

Note: If the supplier invoice does not meet the criteria below, payment will be delayed until Corrected.

The invoice must include the following criteria:

- Complete and valid Purchase Order (PO) Number
 - Purchase Order Number MUST be referenced on third party shipping documents/packing slips
 - A missing or invalid purchase order may result in the rejection of the invoice.
- Purchase Order Line-Item Number
 - Missing PO line information for each invoice line may result in the rejection of the invoice.
- Part number (if applicable)
- Part serial number (if serialized)
- Brief description of the product or service
- For services: The applicable period of performance for the services being invoiced
- Unit of measure
- Unit price, extended item price, total invoice value
- Item quantity per line item
- Supplier's remit-to address (including zip code)
- Invoice number & invoice date
 - Missing invoice number or date may result in the rejection of the invoice.

TAX EXEMPTION CERTIFICATES

To retrieve a Northrop Grumman Systems Corporation (NGSC) Tax Exemption Certificate visit this website: <https://oasis-taxcerts.myngc.com/> (preferred method) or contact the responsible Procurement Contracting Official (PCO). NOTE: The purchase order will contain the information required to obtain the certificate.

CHANGES TO SUPPLIER'S INFORMATION

All changes must be completed within their ARIBA account, which can be accessed at the following website address: <https://ngcsupplychain.supplier.ariba.com>. If the Supplier is uncertain of the information currently maintained by Northrop Grumman, contact Procurement Contracting Officer immediately.

EMAIL is the PREFERRED submittal method.

Email Submittal Instructions	
Corporate Office, Aeronautics Systems Mission Systems, Defense Systems, Space Systems	apfscpoinvoices@ngc.com

- Supplier must utilize a valid email address that can accept replies.
- All electronic invoices must be submitted in PDF format.
 - Each PDF attachment must only contain ONE invoice and supporting documentation.
 - When submitting multiple invoices within the same email, each invoice must be a separate PDF attachment.
 - The invoice must be the first page.
- PDF pages must be letter (8.5 x 11) or legal size (8.5 x 14) only.
- The scanning resolution must be at least 300 dpi (dots per inch) or higher.
- Invoice fonts need to be in Black and White, no greyscale or color.
- Invoices submitted using other formats or with poor PDF image qualities will not be accepted.
- When submitting multiple invoices within the same email, each invoice must be a separate PDF attachment.

- **Documents accepted:** PDF file with all special instructions included within the PDF.
- **Documents not accepted:** Inquiries, statements, purchase orders, invoices containing both debits and credits, acknowledgements, quotes, Pro-Forma invoices, packing slips.

If Supplier cannot meet the above requirements, invoices must be submitted using the following Alternate Submittal Method.

Alternate Submittal (Mail)	
Corporate Office, Aeronautics Systems Mission Systems, Defense Systems, Space Systems	Northrop Grumman Systems Corporation Attn: A/P Department 8710 Freeport Parkway, Suite 200 Irving, TX 75063-2577
Supplier Invoice Payment Inquires	Accounts Payable Inquiry Website: https://oasis-invoiceinquiry.myngc.com/

Payment Inquiries	
Supplier Invoice Payment Inquires	Accounts Payable Inquiry Website: https://oasis-invoiceinquiry.myngc.com/