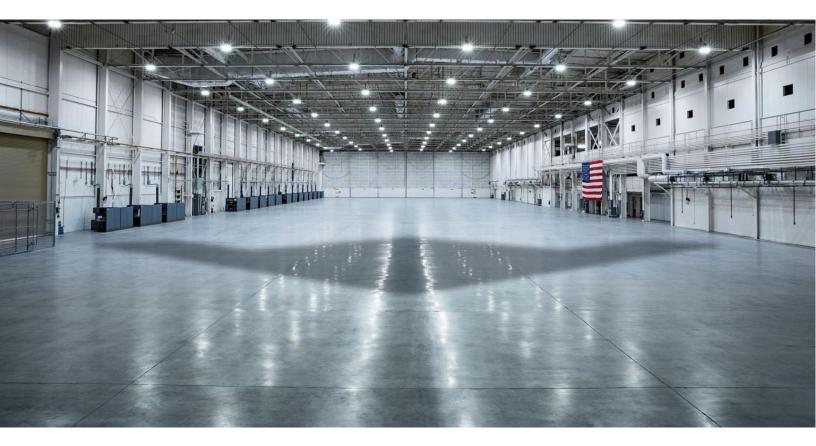


Northrop Grumman Supplier Registration Guide

NORTHROP GRUMMAN

Defining Possible





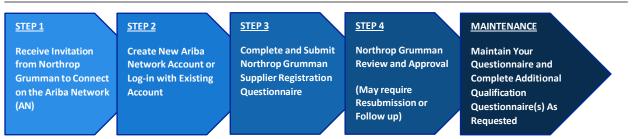
Content

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

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	Go to STEP 3
	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 <u>here</u> for instructions.	
	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) 	
	 You may be asked to complete additional qualification questionnaire(s) outside of Ariba Network 	Go to MAINTENANCE
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	



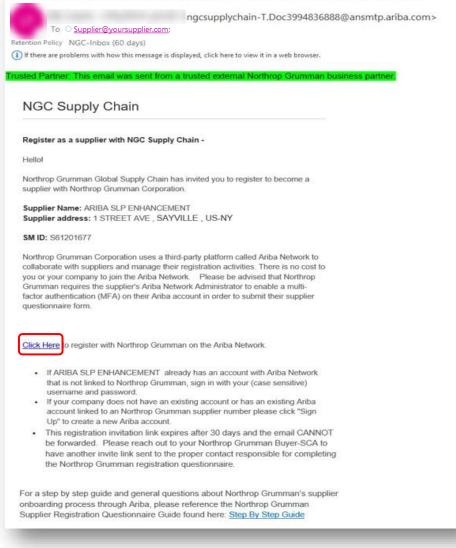
STEP 1: Receive Invitation from Northrop Grumman to Connect on the Ariba Network



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.
 - 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





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) Holp
	*	
Benefits of a business		
relationship on SAP		
Business Network	Connect with Northrop Grumman Systems	
Business Network	Corporation - TEST on SAP Business Network to	
Transmission of the second	collaborate.	
1. Digitalize your business		
Calaborate with your continuer on the serve secure network, while increasing efficiency with populars processe	Healthd by NGC Supply Chain - TEST	
2. Ensure sustainability and compliance	We found existing accounts based on the information in the	
Neep your boomeds information up to date, share provide the statement of t	invite. Please review.	
3. Simplify the sales cycle	Review eccounts	
Participation Sources available and a auctions		
4. Explore new business apportunities		
Pind leads from buyers searching for yokar services	Sector Contraction (Sector)	
and products to keep their supply chains ranning	Use adding account	
Learninge	Civitize new account.	
About this invitation		
THE NAME AND ADDRESS OF		
	Powered by SAP SE or on SAP amiliate company, All rights reserved.	
	In 2023 she sit or an sine attuine company, will go a termed. Privacy Statement, Security Disclosure, Terms of Use	

- 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".
 - **<u>Do not</u>** Review accounts
 - If you are logging in with your existing Ariba Network Account and having trouble, instructions on password reset is <u>here</u>, instructions on reaching Ariba Support is <u>here</u>.

• 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.

Enter Your Account In	formation	* Indicates a required field
You are using an Ariba Sourcing	test account to register on the Ariba Co	ommerce Cloud. Enter your
existing Ariba Commerce Cloud	, Ariba Discovery or Ariba Network test	account username and password.
After you successfully log in, yo	ur existing Ariba Commerce Cloud test	account profile will become your
Ariba Sourcing supplier test acc	ount profile.	
The username and password you enter Commerce Cloud, Ariba Discovery, or A	ed has already merged to another Ariba Sourcing riba Network username and password to merge to	user account. Please enter another Ariba your Ariba Sourcing user account.
Username: *	test-supplier@supplier.com	
Password:*	••••••	
	Forgot Username	

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.

	*
Benefits of a business relationship on SAP Business Network	Create an account to connect and collaborate with Northrop Grumman Systems Corporation - TEST on SAP Business Network
1. Digitalize your business Collaborer with your cuarrier on the same secure network, while improving efficiency with paperless processes	Company information @
2. Ensure sustainability and comptiance Keep your burness Prometion up to den, intre certifications, and assessments with customers	© Conturner your DUNS number?
3. Simplify the sales cycle Pericipale in Sourcing events and exactions	Congany (Jegis) name * Text Suspire(
4. Explore new business opportunities Postsaust from cuyes, sauraning for your cavices and products to keep their sceptly dwar surving	CountyReport United States [USA]
Leastinger	123 First Street
	Address line 2
	Address line 3
	City *
and the second se	Et Segundo
	State *
	Calfornia [US-CA]
	Zp *
	80245

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)

First name *	Last name *
Email *	
✓ Use my email a	5 m)/ 1/5 670 mmo



Administrator account	information ⑦
First name *	Last name *
Email *	
Use my email as my usern	ame
Password *	Repeat password *
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users and the public base Business Network and the	usiness Network will make ormation accessible to other d on my role within the SAP applicable profile visibility rivacy Statement to learn how
I'm not a robot	reCAPTCHA Privacy - Tarma
Create	account

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

Please confirm your email address Check your email at <u>suppler@suppler.com</u> and follow th the email to confirm your email address in the next 72 hour	e steps in	
Sir you did not receive the 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"

Among dong Hy gings need a curve the information below and you will be discovered be recovered to corporate the to react on the resord for corporate the to react the resord to recovering the gings of the to react the resord to recovering the gings of the to react the resord to react on the react on the react the resord to react on the react on the react the resord to react on the react on the react on the react the resord to react on the react on the react on the react the resord to react on the react on th
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- As the Ariba Administrator, learn more about your account configuration by clicking the link below: <u>SAP Business Network Supplier Learning Site (ADAPT Legacy)</u>.
- 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 <u>Step 3</u> on this guide to continue.

profile		
We found errors under your company profile.		
You are receiving this message because of some co	ommon mistakes	
like missing mandatory fields or validations or incom		C R II
Company Name, Address, Main Email and Phone a	nd Tax ID if	TPP +
country is Brazil		
For more information, see: Support Note KB040267	70	



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.

SAP Business Network - Standard Account Get enterprise account	0 📟
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asic (a) Business (2) Marketing (a) Contacts Certifications (1) Additional Documents	
Indicates a required field	Public Profile Completeness
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Other names, if any:	Annual Revenue
Other hames, if any:	Certifications
	D-U-N-S Number Business Type
Networkid: AN11071952611 ①	Industries
Short Description:	Company Description Company Logo
Christers inf. 100	Company Logo
Websitei	Share Your Public Profile
Public Profile: http://dlscovery.arba.com/profile/JA11071952611	
Privacy Statement: SAP Ariba Privacy Statement 🖌 🛈	Click here to get your Ariba badge.
Idress	Find us on Ariba Network
Address 1:* 8710 Freeport Plony Ste 81 Address 2:	View Public Profile
Address 3:	Profile Visibility Settings
City:* Trving	
State:+ Texas [US-TX]	
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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**".

mpany Profile	Save
lasic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents	
Indicates a required field conect the following errors before continuing.	Public Profile Completeness
ompany Contact Information	Short Description
	Website
Main Email:* Red Robinging.com	Annual Revenue Certifications
Courtry Area Number USA1 √ 310 2357891	D-U-N-S Number
Main Phone.* Invite and the second se	Business Type
Country Assa Number	Industries
Main Face USA1 💙 310 4561234	Company Description
ontacts	Company Logo
	Share Your Public Profile
Contact Personnel	
Customers need to know how to consert your company. You can provide company/alde and customer-specific contacts. First, oreale your physice list of contact personnel. Then, orease company/alde and customers before subgrowents. Customers do not see your list of contact personnel. Then, orease company/alde and customers before subgrowents. Customers do not see your list of contact personnel. Then, orease company/alde and customers before subgrowents. Customers do not see your list of contact personnel. Then, orease company/alde and customers before subgrowents. Customers do not see your list of contact personnel. Then, orease company/alde and customers before subgrowents. Customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company/alde and customers do not see your list of contact personnel. Then, orease company alder do not see your list of contact personnel. Then, orease company alder do not see your list of contact personnel. Then, orease company alder do not see your list of contact personnel. Then, orease company alder do not see your list of contact personnel. Then, orease company alder do not see your list of contact personnel. Then, orease company alder do not see your list of contact personnel. Then, orease company alder do not see your list of contact perso	Click here to get your Ariba badge.
IPlease correct the fields marked in red	Find us on Ariba Network

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.

Velco	ome to the Ariba Commerce Cloud
AC	Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com></ordersender-prod@ansmtp.ariba.com>
	e are problems with how this message is displayed, click here to view it in a web browser.
АР	Ariba 📉
Welco	ome to the Ariba Commerce Cloud
Your r compl	egistration process on the Ariba Commerce Cloud for ARIBA SUPPLIER TRAINING is now etc.
	Your organization's account ID:
	Your username: test-karina.nikolaeva12345@sap.com
	account administrator for this account, make sure to keep your username and password re place. Do not share this information.
now a provid	registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you car ccess and participate in the buyer's sourcing events. The Seller Collaboration Console es a centralized location for you to manage all your Ariba On Demand Sourcing events an relationships.
as par specifi	On Demand Sourcing buyers might request that you complete additional profile informatio t of their Supplier Profile Questionnaire. When you access customer requested fields for a 6 buyer, you will see a pop-up page with that buyer's name; that page contains the buyer ner requested fields.
compl you ca	in immediately perform administrative and configuration tasks such as creating users and eting your company profile. If account administration is not part of your job responsibility, in transfer the administrator role at any time to another person in your organization whos sublities are more in line with account administration.



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).

Ariba Proposals and Questionnaires	s 👻 Standard Account	Upgrade TEST	E	vent Dashbo	bard		0) 📧
C SUPPLY CHAIN - TEST								
a Network - Standard Account		521						•
Ariba Discovery	Welcome to the Arib	a Spend Managemer	it site. This site assists in identify	ing world class suppliers who are marke	et leaders in quality, service, and	cost. Ariba, Inc. administers this site in an effort to ensure m	arket integrity.	
Ariba Proposals And Questionnaires	Events							ш
viba Contracts	Title	ID	End Time 1		Event Type	Participated		
riba Network					No items			
	Registration Quest	tionnaires						
	Title			ID		End Time	Status	
	▼ Status: Open (1)	\bigcirc						
	Supplier Registration Qu	uestionnaire					Invited	
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			Supplier F	Registration Questi	onnaire			
	Certificates			<u> </u>)			
	Certificate Info		Effective	Expiration	Attachment	Questionnaire	Status	
					No items			



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

onsole	Doc3995945251 - Supplier Registration Questionnaire	Hime remaining 45 days 18:41:57
ent Messages ent Details sponse History	All Content	 ×
esponse Team	Name 1	
	1 Helpful Tips Less –	A
Event Contents	To learn how to add other users in your company to contribute to this Supplier Registration Questionnaire dick here	
All Content	For general guidance about this Supplier Registration Questionnaire and Northrop Grumman's supplier on-boarding process click here	
	All required fields must be completed using numbers and UPPERCASE letters only. Punctuation and special characters are not permitted. Certain field	ls will allow hyphens/dashes.
1 Helpful Tips	▼ 2 Multi-Factor Authentication Prerequisite	
2 Multi-Factor Authent	2.1 Northrop Grumman (NG) Suppliers are required to implement and maintain multi-factor authentication (I/FA) e.g., Two-Factor Authentication (I/FA) and other reasonable security measures on their richs Network accounts. In the near future, MFA will be the default security setting when creating an Ariba Network account. In however, MFA is currently not enforced in Arba. NG Suppliers with existing Arba Network accounts in sub-tention profile security measures on their richs yestings and enable MFA. NGSuppliers with existing Arba Network accounts. In the near future, MFA is currently not enforced to the Arba Network accounts. In the near future, MFA will be the accounts in sub-tention of the security present profile security measures on their richs with the Network accounts. In the near future, MFA will be the accounts in sub-tention of the security present	
3 General Supplier Inf	Network accounts must select MFA as their account profile security setting. For more information on how to enable Two-Factor Authentication click here	
7 Management Controls		•
Controls	(*) indicates a required field	
8 SUPPLIER	Submit Entire Response Save draft Compose Message Excel Import	
⁸ QUALITY/MIS		
 QUALITY/MIS 9 Supplier Representat 		

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.

	Company Settings 🔻	Help Center >>
	Desktop File	Sync
		B 89 days 23:21:17
		 ×



3. Click "Submit Entire Response".

Console	Doc2594062140 - Supplier Registration Questionnaire	
Event Messages Event Details Response History Response Team	General Supplier Information Name †	Event Contents Use the left navigation panel to select different sections of the questionnaire as required
▼ Event Contents All Content	1.6 Contractual Address	All CAPS is required for all Name fields including Company name and Personnel name fields and Titles.
General Supplier Inf Tax Information		Save Draft Click this button to save and come back to it later; use it frequently to save your
3 Bank Information	1.7 Fax no.	progress
4 Supplier business cl	1.8 Country code (main and mobile telephone numbers)	Submit Entire Response
5 Supplier Contact Inf	1.9 Main telephone number 1.10 Mobile telephone number	Click this button when you are ready to submit
6 Management Controls	1.11 Company annual sales	All Questions must be answered.
7 SUPPLIER QUALITY/MIS	1.12 Number of employees	"Unspecified" is not an answer and will cause errors when submitting entire
8 Supplier Representat	1.13 Business start date (*) indicates a required field	response.
9 APPENDIX A – Busines	Submit Entire Response Save draft Compose Message Excel Import	Foreign suppliers: "todays date" must be adjusted to the current US date.
10 APPENDIX B - Functio		

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.

Hello	
NGC Supply	Chain - TEST has received your registration information and will review it for approval.
To check you	r registration status, log in to the NGC Supply Chain - TEST supplier portal.
Click Here	
Sincerely, NGC Supply	Chain -
You are receiving t	his email because your customer, NGC Supply Chain - TEST, has identified you as the appropriate contact for this correspondence. If
Offices Data Polic	y Contact Us Customer Support
Powered by SA	P Ariba 📉

NORTHROP GRUMMAN

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.

ownload Tutorials odate Profile	Welcome to the Art	iba Spend Management s	ite. This site assists in identifying world class s	uppliers who are market leaders in q	uality, service, and cost. Ariba, Inc. administers th	nis site in an effort to en	sure market integrity.		
	Events								
	Title	ID	End Time ↓		Event Type		Participated		
					No items				
	Registration Que	estionnaires							=
	Title		ID	End Time ↓ Commodity		Reg		Status	
	 Status: Complete 	 Status: Completed (1) 					Status		_
	Supplier Registration	Questionnaire	Doc2596354417	9/4/2020 2:13 PM	Electronic Components 32	US/		Pending Appr	oval
	Qualification Qu	estionnaires							-
	Title	ID	End Time 4		Commodity				
					No items		Pending Appro	oval	
	Questionnaires								
	Title	ID	End Time 4		Commodity		Regions	Status	
					No items				

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.

Sincerely,	
NGC Supply Cha	in -
You are receiving this er	all 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
Offices Data Policy Cr	ntact Us Customer Support
	uriba 📉

Ipdate Profile								
	Events							
	Title	ID	End Time ↓		Event Type			
					No items			
	Registration Que	stionnaires				Status	\sim	
	Title		ID	End Time ↓	Commodity		Status	
	▼ Status: Open (1)						1
	Supplier Registration	Questionnaire	Doc2596354417	10/4/2020 2:17 PM	Electronic Components 32		Pending Resubmission	J
	Qualification Que	estionnaires				Pending Resubmi	ission	=
	Title	ID	End Time 4		Commodity			
					No items			
	Questionnaires							=
	Title	ID	End Time 4		Commodity	Regions	Status	
					No items			

Console	Doc2596354417 - Supplier Registration Questionnaire					
vent Messages vent Details	You have submitted a response for this event. Think you for participating					
esponse History esponse Team		Revise Response 0				
Event Contents	All Content		= ×			
All Content	Name T					
1 General Supplier	▼ 1 General Supplier Information					
	1.1 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GRU		Ves			
2 Tax Information	1.2 Supplier full legal name	▲ Revise Response?	Rogue Fitness			
3 Bank Information	1.3 Doing business as	You have already submitted a response for this event. Click OK if you would like to revise your response.				
4 Supplier business	1.4 Division	OK Cancel				
cl	1.5 Corporate website	m				
5 Supplier Contact			Show More			



 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: <u>https://oasis-ssc.myngc.com/</u> 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,

Offices | Data Policy | Contact Us | Customer Support





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

Download Tutorials Update Profile	Welcome to the Ariba	Spend Management si	te. This site assists in identifying world class supp	ollers who are market leaders in quality, s	ervice, and cost. Ariba, Inc. administers this site in a	an effort to ensure market integrit	у.	
	Events							
	Title	ID	End Time 4		Event Type			
					No items			
	Registration Questi	onnaires						\sim
	Title		ID	End Time ↓	Commodity	Region	Status	(Status)
	▼ Status: Open (1)						Status	
	Supplier Registration Qu	stionnaire	Doc2596354417	9/28/6103 4:50 PM	Electronic Components 32	USA U		Registered
	Qualification Quest	ionnaires						
	Title	ID	End Time 4	Com	modity	Region		_
					No items		Destates	
	Questionnaires						Registered	
	Title	ID	End Time 4	Com	modity	Region		-
					No items			
	Certificates							Π
	Certificate Info		Effective	Expiration	Attachment	Questionnaire	e Sta	105
					No items			

• **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.

NGC Supp	ly Chain	- TES	Т					
Hello								
After reviewing ye	our information	n, your reg	gistration was dee	lined.				
This may have ar have questions.	This may have an impact on your ability to do future business with NGC Supply Chain - TEST. Contact NGC for more information or if you have questions.							
Sincerely, NGC Supply Cha	Sincerely, NGC Supply Chain - TEST							
You are receiving this en 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 Co Powered by	ntact Us Customer	r Support						
Download Tutorials								
Update Profile		Management site. This	s site assists in identifying world class supp	liers who are market leaders in quali	ty, service, and cost. Ariba, Inc. administers	this site in an effort to ensure market integrity.		
	Events	ID	End Time 4				=	
	Title	ID	End time 4		Event Type No items	Participated		
	Registration Questionna	ires				Status		
	Title		ID	End Time 1	Commodity	Status	Status	
	▼ Status: Completed (1)							
	Supplier Registration Questionn	aire	Doc2639511533	9/30/2020 1:46 PM	Motor vehicles 2510		Registration Denied	
	Qualification Questionna	aires				De la cita	E and a second	
	Title	ID	End Time \$	0	Commodity	Registration	Denied	
					No items			
	Questionnaires	ID	End Time 4		Commodity		Status	
	Title	10	and rend \$	(No items	Regions	Status	
	Certificates						=	
	Certificate Info		Effective	Expiration	Attachment	Questionnaire	Status	
					No items			

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 <u>FAQ#12</u>.

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 <u>Additional Support</u> 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:

- 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 NG 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 N Supply Chain - TEST.
Offices Data Policy Contact Us Customer Support
Powered by SAP Ariba
I



 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 <u>STEP 4</u>: 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.

Console					
Event Messages Event Details Response History	thou have submitted a response for this event. Thank you for participating.				
Response Team		Revise Hesponse			
▼ Event Contents	All Content		≡ *		
All Content.	Nuttin T				
1 General Supplier	* 1 General Supplier Information				
	1.1 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GR	11 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GRUPTIONS OTIOD TOP OT AND ADDID OF DISID/TOP CONTIDUET			
2 Tax Information	1.2 Supplier full legal name	▲ Revise Response?	Rogue Fanesa		
3 Bank Information	1.3 Doing business as	You have already submitted a response for this event. Click OR if you would like to revise your response.			
4 Suppler business ct	1.4 Division	OK Cancel			
	1.5 Corporate website	_lm			
Supplier Contact		Jok .	Show More Street: 545 E Sm Ave: ① House Number: ③		
6 Management Controls	1.8 Contractual Address		Street 2: 0 Screet 3: 0		
7 SUPPLIER QUALITY/MIS			Postal Code: 43201 () City: Columbus () Country: columbus ()		
e Supplier			United States (US) () Region: Ohio (OH) ()		

• 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.

Supplier Representations and Certifications	(Section 8 of 10) 《 Prev. Next 》
Name 1	
▼ 8 Supplier Representations and Certifications	
8.1 All written representations, certifications, and other statements that the supplier has made herein to buyer in connectionwith buyer's evaluation of suppliers responsibility and capability are accurate and truthful as of the date shown below. Supplier addresses to advise the buyerpromptly in writing should there be any change in the supplier's status, with respect thereto. Failure to notify buyer of suchchanges in a timely and reasonable manner may result in supplier and areasonable manner may result in supplier status.	* lagree V
8.2 Name of Company Official/Representative completing this form	* Echo Charlie
8.3 Please enter today's date.	* Thu, 3 Sep, 2020
(*) Indicates a required field	
Submit Entire Response Save draft Compose Message Excel Import	

Additional Support

How to contact Ariba for call back support

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

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

	customer_support_sr_update@sap.com
	EXT :Your Ariba call request has been received SR# 00001402492021 [SR#002028376500001402492021]
there are p	problems with how this message is displayed, click here to view it in a web browser.
11o!	
ank you	for requesting a call from SAP Ariba Customer Support. Your request was successfully received.
	for requesting a call from SAP Ariba Customer Support. Your request was successfully received. Il you as soon as a specialist is available. We look forward to speaking with you!
e will ca ncerely,	ll you as soon as a specialist is available. We look forward to speaking with you!
e will ca ncerely,	
e will ca ncerely,	ll you as soon as a specialist is available. We look forward to speaking with you!
e will ca ncerely,	ll you as soon as a specialist is available. We look forward to speaking with you!

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 <u>FAQ#15</u>	
Cannot see the Northrop Grumman Registration Questionnaire	<u>See FAQ#6</u>	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.

SAP Help Cent	er Home	8						
Home Learning	Contact us							
How can we help you?								
	Search knowledge base articles, documentation, and tutorials							
Try "cancel order", "email notifications", "user authorization"								
Topics we recommend for you								
How do I access and	How do I access and change the former administrator's account?							
How do Laccess the fo	rmar administrator's account? If the account administrator is still with your company contact them by							
SAP Help Cent	er Contact us	8						
Home Learning	Contact us							
 1. Sign in to your account. By signing in to your account, you get access to personalized content and topics to get the right support, from the right team, at the right time. 								
2. If you're unable to sign in, tell us what you need help with.								
Registration	help Sign in help Account help Invoicing help							

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: <u>https://service.ariba.com/Sourcing.aw/</u>

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: <u>How to clear cache and cookies</u>
- 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.
 - 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.
 - If the ANIDs match, try a different browser.
 - 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: <u>How to enable two-factor</u> 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?

- <u>Click here</u> 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?

- <u>https://support.ariba.com/item/view/192807</u>
- 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: <u>https://www.sap.com/about/trust-center.html</u>

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. <u>SAM.gov</u>



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 <u>https://oasis-sacc.myngc.com/</u>

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 selfcertify 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 <u>https://oasis-ssc.myngc.com /</u>



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

