My Purchase Orders
(MyPO)
Supplier Training
Quick Start Guide

New Url:

https://mypos.amer.myngc.com/sap/bc/ui5_ui5/sap/zmypos/index.html

Use your existing credentials to access the My Purchase Orders (MyPO) application:

- Northrop Grumman issued User ID and Password
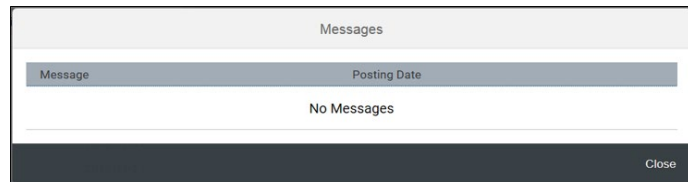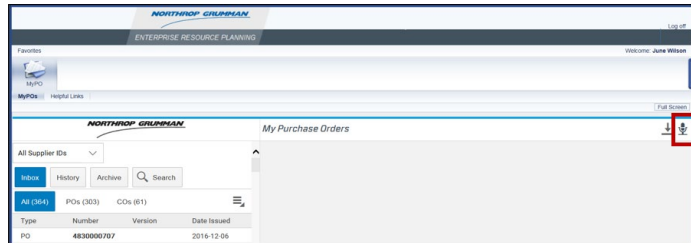- Digital cert (Exostar cert, DoD CAC card, etc.)

If this is your first time logging in you will be required to accept NGC's Trading Partner Agreement (TPA). MyPO supports IE11 and higher, Firefox 2014 versions and higher, and Chrome.

Help/Support
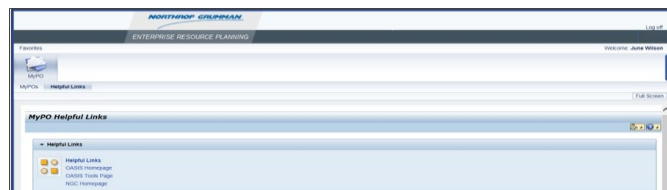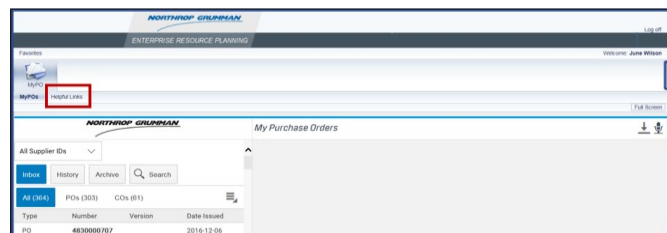
OASISMyPO@ngc.com for questions/inquires.

Announcements

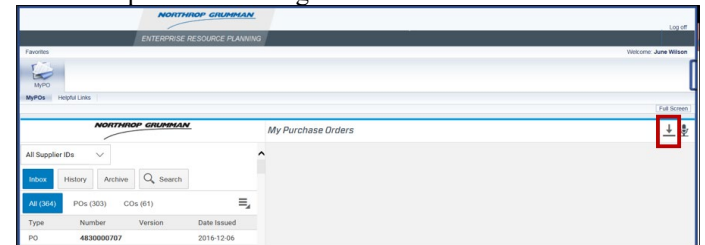Announcements related to MyPO can be viewed by clicking on **Microphone**.

Helpful Links

Helpful Links provides additional information.

Download Icon**

Use **Download Icon** to download Excel file of documents that have been processed during current session.
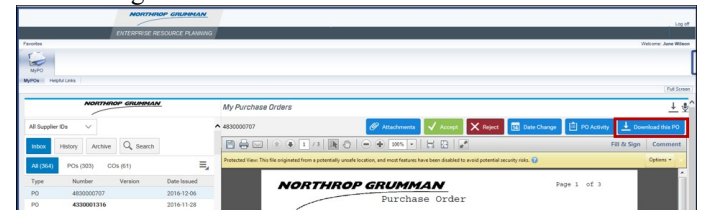

Downloads an Excel spreadsheet that can be viewed/printed/saved.

Download this PO/CO**

Use **Download this PO** to download Excel file of document that is being viewed.

Downloads an Excel spreadsheet that can be viewed/printed/saved.

Name Search/Filter

For users who have access to multiple Northrop Grumman Vendor / DCMA* numbers, use the dropdown to select the specific Vendor / DCMA* number you want to view. The pull down contains only Vendor / DCMA* numbers you are allowed to view.
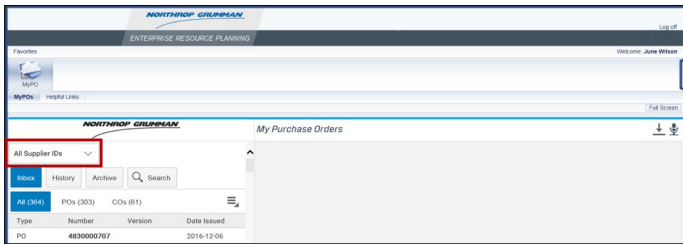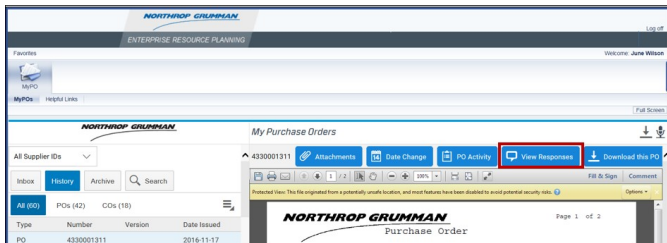

History

Click on **History** to view status of previously processed documents.
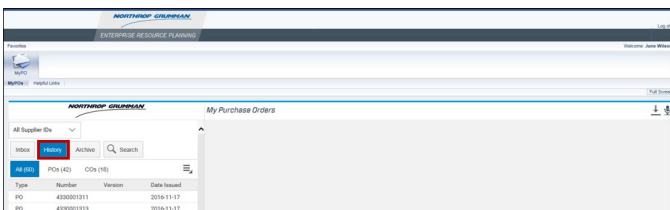
View Responses

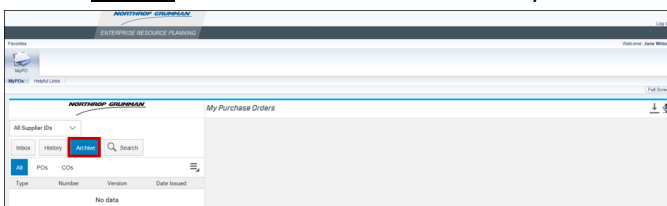Click **View Responses** to see previously processed information.

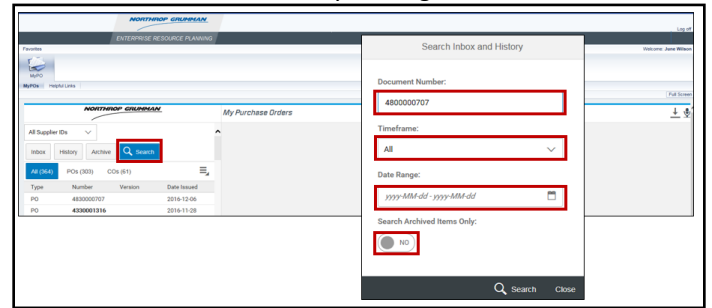Shows Status, Acceptances or Rejections and Comments.

Archive **

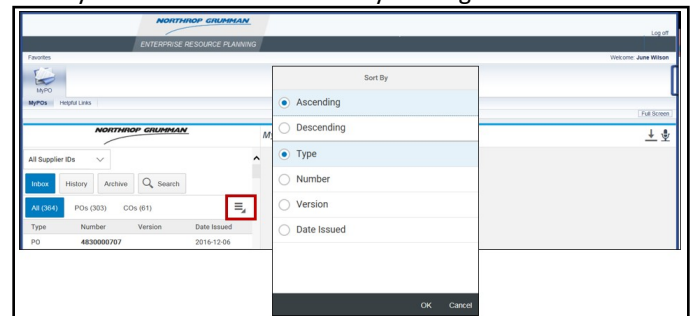Click on **Archive** to view documents older than 5 years.

Search

Click on Search to search for documents by Last 7 Days, 30 Days, 90 Days, Last Year, All, or Date Range. Archived documents can be searched by moving button to Yes.
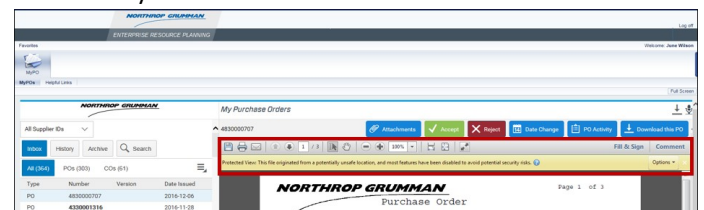

Sort By

Modify the view of the columns by clicking on icon.

Accessing Documents

Click on the document you wish to view. Bolded documents have not been viewed previously. Unbolded documents have been previously viewed.
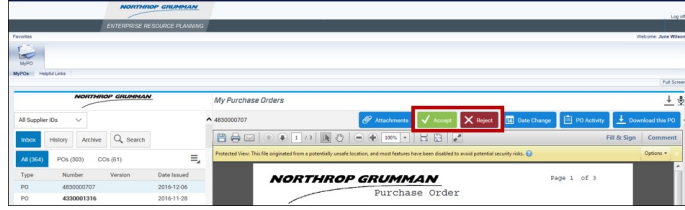
PO / CO or RFQ* documents can be saved or printed. Save and print feature use standard PDF and Windows functionality.
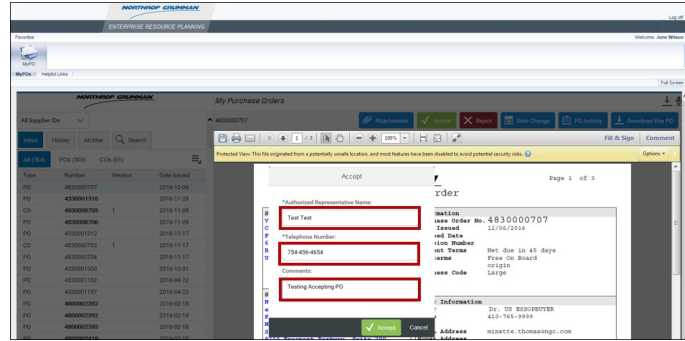

Note: You will need Adobe PDF reader to view Purchase Order/Change. It is free and can be downloaded at Adobe Reader.

Accepting/Rejecting PO/CO Orders

Select a PO/CO. Click on Accept or Reject.

Accept: Click the Accept button and complete required information, including optional comments. Accepting the PO / CO will move the document from your "Inbox" to your History" box.
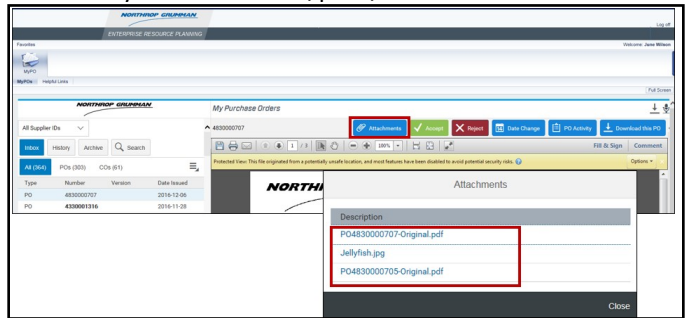

Reject: Click reject button and complete required information. For rejected PO/COs, comments are mandatory. Rejecting the PO / CO will move the document from your "Inbox" to your "History" box.
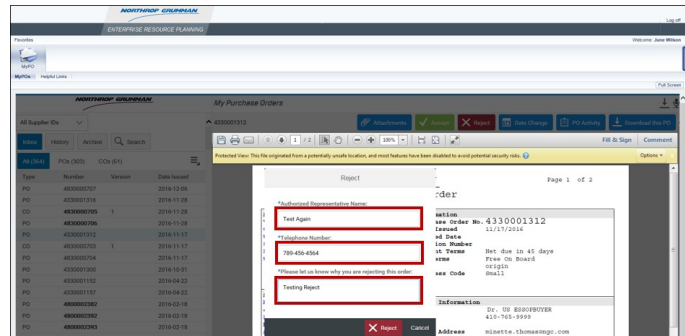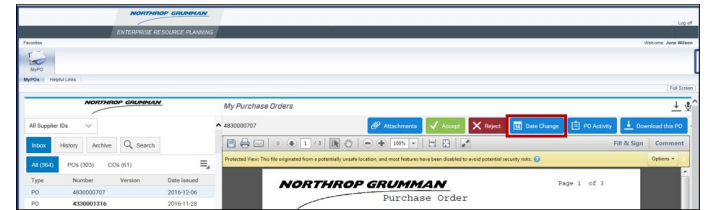

View Attachments**

Click desired PO/CO. Click **Attachments.** Click on the document you want to view/print/save.


Propose Delivery Date Change**

Search by PO/CO. Click on **Date Change**.

Note: This does not affect the PO statistical delivery/contract dates. The cognizant NGC buyer will notify you if proposed date change is acceptable.

Modify the open quantity plus/or date for the desired line item. If a new Delivery Date is entered select a Delay Code from the drop down list and add Comments click "Submit" then "OK" when the Pop-up message displays. "Close" when complete.
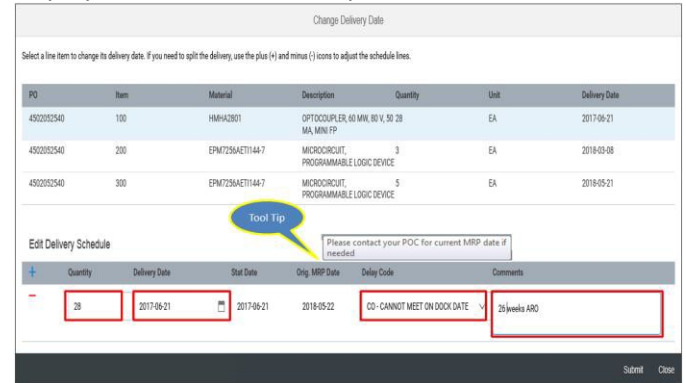
Purchase Order/Change Activity**

Select PO/CO and click on **PO Activity**. PO Activity shows receipts, invoices and payments when available.
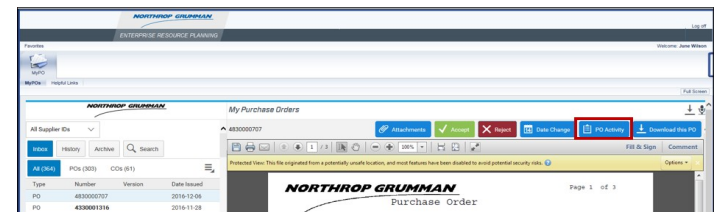
Display Activity for POs/COs.

*Only Applies to Aerospace Systems Sectors
**Does not apply to all Sectors

Updated 09/26/2022