

## Evaluated Receipts Settlement (ERS)

Attn: Accounts Receivable Manager

Northrop Grumman Corporation has implemented a process, known as Evaluated Receipts Settlements (ERS), where vendors, such as yourselves, will be paid for placed purchase orders upon official receipt of the goods across the receiving dock, and after data entry into the company accounting system.

**Your packing slip will become very important in the ERS process;** not only for NGC receiving to accurately receive your shipment, but also for you to be accurately paid. The packing slip number will replace invoice numbers. *If there is no packing slip number, the date received (mmddyyyy) will be used.* The packing slip must contain the following: packing slip number, purchase order number, purchase order line item, supplier number, part number, quantity accepted.

Payments will be calculated based on the date the goods were received and according to the agreed upon purchase order price and terms. It is important that your shipments match the line items, part numbers, and descriptions as stated in the purchase order. **Please note: to be an ERS supplier you are responsible for notifying the buyer if there is a change in price at the time of shipment so the PO may be corrected before the receipt of the items. Failure to abide by these conditions may end your participation in the ERS process and require you to invoice for payment.**

Freight or installation type charges are not allowed in this new process because they cannot be "received" electronically. We recommend shipping by FOB destination or FOB origin using an SSD shipper account number. If this is a major concern, please contact your buyer.

Northrop Grumman Corporation, Accounts Payable Department will monitor your account for prompt and timely payments. If you have concerns regarding payments or need reconciliation, it is recommended you have statements available containing your activities for each purchase order when contacting Accounts Payable or your Northrop Grumman Buyer with inquiries. Separate accounts should be established for ERS purchases versus other purchases to facilitate the reconciliation process. **Accounts Payable will not honor invoices for ERS purchase orders; therefore, invoices sent will be destroyed.**

Accounts Payable Contact information:

Accounts Payable ERS Helpdesk: [ERSHelpdesk@ngc.com](mailto:ERSHelpdesk@ngc.com)

Inquires can be made through a ticket portal using the following link: <https://oasis-invoiceinquiry.myngc.com/>

If you have an attachment you can add it in the lower left corner of the ticket form. Once you have submitted your inquiry ticket, you will be provided with a ticket number. The Accounts Payable team will respond back and answer your questions.

Our Procurement department will be responsible for resolving your issues and concerns relating to the Evaluated Receipts Settlement process; therefore, please contact your buyer when you have problems relating to ERS payments. A grace period of 30 days will be required for exchanges and returns of off-the shelf items for which restocking charges will not be allowed.

We appreciate your compliance with these procedures and look forward to a continued and valued working relationship. If you should have any questions regarding the above, please contact your buyer.

Thank you in advance for your support and cooperation.