Northrop Grumman Supplier Registration Guide
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Introduction

Northrop Grumman has selected the Ariba Network as our digital platform to register suppliers and manage supplier information that is necessary to conduct business.

What is the Ariba Network?

As the world’s largest web-based trading community, Ariba Network connects leading global organizations with their trading partners and provides a broad-based platform for all key business collaboration needs. It delivers unparalleled ROI, reach, flexibility, and value to both buyers and suppliers, helping to make business commerce as easy as consumer commerce. Today, more than 4.6 million companies – including more than half of the Global 2000 – use Ariba Network to streamline and automate their collaborative business processes.

Below is a summary of the improvements our company and suppliers can expect in our supplier registration process enabled by the Ariba Network.

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Supplier Registration Process Overview

If there is an interest in pursuing a business relationship with your company, you will receive an invitation to register on the Ariba Network. Typically, you would have already been in contact with a Northrop Grumman Buyer / Subcontract Administrator (SCA) and a basis established to pursue a business relationship.

Solely registering on the Ariba Network should not be interpreted as the equivalent of becoming a Northrop Grumman supplier. Your company must complete Northrop Grumman’s Supplier Registration Questionnaire, then receive approval of your Registration.

There are three major steps to the Registration process as illustrated below. Detail guidelines are provided for each step in the following pages.

**STEP 1**
Receive Invitation and Register on Ariba
[Pages 5-6]

**STEP 2**
Complete Supplier Registration Questionnaire
[Pages 7-12]

**STEP 3**
Keep Your Information Updated
[Pages 13-14]
STEP 1: Receive Invitation and Register on Ariba

**Actions:**

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

   **NGC Supply Chain - TEST**

   Register as a supplier with NGC Supply Chain - TEST

   **Note:**

   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](https://supplier.ariabiz.com/) to register with Northrop Grumman on the Ariba Network. If you already have 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: [https://supplier.ariabiz.com/](https://supplier.ariabiz.com/)

   For additional information on our Ariba registration process and system, visit our supplier website via the following link: [http://www3.northgrumman.com/suppliers/Pages/RegisterInAriba.aspx](http://www3.northgrumman.com/suppliers/Pages/RegisterInAriba.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.
   - Extract other companies on the Ariba Network to expand your business.
   - Prevent other users within your company to collaborate 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 - TSST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact NGC Supply Chain - TSST.

2. **From the email invitation, “Click Here.”**

   [Click here](https://supplier.ariabiz.com/) to register with Northrop Grumman on the Ariba Network.

3. **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.**
TIPS:

- If you have an existing account with another customer, you can choose to merge these two accounts so that you can manage all your customer relationships in one account - [https://support.ariba.com/Item/view/181922](https://support.ariba.com/Item/view/181922)

**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.
STEP 2: Complete Supplier 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. **We strongly recommend that you enable Two-Factor Authentication (2FA) to provide the best possible protection from cyber breaches of their accounts. Visit the following link on how to enable 2FA:**
https://help.sap.com/viewer/a9191d5943bd4cc48b0cec67e197dc8e/cloud/en-US/d78762d4c8564278bfa4c407301c799e.html?q=two-factor%20authentication

Ensure you are in the “Ariba Proposals And Questionnaires” environment (available from the top left drop down list) in order to access the Event Dashboard and the Supplier Registration Questionnaire.
Actions:

1. Click on Supplier Registration Questionnaire to begin.

2. Complete the Supplier Registration Questionnaire. You will have 30 days to complete the Registration as indicated by the countdown clock in the top right corner.

Event Contents
- Use the left navigation pane to jump through different sections of the questionnaire as required
- Sections 9-10: Reference for field definitions
- Submit Entire Response: Click this button when you are ready to submit
- Save Draft: Click this button to save and come back to it later; use it frequently to save your progress
- Compose Message: Send a message to the NG Supplier Administration team; however, please contact your NG Buyer/SCA as your primary point of contact for any questions
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](image)

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](link)

Sincerely,

NGC Supply Chain - TEST

While your Registration is in Northrop Grumman’s internal review process, the status will show “Pending Approval”

![Status Pending Approval](image)

4. **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.**
Hello

Congratulations! Your supplier registration was approved.

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 - 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.

- **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."

  Click into the Supplier Registration Questionnaire, and click on Revise Response to update your information per the comments provided in the email notification.
• **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 Supply Chain - TEST

Hello

After reviewing your information, your registration was declined.

This may have an impact on your ability to do future business with NGC Supply Chain - TEST. Contact NGC for more information or if you have questions.

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.

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, add a new user to your company’s Ariba account - https://support.ariba.com/Item/view/82240

Note: Only Ariba administrators from your company can add users. Contact Ariba to find your company’s Ariba administrator. For additional information on how to contact Ariba, please see the Additional Support section of this document.
STEP 3: Keep Your Information Updated

Note: One of the key benefits of the Ariba Network is that your company can keep its information up-to-date at any time after approved registration status.

Actions:

1. When you need to update your information, click into the Supplier Registration Questionnaire, and then click on Revise Response.

2. 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 2: Complete Supplier Registration Questionnaire (see action #4 for possible outcomes)

3. 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 3-year 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.
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.

- 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.
Additional Support

Ariba offers a dedicated Help Center to assist you with issues and questions about the system.

When you are signing up for Ariba, you can access the Help Center by clicking on “Support” at the bottom of the right navigation bar. You can also type in your question into the search box at the top of the same navigation bar.
Once you are registered with Ariba and signed in, you can access the Help Center by clicking on the “?” icon and then clicking on “Help Center.” You can also click on “Contact Us” to open up the list of available numbers for direct assistance via phone.
In the Help Center, you have three options:

- **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
I need help with Find my Ariba Admin

Search results for Find my Ariba Admin
- How to assign the user admin role to a non-admin user
- Unable to search for Customer Support Admin group: Why?
- Workflow for UI for admin review of enriched supplier data
- Workflow for UI for admin review of enriched supplier data
- How do I enable an API from the SAP Ariba API Developer Portal?

Contact SAP Ariba Customer Support
Your responses to these questions will help us provide you an answer or direct you to the appropriate support channels.

- Do you need to reset your password? Yes No
- Do you need to assign a user permission? Yes No
- Do you need to create a delegation for another user? Yes No

Can't find what you are looking for? Let us help you.
Choose your communication preference:
- Get help by email
- Get help by phone Estimated wait in minutes: 2
- Attend a live webinar

Release Updates
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.

What do I do if Ariba will not let me save my 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.

How do I merge/consolidate Ariba accounts from other customers?

- [https://support.ariba.com/Item/view/181922](https://support.ariba.com/Item/view/181922)