NORTHROP GRUMMAN

SUPPLIER INVOICE INSTRUCTIONS

TAX EXEMPTION CERTIFICATES

To retrieve a Northrop Grumman Systems Corporation (NGSC) Tax Exemption Certificate visit this website: https://oasis-taxcerts.myngc.com/ contact the responsible Buyer/Subcontract Administrator (SCA). NOTE: The Northrop Grumman purchase order will contain the information required to obtain the certificate.

CHANGES TO SUPPLIER'S INFORMATION

Supplier changes to name, payment address and/or banking information MUST be documented in writing and submitted via email to the Buyer/SCA referenced in the purchase order. If the remittance address information on the Supplier's invoice does not match the information previously provided and maintained by Northrop Grumman, payment may be delayed. If Supplier is uncertain of the information currently being maintained by Northrop Grumman, contact the responsible Buyer/SCA immediately.

SUPPLIER INVOICE INSTRUCTIONS

Below are general guidelines that should be followed when invoices are required for submittal. Note: many Northrop Grumman purchase orders have been designated as ERS (Evaluated Receipt Settlement) and do not require invoice submittal. Please refer to the applicable Northrop Grumman purchase order and/or ERS Guidance for additional information.

Invoice must contain the following information:
• Complete Northrop Grumman Purchase Order Number
• Purchase Order Number MUST also be referenced on third-party shipping documents/packing slips
• Purchase Order Line Item Number
• Part number (if applicable)
• Part serial number (if serialized)
• Brief description of the product or service
• The applicable period of performance for the services being invoiced.
• If downloadable software was provided, invoice must include License/Product Keys or Registration keys.
• Unit of measure
• Unit price / Extended item price / Total invoice value
• Item quantity
• Supplier's phone number and remit-to address
• Invoice number / Invoice date
• Unit Export Control Classification Number (ECCN)
• Additional documentation as requested by the Northrop Grumman Buyer/SCA.

2. EMAIL is the PREFERRED submittal method. MAIL or FAX are alternate submittal methods.

Email addresses, dependent on the Northrop Grumman entity referenced on the Purchase Order.		
Bill-To Address	**Email Address for Invoices**	**Accounts Payable Questions?**
8710 Freeport Parkway, Suite 200 Irving, TX 75063-2577 Attn: A/P Department - Mail Stop K06421 Fax: (214) 596-6219	apfscpoinvoices@ngc.com	https://oasis-invoiceinquiry.myngc.com/ Note: Once a Supplier request has been submitted, a ticket number will be assigned. Email responses will be provided by the Northrop Grumman Accounts Payable team.
Financial Shared Services 5600 American Blvd W Suite 200 Bloomington, MN 55437	invoices@ngc.com	https://oasis-invoiceinquiry.myngc.com/Home/

Additional Invoice Submittal Instructions:

- Supplier must utilize a valid email address that can accept replies.
- No purchase orders, acknowledgements or quotes are to be sent to the above Accounts Payable email addresses. All electronic invoices must be submitted in PDF format. Each PDF attachment must only contain ONE invoice and supporting documentation. The invoice must be the first page.
- PDF pages must be letter (8.5 x 11) or legal size (8.5 x 14) only.
- Include Purchase Order number in the subject line of the email with the invoice attached.
- Scanning resolution must be at least 300 dpi (dots per inch) or higher.
- Invoices submitted using other formats or with poor PDF image qualities will not be accepted.

3. IT Asset Management Note

If documented in the Northrop Grumman purchase order for software and software maintenance requirements, Suppliers must provide proof of entitlement, license certificate, license keys, license agreement and other related software documentation (the purchase order number must be referenced):	For Hardcopy Media: Send to Delivery address listed on PO Or Electronically to: CentralSWReceiving@ngc.com