Northrop Grumman Supplier Registration Guide
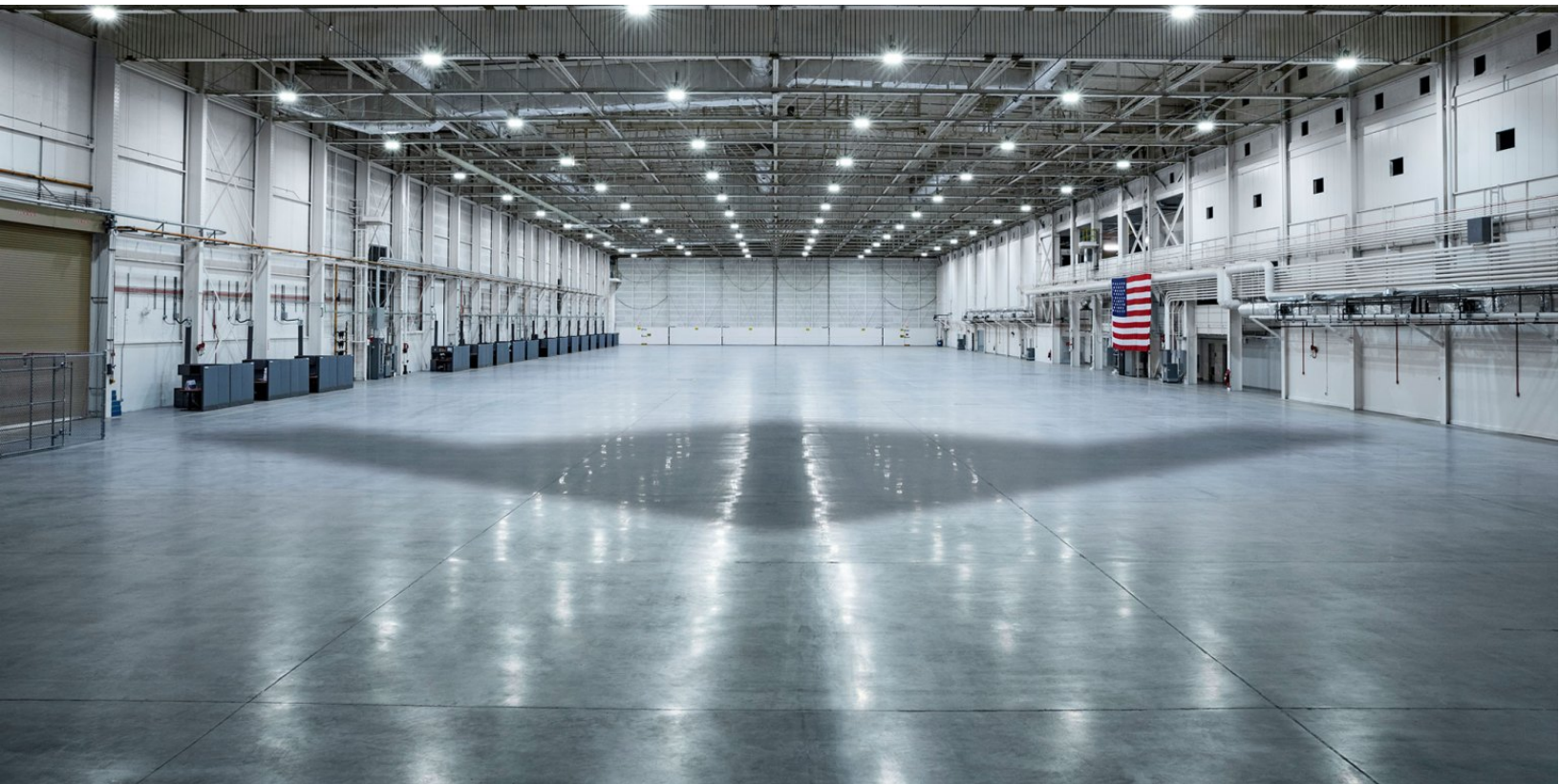
(Revision 06/2022)

NORTHROP GRUMMAN

Defining Possible
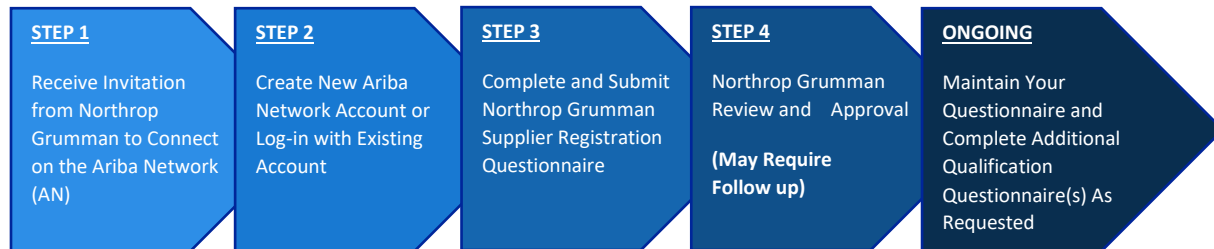
Content

Introduction

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

Quick Steps / Registration Summary

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

Use the following summary action sheet as a quick guide to complete the Northrop Grumman supplier onboarding process through Ariba Network. For details, screen shots, and helpful tips along the way continue reading through this document.

PROCESS	ACTIONS	PAGE NAVIGATION
STEP 1	1. Receive email invitation	Go to STEP 1
	2. From the email invitation "Click Here". **The link will expire in 30 days.**	
STEP 2	1. Create new Ariba Network (AN) account or log-in with existing account	Go to STEP 2
	2. When creating new AN, Ariba may alert you that there is an existing account for your company	
	3. NOTE: Registering for an Ariba Network account does not mean you are a registered supplier with Northrop Grumman	
STEP 3	1. Once logged in, navigate to Ariba Proposals And Questionnaires and click on Supplier Registration Questionnaire (if not already there) **NOTE: Northrop Grumman mandates Two-Factor Authentication (2FA) for security purposes. Click here for how to enable 2FA.** *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.*	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 • 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
ONGOING	1. You may be asked to complete additional qualification questionnaire(s) outside of Ariba Network	Go to ONGOING
	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
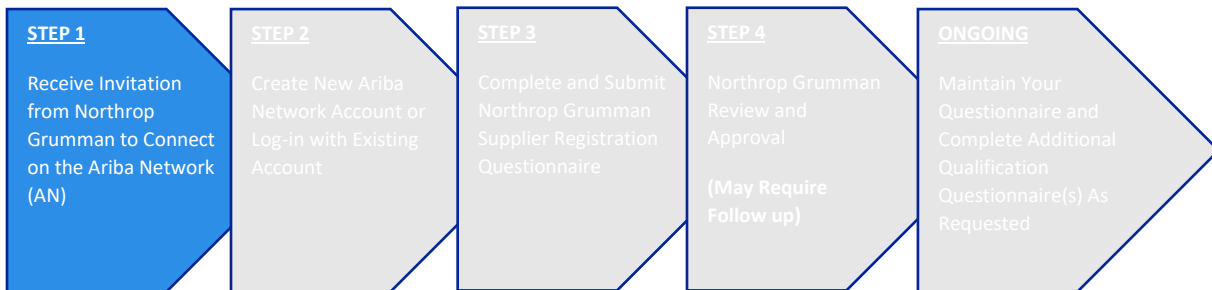
STEP 1 ACTIONS

1. Receive email invitation (example below).

NGC Supply Chain - TEST

Register as a supplier with NGC Supply Chain - TEST

Hello!

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

Northrop Grumman Corporation uses a third-party platform called Ariba Network to collaborate with suppliers and manage their registration activities. There is no cost to you or your company to join the Ariba Network.

Click Here to register with Northrop Grumman on the Ariba Network. If Ariba already has an account with Ariba Network, sign in with your username and password. If not, create an account.

After registration, use the following link for continued access to Ariba: https://supplier.ariba.com/

For additional information on our Ariba registration process and system, visit our supplier website via the following link: http://www2.northropgrumman.com/suppliers/Pages/DoingBusiness.aspx

Below are some of the benefits your company may experience with the Ariba Network:
· Maintain your own company information, and keep it up-to-date for continued business with Northrop Grumman Corporation
· Find other companies on the Ariba Network to expand your business
· Provision other users within your company to collaborate on completing the information required
· User-friendly and built-in data validation for enhanced data quality

We look forward to our collaboration. Thank you.

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.

**2.** From the email invitation, "Click Here". **This link will expire in 30 days.**

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

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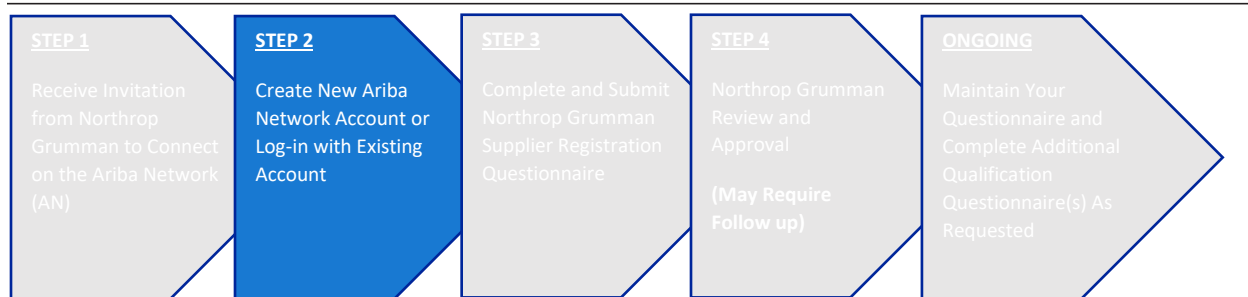
STEP 2 ACTIONS

1. If you are not yet registered with the Ariba Network, create an account by clicking on "Sign up". If you are already registered with the Ariba Network, click on "Log in" to access your account.
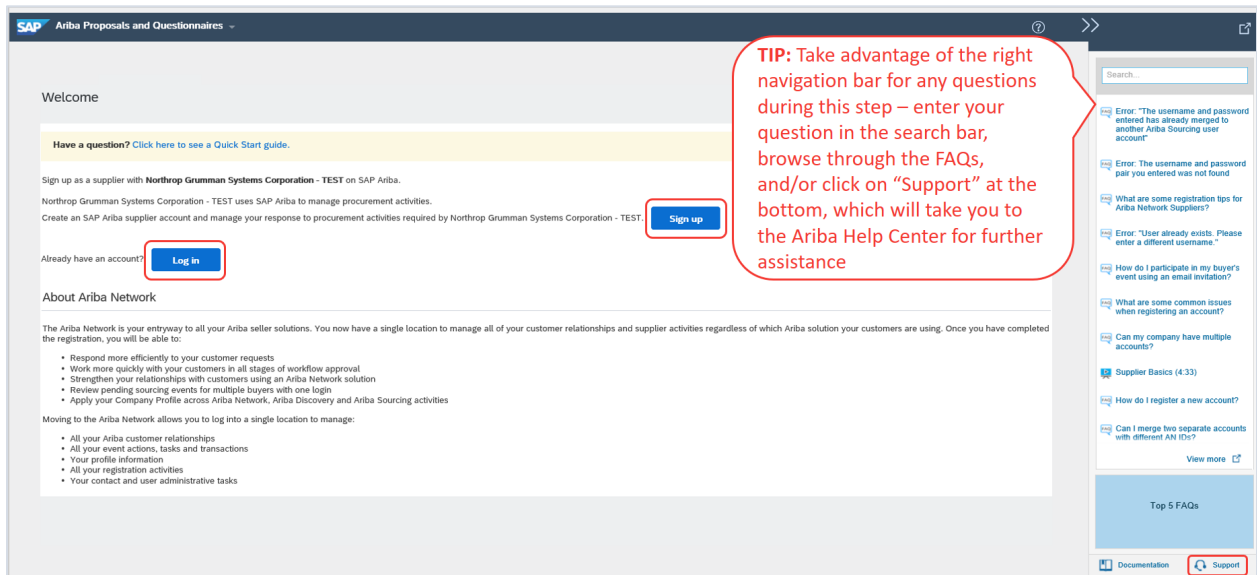

- If you are logging in with your existing Ariba Network Account and having trouble, instruction on password reset is here, instructions on reaching Ariba Support is here.

- If you are logging in with your existing Ariba Network Account and you receive this error message, "The username and password entered has already merged to another Ariba Sourcing user account" (screenshot below), use an alternate account if you have one or create a new Ariba Network Account to progress with the Registration Questionnaire to which Northrop Grumman has invited you.

2. When you sign up to create a new Ariba account, Ariba may detect potential existing accounts based on your Company name, address, etc. When it does, you have two options:

- Option 1, Skip Review: Proceed with new account creation, in which you will automatically become the Ariba Administrator for the new account created (representing your Company).
  - o For video instructions of the new account creation process, click here.
  - o As the Ariba Administrator, learn more about your account configuration by clicking here.

- Option 2, Review Accounts (If you are certain that the existing account is actively managed by someone at their company): Contact the Ariba Administrator for the existing account who can add you as a new user. This helps limit the number of accounts created for your Company.
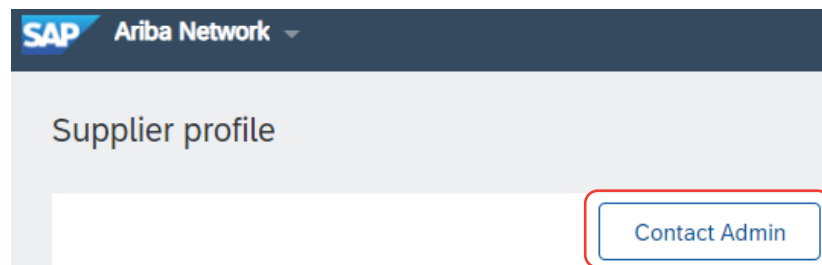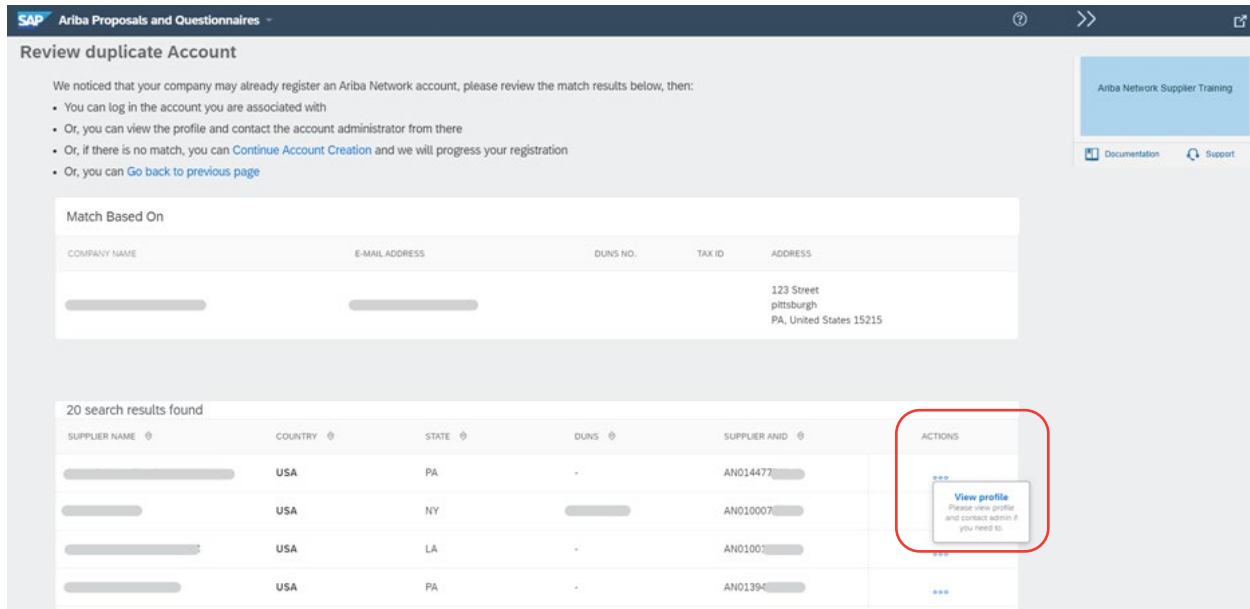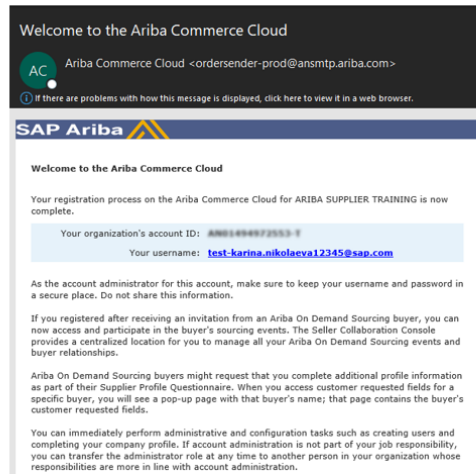

3. Once you have completed signing up with Ariba or signing into your account, move on to STEP 3 and complete Northrop Grumman's Registration Questionnaire. **Ariba Account Creation Does Not Equate To Being A Registered Supplier With Northrop Grumman. Please continue on and complete NG's Registration Questionnaire.**
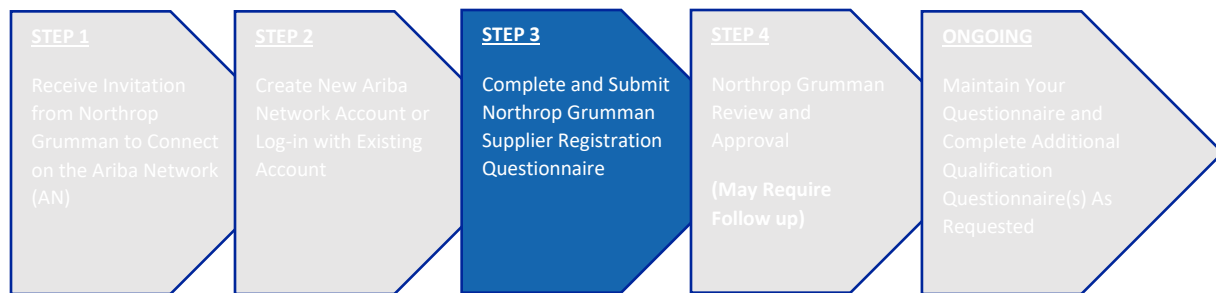
! **IMPORTANT**: Upon clicking "Create account and continue" you will receive below auto-email confirming a new account created on the Ariba Commerce Cloud for your supplier organization.

This confirmation does not indicate completion nor approval of your Supplier Registration Questionnaire for Northrop Grumman.

STEP 3: Complete and Submit Registration Questionnaire

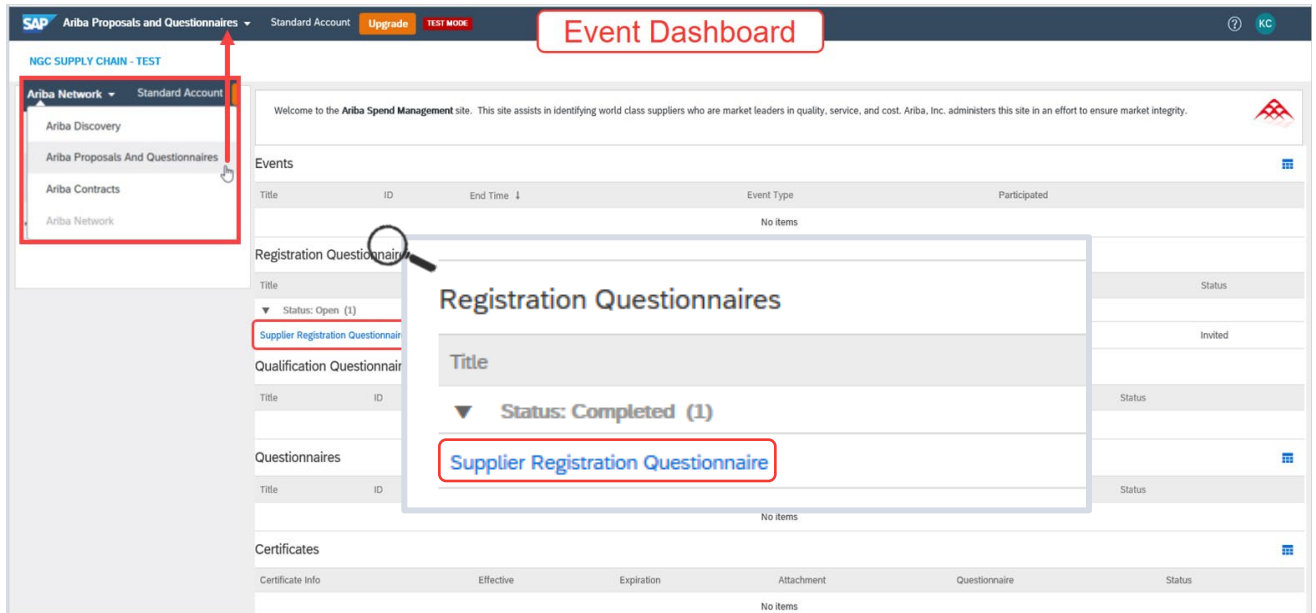| STEP 1	STEP 2	STEP 3	STEP 4	ONGOING
Receive Invitation from Northrop Grumman to Connect on the Ariba Network (AN)	Create New Ariba Network Account or Log-in with Existing Account	Complete and Submit Northrop Grumman Supplier Registration Questionnaire	Northrop Grumman Review and Approval (May Require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

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

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

STEP 3 ACTIONS

1. Once logged in, navigate to Ariba Proposals and Questionnaires (from the top left drop down list) and click on Supplier Registration Questionnaire (if not already there). **The first time you log-in using the link in the invitation email, you will be taken directly to the Supplier Registration Questionnaire.**

2. Complete the Supplier Registration Questionnaire. You will have 90 days to complete the Registration as indicated by the countdown clock in the top right corner.

3. Submit Entire Response. Upon clicking this button, you should receive an email confirmation like the one below. Your registration will now go through Northrop Grumman's internal review and approval process.

STEP 4: Northrop Grumman Review and Approval

STEP 1	STEP 2	STEP 3	STEP 4	ONGOING
Receive Invitation from Northrop Grumman to Connect on the Ariba Network (AN)	Create New Ariba Network Account or Log-in with Existing Account	Complete and Submit Northrop Grumman Supplier Registration Questionnaire	Northrop Grumman Review and Approval **(May Require Follow up)**	Maintain Your Questionnaire and Complete Additional Qualification Questionnaire(s) As Requested
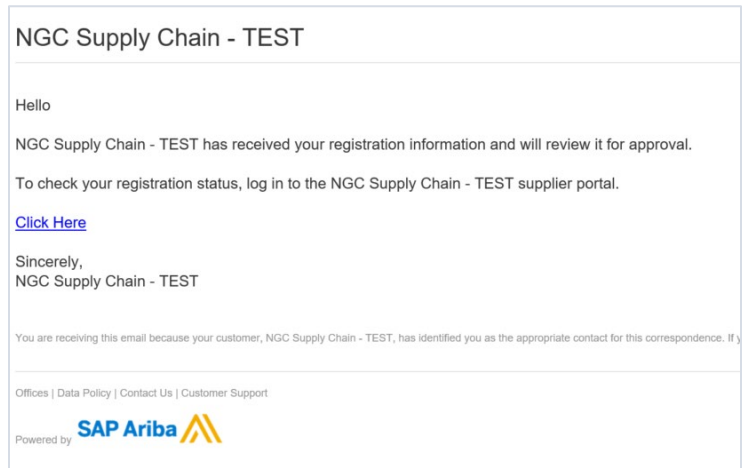
While your Registration is in Northrop Grumman's internal review process, the status will show "Pending Approval"
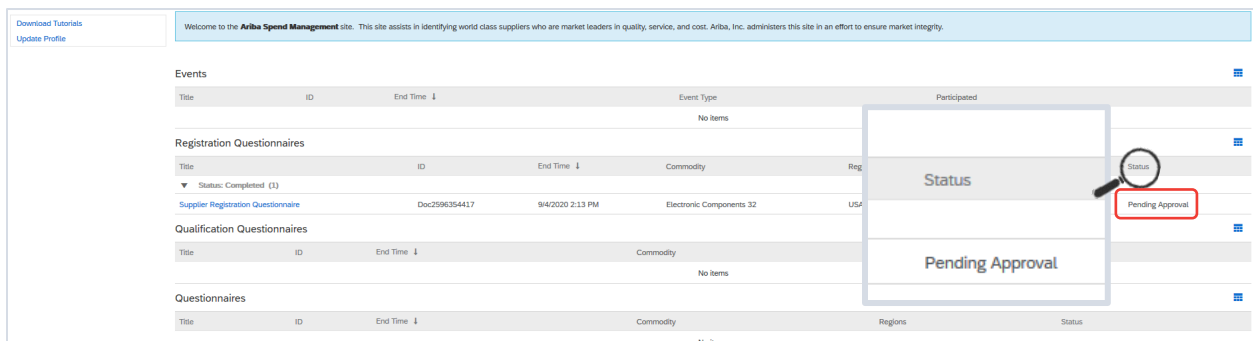
STEP 4 ACTION

1. Await Northrop Grumman approval and stand by for three possible outcomes during the review and approval process:

- **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 in/outside of Ariba to satisfy any unique requirements of the Northrop Grumman organization.**
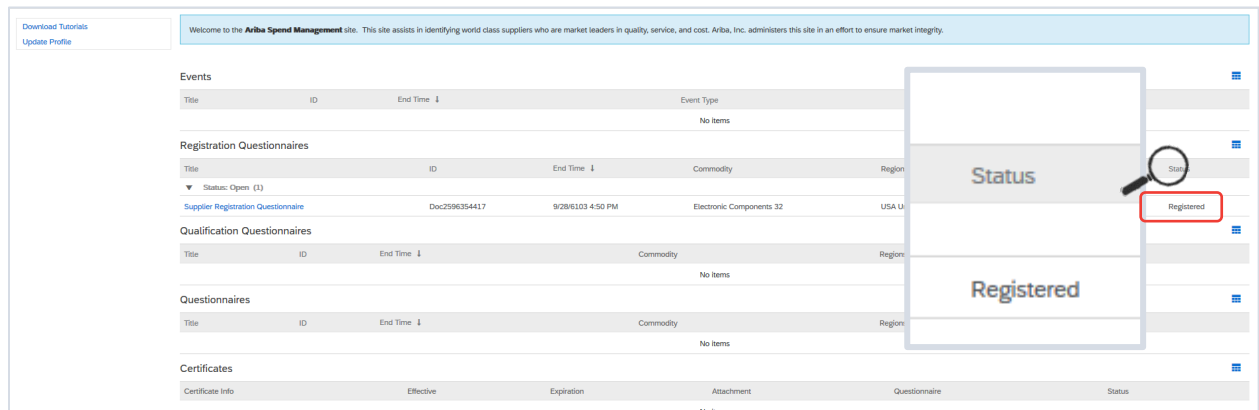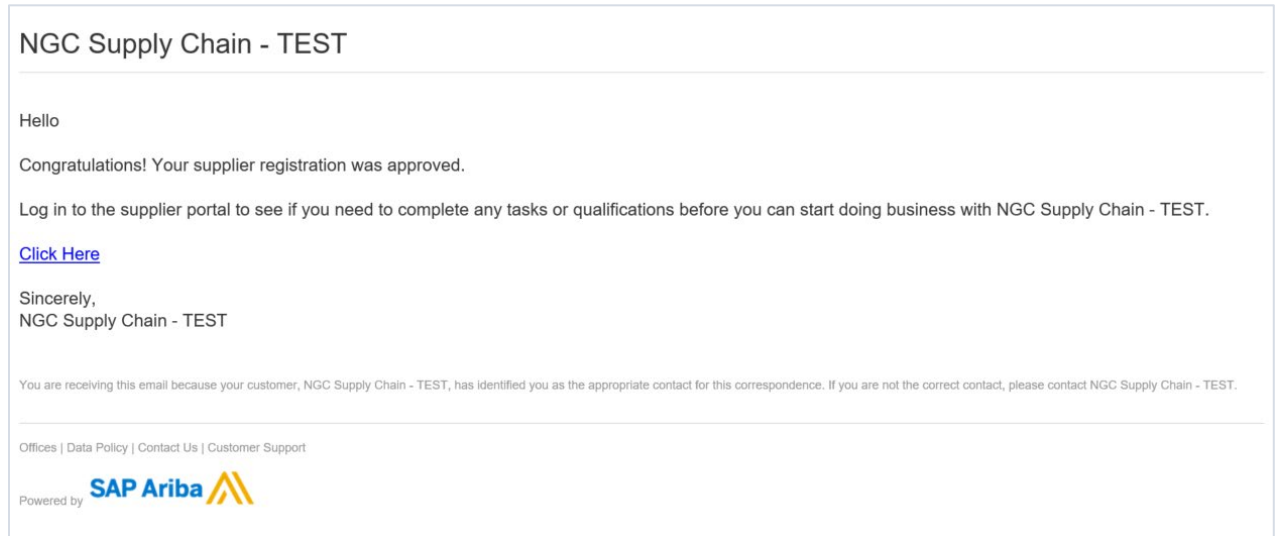
- **Pending Resubmission** – if the Northrop Grumman reviewer identifies something that needs to be corrected or clarified, you may receive an email notification to take appropriate action. **Please be on the look-out for these notifications.** The status on your Event Dashboard will display "Pending Resubmission".

  Click into the Supplier Registration Questionnaire, and click on Revise Response to update your information per the comments provided in the email notification.

NGC Supply Chain - TEST

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 - TEST

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

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Download Tutorials
Update Profile

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.

Events

Title	ID	End Time ↓	Event Type
		No items	

Registration Questionnaires

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

Qualification Questionnaires

Title	ID	End Time ↓	Commodity
		No items	

Status

Pending Resubmission

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
		No items			

Console   ▤ Doc2596354417 - Supplier Registration Questionnaire   Time remaining 29 days 23:54:26

Event Messages
Event Details
Response History
Response Team

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

Revise Response ⓘ

▼ Event Contents

All Content

All Content

Name ↑

1 General Supplier Inf...

2 Tax Information

3 Bank Information

4 Supplier business cl...

5 Supplier Contact Inf...

6 Management Controls

7 SUPPLIER QUALITY/MIS...

8 Supplier Representat...

▼ 1 **General Supplier Information**

1.1 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GRU...   Yes

1.2 Supplier full legal name   Rogue Fitness

1.3 Doing business as

1.4 Division

1.5 Corporate website

⚠ Revise Response?

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

OK   Cancel

1.6 Contractual Address

Show More
Street: 1234 Test ⓘ   House Number: ⓘ
Street 2: ⓘ
Street 3: ⓘ
Postal Code: 75063 ⓘ   City: Irving ⓘ
Country: United States (US) ⓘ Region: Texas (TX) ⓘ

1.7 Fax no.

- **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 Supply Chain - TEST

Hello

After reviewing your information, your registration was declined.

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 Chain - TEST

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

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TIPS:

- o 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 is returned to you for amendments.

- o If you need input from other departments within your company to complete the Supplier Registration Questionnaire, see FAQ#9

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

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

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

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

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 questionnaire outside of Ariba Network.

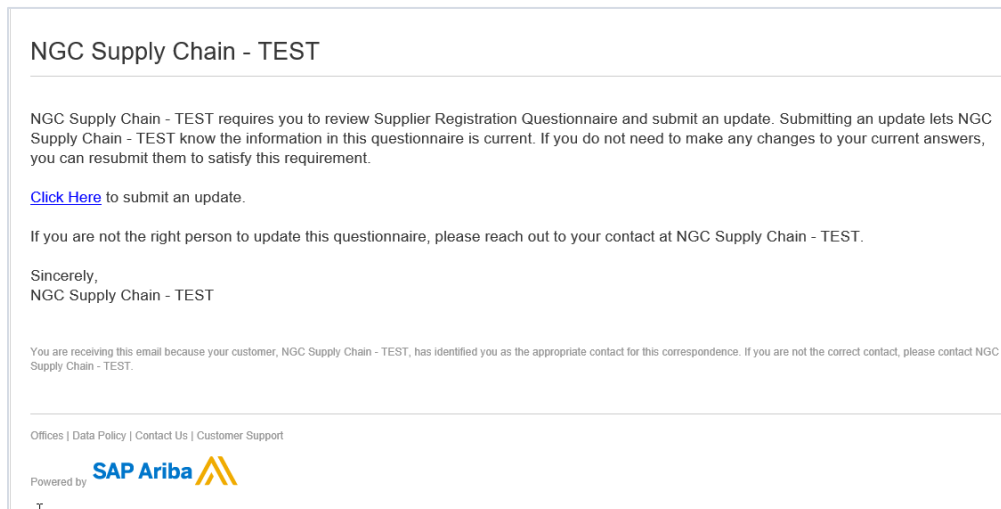2. When you need to update your information, click into the Supplier Registration Questionnaire, and then click on Revise Response. (Use this link to log-in to Ariba Network, which will take you straight to Northrop Grumman's Supplier Registration Questionnaire: ngcsupplychain.supplier.ariba.com)

   Be on the look-out for reminder notifications. **Northrop Grumman policy requires supplier information to be updated at least every 3 years.** 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** ⚠

3. Review all of your information in order to ensure that they are all up-to-date, then click on Submit Entire Response. 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, if there is nothing to update about your company information, go ahead and click on the Revise Response button and then submit without any updates. This will help your company stay current in our supplier database.
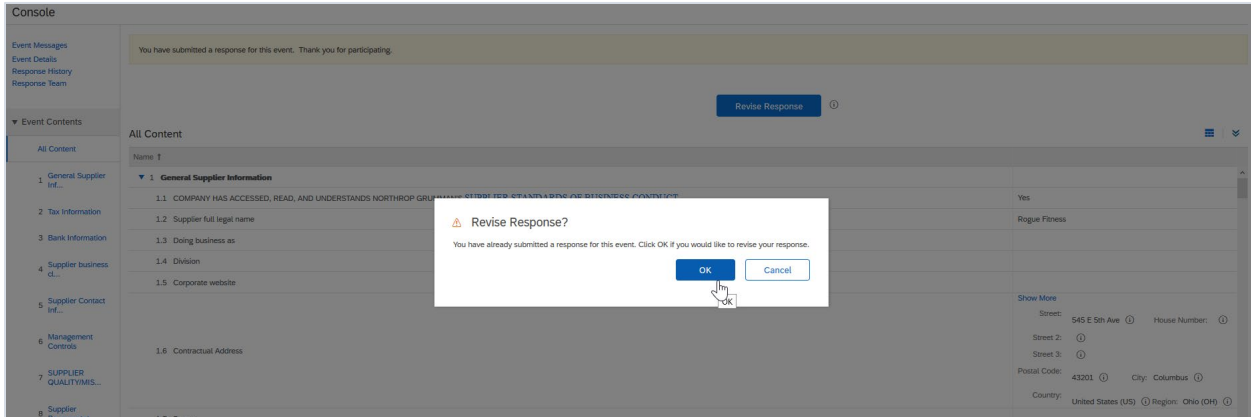
- When you update your company's information, be sure to select today's date in section 8 – it may be defaulted to the expiration date.
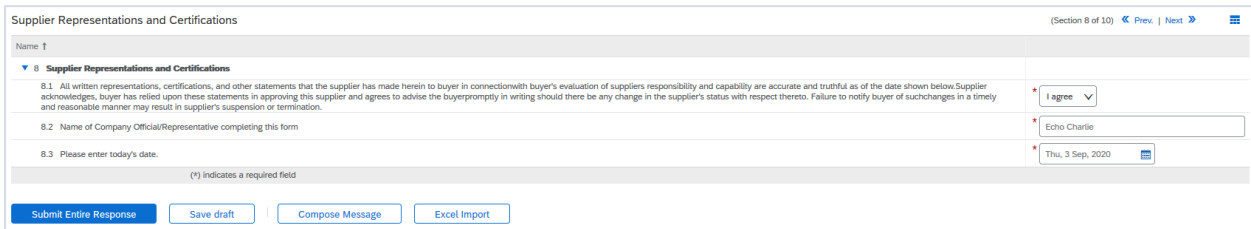
Additional Support

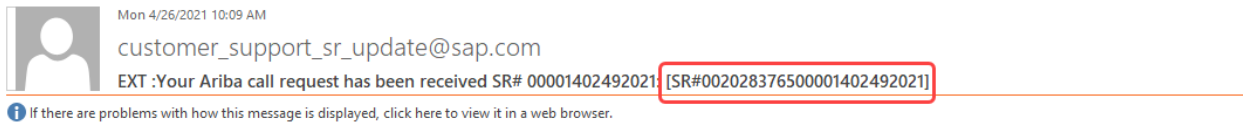| What can Northrop Grumman (NG) Help With?		What can Ariba Support Help With?
Did not receive the Ariba invitation email/link	See FAQ#2	Forgot login credentials
Ariba invitation went to the wrong email address	See FAQ#3	My company's Ariba admin is no longer with the company and access is needed for the existing account
Cannot see the Northrop Grumman Registration Questionnaire	See FAQ#5	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#7	Troubleshoot continuing issues accessing the Ariba invitation email/link and Northrop Grumman Registration Questionnaire that could not be resolved by the Northrop Grumman team
Guidance on how to register and submit a Registration Questionnaire	See FAQ#2	-

How to contact Ariba Support

IMPORTANT NOTE: Reference Northrop Grumman when you are in contact with Ariba Support so that we can track the Service Request (SR) and ensure you are receiving the support you need in a timely and sufficient manner.

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

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

Mon 4/26/2021 10:09 AM

customer_support_sr_update@sap.com

EXT :Your Ariba call request has been received SR# 000014024920213 [SR#00202837650000140249202]

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

Hello!

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

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

Sincerely,
SAP Ariba Customer Support

******** DO NOT DELETE ********
{ARIReqNo:[00202837650000140249202]}
******** DO NOT DELETE ********

More about Ariba Help Center

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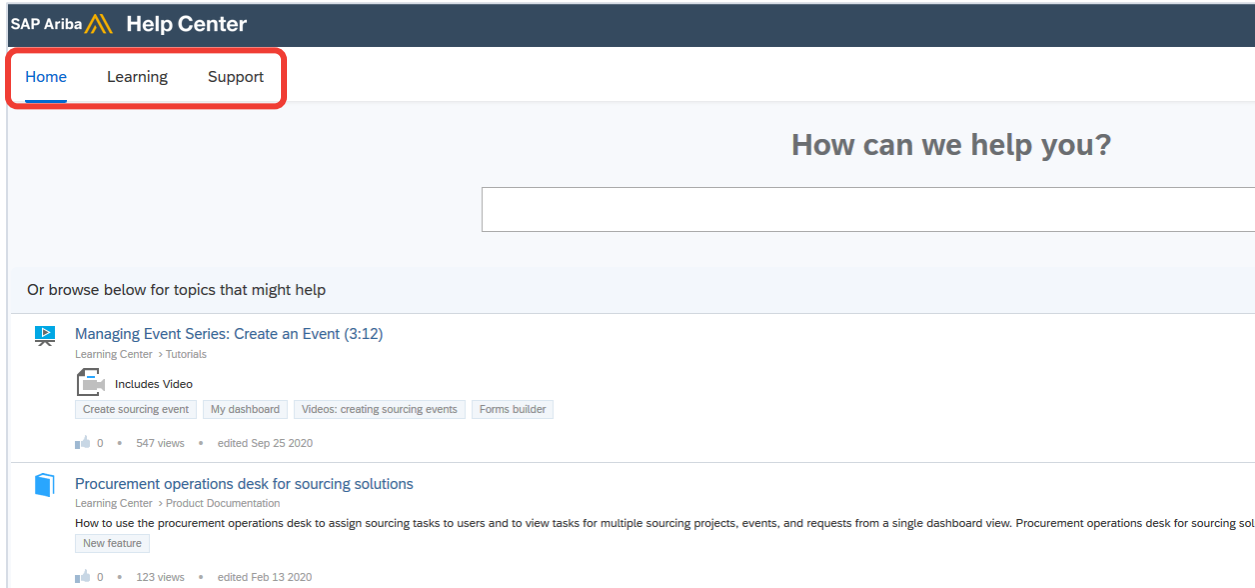
Frequently Asked Questions (FAQ)

Ariba has collected various FAQs across the industry and made them available on their Help Center. We have added a few more FAQs that may be helpful and will continue to update this document as we encounter more FAQs throughout our journey.

1. **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 ID. [TransitionUniqueEntityID_UEI.pdf (northropgrumman.com)](TransitionUniqueEntityID_UEI.pdf)

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, inquire with your IT department to ensure emails can be received from email domain: ansmtp.ariba.com.

3. **What do I do if the Ariba Invitation email went to the wrong email address?**

- Contact the NG Buyer/SCA and provide the correct email address. They will coordinate with the internal supplier administration team.

4. **What should I do if I encounter an expired link error when I "Click Here" in the Invitation Email?**

- First try clearing your web browser cache and cookies, closing out the browser and then opening a new browser session.
- If the issue persists, contact Ariba Support.

5. **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 navigate to Ariba Proposals And Questionnaires. If you still cannot see the 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, contact Ariba Support.

6. **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.

7. **What do I do if I need more time to complete the Supplier Registration Questionnaire?**

- Contact the NG Buyer/SCA to request the extension. They will coordinate with the internal supplier administration team.

8. **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). If there are errors, try going to a different section or addressing the errors, and then saving again.

9. **How do I add users to my Ariba Network account?**

- https://support.ariba.com/item/view/193412

10. **How do I allow additional user(s) from my company to complete the Supplier Registration Questionnaire?**

- Click here to open the instructional document

11. **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 is returned to you for amendments.

12. **How do I merge/consolidate Ariba accounts from other customers?**

- https://support.ariba.com/Item/view/181922

13. **How do I access my company's Ariba Account after the administrator has left the company?**

- https://support.ariba.com/item/view/192807

14. **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

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

8