

Exostar Trading Partner Manager (TPM) Organization Registration Checklist

Updated: 08/07/19, V4

Below is a checklist of required information you will need to have readily available to complete your TPM organization registration.

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. 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	<p>Suppliers are required to self-certify / represent / report their; 1. North American Industry Classification System (NAICS) Codes and size for each and identify their primary one, 2. Socioeconomic status for several categories (e.g. Small Disadvantaged Business (SDB), Woman owned, etc.).. 3. Report executive compensation information per a federal acquisition regulation (FAR).</p> <p>This is an annual requirement. Items 1 and 2 are NOT required for non-U.S. (and not U.S. territories) organizations, based on their main address.</p> <p>For assistance with NAICS Codes please refer to this U.S. Census Bureau web site; https://www.census.gov/eos/www/naics/</p>
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Cyber Security
& National
Institute of
Standards and
Technology
(NIST)
Questionnaires

- 4 The following two questions will be asked:
- A. Does your company receive sensitive information from a third-party company (e.g. one of the Exostar partners including Lockheed Martin, BAE Systems, Boeing, Northrop Grumman, Raytheon, and/or Rolls-Royce)?
 - B. Are you required to be compliant with the US Defense Federal Acquisition Regulation Supplement (DFARS 252.204-7012) and associated NIST SP 800-171?

If your answer is 'Yes' to either question, you will be asked to complete the applicable questionnaire(s) on your company's cyber security maturity and/or NIST compliance. These questionnaires can be completed at a later time - 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: <http://www.myexostar.com/PIM/CQ/>

Trading Partner Management (TPM)

Registration Checklist

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Section	Step	Action
Payments Remittance - Banking Information	5	<p>For suppliers requesting to receive electronic payments the below banking information is required.</p> <p>An electronic payment is the preferred method.</p> <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	6	<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.