



**Northrop Grumman**  
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[northropgrumman.com](http://northropgrumman.com)

December 16, 2020

Subject: 2021 Business Systems Change

Dear Valued Northrop Grumman Supplier:

This letter serves to notify you that a part of the Northrop Grumman Systems Corporation will be changing business systems effective January 4, 2021. As part of this transition, affected purchase orders with unfulfilled obligations will be re-numbered and open obligations will be converted to a new system of record. Each re-numbered purchase order will identify the purchase order number that it replaces and will retain original line item numbering for converted items.

The obligations of those purchase orders being re-numbered remain in full force and effect and will now be performed with reference to the new purchase order number. Other than the substitution of the new purchase order number, the terms of the purchase order(s) remain unchanged. Purchase orders you may have with other Northrop Grumman Strategic Business Units are not affected by this change.

The de-obligation of existing purchase orders and issuance of the re-numbered purchase orders is expected to occur January 4, 2021. On this date affected vendors will receive a change order de-obligating the existing purchase order as well as the new replacement purchase order with open obligations.

In order to facilitate an orderly transition, all invoices that require processing under the existing purchase order number must be approved by Accounts Payable no later than December 23 2020 at 7pm Central Time. This will ensure payment is posted accordingly.

If you have any questions, please contact the appropriate Buyer at Northrop Grumman Systems Corporation.

We appreciate your support and cooperation as we work through this important transition.

Sincerely,

Global Supply Chain Management