My Purchase Orders (MyPO) Supplier Training Guide

This My Purchase Orders (MyPO) Supplier Training Guide requires the user to first obtain a Northrop Grumman OASIS (Online Automated Supplier Information Systems) User ID and Password.

If you do not have a Northrop Grumman OASIS User ID, please contact your Northrop Grumman Buyer and begin the onboarding process.

In this document, we will walk you through the MyPO application tool and cover the following topics. Click on any topic to jump to the section.

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Direct URL Link to MyPO: https://mypos.amer.myngc.com/sap/bc/ui5_ui5/sap/zmypos/index.html

To Begin – Use your existing credentials to log in to the <u>OASIS dashboard</u>. If this is your first time logging in, you will be required to accept NGC's Trading Partner Agreement (TPA). MyPO supports Microsoft Edge, Firefox, and Chrome.

- Click on the white Log In button at the top right-hand corner of your screen.
- Select US Customer/Partner/Supplier
- Enter your e-mail address that is tied to your authentication certificate.
- Select Sign in using a certificate to use your authentication certificate.
- Select the certificate that you want to use for authentication.
- Enter your authentication certificate password.
- After successfully entering your certificate password, you will be logged into the OASIS portal.
- Click on My Purchase Orders (MyPO).



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<u>Resources / Support</u> – This training document can be accessed under the **Resources** - <u>Training</u> section in the OASIS Homepage

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	>	8D Problem Glossary	n Solving Guidance for Northrop Grumman S	uppliers					
	>	Northrop C	Grumman Supplier Registration Guide						
	>	Proposal A	dequacy Resource Materials						
	>	Subcontrac	tor Annual Compliance Certification – FAQ's						
	>	Supplier Co	ollaboration Foundation (SCF) User Guide						
	>	Supplier M	y Purchase Order (MyPO) Training						

Please contact <u>OASISsupport@ngc.com</u> for additional support.

<u>Announcements</u> – Announcements related to MyPO can be viewed by clicking on the **Microphone icon** located at the upper right-hand corner.

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Download Icon – Use the **Download icon** located at the upper right-hand corner to download an Excel file of documents that have been processed during your current session.

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Vendor Number/Supplier ID – For users who have access to multiple Northrop Grumman Vendor / DCMA* numbers, use the **dropdown menu** to select specific Vendor / DCMA* numbers you want to view. This dropdown will only contain Vendor / DCMA* numbers you are allowed to view.

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<u>Accessing Documents</u> – In your **Inbox**, click on the document you wish to view. Documents in bold have not been viewed yet. Documents that are not in bold have been previously viewed.

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Purchase Order (PO), Change Order (CO), or Request For Quote (RFQ)* documents can be saved or printed. The save and print feature use standard PDF and Windows functionality.

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Note: You will need Adobe PDF reader to view Purchase Order/Change Order. It is free and can be downloaded at <u>Adobe Reader</u>.



<u>History</u> – Click on **History** to view status of previously processed documents.

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Archive – Click on Archive to view your archived documents.

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Search – Click on **Search** to search for documents.

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Documents may be searched by a specific Document Number, a specific Timeframe, or by Custom Date Range. Archived documents can be searched by toggling on the Yes button at the bottom. Click on **Search** at the bottom of the window.

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Sort By – Modify the view of the columns by clicking on the **Sort By** icon.

<u>View Attachments</u> – Highlight a specific PO/CO and click on **Attachments**.

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<u>PO Activity</u> – Highlight a specific PO/CO and click on **PO Activity**. PO Activity shows receipts, invoices, and payments when available.

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<u>View Responses</u> – Click View Responses to view previously processed information, such as, statuses, response date/time, acceptances, rejections, and comments.

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<u>Accepting/Rejecting PO/CO</u> – Highlight a specific PO/CO. Click on the Accept or Reject

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<u>Accept</u>: Click the green **Accept** button. In the pop-up window, complete the required information including the Authorized Representative Name and Telephone Number.

Click on the **Accept** button at the bottom of the pop-up window to complete the acceptance. Accepting the PO/CO will move the document from your **Inbox** to your **History** box.

	Reject				
	*Authorized Representative Name:				
Accept	John Doe				
	*Telephone Number (min. 10 digits):				
*Authorized Representative Name:	123-456-7890				
	*Please let us know why you are rejecting this order:				
*Telephone Number (min. 10 digits):	Mandatory field				
Accept Cancel	X Reject Cancel				

<u>**Reject</u>**: Click red **Reject** button. In the pop-up window, complete the required information including the Authorized Representative Name, Telephone Number, and the reason why you are rejecting this order. For rejected PO/COs, comments are mandatory.</u>

Click on the **Reject** button at the bottom of the pop-up window to complete the rejection. Rejecting the PO/CO will move the document from your **Inbox** to your **History** box.

Please contact <u>OASISsupport@ngc.com</u> for additional support.