

June 16, 2020

To all Mission Systems MyPO portal users:

Effective July 6, 2020, the MS (Mission Systems) sector of Northrop Grumman Corporation (NGC) will migrate to a common purchasing system. As a result, the existing vendor numbers (100\*) assigned to our suppliers will be discontinued as of that date. Your company has been set up with a corresponding MS vendor 900\* series number to replace each of your existing 100\* vendor numbers.

When you logon to the MyPO portal you are presented with the "...Supplier IDs" dropdown screen...

<http://www2.northropgrumman.com/suppliers/Pages/Tools.aspx>



Hit the dropdown to view the MS 900\* vendor number that corresponds to your existing 100\* vendor number(s). For example, if you have three 100\* vendor numbers, you should have three additional and new 900\* vendor numbers that have same name/address.

- *If one or more 900\* series numbers are not listed*, please contact Donna Weidner or Ryan Jones (use the essupplier portal email below) so that they can have the new number assigned.

It is not necessary to contact DONNA OR RYAN IF the 900\* series vendor number(s) does appear; only if it does not.

Additional Information:

- If you have an open heritage ES/MS purchase order for your 100\* vendor number, it will remain as is in the new system; if any change orders are created for that PO, they too will retain your 100\* vendor number until the PO is closed.
- Most non-material POs that are currently outstanding will be reissued with a new PO# and with only the open balances. These POs will appear under the 900\* number.

Regards,

The MS ERP MyPO portal team  
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