



Supplier Readiness Guide

Doing Business with Lockheed Martin Aeronautics

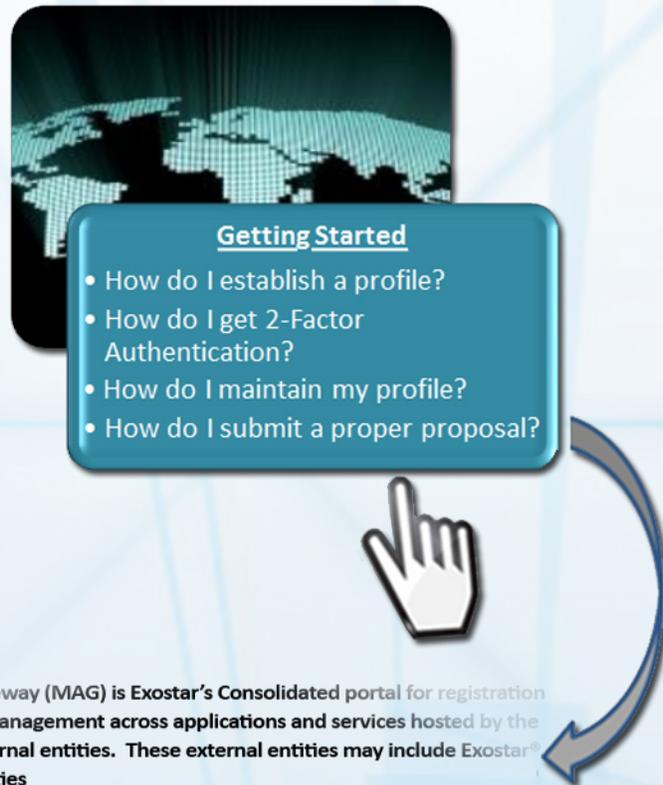
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Notice: Access the most up-to-date version of this document at www.LockheedMartin.com.

Welcome

Welcome to the Lockheed Martin supplier community! This guide is intended to help you work with Lockheed Martin Aeronautics and the various system applications that you will use as one of our partners. This guide will provide you with system descriptions and inform you about how to gain access to our supplier resources. To get started, see the example below about how to use this guide. Simply **view** the six categories on the next page and **click** on the one that will address topics or questions of interest. You will then be directed to the corresponding section in the guide.



Getting Started

- How do I establish a profile?
- How do I get 2-Factor Authentication?
- How do I maintain my profile?
- How do I submit a proper proposal?

Managed AccessGateway (MAG) is Exostar’s Consolidated portal for registration, and account management across applications and services hosted by the managed by external entities. These external entities may include Exostar® partners or third-parties

The Lockheed Martin Aeronautics family of applications is accessed via an Exostar® MAG account. The Managed Access Gateway (MAG) is Exostar’s secure portal that provides access to the applications you need in order to do business with Lockheed Martin

How do I get started?

you will need to contact your Lockheed Martin Procurement Representative for inquiries to access to these applications.
already has a MAG account, and MAG user can request one



Getting Started

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- How do I submit a proper proposal?



Receiving Purchase Orders

- Where do I go to get my PO?
- How do I accept/print my PO?



Managing Purchase Orders

- How do I update delivery dates?
- How do I manage min/max parts?
- How do I communicate repair status?



Shipping your products

- How do I ship?
- How do I get shipping labels?
- When do I use RFID?
- How do I get RFID labels?



Invoicing and payment information

- How do I get paid?
- How do I submit an invoice?
- How do I review payment information?



Need Help?

- How do I request system access?
- Helpful Links & Resources
- Frequently used acronyms
- System Requirements

Getting Started

Review the System Requirements in the “Need Help” Section of this guide to verify that you meet the minimum system requirements.

Introduction

To gain access to Lockheed Martin Aeronautics’ systems, a company profile and specific user account(s) must first be established with Exostar using their Managed Access Gateway (MAG). MAG then handles authentication of established users and vendor profile management. Together, these services provide controlled access to the Lockheed Martin systems via a single sign-on process. Suppliers access this portal to retrieve Lockheed Martin purchase order documents, participate in bids/reverse auctions and other business activities.

Setting up your profile provides valuable information that benefits our ability to do business together. It is critical that you make it your standard practice to review the Trading Partner Management (TPM) on an annual basis so the information recorded on it remains accurate. This ensures that, if, for example, you are a Small Business, you get recognized as such. And if you handle classified data, we have awareness. It also ensures timely payment for your company.

How do I establish a Profile?

Note: If your organization already has a MAG account, any MAG user can request access to available applications under the “Home” tab. If your company is not already set up in MAG, you may go to the following link for additional information: <http://myexostar.com/Managed-Access-Gateway/Getting-Started/>

Contact your Lockheed Martin Procurement Representative for inquiries regarding access to these applications. If the application does not appear under the “Home” tab in MAG, it needs to be approved by Exostar and/or Lockheed Martin (depending on the application) before it is made available.

To receive an invitation to complete the application by a Lockheed Martin Procurement Representative, please coordinate with your Lockheed Martin point of contact.

They will email a link for you to access and initiate the registration process. You will then receive an email from Exostar with additional instructions. This invitation is good for 90 days.

During the registration process, you will create a TPM profile. Additional information can be found at this link: <http://myexostar.com/Trading-Partner-Manager/>

Exostar Customer Service is available at <http://www.myexostar.com/contactSupport.aspx>



Introduction

As cyber-attacks against the Aerospace and Defense industry continue to increase in frequency and sophistication, Lockheed Martin must address risks associated with its supply chain. This additional layer of security will further secure supplier external access. The credential required is called a Two-Factor Authentication (2FA).

Per the Lockheed Martin Aeronautics Supplement #16 – *“All users who require access to LOCKHEED MARTIN’s systems or applications shall obtain an individual Exostar account and a LOCKHEED MARTIN Two-Factor Authentication (2FA) security credential. The SELLER shall be responsible for maintaining an active account and the annual fees associated with Exostar account management. Users may contact their Exostar Organization Administrator for access and information on obtaining the Lockheed Martin Two-Factor Authentication (2FA) security credential.”*

[How do I get Two-Factor Authentication \(2FA\)?](#)

- 1) Request your Phone Based One Time Password (OTP) credential in Exostar.
- 2) Register your License Key. (You will receive this via email from Exostar.)
- 3) Validate your identity.
- 4) Test the telephone that you want to register.

A demonstration for getting your 2FA can be found here: <http://myexostar.com/lm2fa/>

NOTE: Other credentials are available on Exostar’s web store: [Exostar's® Web Store](#)

[How do I maintain my profile?](#)

After establishing your profile, you will be required to complete the Trading Partner Management (TPM) Profile. You will be required to review the Lockheed Martin Trading Partner Agreement. If you agree to the terms in the agreement, click the “I Agree” button.

Below is a sample of the type of information that is on your TPM.

The TPM contains important information for doing business with Lockheed Martin, such as:

- Small Business Recertification (to enable utilization of Net 15 payment terms)
- Cyber Security Questionnaire
- Periodic Profile Updates (to ensure Active status is maintained)

If you are a Small Business, click here for additional information:

<http://www.lockheedmartin.com/us/suppliers/video.html>



In addition, Lockheed Martin offers a marketing tool to guide potential suppliers on how to market their business to Lockheed Martin: <http://www.lockheedmartin.com/us/suppliers.html>

How do I submit a proper proposal?

The Compliant Proposal Guide is called out in the 10665 Request for Proposal (RFP) Form and posted on the external website for suppliers. This guide will provide helpful information for submitting a proposal. This link will take you to that guide:

http://www.lockheedmartin.com/content/dam/lockheed/data/aero/documents/scm/terms/certification/Compliant_Proposal_Guide.docx

Suppliers are also required to complete the Adequacy Proposal Checklist, which is available here:

<http://www.lockheedmartin.com/content/dam/lockheed/data/corporate/documents/suppliers/AdequacyProposalsSupplierTraining.pptx>

Receiving Purchase Orders

Introduction

Lockheed Martin Procure to Pay (LMP2P) is a single application in Exostar for end users to acknowledge Purchase Orders (POs), print POs and perform invoicing tasks. Users can access new and revised POs.

Where do I go to get my PO?

Suppliers are expected to use LMP2P PO Delivery to find POs. Supplier users receive an email notification when a new PO or revised PO is issued. The user needs to log into Exostar to access P2P; select the “PO Delivery” option, and then select “Find” to search for your PO.

How do I accept/print my PO?

Suppliers are expected to accept POs by logging into Exostar and accessing LMP2P. You will select the “PO Delivery” option and then “Find” to search for your PO. Once you find your PO, you will see an “accept” option on the left side of the screen.

To print your PO, users log into Exostar to access LMP2P, select the “PO Delivery” option and then select “Find” to search for your PO. You will see a “Print” option to select to print your PO.

Helpful Link for using LMP2P: <http://myexostar.com/LMCO-Procure-to-Pay/P2P-Support-Guides/>



Managing Purchase Orders

Introduction

Supply Network Collaboration (SNC) is a web-based interface that is a collaborative tool with multiple business processes. This application can be essential for managing your business with Lockheed Martin Aeronautics. Users log in to Exostar and access the Lockheed Martin OneAero application. The SNC tool is comprised of different modules offering you the ability to manage your business in partnership with Lockheed Martin.

How do I update delivery dates?

A supplier could be asked to use Purchase Order Collaboration (POC) to manage Purchase Order (PO) delivery commitments to provide real-time data to production. A supplier makes inputs that are saved and sent directly to the Lockheed Martin procurement system.

How do I manage min/max parts?

A supplier could be asked to use Supplier Managed Inventory (SMI) which allows suppliers to view, forecast and manage inventory levels to meet requirements and reduce shortages. SMI functionality is available based on business need. For additional information, you may email the SNC resource mailbox at snc.fc-oneaero-aero@lmco.com.

How do I communicate repair status?

A supplier could be asked to use Work Order Collaboration (WOC) which offers suppliers repair status and tracking, replenishment planning and execution performed by supplier. WOC functionality is available based on business need.



Shipping Your Products

Introduction

The Transportation Management System (TMS) allows external users access to ship their products in a systematic tool with tracking capability which streamlines the process by which Lockheed Martin Aeronautics does business with suppliers. Users log in to Exostar and access the TMS application.

How do I ship?

Transportation Management System (TMS) is an application in Exostar used for scheduling and routing Lockheed Martin Aeronautics shipments. Lockheed Martin pays for freight when you utilize TMS properly. TMS allows external users access to ship their products in a systematic tool with tracking

capability that streamlines the process by which Lockheed Martin Aeronautics does business with its suppliers. TMS also allows automated carrier selection and provides tracking numbers systematically to Lockheed Martin and enables the use of RFID. Once you are using TMS, you will begin using RFID. Reference document PM-5010H, Section 8.

How do I get shipping labels?

Your shipping labels are created in the TMS application. To obtain RFID Tags, look for RFID Tag suppliers who can provide DoD-96 Compatible tags. If you do an internet search for “DoD-96 RFID Supplier,” your search results should offer several potential sources of RFID tags. Once you select a supplier, you will need to provide them Commercial and Government Entity (CAGE code for your organization, select a shipment type (CASE or Pallet – either is fine), and determine the initial tag number series. Please note: keep the initial tag number documentation for future reference and reordering. For additional information, mail the RFID resource mailbox at rfid-help.fc-aero@lmco.com.



Invoicing and Payment Information

Introduction

Lockheed Martin Procure to Pay (LMP2P) is a single application in Exostar for end users to perform invoicing tasks.

How do I get paid?

In most cases, hardware shipments are paid upon receipt, and an invoice submittal is not required. Some procurements require the use of Direct Commerce Inc. (DCI) (Electronic Invoicing). This system can be accessed through the Procure to Pay (P2P) application.

How do I submit an invoice?

In some instances you will be required to submit an invoice through DCI invoicing. You can do this by going to LMP2P and selecting “Accounts Payable” and then “DCI Invoicing.” All paper invoices that were previously submitted to LMC Lakeland, Florida, via email, mail or fax must now go through this e-invoicing application.

How do I review payment information?

If you submitted via DCI Invoicing, you will be able to search for this data using Advanced Search or clicking on the PAID link in the left navigation of LMP2P.



Need Help?

How Do I Request Access to LM Aeronautics Applications?

Exostar is the main gateway for providing a safe and secure entry point for our suppliers to access pertinent information to do business with Lockheed Martin Aeronautics. When you log in to Exostar, you will be on your Home tab, and you will see the “Lockheed Martin Aeronautics” section. Within this section, you will see “Lockheed Martin OneAero”¹ and/or “Transportation Management System”². There will be a “Request Access” option to the right of both of these applications. Select the application(s) that you need and follow the prompts. Your Application Administrator will need to approve your request before access is finalized.

Another option to gain access is to email the Supplier Network Collaboration (SNC) resource mailbox at snc.fc-oneaero-aero@lmco.com and request access; provide your name, email address, telephone number and your company’s Exostar Organization ID. The Supplier Readiness Team (SRT) representative will “invite” you to the OneAero SNC and/or TMS applications as applicable.

NOTE: ¹OneAero SNC users are typically users in Contracts who would manage delivery dates.

²TMS users are typically users in the shipping area who actually ship product.

SNC Resource Mailbox – snc.fc-oneaero-aero@lmco.com (for access to POC, SMI, WOC and/or TMS as well as access issues for any of these tools)

TMS Resource Mailbox – external-tms.support.fc-fw@lmco.com (TMS functionality questions)

Additional resources are available for suppliers such as:

Enterprise Data/Collaborative System: edcs.coreadmins.fc-aero@lmco.com. Email this address to request access.

Supplier Quality Management: Supplier access: <https://sgm.lmaeronautics.com>

You can also find this information listed in the Helpful Links/Resources section of this guide.



Step	Description	Resources
Getting Set Up	Getting set up in Exostar	http://myexostar.com/Lockheed-Martin/How-Do-I-Register/
Establishing Profile	Setting up in Managed Access Gateway Register for LMP2P & TPM	http://myexostar.com/Managed-Access-Gateway/Getting-Started/ http://myexostar.com/Lockheed-Martin/How-Do-I-Register/Procure-to-Pay-P2P-and-Trading-Partner-Manager-TPM/
Maintaining Profile <ul style="list-style-type: none"> <li data-bbox="164 701 354 730">• TPM Profile <li data-bbox="164 842 402 905">• Socio-economic Status <li data-bbox="164 968 386 997">• Cyber Security 	Trading Partner Agreement Socio-economic status LMP2P Guides	http://myexostar.com/Trading-Partner-Manager/ http://myexostar.com/WorkArea/DownloadAsset.aspx?id=316 http://myexostar.com/LMCO-Procure-to-Pay/P2P-Support-Guides/
Responsibilities <ul style="list-style-type: none"> <li data-bbox="164 1079 386 1142">• Administrative Roles 	Administrative Roles /Training	http://myexostar.com/Managed-Access-Gateway/Administrator-Training/
2FA Credentials	Two-Factor Authentication (2FA)	http://myexostar.com/lm2fa/
EDCS	Enterprise Data/Collaborative System	edcs.coreadmins.fc-aero@lmco.com
SQM	Supplier Quality Management	Supplier access: https://sqm.lmaeronautics.com

Helpful Links / Resources



Area	Links	Telephone Number	E-mail Address
Exostar	Exostar Log-On Page: https://portal.exostar.com/ Exostar FAQs: http://www.myexostar.com/myexostarAll.aspx?id=938 Exostar Customer Service where you can open a self-service ticket: http://www.myexostar.com/contactSupport.aspx	Exostar Customer Service 703-793-7800	CustomerService@exostar.com
LMP2P	http://myexostar.com/LMCO-Procure-to-Pay/P2P-Support-Guides/	LMP2P Help Desk 863-647-0558	
OneAero	Lockheed Martin OneAero	Enterprise Help Desk 800-435-7063	SNC Resource Mailbox snc.fc-oneaero-aero@lmco.com
TMS	<u>Online Help</u> Written step-by-step instruction or video demonstration training is available for anyone with TMS access to view online at: www.lmaeronautics.com/tms/Documentation_Template.htm#HOME.htm LM Shipping Instructions and PM5010 http://www.lockheedmartin.com/us/aeronautics/materialmanagement/scm-shipping/scm-shipping_shippinginstructions.html	TMS Help Desk 888-875-9801	TMS Resource Mailbox external-tms.support.fc-fw@lmco.com
RFID	RFID Shipping Instructions can be found in the PM5010, Section 8 http://www.lockheedmartin.com/content/dam/lockheed/data/aero/documents/scm/shipping/shippinginstructions/pm-5010/PM-5010J.pdf		rfid-help.fc-aero@lmco.com
LM Terms & Conditions	All terms and conditions may be located in full at the following link: http://www.lockheedmartin.com/us/aeronautics/materialmanagement/scm-terms.html		
Small Business	http://www.lockheedmartin.com/us/suppliers/video.html http://www.lockheedmartin.com/us/suppliers.html http://www.lockheedmartin.com/us/suppliers.html		
Contractors Gaining Access to Enter Facility	http://people.lmaero.lmco.com/ses/badge_office/CEMS/Default.aspx		

Frequently Used Acronyms



Acronym	Definition	Description
2FA	Two-Factor Authentication	Required Security Credential for accessing LM systems
DCI	Direct Commerce Inc.	An Electronic Invoicing tool
DoD-96	Department of Defense 96 Bit Standard	The standard defines how a 96 bit RFID tag is encoded
EDCS	Enterprise Data/Collaborative System	Data Storage Area
LMP2P	Lockheed Martin Procure to Pay	Accessed via Exostar a single system for end users are those individuals who acknowledge Purchase Orders (POs), print POs, perform invoicing tasks
MAG	Managed Access Gateway	Access point to Exostar, Third Party Provider
OTP	One Time Password	Type of Credential in Exostar
PO	Purchase Order	A document and first official offer issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services
POC	Purchase Order Collaboration	Collaborative processing of delivery on purchase orders date and quantity changes
RFID	Radio Frequency Identification	As used by LM Aero, this refers to a 96 bit tag that contains a 24 character value encoded on the antenna inlay. LM Aero is using RFID to automate the receiving process and reduce the time to payment for our suppliers.
RFP	Request for Proposal	A solicitation made often through a bidding process, by an agency or company interested in procurement of a commodity
SNC	Supplier Network Collaboration	A web-based SAP application that enables a company and its suppliers to synchronize data and processes associated with Purchase orders
SRT	Supplier Readiness Team	LM Aero Provisioning Team
TMS	Transportation Management System	LM Aero Shipping Tool
TPM	Trading Partner Manager	Business profile maintained by Supplier
WOC	Work Order Collaboration	Business Process in SNC; replaced E-Repair (tracking repairs through phases of the SAP tool)

What System Requirements Do You Need?



Exostar MAG requirements at the link below are what external P2P users should use as a guide.

<http://myexostar.com/PageTemplate.aspx?pageid=1692>

For **Supply Network Collaboration**, we recommend you have, at a minimum, the following:

- A DSL/Cable connection to the Internet
- Web browsing tool (per below recommendation)
- Windows XP EOL/Vista/Windows 7/8 Operating System
- Adobe Reader

System Requirements



Windows XP EOL: Minimum RAM: 1GB Minimum CPU: 1GHz	Windows 7: Minimum RAM: 1 GB(32-bit) 2 GB (64-bit) Minimum CPU: 2 GHz
Windows Vista: Minimum RAM: 1 GB (32-bit) 2 GB (64-bit) Minimum CPU: 2 GHz	

SAP Supported Browsers Based Upon OneAero Current Patch Levels (7.30 SPS10)

IE7	XP/Vista
IE8	XP/Vista/Windows 7
IE9	Vista/Windows 7/ 2008
IE9	Vista/Windows 7/2008
IE10	Windows 7/8/2012
Firefox ESR	v24 XP/Vista/Windows 7/8, Linux, MacOS
Apple Safari	5.0 Mac OS 10.5/6
Apple Safari 5.1	Mac OS 10.6/7
Apple Safari 6.0	Mac OS 10.8
Google Chrome	Windows 7

Future Support (April 2015)

IE11	Windows 7/8/2012
Apple Safari 7.0	MacOS 10.9

- OneAero strongly recommends IE8, IE9, IE10 as your preferred browser. Other browsers do NOT render as clean as Internet Explorer and are supported by SAP in an “as-is” state only.
- **Note: Before upgrading your browser to new releases, please be sure to back up your browser certificates (especially from Exostar).**

- In addition to the system requirements listed above, there are certain Exostar credentials required.
- As soon as you complete your provisioning steps, you can be “pre-onboarded” to verify your access to the OneAero Portal, and at that time, you will be able to take the training courses located on the portal.

For **Transportation Management System**, we recommend you have, at a minimum, the following:

Internet Connection

- DSL/Cable connection

Browser (one of the following):

- Internet Explorer (Version 9, 10, and 11 will function in Compatibility Mode)
- Firefox 2.X
- Firefox 3.X

Operating System

- Windows XP or Higher

Adobe

- Adobe version 6.0.0 to 11.0.06 (Excluding Version 10.1.2)

Flash

- Flash Player 6 or Higher

The TMS team strongly recommends IE 7 or 8 as the preferred browser. Firefox does NOT render as clean as IE and is supported by SAP in an “as-is” state only.

