## Northrop Grumman Supplier Registration Guide

(Revision 06/2022)

# NORTHROP GRUMMAN

**Defining Possible** 





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### 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**



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	AC	TIONS	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	Go to STEP 3
		Supplier Registration Questionnaire (if not already there)	
		NOTE: Northrop Grumman mandates Two-Factor Authentication (2FA) for security	
		purposes. Click <u>here</u> 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.	
	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	Go to STEP 4
		<ul> <li>Pending Approval = Not registered yet</li> </ul>	
		<ul> <li>Registered = NG approved and registration complete</li> </ul>	
		<ul> <li>Pending Resubmission = Requires revision by the supplier</li> </ul>	
		Registration Denied = Cannot continue with NG onboarding process (reason will	
		be provided)	
	1.	You may be asked to complete additional qualification questionnaire(s) outside of	Go to ONGOING
		Ariba Network	
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	STEP 2	STEP 3	STEP 4	ONGOING
Receive Invitation	Create New Ariba	Complete and Submit	Northrop Grumman	Maintain Your
from Northrop	Network Account or	Northrop Grumman	Review and	Questionnaire and
Grumman to Connect	Log-in with Existing	Supplier Registration	Approval	Complete Additional
on the Ariba Network	Account	Questionnaire		Qualification
(AN)			(May Require	Questionnaire(s) As
			Follow up)	Requested

#### **STEP 1 ACTIONS**

#### 1. Receive email invitation (example below).

NGC Supply Chain - TEST
Banisteras a sundiar with MCP Sundy Chain TEST
regimen as a spiper minine approximiter real
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: <a href="https://supplier.ariba.com/">https://supplier.ariba.com/</a>
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 once users whom your company to consider 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.

<u>Click Here</u> 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.

Ariba Propos	als and Questionnaires 👻		0		>> c
Ariba Proposi Welcome Have a question Sign up as a supplit Northrop Grummar Create an SAP Arib Atready have an ac	n? Click here to see a Quick Start guide. n? Click here to see a Quick Start guide. er with Northrop Grumman Systems Corporation - TEST on SAP Ariba. (Systems Corporation - TEST use SAP Ariba to manage procurement activities. a supplier account and manage your response to procurement activities required by Northrop Grumman Systems Corporation - TEST. Sign up count? tog in		TIP: Take advantage of the right navigation bar for any questions during this step – enter your question in the search bar, browse through the FAQs, and/or click on "Support" at the bottom, which will take you to the Ariba Help Center for further assistance		Control.
About Ariba N The Ariba Network the registration, yo • Respont m • Work more • Strengthen • Review per • Apply your • Moving to the Ariba • All your and • All your and • Your profile • Your contac	Is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regar will be able to: per efficiently to your customer sing and abla selevoir solution guiddly willy neurosciences using an Abla Networks solution and your relationships will customer sing and Abla Networks solution and your relationships in the abla selevoir solution to manage: a ustomer relationships in the abla between year and Ariba Sourcing activities Network abla one you to log into a single location to manage: a ustomer relationships in taxions, include the abla between year and ariba sourcing activities in a ustomer relationships if a duces administrative tasks	rdless	of which Ariba solution your customers are using. Once you have complete	- #	What are some common issues when registering an account?  Suppler Basica (4.33)  When register a new account?  When a registe
					Top 5 FAQs

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



Enter Your Account In	formation	* Indicates a required field
You are using an Ariba Sourcing	g test account to register on the Ariba Co	mmerce Cloud. Enter your
existing Ariba Commerce Cloud	I, Ariba Discovery or Ariba Network test a	ccount username and password.
After you successfully log in, yo	our existing Ariba Commerce Cloud test a	account profile will become your
Ariba Sourcing supplier test acc	count profile.	
0 11		
The username and password you enter	red has already merged to another Ariba Sourcing u	ser account. Please enter another Ariba
commerce cloud, whoa biscovery, or y	and a Network username and password to merge to	your Ariba Sourcing user account.
Username:*	test-supplier@supplier.com	your Ariba Sourcing user account.
Username: *	test-supplier@supplier.com	your Ariba Sourcing user account.
Username: *	test-supplier@supplier.com	your Ariba Sourcing user account.
Username: *	test-supplier@supplier.com Forgot Username Forgot Password	your Ariba Sourcing user account.
Username: *	test-supplier@supplier.com  Forgot Username Forgot Password	your Ariba Sourcing user account.

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).
  - For video instructions of the new account creation process, click <u>here</u>.
  - As the Ariba Administrator, learn more about your account configuration by clicking <u>here</u>.

• 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.

SAP	Ariba Proposals and Questionnai	res -					0	>>	വ്
Revi	ew duplicate Account								
v - -	Ve noticed that your company may a You can log in the account you are Or, you can view the profile and cc Or, if there is no match, you can C Or, you can Go back to previous p	already register an Ariba No associated with ontact the account administ ontinue Account Creation a age	etwork account, please revi rator from there nd we will progress your re	ew the match results below, t gistration	hen:			Anba Netwo	rk Supplier Training
	Match Based On								
	COMPANY NAME	E-MAI	ADDRESS	DUNS NO.	TAX ID	ADDRESS			
		_				123 Street pittsburgh PA, United States 15215			
	20 search results found								
	SUPPLIER NAME 0	COUNTRY 0	STATE 0	DUNS 0	SUPPLIER	ANID ®	ACTIONS		
		USA	PA	2	AN01447				
		USA	NY		AN01000	7	View profile Please view profile and contact admin #		
		USA	LA	2	AN01003	_			
		USA	PA	<i>5</i>	AN01394	_	000		
	S	Ariba	Network –						
		Supplier	profile						
						Conta	act Admin		

 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**



**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**

 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.

Ariba Proposals and Questionnaires	<ul> <li>Standard Account Upgrade</li> </ul>	TEST MODE	Event Dashl	board		0	ĸc
Ariba Network + Standard Account Ariba Discovery	Welcome to the Ariba Spend Man	agement site. This site assists in ide	ntifying world class suppliers who are	market leaders in quality, service, and co	ost. Ariba, Inc. administers this site in an effort to e	nsure market integrity.	
Ariba Proposals And Questionnaires	Events						Π
Ariba Contracts	Title ID	End Time 4		Event Type	Participated		
Ariba Network	$\cap$			No items			
	Registration Questionair Tite  Suppler Registration Questionnair  Qualification Questionnair	Registratio	n Questionn	aires		Status Invited	
	Title ID	▼ Status:	Completed (1)			Status	
	Title ID	Supplier Reg	istration Question	No items		Status	
	Certificates						=
	Certificate Info	Effective	Expiration	Attachment No items	Questionnaire	Status	

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.

		Company Settings <del>v</del>	Help Center >>
5		Desktop	File Sync Time remaining 89 days 23:21:17
Console	Doc2594062140 - Supplier Registration Questionnaire		
Event Messages Event Details Response History Response Team	General Supplier Information Name 1	Use the left r through diffe questionnaire	nts navigation plane to jump rent sections of the e as required
Event Contents     All Content     General Supplier	1.6 Contractual Address	Sections 9-10 Reference fo	) r field definitions
2 Tax Information 3 Bank Information		Submit Entire Click this but to submit	e Response ton when you are ready
4 Supplier business	1.7 Fax no.	Save Draft	
5 Supplier Contact	1.9 Main telephone number	Click this but back to it late	ton to save and come er; use it frequently to
6 Management Controls	1.10 Wooke telephone number	save your pro	ogress
7 SUPPLIER QUALITY/MIS	1.12 Number of employees		
8 Supplier Representat	1.13 Business start date (*) indicates a required field		
9 APPENDIX A – Busines	Submit Entire Response Save draft Compose Message Excel Import		
10 APPENDIX B - Functio			



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.

NGC Supply Chain - TEST
Hello
NGC Supply Chain - TEST has received your registration information and will review it for approval.
To check your registration status, log in to the NGC Supply Chain - TEST supplier portal.
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
Offices   Data Policy   Contact Us   Customer Support
Powered by SAP Ariba

### **STEP 4: Northrop Grumman Review and Approval**



While your Registration is in Northrop Grumman's internal review process, the status will show "Pending Approval"

Download Tutorials Update Profile	Welcome to the Ariba Spend	d Management site. 1	This site assists in identifying world class su	opliers who are market leaders in	quality, service, and cost. Ariba, Inc. administers thi	is site in an effort to	ensure market integrity.		
	Events								
	Title	ID	End Time		Event Type		Participated		
					No items				
	Registration Questionna	aires							
	Title		ID	End Time ↓	Commodity	Reg	C1-1-1-	Status	
	▼ Status: Completed (1)						Status		
	Supplier Registration Question	naire	Doc2596354417	9/4/2020 2:13 PM	Electronic Components 32	USA	-	Pending Approval	
	Qualification Questionn	aires							
	Title ID		End Time ↓		Commodity		Dending Approval		
					No items		Pending Approvat		
	Questionnaires								
	Title	ID	End Time ↓		Commodity		Regions Status		

#### **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.

NGC Supply Chain - TEST									
Hello									
Congratulations! Yo	our supplier regi	istration wa	as approved.						
Log in to the supplie	Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with NGC Supply Chain - TEST.								
Click Here									
Sincerely, NGC Supply Chain	Sincerely, NGC Supply Chain - TEST								
You are receiving this email	because your custom	er, NGC Supply	Chain - TEST, has identified	you as the appropriate o	ontact for this correspondence.	If you are not the corre	ect contact, please contact NGC Supply Chain - TEST.		
Offices   Data Policy   Conta	ct Us   Customer Sup	port							
Powered by SAP Ar	iba ///								
Download Tutorials Update Profile	Welcome to the Ariba Spen	d Management site. Th	is site assists in identifying world class supplier	s who are market leaders in quality, se	rvice, and cost. Ariba, Inc. administers this site in	an effort to ensure market integrity.			
	Events								
	Title	ID	End Time		Event Type				
					No items				
	Registration Questionn	aires							
	Title		ID	End Time ↓	Commodity	Region	Status		
	▼ Status: Open (1)						Status		
	Supplier Registration Question	naire	Doc2596354417	9/28/6103 4:50 PM	Electronic Components 32	USA U	Registered		
	Qualification Questionr	naires					=		
	Title	ID	End Time 1	Comr	nodity	Region			
					No items		Desistant		
	Questionnaires						Registered		
	Title	ID	End Time	Comr	nodity	Region			
					No items				
	Certificates						=		
	Certificate Info		Effective	Expiration	Attachment	Questionnaire	Status		

 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".

No items

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.

Offices | Data Policy | Contact Us | Customer Support



Download Tutorials Update Profile	Welcome to the Ariba Spend	Management site. Ti	his site assists in identifying world class	suppliers who are market leaders in	quality, service, and cost. Ariba, Inc. administers this site	e in an effort to ensure market integrity.			
	Events	Events							
	Title	ID	End Time 1		Event Type				
					No items				
	Registration Questionna	ires				Status	$\frown$	=	
	Title		ID	End Time ↓	Commodity		Status		
	<ul> <li>Status: Open (1)</li> </ul>								
	Supplier Registration Questionn	Supplier Registration Questionnaire		10/4/2020 2:17 PM	Electronic Components 32		Pending Resubmission		
	Qualification Questionnaires					Pending Resubmission			
	Title	ID	End Time \$		Commodity				
					No items				
	Questionnaires								
	Title	ID	End Time 4		Commodity	Regions	Status		
					No items				

Console	Doc2596354417 - Supplier Registration Questionnaire		Ċ	Time remaining 29 days 23:54:26
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.			
Response History Response Team		Period Responses		
▼ Event Contents	All Content	терина		<b>≡</b> ×
All Content	Name 1			
1 General Supplier	▼ 1 General Supplier Information			
	1.1 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GRU		Yes	
2 Tax Information	1.2 Supplier full legal name	A Revise Response?	Rogue Fitness	
3 Bank Information	1.3 Doing business as	You have already submitted a response for this event. Click OK if you would like to revise your response.		
4 Supplier business	1.4 Division	OK Cancel		
' d	1.5 Corporate website			
5 Supplier Contact			Show More Street: 1234 Test ① Street 2: ①	House Number:
6 Controls	1.6 Contractual Address		Street 3: (j)	
7 SUPPLIER QUALITY/MIS			Postal Code: 75063 ①	City: Irving ④
8 Supplier Representat			Country: United States (US)	Region: Texas     (TX)

• **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 Su	Ipply Chain - TE	-01					
Hello							
After reviewi	ing your information, you	r registration was de	eclined.				
This may hav nave questio	ve an impact on your abi ons.	ility to do future busi	ness with NGC	C Supply Chain - TE	ST. <u>Contact</u> <u>NGC</u>	for more information	n or if y
Sincerely, NGC Supply	r Chain - TEST						
'ou are receiving Supply Chain - TE	this email because your customer, SST.	NGC Supply Chain - TEST, I	has identified you as t	the appropriate contact for t	his correspondence. If you are n	not the correct contact, please c	contact NC
Offices I Data Poli	icy   Contact Us   Customer Support	1					
Powered by SA	ICY   Contact Us   Customer Support	t stee. This site assists in identifying world class suc	pptiers who are market leaders in qu	ally, service, and cost. Arba, Inc. administers th	is the in an effort to ensure market integrity.		
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ffices   Data Poli owered by SA	Contact Us   Customer Support     Contact Us   Customer Support     Customer to the Arbia Spend Management     Events     Trice 10     Registration Questionnaires     Trice     Support Registration Questionnaires     Custoffication Questionnaires	t site. This site assists in identifying world class su End Time 4 ID Doc2639511533	ppliers who are market leaders in que End Time 1 9302200 1:46 PM	salty, service, and cost. Afile, inc. administers th Event Type No terms Commosity Motor vehicles 2510	Is she in an effort to ensure market integrity. Participated Status	Partie Regionation D	tenied
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ffices   Data Polii powered by SA	icy   Contact Us   Customer Support	t she. This she assists in Identifying world class su End Time 4 ID Doc2639511533 End Time 4	pplies who are market leaders in que End Time 1 9302020 1.46 PM	ally, service, and cost. Arba, inc. administers of Event Type No terms Commodity Motor vehicles 2510 Commodity No terms	Is site in an effort to ensure market integrity. Participated Status Registration	Personal Denied	lenied
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#### TIPS:

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

Note: Only Ariba administrators 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 <u>Additional Support</u> section of this document.



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



**Note:** One of the key benefits of the Ariba Network is that your company can keep its information up-todate 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: <a href="https://www.ngcsupplychain.supplier.ariba.com">ngcsupplychain.supplier.ariba.com</a>)

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 3year 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 📉
T

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.

Console			
Event Messages Event Details Response History	You have submitted a response for this event. Thank you for participating.		
Response Team		Revise Response	
+ Event Contents	All Content		≡ *
All Content	Name 1		
1 General Supplier	▼ 1 General Supplier Information		*
	1.1 COMPANY HAS ACCESSED, READ, AND UNDERSTANDS NORTHROP GRU	NAME STIDE TED STANDADDS OF DISCOURSE CONDITOR	Yes
2 Tax Information	1.2 Supplier full legal name	▲ Revise Response?	Rogue Fitness
3 Bank Information	1.3 Doing business as	You have already submitted a response for this event. Click OK if you would like to revise your response.	
4 Supplier business	1.4 Division	OK Gancel	
Clim	1.5 Corporate website	, hn_	
S Supplier Contact		Ydk	Show More Street:
Management			Storet 2: (1)
<sup>6</sup> Controls	1.6 Contractual Address		Street 3: ①
7 SUPPLIER QUALITY/MIS			Postal Code: 43201 (i) City: Columbus (i)
8 Supplier			Country: United States (US) () Region: Ohio (OH) ()

• 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.

Supplier Representations and Certifications	(Section 8 of 10) 《 Prev.   Next 》	
Name †		
▼ 8 Supplier Representations and Certifications		
8.1 All written representations, certifications, and other statements that the supplier has made herein to buyer in connectionwith buyer's evaluation of suppliers responsibility and capability are accurate and truthid as of the date shown below. Supplier advowedges, buyer that settled upon these statements in approving this supplier and agrees to advice the buyerpromptly in writing should there be any change in the supplier's status with respect thereto. Failure to notify buyer of suchchanges in a timely and reasonable manner may exercise or termination.	* I agree V	
8.2. Name of Company Official/Representative completing this form	* Echo Charlie	
8.3 Please enter today's date.	* Thu, 3 Sep, 2020 💼	
(*) indicates a required field		
Submit Entire Response Save draft Compose Message Excel Import		

### **Additional Support**

What can Northrop Grumman (NG) H	elp With?	What can Ariba Support Help With?
Did not receive the Ariba invitation	See FAQ#2	Forgot login credentials
email/link		
Ariba invitation went to the wrong	See FAQ#3	My company's Ariba admin is no longer with the
email address		company and access is needed for the existing account
Cannot see the Northrop Grumman	See FAQ#5	Questions with account set up and navigation (e.g.
Registration Questionnaire		managing users, notification settings, how to manage
		multiple accounts)
Supplier cannot respond to the	See FAQ#7	Troubleshoot continuing issues accessing the Ariba
Northrop Grumman Registration		invitation email/link and Northrop Grumman
Questionnaire on time and needs an		Registration Questionnaire that could not be resolved
extension		by the Northrop Grumman team
Guidance on how to register and submit	See FAQ#2	-
a Registration Questionnaire		

#### 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: <u>Ariba Network Supplier Support Click To Call Process</u>

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# 000014024920212 f) 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

ARIRegNo:[002028376500001402492021]}



#### 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

SAP Aril	Ma Melp Center
Home	Learning Support
	How can we help you?
Or bro	wse below for topics that might help
	Managing Event Series: Create an Event (3:12) Learning Center > Tutorials
	Create sourcing event My dashboard Videos: creating sourcing events Forms builder
	💼 0 • 547 views • edited Sep 25 2020
	Procurement operations desk for sourcing solutions Learning Center > Product Documentation
	How to use the procurement operations desk to assign sourcing tasks to users and to view tasks for multiple sourcing projects, events, and requests from a single dashboard view. Procurement operations desk for sourcing sourcing sourcing tasks to result as the sourcing tasks to result as the sourcing sourcing tasks to result as the sourcing tas the sourcing tasks to result as the sourcing tasks to result
	n 0 • 123 views • edited Feb 13 2020

### **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)

#### 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.
  - 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.
  - 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?
- <u>Click here</u> 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: <u>https://www.sap.com/about/trust-center.html</u>



### 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

