## Northrop Grumman at a Glance

### Aerospace Systems (NGAS)
- Airborne Ground Surveillance / C2
- C4ISR
- Directed Energy Systems
- Electronic Combat Operations
- Environmental & Space Science Satellite Systems
- Global / Theater Strike Systems
- ISR Satellite Systems
- Large Scale Systems Integration
- MILSATCOM Systems
- Missile Defense Satellite Systems
- Naval BMC2
- Strategic Space Systems
- Unmanned Systems

### Electronic Systems (NGES)
- Air Defense Systems
- C4ISR Networked Systems
- EO/IR Targeting & Surveillance
- Marine & Undersea Systems
- Navigation & Positioning Systems
- Propulsion & Power Generation
- Radar Sensors & Systems
- RF/IR Countermeasures
- Space Sensors

### Information Systems (NGIS)
- Command & Control Systems
- Communications
- Cybersecurity
- Enterprise Systems and Security
- Federal, State/Local & Commercial
- Health IT
- Homeland Security
- Intelligence
- Intelligence, Surveillance & Reconnaissance Systems
- IT/Network Outsourcing

### Technical Services (NGTS)
- Aircraft Subsystem/Component Sustainment & Modernization
- Aircraft System/Platform Sustainment & Modernization
- Defense and Government Services
- Ground Vehicle Reconstitution
- Integrated Logistics and Modernization
- Irregular Warfare/Quick Reaction Capability
- Live, Virtual and Constructive Domains
- Nuclear Security Services
- Technical and Operational Training Support
- Training Solutions

### Enterprise Shared Services (NGCO)
- Enterprise Resource Planning
- Financial Service Center
- Payroll Services
- Procurement Services
- Travel Services
- Real Estate
- IT Solutions
- Internal Information Security
- Industrial Security
- HR Service Center
- Enterprise Security Shared Services
- Environmental, Health & Safety
- Corporate & ESS Office Administration
- Flight Operations

### Five Operating Sectors and a Corporate Office
• American Express (AMEX) is the Northrop Grumman Corporate Purchasing Card (NGCPC) provider.

• Northrop Grumman (NGSC) suggests suppliers bidding on NGSC Corporate Awards or Pricing Discount Agreements that may lead to an eCatalog implementation contact AMEX immediately to fully understand what being an AMEX Merchant and Level III data capture capability means.

• NGSC eProcurement suppliers are required to have:
  – An AMEX Merchant Account ID#, and
  – The capability to capture and pass AMEX certified Level III, Line Item Detail (LID) billing information

Suppliers awarded NGSC Corporate Awards or Agreements are required to sign up for an AMEX merchant ID and upgrade to Level III capability.
Supplier’s American Express Activation/Upgrade

• **Non-AMEX merchants**
  – If you **do not** have a merchant account ID# with American Express you will need to contact AMEX Merchant Services [www.americanexpress.com/merchant](http://www.americanexpress.com/merchant) to:
    • Establish an AMEX Merchant ID #
    • Set up AMEX certified Level III, Line Item Detail capability

• **Existing AMEX merchants**
  – If you **do** have an existing merchant account ID# with American Express you will need to contact AMEX Merchant Services [www.americanexpress.com/merchant](http://www.americanexpress.com/merchant) to:
    • Confirm and/or upgrade to Level III, Line Item Detail capability

NGSC will verify the supplier merchant ID# and Level III capability of each supplier with AMEX.
NGSC Purchasing Card Orders

• NGSC suppliers may receive two types of Purchasing Card orders;
  ✓ eProcurement Orders (Ghost Card Order) and/or
  ✓ Non-eProcurement Orders (Individual Purchasing Card Order)

✓ eProcurement orders are NGSC eProcurement Purchase Orders billed to a Ghost Card account specific to a single supplier.
  – eProcurement Purchase Orders are sent to a supplier’s Perfect Commerce account.
  – Each NGSC Sector utilizing a supplier eProcurement catalog will have its own unique Ghost Card account for each supplier.
  – Each NGSC eProcurement order will include the NGSC Purchase Order number and the NGSC Sector ID., PO line item information, accounting, and delivery information.

✓ Non-eProcurement orders are orders placed by Individual NGSC Purchasing Cardholders.
  – Charges from non-eProcurement/Individual Purchasing Cardholders may not be charged to eProcurement Ghost Cards.
  – Non-eProcurement orders placed by Individual Purchasing Cardholders may be received via internet, fax, or phone; however, all individual Purchasing Cardholders must provide a valid card number at time of order placement.
After contract award the successful NGSC Supplier will receive:

- A file of all NGSC Sector Ghost Card accounts with the applicable NGSC Sector ID
- Contact list of each NGSC Sector Purchasing Card Administrator
- In depth explanation of the Level III data capture requirements
- Controlled Production Orders to proof out the Level III billing information
Billing Northrop Grumman eProcurement Orders

- Applies only to eProcurement Purchase Orders which are sent to a Supplier’s Perfect Commerce Account

- Northrop Grumman utilizes 2 distinct PO numbering schemas on our 10 digit eProcurement Purchase Orders.
  - PO Schema 1= 100xxxxxxx (Schema used by Sector ID’s EB, EL, EP, ET )
  - PO Schema 2= 720xxxxxxx (Schema used by Sector ID’s NGCO, NGAS, NGIS, NGTS, ES Sector, ENES, TSES)

- Northrop Grumman’s AMEX Ghost Card account does not appear on the eProcurement Purchase Order

- Northrop Grumman will submit an encrypted file of the applicable Sector Ghost Card accounts to be used based on the NGSC Sector ID that appears on the eProcurement Purchase Order.

Suppliers will bill the Ghost Card Account assigned to the Sector ID found on the eProcurement Purchase Order
Determining the NGSC Sector ID

2 ways for a non-integrated supplier to determine the NGSC Sector ID for AMEX Ghost Card account charging:

1.) Web view of PO (shown below)
2.) PDF view (shown on next slide)
## Determining the NGSC Sector ID

### Purchase Order Number: 7200000483

**Organization:** Northrop Grumman Corporate Office  
**Account Code:** nac006  
**Sales Order Number:**  
**Allow Partial Shipment:**  
**Purpose:** Original  
**Release Number:**  
**Number of Attachments:** 1

### Buyer:

**Company Name:** Northrop Grumman Corporate Office  
**Contact Name:** EPT EMP2CP90  
**Email Address:** fisher@ngc.com  
**Tax ID:**

### Supplier:

**Company Name:** U S TOOL GRINDING INC  
**Contact Name:** N/A  
**Telephone Number:** 800-775-8665  
**Fax Number:** 800-886-8686  
**Email Address:** jgalati@ustg.net

### Bill To:

**Party ID:** 2000915  
**CO PCORP:01**  
**CO PCORP:01 Generic Org Corporate**  
**1840 Century Park East**  
**Los Angeles, CA 90067**  
**United States**  
**Contact Name:** EPT EMP2CP90  
**Email Address:** fisher@ngc.com  
**Mailstop:** 1840 Century Park East

### Ship To:

**Party ID:** 2000915  
**NGCO SECTOR**  
**NG Corporate Sector**  
**222 6th Street**  
**Building: HQ**  
**Floor: 3rd**  
**Room: 009**  
**San Pedro, CA 90731**  
**United States**  
**Contact Name:** Daffy Duck  
**Telephone Number:** (949) 321-4323  
**Fax Number:** (949) 767-9800  
**Email Address:** daffy.duck@ngc.com  
**Mailstop:**

### General Notes:

Northrop Grumman T-1 (Military) or T-2 (Commercial) terms are incorporated herein unless an alternate Agreement on Terms and Conditions is in effect with your company. These terms are on-line at https://oasis.northgrum.com.

### Additional Notes:

- **PONote:** USTG
Determining the applicable Ghost Card Account

- Suppliers can determine which Ghost Card to bill by reviewing the order header section of the PO found on Perfect Commerce. The Sector ID appears in the Name 1 field of the “Ship To:” address.

<table>
<thead>
<tr>
<th>Party ID: 2000915</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGCO SECTOR</td>
</tr>
<tr>
<td>NC Corporate Sector</td>
</tr>
<tr>
<td>222 8th Street</td>
</tr>
<tr>
<td>Building: HQ</td>
</tr>
<tr>
<td>Floor: 3rd</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sector ID</th>
<th>Card Acct. No.</th>
<th>Card Full Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGCO</td>
<td>NGCO</td>
<td>NGCO</td>
<td>1 HORNET WY, E54/D4</td>
<td>EL SEGUNDO</td>
<td>CA</td>
<td>90245</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NGAS</td>
<td>NGAS</td>
<td>NGAS</td>
<td>1 HORNET WY, E54/D4</td>
<td>EL SEGUNDO</td>
<td>CA</td>
<td>90245</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EB</td>
<td>EB</td>
<td>EB</td>
<td>1740 WEHRLE DR</td>
<td>BUFFALO</td>
<td>NY</td>
<td>14221</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EL</td>
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<td>EL</td>
<td>3737 S.O.E.T.</td>
<td>APOPKA</td>
<td>FL</td>
<td>32703</td>
<td></td>
<td></td>
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<tr>
<td>EN</td>
<td>EN</td>
<td>EN</td>
<td>PO BOX 888</td>
<td>WOODLAND HILLS</td>
<td>CA</td>
<td>91365</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FP</td>
<td>FP</td>
<td>FP</td>
<td>1070 SEMINOLE TRAIL</td>
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<td>VA</td>
<td>22901</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ES</td>
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<td>ES</td>
<td>PO BOX 1693</td>
<td>BALTIMORE</td>
<td>MD</td>
<td>21203</td>
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<td></td>
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<tr>
<td>ET</td>
<td>ET</td>
<td>ET</td>
<td>359 3D YARNELL PKWY</td>
<td>CLINTON</td>
<td>TN</td>
<td>37716</td>
<td></td>
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<tr>
<td>TS</td>
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<td>PO BOX 3698</td>
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<tr>
<td>NGIS</td>
<td>NGIS</td>
<td>NGIS</td>
<td>7575 COLSHIRE DRIVE</td>
<td>MCLEAN</td>
<td>VA</td>
<td>22102</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NGTS</td>
<td>NGTS</td>
<td>NGTS</td>
<td>2411 DULESS CORNER P</td>
<td>HERNDON</td>
<td>VA</td>
<td>20171</td>
<td></td>
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<td></td>
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</tbody>
</table>

Suppliers will bill the Ghost Card Account listed in the file that is assigned to the Sector ID found on the eProcurement Purchase Order.
Mandatory Data Fields for Level III billing

• Transaction Header information
  – Supplier Invoice Number
  – NGSC eProcurement Purchase Order Number (must appear in the Customer Reference field and the Purchase Order field)
  – Ship-to-Zip Code
  – Total Transaction Amount
  – Total Tax Amount

• Line Item Detail (LID) information
  – Item Product Code (supplier catalog part number)
  – Item Unit Price
  – Item Quantity
  – Item Unit of Measure
  – Item Description
  – Item Total Cost

Suppliers must provide the NGSC eProcurement Purchase Order number and the Line Item Detail for each item ordered and shipped
eCatalog Supplier Enablement Summary

• Supplier must become an AMEX Level III certified merchant
  – NGSC will verify merchant ID # and Level III capability for each supplier

• Supplier will receive the 10 digit eProcurement Purchase Orders through Perfect Commerce in one of the NGSC PO # schemas
  – Each NGSC eProcurement order will include the NGSC Purchase Order number and the NGSC Sector ID., PO line item information, and delivery information.
  – Northrop Grumman’s AMEX Ghost Card account does not appear on the eProcurement Purchase Order

• Supplier can determine which Ghost Card to bill by reviewing the order header section of the PO found on Perfect Commerce. The Sector ID appears in the Name 1 field of the “Ship To:” address.
  – Suppliers will bill the Ghost Card Account assigned to the Sector ID

• Suppliers must provide the NGSC eProcurement Purchase Order number and the Line Item Detail for each item ordered and shipped

Please direct any questions/concerns to Mike Ringelman at mike.ringelman@ngc.com
THE VALUE OF PERFORMANCE.

NORTHROP GRUMMAN