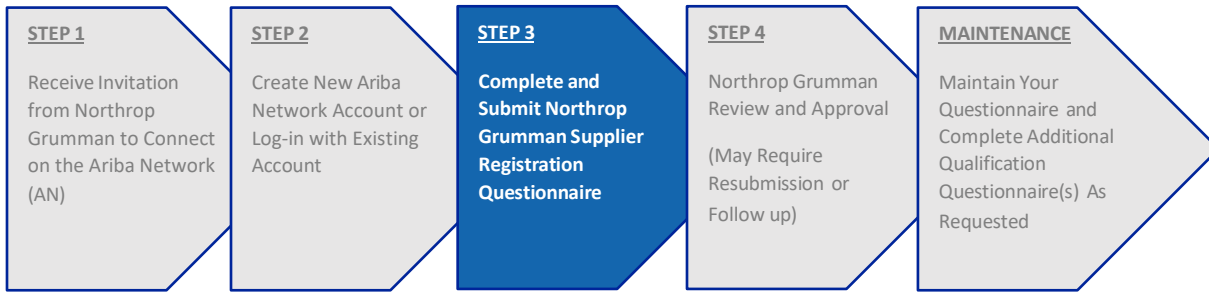
- Once you have completed signing up with Ariba or signing into your account, move on to STEP 3 and complete Northrop Grumman’s Registration Questionnaire. **Ariba Account Creation Does Not Equate To Being A Registered Supplier With Northrop Grumman. Please continue and complete NG’s Registration Questionnaire.**

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

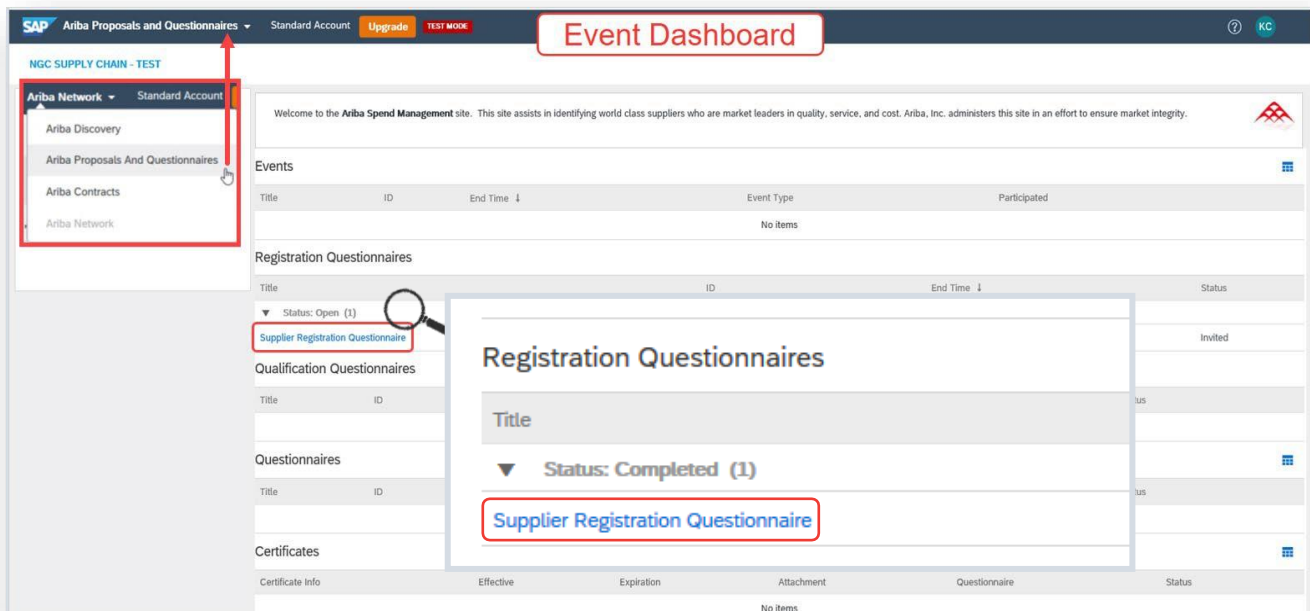


Note: Once you are registered and signed into the Ariba Network, you should be able to access Northrop Grumman’s Event Dashboard and within it the Supplier Registration Questionnaire. **Northrop Grumman mandates Two-Factor Authentication (2FA) to provide the best possible protection from cyber breaches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

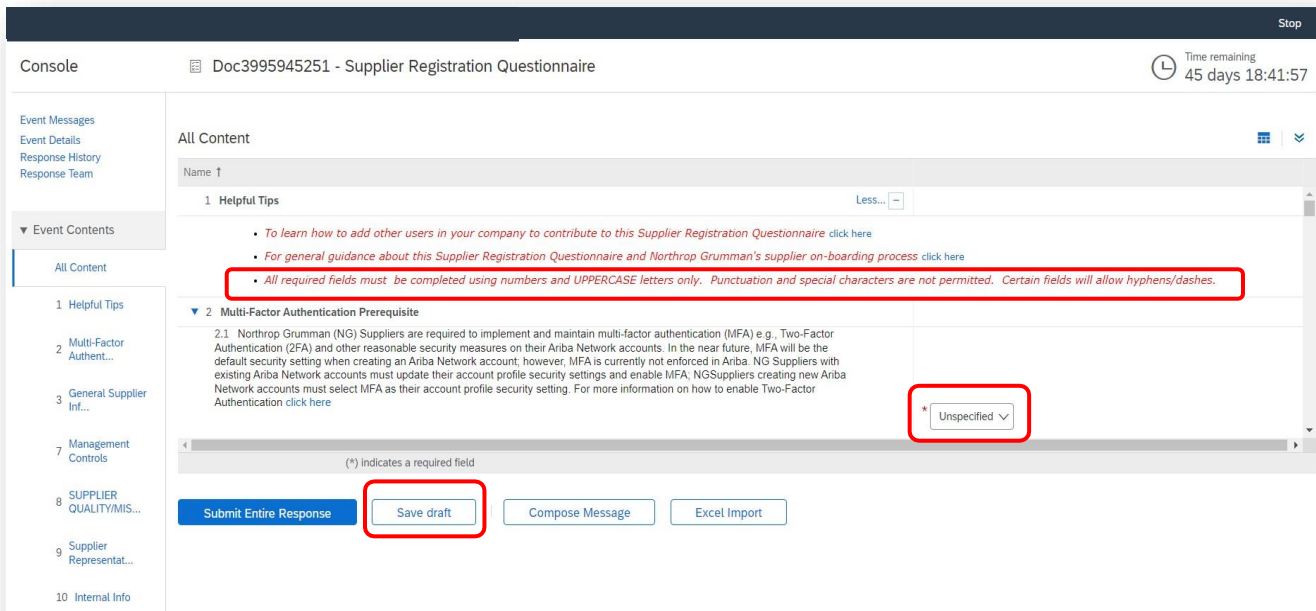
In addition, for suppliers using third party email services, such as Gmail, Yahoo, Microsoft 365, etc., Northrop Grumman also mandates 2FA to be enabled for your email service to further protect from cyber breaches. Please consult with your email provider to determine the best 2FA option that best meets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

STEP 3 ACTIONS

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).



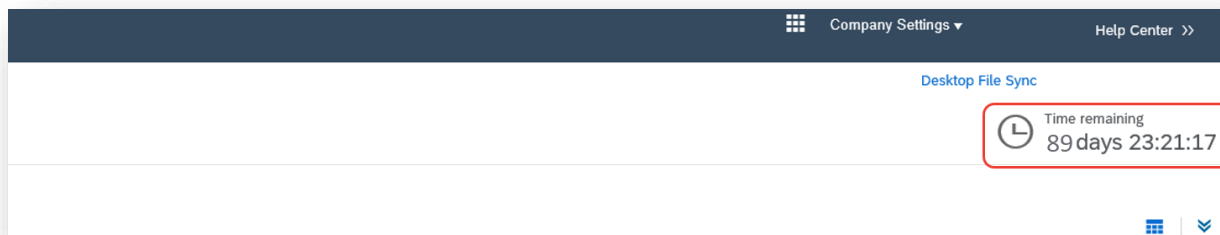
1. Begin updating the **Northrop Grumman Supplier Registration Questionnaire** and select **“Save Draft”** often to save your progress.



Please note:

- **“Unspecified”** is not an answer
- Zip codes are **5 + 4 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 and losing all of your saved progress.



3. Click **“Submit Entire Response”**.

Event Contents
Use the left navigation panel to select different sections of the questionnaire as required

All CAPS is required for all Name fields including Company name and Personnel name fields and Titles.

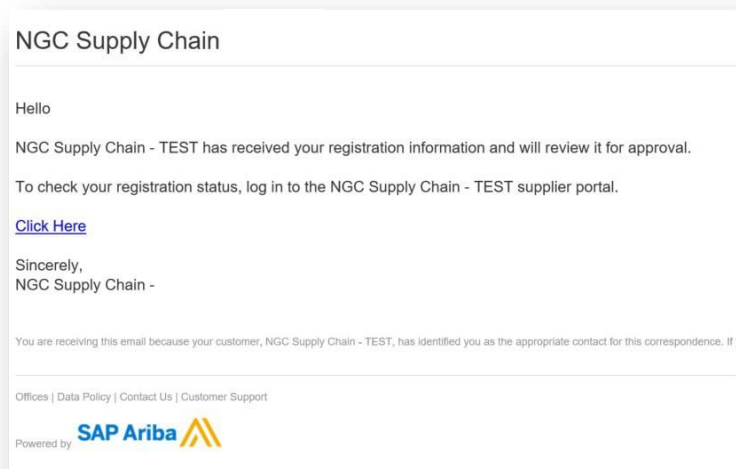
Save Draft
Click this button to save and come back to it later; use it frequently to save your progress

Submit Entire Response
Click this button when you are ready to submit

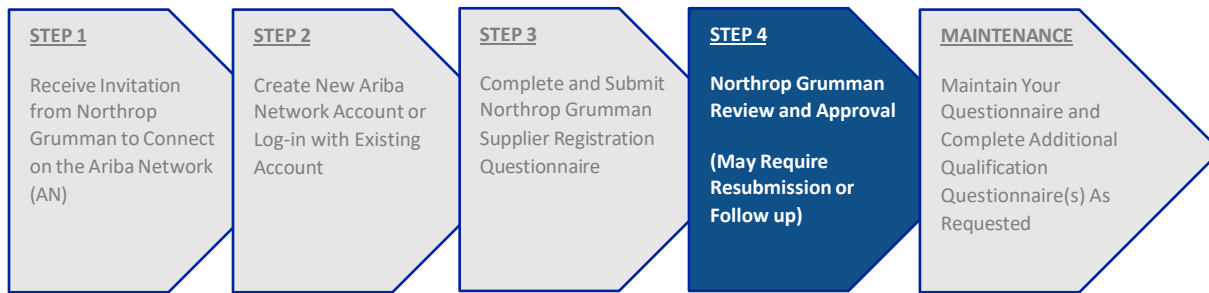
All Questions must be answered.
“Unspecified” is not an answer and will cause errors when submitting entire response.

Foreign suppliers: “today’s date” must be adjusted to the current US date.

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.

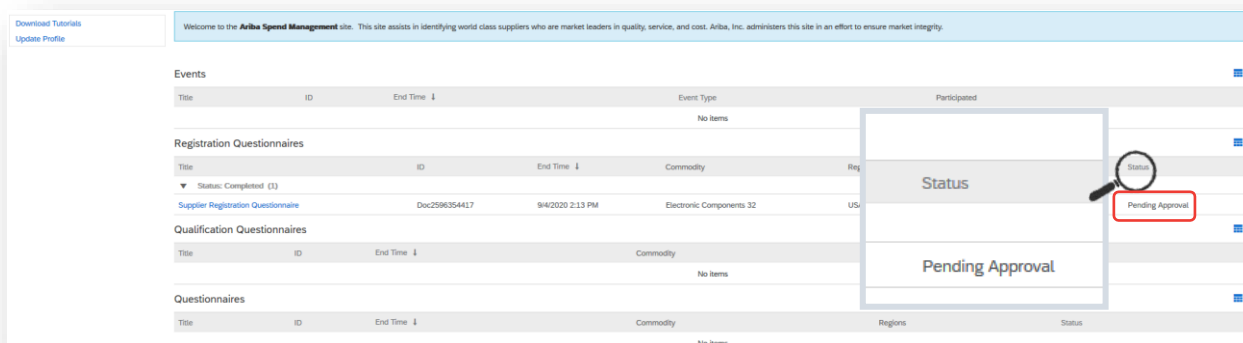


STEP 4: Northrop Grumman Review and Approval



While your Registration is in Northrop Grumman’s internal review process, the status will show “**Pending Approval**”

During 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](#)



Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Title	ID	End Time	Commodity	Status
No Items				

Title	ID	End Time	Commodity	Status
Status: Open (1)				
Supplier Registration Questionnaire	Doc2596354417	10/4/2020 2:17 PM	Electronic Components 32	Pending Resubmission

Title	ID	End Time	Commodity	Status
No Items				

Title	ID	End Time	Commodity	Regions	Status
No Items					

Console Doc2596354417 - Supplier Registration Questionnaire

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

- **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 via the 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

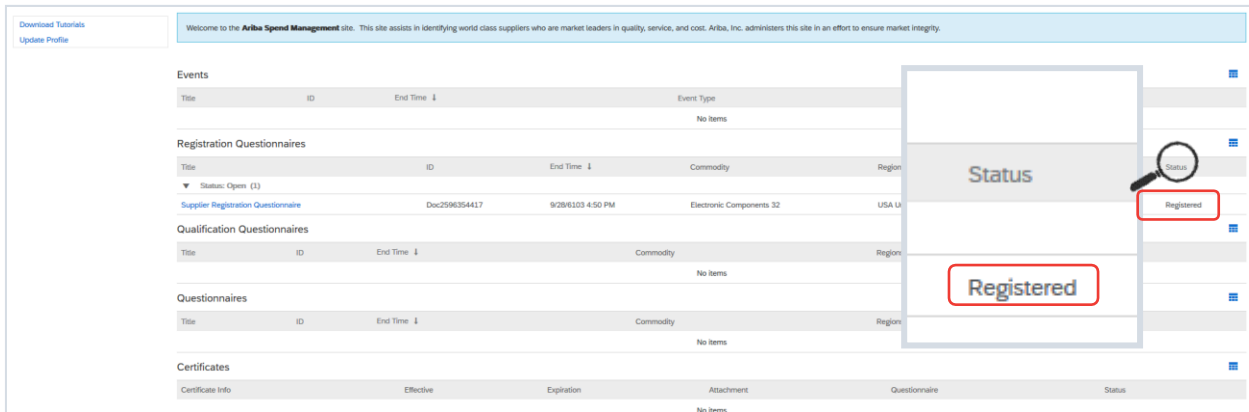
You are receiving this email because your customer, NGC Supply Chain - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact NGC Supply Chain - TEST.

Offices | Data Policy | Contact Us | Customer Support

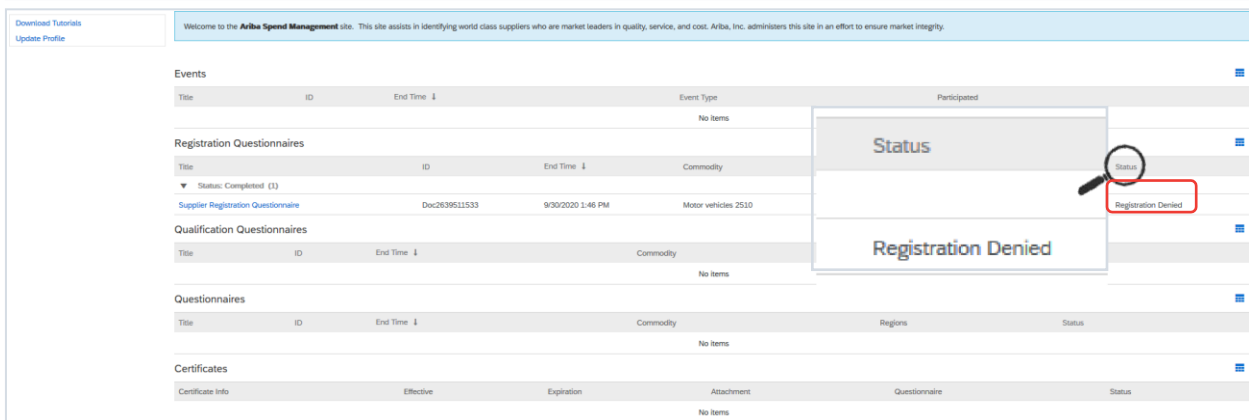
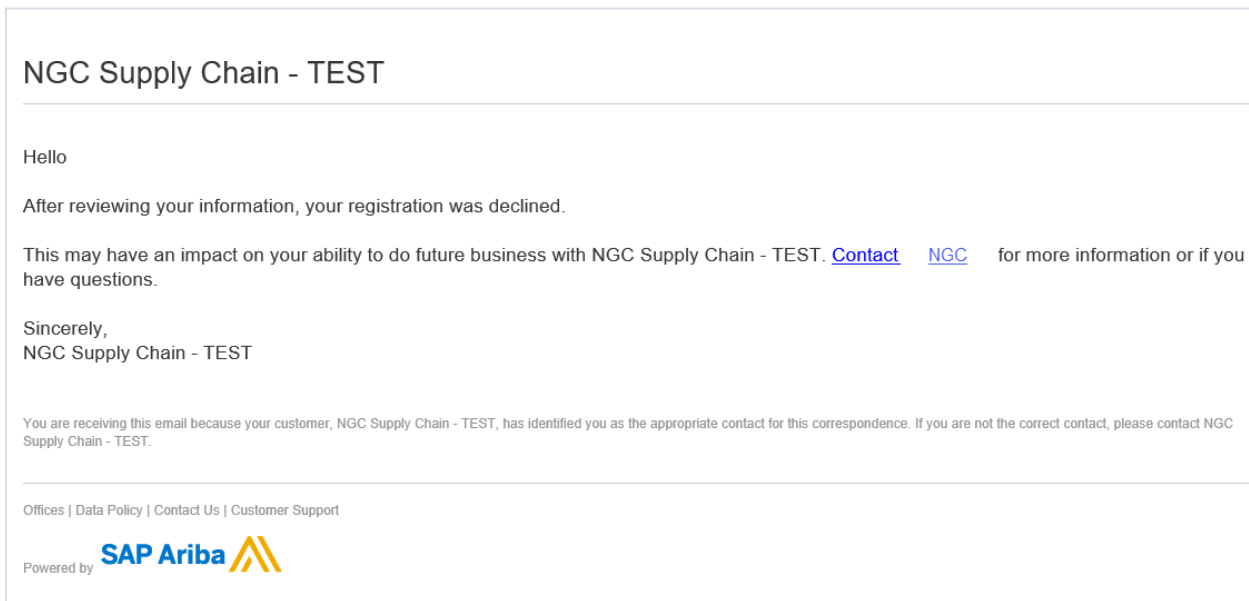
Powered by **SAP Ariba** 



- 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.

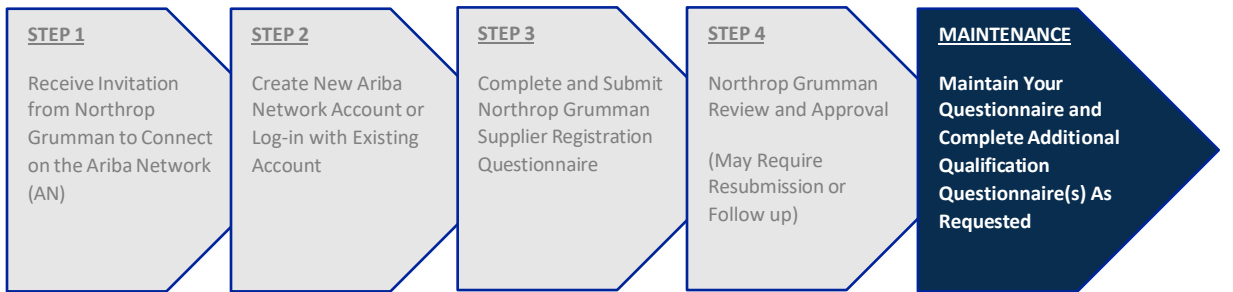


TIPS:

- 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 administrators 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



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.

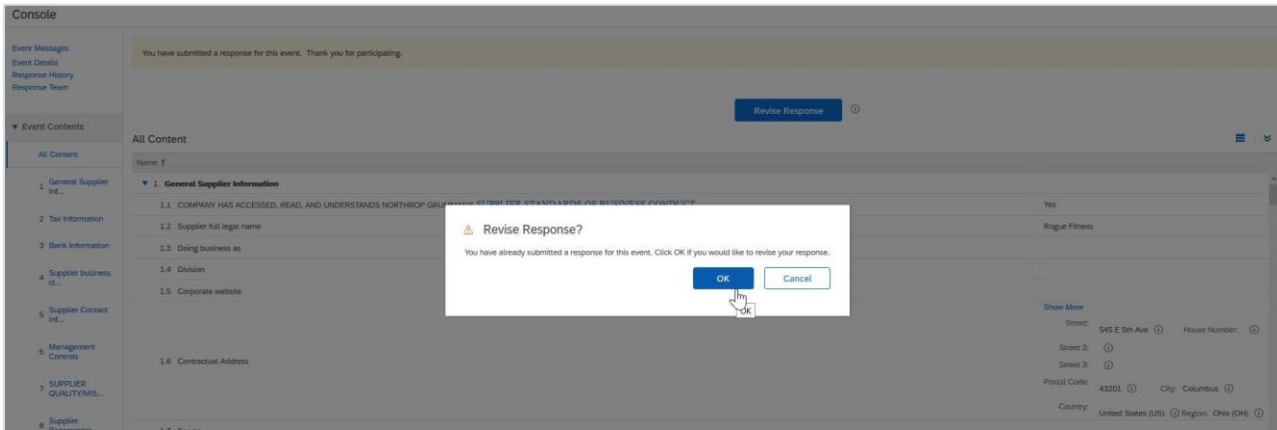
Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

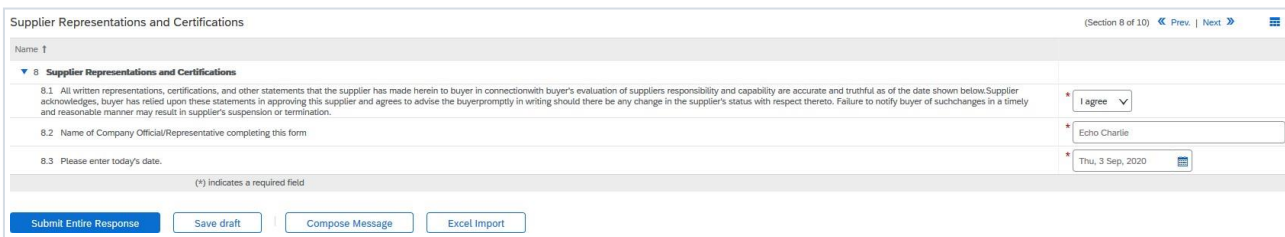
- Review all your information to ensure it is all correct and current, then update the date, and finally click on Submit Entire Response. The same Northrop Grumman internal review process will be initiated as described in [STEP 4: Northrop Grumman Review and Approval](#)

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: “today’s date” must be adjusted to the current US date.**

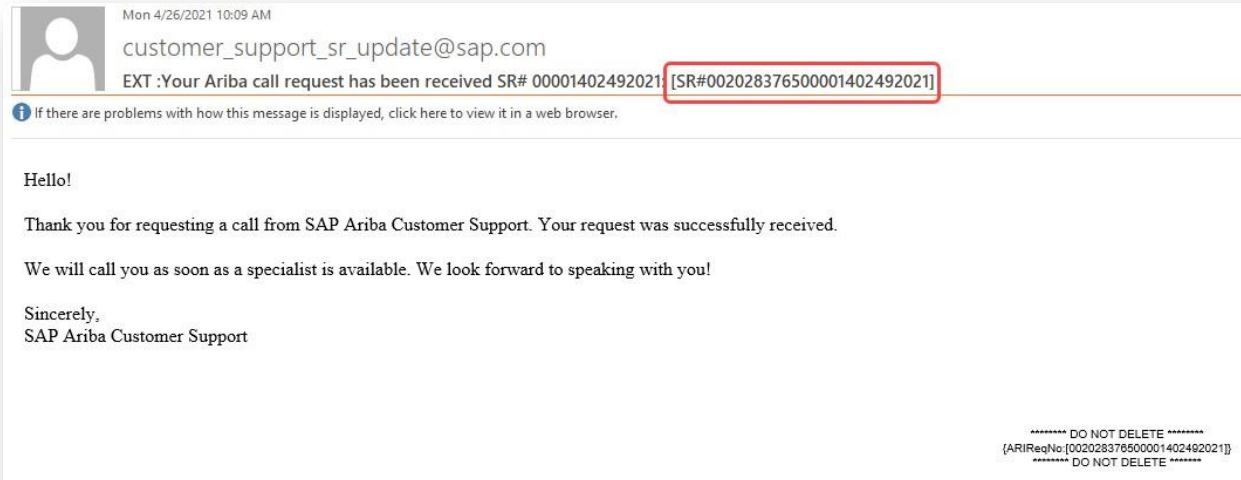


Additional Support

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](#)

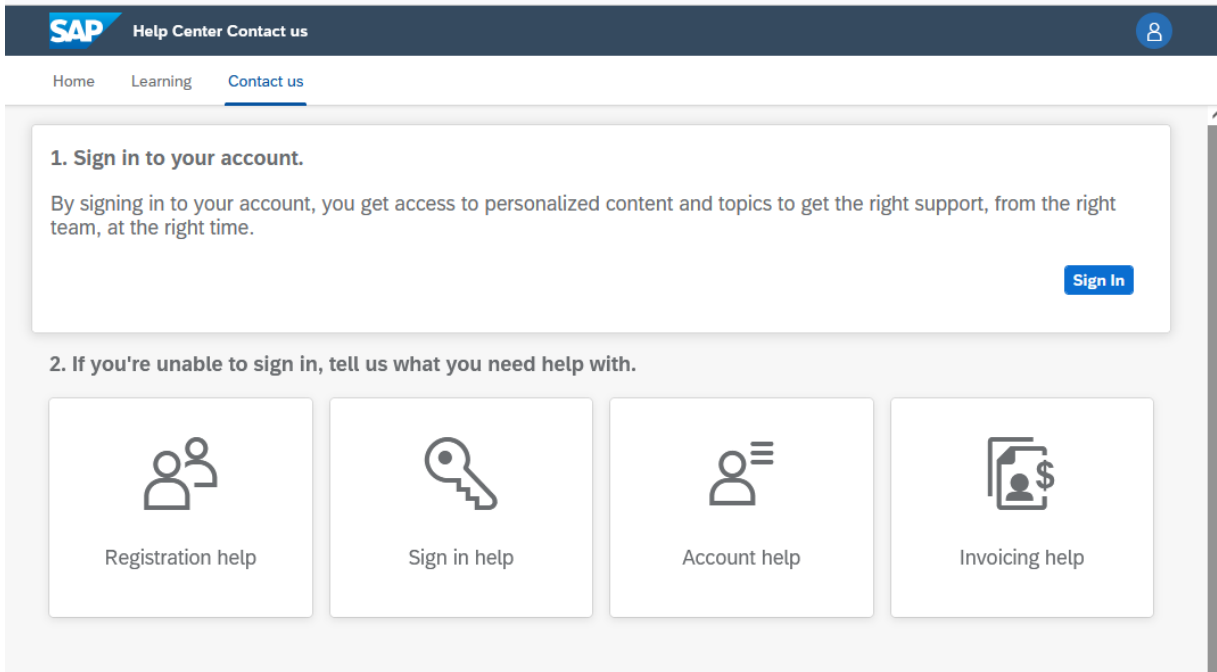
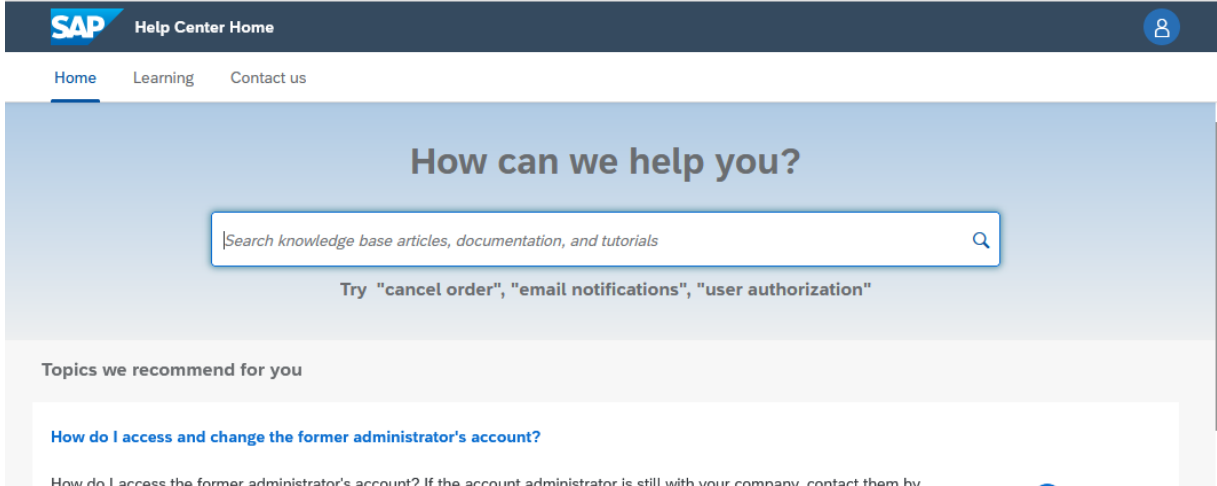
Once you submit a call back, you will receive an email notification with the Service Request (SR) number.



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
- Contact us – If unable to sign in, then select what you need help with option to help narrow down the right resource.



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. [SAM.gov](https://sam.gov)

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

