

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.)

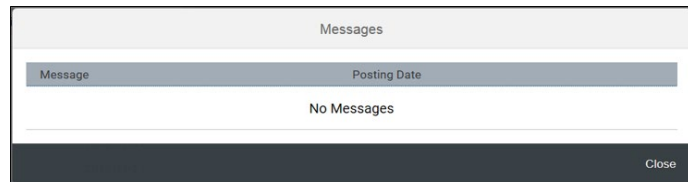
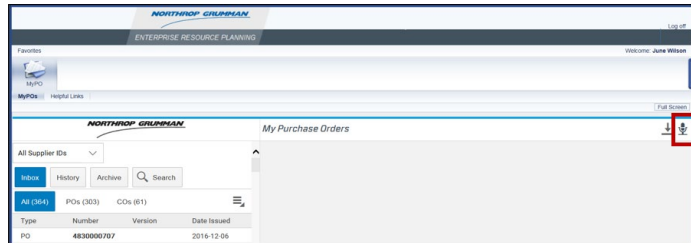
If this is your first time logging in you will be required to accept NGC's Trading Partner Agreement (TPA). MyPO supports IE11 and higher, Firefox 2014 versions and higher, and Chrome.

Help/Support

OASISMyPO@ngc.com for questions/inquires.

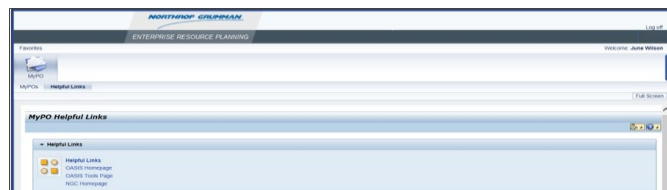
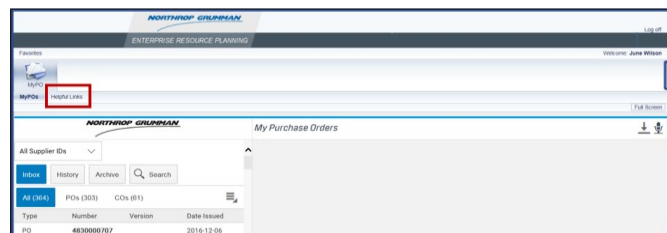
Announcements

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



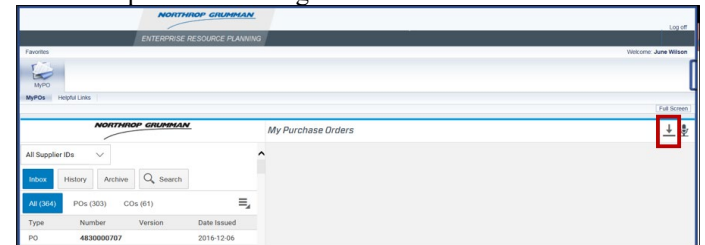
Helpful Links

Helpful Links provides additional information.



Download Icon**

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

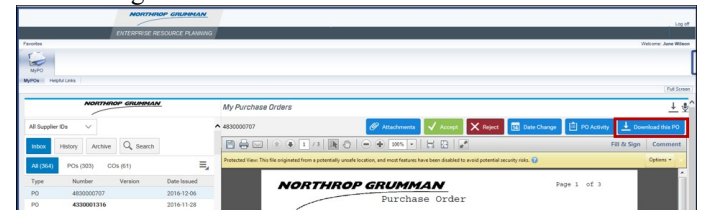


Downloads an Excel spreadsheet that can be viewed/printed/saved.

	A	B	C	D	E	F	G	H	I	J	K	L
	PO Number	Line	Material Number	Description	Quantity	Revision Level	Delivery Date	Net Unit Price	Net Value	Unit of Measure	Price Unit	Order Price Unit
1	4502039947	1	Bolts		25		20170426	1	25	BG	1	
2	4502039947	2	spacer		100		20170727	2	200	BX	1	
3	4502039945	1	ABC-Test		12		20170125	1	12	EA	1	
4	4502039945	2	123-Test		45		20170405	2	90	EA	1	
5	4502039945	3	More Testing		35		20170621	3	105	EA	1	

Download this PO/CO**

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

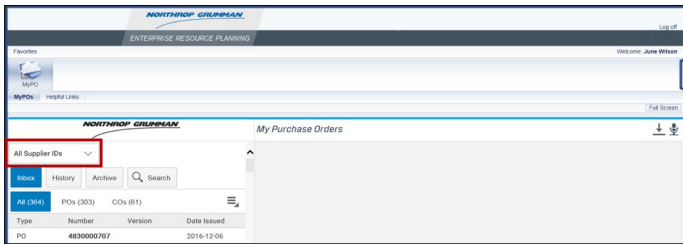


Downloads an Excel spreadsheet that can be viewed/printed/saved.

	A	B	C	D	E	F	G	H	I
	PO Number	Line	Material Number	Description	Quantity	Revision Level	First Delivery Date	Net Unit Price	Net Value
1	4830000707	1		hand tool coating service	1		20161206	2000	2000
2	4830000707	2		hand tool coating service	5		20161206	1500	7500

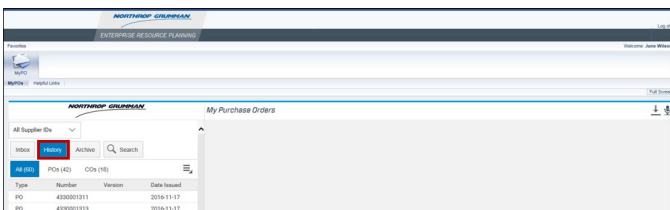
Name Search/Filter

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.



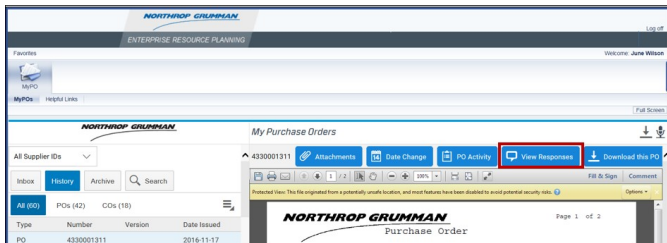
History

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



View Responses

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

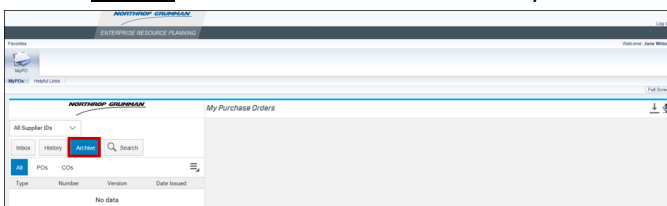


Shows Status, Acceptances or Rejections and Comments.

Responses						
PO	Version	Status	Response Date	Response Time (CST)	Name	Comments
4330001311	00000	Accepted	11/16/16	2:11:46 PM	June	Regression Testing

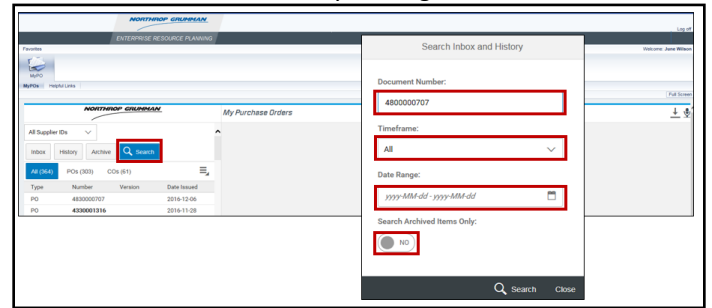
Archive **

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



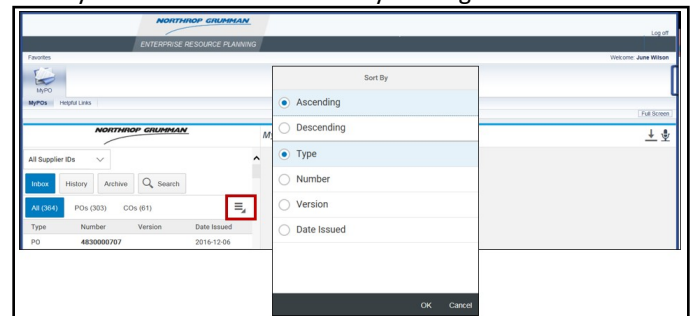
Search

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

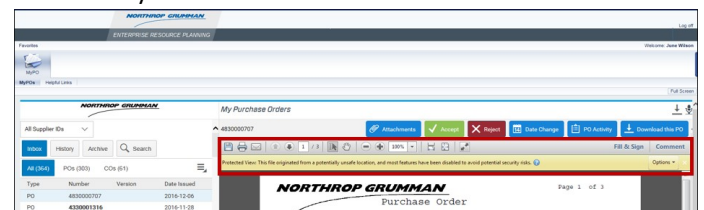
Modify the view of the columns by clicking on icon.



Accessing Documents

Click on the document you wish to view. Bolded documents have not been viewed previously. Unbolded documents have been previously viewed.

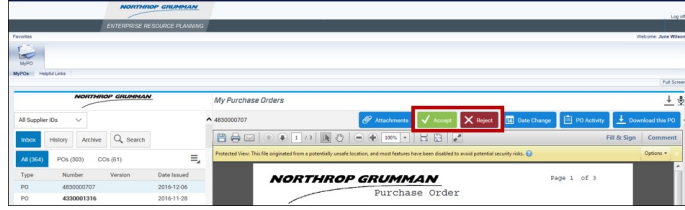
PO / CO or RFQ* documents can be saved or printed. Save and print feature use standard PDF and Windows functionality.



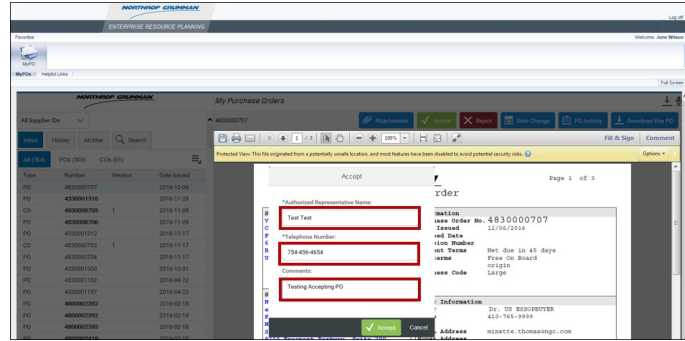
Note: You will need Adobe PDF reader to view Purchase Order/Change. It is free and can be downloaded at [Adobe Reader](#).

Accepting/Rejecting PO/CO Orders

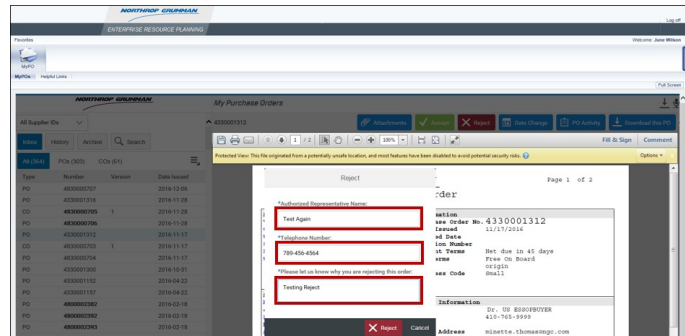
Select a PO/CO. Click on Accept or Reject.



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.

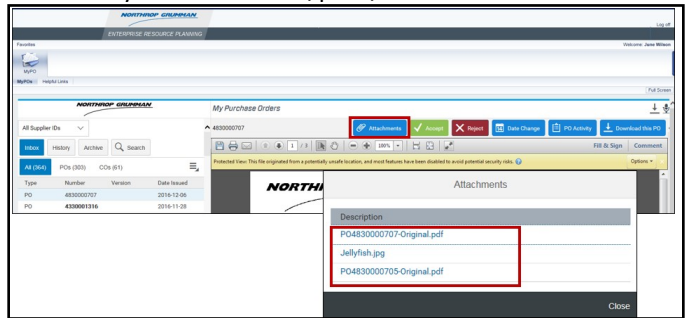


Reject: Click reject button and complete required information. For rejected PO/COs, comments are mandatory. Rejecting the PO / CO will move the document from your “Inbox” to your “History” box.



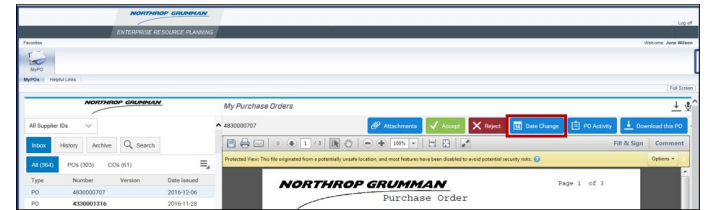
View Attachments**

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



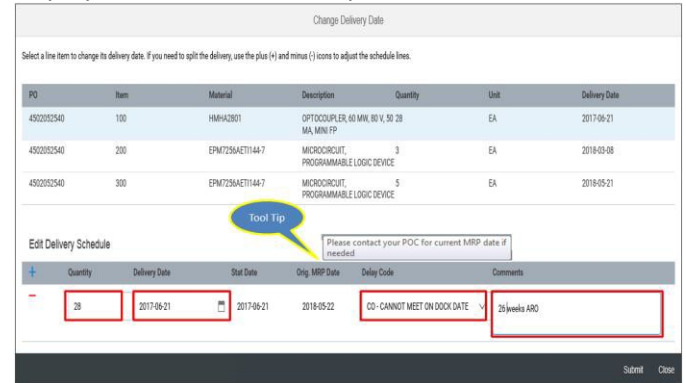
Propose Delivery Date Change**

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



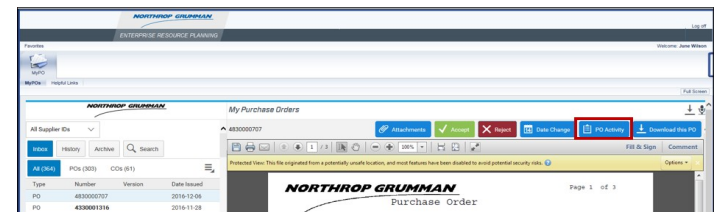
Note: This does not affect the PO statistical delivery/contract dates. The cognizant NGC buyer will notify you if proposed date change is acceptable.

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.

PO Item	PO Qty	PO Unit	PO Value	GR Qty	GR Unit	GR Value	Inv Qty	Inv Unit	Inv Value	Paid Amt
1	1	EA	2000.00 USD	0	EA	0.00 USD	0	EA	0.00 USD	0.00 USD
2	5	EA	7500.00 USD	0	EA	0.00 USD	0	EA	0.00 USD	0.00 USD

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