

Exostar Trading Partner Manager (TPM) Organization Registration Checklist

Updated: 5/25/21, V5

Section	Step	Action
Organization Summary	1	Verify the Dun & Bradstreet (DUNS) data is correct based on the DUNS Number. Contact D&B directly for corrections or updates by either calling D&B Customer Service: 800-234-3867 or going to their web site - https://www.dnb.com . All data fields tagged with a D&B icon are directly sourced from D&B.
Business Description	2	Organization Type – Select how your organization is legally defined (e.g. corporation, partnership, individual, etc.). NOTE: U.S. Corporations will be required to provide state of incorporation.
	2a	Business Type – Select your organization’s line of work (e.g. manufacturer, distributor, service, etc.)
	2b	U.S. Federal Tax ID Number – U.S. companies are required to enter this information. IRS Tax Form – A completed United States (U.S.) Internal Revenue Service (IRS) Tax Form, W-9 if country is U.S. or a W-8 if country is non-U.S. See the IRS website for additional information.
Self-Certification	3	Suppliers are required to self-certify / represent / report annually. The completed certification and representation will be valid for one year from time the action is performed. System emails are sent to organization administrator(s) warning of upcoming expiration 60 days in advance of the calculated expiration date. You can perform the certification and representation process at any time during the year.
	3a	Socio-economic status: Status for several categories (e.g. Small Disadvantaged Business (SDB), Woman owned, etc.). <ul style="list-style-type: none"> • North American Industry Classification System (NAICS) Codes and size for each and identify their primary one • For assistance with NAICS Codes please refer to this U.S. Census Bureau web site; https://www.census.gov/naics/
	3b	Executive Compensation Report: Report executive compensation information per a federal acquisition regulation (FAR).
	3c	National Defense Authorization Act (NDAA) Section 889: Made effective through FAR 52.204-25 prohibiting the Contracting of Certain Telecommunications and Video Surveillance Services or Equipment
	3d	Cyber Security: Dependent on your response to either NIST or cyber security items, you may be asked to complete the applicable questionnaire(s) on your company’s NIST compliance cyber security maturity. <ul style="list-style-type: none"> • If you certify in TPM that you are obligated to comply with DFARS 252.204-7012 cybersecurity requirements, you will also need to complete or update your NIST 800-171 questionnaire in PIM to attest to completion of your DOD SPRS requirements. • The Cybersecurity Questionnaire serves as an indicator of supplier cyber maturity or to highlight the need to mitigate risks of sharing Lockheed Martin Sensitive Information. <p>Please note:</p> <ul style="list-style-type: none"> • These questionnaires can be completed at a later time with Exostar’s PIM application - post initial organization registration - and we recommend that you have your IT systems professional assist with their completion. • Additional information is available under the Forms section (e.g. forms, FAQs) found here: https://my.exostar.com/display/TE/Partner+Information+Manager+%28PIM%29+Overview <p style="text-align: center;"><i>Items in 3a are NOT required for non-U.S. (and not U.S. territories) organizations, based on their main address.</i></p>
Payments Remittance - Banking Information	4	For suppliers requesting to receive electronic payments the below banking information is required. An electronic payment is the preferred method. <ul style="list-style-type: none"> • Bank country, bank name, account number, and routing/sort key number. • Companies with banking relations outside the U.S. must provide applicable SWIFT and IBAN codes as required. Lockheed Martin cannot process payments without this information. Please contact your bank if you are unsure of this requirement.
Contacts	5	<ul style="list-style-type: none"> • A supplier profile requires Main, Send PO, Remit To, CEO, Debit Memo, Mfg. Mgr (if manufacturer), Rfx Submittal, and Shipped From contact types • Each contact person requires first name, last name, address (can check ‘Same as Main’ contact box), email address, and phone number.