



Northrop Grumman
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July 2, 2020

TO: Northrop Grumman AS, DS, MS Non EDI Suppliers (Does not apply to NGIS)
FROM: Northrop Grumman Systems Corporation
SUBJECT: New Adobe Order Confirmation Form and Process for Non EDI Suppliers

In an effort to drive improved efficiency and affordability into our operations, Northrop Grumman will be changing the way Purchase Orders (PO) and Change Orders (CO) are distributed to suppliers who currently receive PO/CO via print or facsimile (FAX) to email. **This new process will begin July 6, 2020.** (This does not apply to Innovation System suppliers)

In addition to a PDF copy of the PO/CO the notification email will include an adobe interactive Order confirmation form. This form allows acceptance or rejection, the ability to provide comments and to submit confirmation back to the Buyer via email. Action is required for each Order submitted. Only one Order confirmation form may be submitted for each Order received.

This process does not allow for attaching additional documents. Any required attachments will be sent separately by the Buyer.

We look forward to working with your organization as we transition to this new process. Please contact your Buyer if you have any questions or comments.

Thank you for your continued support!

Supply Chain Management