



Northrop Grumman
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northropgrumman.com

November 14, 2023

To: Northrop Grumman Mission Systems Suppliers

From: Procurement and Receiving Operations

Re: Shipping Documentation

In accordance with Northrop Grumman shipping requirements as provided on all NG purchase orders and posted to the Supplier Oasis portal all shipments are to be accompanied by a complete and accurate packing list and related documentation. All packing lists must include the following:

- Valid NG Purchase Order Number
- Purchase Order Line Item Number (as it appears on the NG Purchase Order)
- Valid Item Description (as it appears on the NG Purchase Order)
- Valid Packing List Date
- FOB Terms

These requirements apply to all shipments from direct suppliers and other tiered suppliers performing “drop shipments” to NG Receiving facilities or designated NG suppliers. Packing lists which do not include the required information may cause the receiving and payment cycle to be delayed. In some instances, packages missing this information may be subject to refusal and return to the supplier.

Thank you for your assistance with the above requirements.