Completing a TPM Registration Request
Purpose:

The purpose of this quick reference guide is to describe the process and procedure for completing the Exostar Trading Partner Manager (TPM) profile registration process in order to register as a Lockheed Martin (LM) supplier. The process is initiated by a LM Buyer/SCA creating and submitting a TPM invitation request, which generates an email being sent to a supplier invitee (the main point of contact person).

TPM Sample Invitation Request email: (contains non-production system information)

You have been invited by an Exostar Trading Partner Manager (TPM) Customer to join their supply network. You were nominated by the following Customer Buyer:

Name: USER11 P2PADFS  
Phone: 301-897-6000  
Email: user11.p2padfs@e2ktd.lmco.com

ORGANIZATION DETAILS:  
Organization Name: Happy Valley Farm  
Exostar ID: 112331860

In order to transact with an Exostar Trading Partner Manager (TPM) Customer you must **complete the actions (2) indicated below. All potential/pending purchase orders will be held pending completion of the vendor profile and two-factor authentication registration.**

1. Register with Exostar, which provides supplier profile and user identity management services for Lockheed Martin Procure to Pay (P2P) transaction system via the Exostar Managed Access Gateway (MAG). Click the following link to initiate the registration process:  

If you have trouble with the above URL, please paste the following URL and form fields.

URL: https://portal.exostartest.com/tprmgr/pages/Invitee/pocHome.seam

Invitation Reference Code: tpr-poi-116752010  
Invitation Confirmation Code: p2plm-718241474
To assist you with the Exostar Trading Partner Manager (TPM) vendor registration process, the following help documents are available:

- Click this link for TPM Vendor Registration Checklist
- Click this link for TPM Vendor Registration User Guide

2. In order to securely access this Customer’s Procure to Pay (P2P) and Exostar Trading Partner Manager (TPM) Systems, it is required to either purchase or be in possession of an approved 2-Factor Authentication credential. For more information on the process and recommended/approved credentials, please see the Customer’s Procure to Pay (P2P) 2-Factor Authentication Support Site located at www.myexostar.com/lm2fa

Additional Instructions (if any):

Please complete the Lockheed Martin vendor registration process.

If you have any questions regarding this request or need assistance with completing these actions, please contact Exostar Customer Service.

The Exostar Customer Service team is available via the Exostar Customer Support Self-Help site at:
http://www.myexostar.com/Online-Support/
Registration Process and Procedure (Step-by-Step):

<table>
<thead>
<tr>
<th>Step</th>
<th>Action(s)</th>
</tr>
</thead>
</table>
| 1.   | This sample TPM invitation request email states that you have been sent an invitation request by Lockheed Martin to join their supplier network. The email always has these key characteristics:  
  **From:** Prod Exostar Administrators [CustomerService@exostar.com]  
  **Subject:** Invitation to join the Exostar Trading Partner Manager (TPM) and Lockheed Martin’s Procure to Pay system  
  An invitation request is only valid for 90 days. Please contact your Lockheed Martin purchasing representative (included in body of email) to determine the necessary completion date.  
  Each email will contain a unique link to continue your request. Click the link provided – in item number 1 - to begin the registration process.  
  The email contains links to several helpful user guides to assist you with the process.  
  Note: If you need additional assistance completing the request, access the Exostar Customer Service Self-Help site link provided in the email. |

Vendor Invitation
<table>
<thead>
<tr>
<th>Step</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>The Vendor Invitation screen is the initial one displayed upon user clicking the link in the invitation request email. All data fields with an <em>asterisk (</em>) are required entry. In this example, the Invitation Reference Code and Confirmation Code have been automatically populated. Enter the <strong>Security Challenge Question</strong> using the characters displayed in “Captcha” (&quot;Completely Automated Public Turing test to tell Computers and Humans Apart.&quot;) box displayed directly below it. In this example the characters ‘AORR’ are displayed but they will be specific to each individual request and session. Click the <strong>Resume</strong> button to continue.</td>
</tr>
<tr>
<td>Step</td>
<td>Action(s)</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Note for Existing Exostar Managed Access Gateway (MAG) Users:</strong> In lieu of the above screen, existing MAG users will be taken to the <em>Exostar MAG Sign-In</em> screen where they will enter their User ID and password. The user will also need to have a valid two-factor authentication (2FA) in order to complete the profile registration process. See the invitation request email example – item number 2 - for additional information on this topic. Click the <strong>Continue with Registration</strong> button.</td>
</tr>
</tbody>
</table>

![Exostar MAG Sign-In Screen](image_url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Prior to proceeding, please read the regulations and requirements text presented to become familiar with Lockheed Martin policies. Click the <strong>Continue</strong> button.</td>
</tr>
</tbody>
</table>
## Organization Summary

### LM Procure to Pay – TPM Registration Request Quick Reference Guide

### General Registration Information – Helpful Tips:

1. At any time during the online supplier registration process you can click the action titled ‘Save and Resume Later’ (on left side menu), which will save any data already entered / selected. To resume, return to the invitation email previously received and click the link provided.

2. All data fields on the various pages that are preceded by a red asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.

3. Click the vertical scrollbar to navigate through a page.

4. The words ‘Page’ and ‘Screen’ are used synonymously throughout the document.

5. The words ‘Vendor’, ‘Supplier’, and ‘Organization’ are used synonymously throughout the document.

6. When a page has been successfully completed a green check mark will appear next to the application page title displayed on the left side menu.

7. If a data field is protected from input/selection, then it’s been determined that it’s not applicable for this specific vendor registration so can be skipped over.

### Step | Action(s)
--- | ---
**n/a** | **General Registration Information – Helpful Tips:**

**Organization Summary**

![Organization Summary](image)

- **Organization Summary**
  - **Change O&A Number (Select)**
  - **Reject Invitation**
  - **Save and Resume Later**

- **Salesforce**
  - **View new information for how to use this site**
  - **Clicking at the previous and next button will save page content and perform validation on the current page before displaying the next page**

- **TPM Registration Request Quick Reference Guide**
  - **Confidential: Drafted by Lockheed Martin and shared by Exostar LLC at Lockheed Martin’s request**

- **Organization Name**: Happy Valley Farm
  - **Status**: Vendor In Process
  - **Address 1**: 699 West Hill Rd
  - **City**: SiteName
  - **State/Province**: NY
  - **ZIP Code**: 12460
  - **Country**: United States
  - **Main Business Phone**: (678) 674-3020
  - **Organization ID**: EXD113321982
  - **DUNS Number**: 042039559
  - **Exporter ID**: 112230960
  - **Other DUNS Number**: Exoster FPO: 5207407-7305-4632-8837-8437673570
  - **MBA DUNS Number**: Exoster FPO: 5207407-7305-4632-8837-8437673570
  - **Profile Type Status**: Full, Requested, GA, Requested, Non-PO, Requested, N/A, Requested, Internal/Exteral/Transfer Agreement (IMTA)
  - **Government Entity**:
  - **Non-Certified**: Expired
  - **GA with Users**: Pending Requirement

- **Next**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>All data field values manually entered/changed will be validated for accuracy and completeness where possible. If an error occurs a detailed error message (in color red) will be displayed adjacent to the data field itself or in very close proximity to it.</td>
</tr>
<tr>
<td>9.</td>
<td>All pages contain ‘Save’, ‘Next’, and ‘Previous’ action buttons that when pressed will save the page content to the database. Clicking on any page title item on left side menu will also save content to the database and take you directly to that page.</td>
</tr>
<tr>
<td>10.</td>
<td>At this point in the process the Status value on the Organization Summary page is set to ‘Vendor in Process’. The end goal is to get it to ‘Active’ status.</td>
</tr>
<tr>
<td>5.</td>
<td>Your company’s general information such as organization name, address, D&amp;B DUNS Number, and Exostar ID (a unique ID assigned to your organization) will be displayed on the initial Organization Summary page. Most of this information will be populated from Dun &amp; Bradstreet (D&amp;B) sourced data. No user input is required on this page.</td>
</tr>
</tbody>
</table>

**Note:** If the D&B data reflected is not correct, you will need to contact D&B directly to have corrections made. Corrections made at D&B will eventually automatically populate this profile. You may access D&B by clicking the following link: [https://iupdate.dnb.com/](https://iupdate.dnb.com/). See other D&B helpful contact information displayed on the page itself.

**IMPORTANT:** When an organization requests updates on the D&B website, it may take up to 30 days for the changes to be reflected in TPM.

Click the vertical scrollbar to navigate through this page.

Click **Next** to continue.

**Business Description**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>All data fields on this page preceded by a red asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.</td>
</tr>
<tr>
<td>7.</td>
<td>On the <strong>Organization Type</strong> and <strong>Business Type</strong> fields – For each one click the dropdown selection to select the appropriate item for your business from the list.</td>
</tr>
<tr>
<td>8.</td>
<td>Enter your company’s <strong>Federal Tax Id</strong> or a person’s <strong>Social Security Number</strong> (for individuals and must enter twice along with the person’s name) – <strong>one or the other is required</strong>. This information is only required for Domestic/U.S. organizations/ business entities. <strong>NOTE:</strong> The social security number entered will NOT be displayed in this field as it is considered sensitive data and will be protected as such.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the vertical scrollbar to navigate through the page.</td>
</tr>
<tr>
<td>Step</td>
<td>Action(s)</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 10.  | **Per IRS rules and regulations, U.S. suppliers are required to submit a W-9 tax form and Non-U.S. suppliers a W-8 tax form. If no tax form is submitted a 24% (U.S.) or 30% (Non-U.S.) withholding will be imposed on all invoice payments.**  
Additional instructions for U.S. Territories: Suppliers who are located in a U.S. Territory: Must attach a W-8 form and are treated as a Non-U.S. Supplier, with an exception for 'Individuals' who must attach a W-9 form and are treated as a U.S. Supplier.  
The application web page itself provides several Lockheed Martin Accounts Payable email addresses if you need further assistance with tax form requirements.  
To upload a completed IRS W-8 or W-9 tax form:  
- Click on the **Upload Tax Form** button  
- Select your tax form file from your computing device or other storage area  
- Click ‘Open’ (or double-click on the file)  
- Select the IRS Tax Form Type from selection list  
If you do not attach a completed tax form during the initial profile registration process you will be able to attach it at any time later but it must be attached prior to payments being successfully processed. |
<p>| 11.  | If a U.S. organization - Click the dropdown selection arrow in the <strong>In Which State are you Incorporated</strong> field and select the appropriate item from the list. |
| 12.  | If your organization is a Non-Profit Organization, click the dropdown selection arrow in the <strong>Select a Non-Profit Organization Type</strong> field and select the appropriate item from list. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.b</td>
<td><strong>Original Equipment Manufacturer (OEM)</strong> – If you selected Business Type ’02 Distributor’ then at least one OEM is required to be added. See screen for instructions on how to add one.</td>
</tr>
</tbody>
</table>
| 12.c | **Shipper Information** Section – Return Material Authorization (RMA)  
**Question:** What does it mean to check the ’Return Material Authorization (RMA)’ flag?  
**Answer:** By checking the RMA flag, you allow the recipient of your product(s) to return goods for repair, replacement or in order to receive credit. |

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### Additional Product/Service Business Details

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you International Standards Organization (ISO) 9000 Certified?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you Aerospace Standards (AS9100) Certified?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you Aerospace Standards (AS9120) Certified?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you Capability Maturity Model Integration (CMMI) Certified?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If Yes, What Level?</strong></td>
<td>Please Select</td>
</tr>
</tbody>
</table>

**Products Manufactured:**  
[Enter your products here]  

**Primary Geographic Support Area:**  
[Enter your support area]  

**Explain Any Customer Security Clearance and Levels:**  
[Provide details]  

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**Full Service Description:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do You Manufacture or Distribute Green Products?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If Yes, List Your Green Products/Offspring:</strong></td>
<td></td>
</tr>
<tr>
<td>Do You Have a Green Program in Place?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If Yes, Please Describe Your Green Program:</strong></td>
<td></td>
</tr>
<tr>
<td>Do You Offer Green Packaging or Shipments?</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If Yes, Please Describe Your Green Packaging:</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

13. All the questions listed under section titled **Additional Product/Service Business Details** are optional; however, they are used by Lockheed Martin to evaluate potential suppliers for purchasing activity.  

13.b **Click NEXT** to continue.
**Step** | **Action**
--- | ---
14. | On the *Company Profile* screen, D&B populate the fields with the D&B icon present.
15. | All data fields on this page preceded by a red asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.
   
   Click the vertical scrollbar to navigate through the page.
16. | In the *Parent Company Information* section, select the best option that suits your company. If you select ‘Yes’ to the question, then the other related data is required.
   
   **NEXUS Locations** – Read the instructions provided on page to determine your required selection(s). Click the dropdown selection arrow and select the appropriate item(s) from the list. For non-US/Foreign suppliers leave selection as ‘Please Select’ or select ‘Not Applicable’.
   
   Use standard Windows control-click keystroke combination to select all values that apply.
17. | Click **Next** to continue.
18. On the Socio-Economic screen, D&B will populate data fields with the D&B icon displayed.

All data fields on this page preceded by a red asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.

Click the vertical scrollbar to navigate through this page.

19. **Not Selected** or **N/A Not Applicable** is the default selection for each field.

In the Small Business and Alaska Native/Indian Tribally Owned sections, if/when applicable, select the responses appropriate to your company.

19.b Click **Next** to continue.
Self-certification

The self-certification page contains up to two sections to be completed dependent on the country of the organization’s main address.

- **Socio-economic** – Is required when organization address country is U.S. (including U.S. Territories)
- **Executive Compensation Report** – Is required for all vendors regardless of organization address country

To complete each section, follow the step-by-step instructions provided directly on the application web page itself and described in general in the below steps. Several links to external web sites are also provided on the page to assist you.

### Socio-economic Section

**Happy Valley Farm - Self-certification**

**Socio-economic Self-certification**

**Purpose:** The purpose of this page section is to allow for the entry and maintenance of your company's North American Industry Classification System (NAICS) codes and their size (Small/Large). Also, to allow for you to verify your company's NAICS information and your status of other socio-economic categories, which is required annually (as a reminder).

**Instructions:**
1. Click on ‘View & Add’ to initially enter or to add to your existing NAICS codes. To assist you with this task, your company information (SIC and NAICS data) from Domestic & International (DIAM) is displayed. When complete, click on the OK button to save and return to main page.
2. For each NAICS displayed, select whether the primary or not and your company was for (Small or Large).

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>NAICS Description</th>
<th>SIC Code</th>
<th>SIC Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11199099</td>
<td>DAIRY FARMS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**North American Industry Classification System (NAICS) Information - User Entered:**

NAICS is a standard industry coding system used to classify the type of product or service you provide. We require at least one NAICS code be entered by each organization (Societal). Please see the U.S. Census Bureau NAICS web site for the most current NAICS codes and definitions. (www.census.gov/egra/naics) and/or U.S. NAICS Title (required even if your company doesn’t utilize the NAICS coding system). A NAICS code selected must be exactly as numeric characters at the hierarchical structure.

- To view and search the NAICS web site click on the NAICS web site.
- To view the Small Business Administration Size Standards web site click on the SBA Size Standards.

**Select whether each NAICS code is a primary or not, only one code can be primary and it is size. The SBA size standards are displayed as reference for each NAICS.

**Note:** The SBA Size Standards displayed are as they were when the last self-certification was performed. The current standards may be different. Use the SBA web site listed below for the most current information. A size standard is the largest that a concern can be and still qualify as a small business for Federal Government programs. For the most part, size standards are the average annual receipts or the average employment of a firm.

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Description</th>
<th>Primary</th>
<th>Size</th>
<th>SBA Size Site in Millions of Dollars</th>
<th>SBA Site Size in Number of Employees</th>
</tr>
</thead>
</table>

**Business Size Small/Large:**
- Small
- Large
- Not Selected

**My Business is also a representation of Yes or No is required. Check all that apply:**

- Small Disadvantaged Business
- Woman Owned
- Nonindustrial
- Certified HUBZone
- Veteran Owned
- Service Disabled Veteran Owned

**Previous**

**Next**
## Executive Compensation Report Section

**Purpose:** The purpose of this page section is to allow for the entry and maintenance of your company’s executive compensation information and to allow you to update this reporting annually, which is required.

**Instructions:**

1. Read the two questions below and provide your answers to them (Yes or No). The answer is required.
2. If your answer to question 1 is “Yes” and answer to question 2 is “No” then you are required to provide the total compensation of each of the five most highly compensated executives. Otherwise skip that entry and continue to the next step. See the table entry form below for additional details on each of these items.
3. Read the paragraph below beginning with the words “Please click...” then click on the “Submit Certifications and Representations” button. Then click “Save” or “Next” to proceed.

### The organization’s executive compensation is reported as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the preceding completed fiscal year did the business or organization (the legal entity to which the DUNS number is provided) receive 1.00 percent or more of its annual gross revenues in U.S. Federal contracts, subcontracts, loans, grants, grants, and/or cooperative agreements, and/or 2.5 billion or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, grants, and/or cooperative agreements?</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Does the public have access to information about the compensation to the businesses or organization (the legal entity to which the DUNS number is provided)?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Socio-economic section:

NAICS=North American Industry Classification System.

For assistance with NAICS Codes please refer to this U.S. Census Bureau website:

[https://www.census.gov/eos/www/naics/](https://www.census.gov/eos/www/naics/)

**Note:** This section will be entirely suppressed for vendors that are non-U.S. (and not a U.S. Territory).

To begin, click the ‘Browse and Add’ button to select your NAICS code(s) from the ‘NAICS Browser’ application window. Once you have finished your selections scroll to the bottom of the window and click OK.

For each NAICS Code selected and now displayed:

- Select its company size (Small or Other) from the dropdown selection list.
Click the **NAICS Primary Code** checkbox for your company’s primary NAICS code. One and only one NAICS Code can be checked as the primary one.

To add more NAICS codes at any time, click the ‘**Browse and Add**’ button again.

### 22. Executive Compensation Report section:

The web page displayed itself provides detailed step-by-step instructions on how to complete this section.

The following first two questions must be answered (Yes or No):

1. In the preceding completed fiscal year, did this business or organization (the legal entity to which the DUNS number it provided belongs) receive 1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND 2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

   ☐ Yes ☐ No

*  

2. Does the public have access to information about the compensation of the executives in this business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

   ☐ Yes ☐ No

3. If Yes to #1 and No to #2 above, provide the total compensation of each of the five most highly compensated executives as defined in **FAR 52.204-10** for the preceding completed fiscal year:

   The table/grid to enter the executive names and total compensation amount data will be presented only when the answers to the two questions are ‘Yes’ and ‘No’ respectively. When required, at least one and a maximum of five rows must be completed.

   The total compensation dollar amount is considered sensitive data and will be protected as such. It will only be displayed in TPM to organization administrators.

   For additional information regarding the requirements driving Lockheed Martin to capture this information from our suppliers, refer to U.S. Government FAR clause 52.204-10 available at the link above (step 22, item #3).

### 23. Submit Certifications and Representations section:

Once all required sections have been completed, click on button titled ‘Submit Certifications and Representations’. A confirmation message ‘**Certification Success**’ will be displayed and self-certification dates and user information will be displayed below the message.
The completed certification and representation will be valid for one year from time the action is performed. The system will send your organization administrator(s) annual expiration warning emails starting at 60 days in advance of the calculated expiration date. You can perform the certification and representation process at any time during the year.

24. Click **Next** to continue.

## Cyber Security

### Cyber Security

**Step** | **Action**
--- | ---
25. | Cyber Security is important to Lockheed Martin and these requirements have been implemented to mitigate risks as it relates to sensitive data sharing.

Additional information in completing this section can be found by clicking on the links provided on the application page, one for each of the questionnaires.

26. Cyber Security Questionnaire:
If your company does receive sensitive information from a third-party company (i.e. one of the Exostar partners: Lockheed Martin, BAE Systems, Boeing, Northrop Grumman, Raytheon, and Rolls-Royce) you must answer the question as **YES**.

26.b National Institute of Standards and Technology (NIST) Questionnaire:
If your company is required to be compliant with the US Defense Acquisition Regulation Supplement (DFARS 252.204-7012) and associated NIST SP 800-171 then you must answer the question as **YES**.

27. If you answered yes to either of the two questions above, then after your organization has been registered and approved you (and other defined users) will receive an email notification that you have been granted access to the Exostar Partner Information Manager (PIM) system where the questionnaire(s) (one or both) will be completed. It is suggested that these questions be answered in consult with your Information Technology (IT) representatives.

The answers you provide to the questions serve as an indicator of supplier cyber maturity or to highlight the need to mitigate risks of sharing LM sensitive information.

28. Click **Next** to continue.
Foreign (Non-U.S) / Domestic (U.S.) Owned

EXOSTAR

- Organization Summary
- Business Description
- Company Profile
- Sector-Specific
- Self-Certification
- Cyber Security
- History
- D&B Other Information
- Foreign (Non-U.S.) Owner
- Domestic (U.S.) Owner

Actions
- Change D&B Number
- Request Invitation
- Save and Resume Later

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Confidential: Drafted by Lockheed Martin and shared by Exostar LLC at Lockheed Martin’s request
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 33.  | General Information:  
All data fields on this page preceded by a red asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.  
Click the vertical scrollbar to navigate through this page.  
Questions requiring completion will vary, depending on answer provided to initial status question (U.S. Entity/Person or Non-U.S. Entity/Person).  
Additional information for completing this section can be obtained by sending an email to this Lockheed Martin email address; export-compliance.fc-corp@lmco.com |
| 34.  | Read the text displayed directly below the first question that defines what a U.S. Entity/Person is.  
If identified as a U.S. Entity/Person, complete the **If Domestic (U.S)** section.  
If identified as a Non-U.S. Entity/Person, complete the **If Foreign (Non-U.S.)** section.  
The section that is not applicable, based on how you answered the Entity/Person question, will be disabled/protected.  
See link titled ‘**View the VAT Instructions**’ for assistance with entering your Value Added Tax (VAT) identifier. |
| 35.  | Completion of **Trade Security Programs** section is required for shipping physical products to all Lockheed Martin locations. |
36. Select all countries where physical materials are sent to Lockheed Martin sites. Use standard Windows control-click keystroke combination to select all locations that apply.

37. If you are certified in a Trade Security Program, please select any and all that apply. Click ‘Add New Program button’, select the appropriate program and complete additional requested fields.

NOTE: You can add multiple programs.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Completion of the <strong>Anti-Corruption Survey</strong> is required for all suppliers that have selected &quot;Non-U.S. Entity/Person&quot; above. For all other suppliers, this section only needs to be completed when requested by Lockheed Martin. After completing this section, please click the <strong>CERTIFY</strong> button. The certification status and date will be set and displayed. The expiration date is system calculated as three years from the date certify action was performed.</td>
</tr>
<tr>
<td>39.</td>
<td>Click ‘Next’ to continue.</td>
</tr>
</tbody>
</table>
Payments/Remittance

For additional help with completing this page click on the link located near top of page titled ‘View the Payments/Remittance Page Instructions’. This document describes each data field on the page and provides some examples, some being Country specific.

40. All data fields on this page preceded by a by asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.

Click the vertical scrollbar to navigate through this screen.

41. On the Payment/Remittance screen, select the payment type(s) you can receive. Based on what payment types are selected, additional banking data may be required. Note: The preferred payment type is an electronic banking one such as ‘A/T – ACH Domestic (US)/International (Bank Transfers).’

Note – As a vendor organization administrator user not all payment types are available for selection. The Payments/Remittance page help document referenced above provides a list of those that are available.

42. If the A/T - ACH Domestic (US)/International (Bank Transfers) or W/M – Wire-Manual / World-link Wire option is selected, completion of all data fields in the Bank Information section with an asterisk (*) is required.
43. a All data fields on this page preceded by a red asterisk (*) are required to be completed. All other data fields are optional and may be entered as appropriate.

Click the vertical scrollbar to navigate through this screen.

On some data fields a help icon is available – click on it to see additional information.

43. b Click the **Bank Country** dropdown selection arrow and select the appropriate country from the list.

44. Enter the name of your bank in the **Bank Name** field and your bank’s routing number in the **Bank Routing Number** field.

Depending on the bank country additional information such as SWIFT Code and IBAN may be required to be provided. The Payments/Remittance page help document referenced above provides additional information regarding these requirements.

45. Enter your company’s bank account number in the **Bank Account Number** field. Repeat entry in the **Confirm Bank Account Number** field. The same value must be entered in both fields or an error message will be returned.

**NOTE:** Your bank account number will **NOT** be displayed in this field as it is considered sensitive data and will be protected as such. Only masking characters (#) will be displayed.

46. In the **Credit Information** section select the information that best suits your company.

Note – some of the data fields, e.g., ERS Participant and Payment Terms, will be disabled for organization administrators.
Step | Action
--- | ---
47. | **Payment Terms** are automatically defaulted to ‘Net 30 Days’ and cannot be changed by an organization administrator. To request different payment terms, contact your Lockheed Martin Buyer/Procurement representative.
47.b | Click **Next** to continue.

### Contacts

#### Step 48.

On the **Contacts** screen, all data fields preceded by a red asterisk (*) are required to be completed in order to add a contact record. All other data fields are optional and may be entered as appropriate.

Click the vertical scrollbar to navigate through this screen.

#### Step 49.

Click on **View the Contacts page instructions** link for detailed instructions and help in completing this page.

A contact record should be added for each unique contact person name.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.</td>
<td>On an existing contact record, click the Edit Contact Types button and select the Contact type(s) for each contact record. Multiple contact types may be assigned to one person on the same contact record. Click ‘Close’ to apply the selected contact types. Enter all the contact information, required and as desired optional data. To add another Contact record, click on ‘Add Another Contact’ button. To auto-fill the address with the main address check the ‘same as main address’ box.</td>
</tr>
<tr>
<td>51.</td>
<td>When all required contacts have been added and updated, click the Accept and Continue the Invitation link at the top of the screen (highlighted) or found in the left-side ACTIONS menu.</td>
</tr>
</tbody>
</table>

Contacts page after completion – ready to click ‘Accept and Continue’;
52. The **Certification** screen provides certification that the person completing this invitation is an authorized representative of the company. Please review prior to proceeding.

53. Click the **I Agree** button to continue.
Select Administrator

The purpose of this page is to define your users who will perform the various roles required to conduct e-commerce procurement activity with Lockheed Martin. See text message on top of page that provides definitions of each role.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>Click the vertical scrollbar to navigate through this page. Each company must have an Organization Administrator setup at this time. This may or may not be the person who received the invitation request email, but in most cases it is. It is highly recommended that more than one person be assigned this user role, so a backup person is always available. This can be done at a late time, post initial registration being completed.</td>
</tr>
<tr>
<td>55.</td>
<td><strong>Add New User</strong> is the default in the Organization Administrator and other sections. If the person completing the invitation or another contact person already defined (on Contacts page) is to be the Organization Administrator, click the <strong>Select Existing User</strong> radio button and select an existing user from the list.</td>
</tr>
<tr>
<td>56.</td>
<td>If the Organization Administrator is an existing user (as selected from list ‘Same as org admin’), then person name, address and other required information will be auto-populated.</td>
</tr>
<tr>
<td>57.</td>
<td>You are required to assign a One-Time Password to the Organization Administrator defined and confirm it in the field directly below. The two values entered must be equal or else an error message will be returned.</td>
</tr>
<tr>
<td>58.</td>
<td>A Company Contact, P2P Application Administrator, Partner Information Manager (PIM) Application Administrator (conditionally), and LM eInvoicing Application Administrator must also be selected.</td>
</tr>
</tbody>
</table>
These contacts may be the same as the Organization Administrator or new users may be defined. Select either ‘Select Existing User’ or ‘Add New User’ option and proceed as described above.

**Note:** Suppliers that handle sensitive information will also be required to select a PIM administrator in order to complete their Cyber Security Questionnaire.

59. Click **Next** to continue.

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**Exostar Subscriber Agreement**

**Service Agreement**

For Managed Access Gateway Service

The Service Agreement for Managed Access Gateway Service ("Service Agreement"), dated as of the Effective Date, by and between Exostar LLC, a Delaware limited liability company ("Exostar"), and the undersigned ("Subscriber") (individually a "Party") and, collectively, the "Parties".

The Parties intend to be legally bound by and agree as follows:

1. Definitions

   a. Unless the context otherwise requires or as otherwise defined herein, capitalized terms used herein shall have the meanings set forth below:

   b. "Effective Date" means the date set forth above the signature lines below.

   c. "General Terms and Conditions" means the document containing the general terms and conditions for use of the Exostar Exchange. The General Terms and Conditions are binding on the Subscriber as part of the Service Agreement and are incorporated herein by reference.

   d. "Subscriber" means the undersigned entity referenced in the Service Agreement.

   e. "Subscriber Agreement" means the agreement made with Exostar LLC.

   f. "Subscribers" means the persons and entities identified in the Service Agreement.

   g. "Subscriber Exchange" means the Exostar Exchange.

   h. "Subscriber Services" means the services provided by Exostar LLC.

   i. "Subscriber User" means an entity authorized to access the Subscriber Exchange.

   j. "Subscriber User Agreement" means the agreement made with Subscribers.

   k. "Subscriber User Agreement Protection" means the protection from liability provided to Subscribers.

   l. "Term" means the term of the Service Agreement as stated in the Service Agreement.

60. The Exostar Subscriber Agreement is displayed for your review and approval. You may also view and print a copy of this document by clicking the appropriate link provided.

61. After review, click the **I Agree** button to continue.
Trading Partner Agreement (TPA)

Table 1: Trading Partner Agreement

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>62.</td>
<td>Review the Lockheed Martin Trading Partner Agreement. This agreement can also be displayed by clicking on the Trading Partner Agreement link in the upper right section of this screen (Under General Terms and Conditions). You may also view and print a copy of the Trading Partner Agreement by clicking the appropriate links.</td>
</tr>
<tr>
<td>63.</td>
<td>If you agree to the terms in the Trading Partner Agreement, click the I Agree button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>64.</td>
<td>Your registration request has now been submitted. The status of the invitation request is now set to ‘<strong>Pending Exostar Approval</strong>’. Once Exostar reviews the vendor profile and approves it, status will be set to ‘<strong>Pending 2FA Compliance</strong>’. See next steps for additional information regarding two-factor authentication (2FA) requirements.</td>
</tr>
</tbody>
</table>

This is a sample of the email you will receive noting that your invitation has been accepted. The email subject is; Organization Notice: Exostar Registration Request Submitted.

Your Organization will now be registered in MAG upon approval. Note – the next step in the process is for Exostar to review and approve the registration. This will normally be completed within less than 24 hours.
Dear Administrator,

Exostar has received your organisation registration request:
WORLDMAN FM LIMITED

You will be notified within 24-48 hours regarding the status of your request. If approved, you will receive further instructions on how to login and complete online acceptance of Exostar’s terms and conditions.


DO NOT reply to this email. This is an automated email and replies are not being monitored.
Confirmation Code: npe post 131917389769
Once the supplier profile registration process has been completed and Exostar has completed their review and approval, users who will be accessing the LMP2P portal must complete the 2-Factor Authentication (2FA) registration process. As cyber-attacks against the Aerospace and Defense industry continue to increase in frequency and sophistication, Lockheed Martin is focused on mitigating risks associated with its supply chain.

Each user defined during the registration process will receive system emails from TPM with instructions on how to proceed, e.g., performing first-time login, etc…

Additional information on Lockheed Martin 2-Factor Authentication can be found at the following link: http://myexostar.com/lm2fa.aspx. It is recommended that this information be reviewed, in its entirety, prior to initiating this process.

The END.