LM Procure to Pay
Quick Reference Guide
For Suppliers

Completing a Registration Request
**Procedure**

This quick reference guide displays the procedure to register as a Lockheed Martin supplier.

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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:** USERID F09AD75
**Phone:** 501-897-0000
**Email:** user.id@llc Lockheed

**ORGANIZATION DETAILS:**
**Organization Name:** US TEST COMPANY 624
**Exostar ID:** 113671554

In order to transact with an Exostar Trading Partner Manager (TPM) Customer you must perform the following actions:

1. Register with Exostar, which provides supplier profile and user identity management services for Customer's Procure to Pay (P2P) transaction system via the Exostar Managed Access Gateway (MAG). Click the following link to initiate the registration process: [https://exostar.com/bpms/login?form=login&品类=Login&client=113671554&accept=1](https://exostar.com/bpms/login?form=login&品类=Login&client=113671554&accept=1)
   If you have trouble with the above URL, please paste the following URL and form fields.
   **Invitation Reference Code:** tpr-pow-113671554 Invitation Confirmation Code: j12795554

2. In order to securely access this Customer's Procure to Pay (P2P) and Exostar Trading Partner Management (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 here: [www.mexostar.com/tpm2fa](http://www.mexostar.com/tpm2fa)

**Additional Instructions (if any):**
Complete for NACS tagging

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| 1.       | This sample email states that you have been sent an invitation by Lockheed Martin to join their supply network. The email has these characteristics: **From:** Prod Exostar Administrators [CustomerService@exostar.com]  
**Subject:** Invitation to join the Lockheed Martin 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 vertical scrollbar to navigate the page. Click the link to begin the registration process.  
Note: If you need assistance completing the request, access the Self-Help Site link in the email. |
Step 2. All fields with an asterisk (*) are required. In this example, the Invitation Reference Code and Confirmation Code have been populated from the invitation email. Enter the Security Challenge Question.

Click the Resume button to continue.
### Step 3. Note for Existing MAG Users:

In lieu of the above screen, existing MAG users will be taken to the *Exostar MAG* Sign In screen where they will enter their User ID and password.
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| 4.   | Read the regulations and requirements text to become familiar with Lockheed Martin policies.  
      | Click the **Continue** button to continue. |
Your company information will be displayed on the *Org Summary* screen. Most of this information will be populated from Dun & Bradstreet. No user input is required.

**Note:** If the D&B data is not correct, you will need to contact Dun and Bradstreet to have corrections made. Corrections made at Dun and Bradstreet will automatically populate this profile.

Click the vertical scrollbar to navigate through this page. Click **Next** to continue.
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<tr>
<td>6.</td>
<td>All fields proceeded by asterisks (*) need to be completed. All other 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>, click the dropdown button to select the appropriate type for your business.</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) — <strong>one or the other is required</strong>. This information is only required for Domestic/US based business entities.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the vertical scrollbar to navigate through the page.</td>
</tr>
</tbody>
</table>
### Step 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 then a 28% or 30% withholding will be imposed when invoices are paid.**

To upload a completed IRS W-8 or W-9 tax form:
- Click on the **Upload Tax Form** button
- Select your tax form file
- Click ‘Open’ (or double-click on the file)
- Select the IRS Tax Form Type from selection list

If you do not attach a completed form now you will be able to attach it at a later time.

### Step 11

**All fields proceeded by asterisks (*) need to be completed. All other fields are optional and may be entered as appropriate. Click the dropdown button in the In Which State are you Incorporated and select the appropriate item.**

### Step 12

**If your organization is a Non-Profit Organization, click the dropdown button in the Select a Non-Profit Organization Type and select the appropriate item.**
13. Questions listed under **Additional Product/Service Business Details** are optional; however, they are used by Lockheed Martin to evaluate potential suppliers for new purchase orders.

Click **NEXT** to continue
14. On the *Company Profile* screen, Dun and Bradstreet will populate the fields with the D&B icon.

15. All fields proceeded by *asterisks (*)* need to be completed. All other 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.

17. Click *Next* to continue.
18. On the Socio-Economic screen, Dun and Bradstreet will populate fields with the D&B icon.

All fields proceeded by asterisks (*) need to be completed. All other 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. If applicable, select the responses appropriate to your company.
US TEST COMPANY 624 - Socio-economic Self-certification

Purpose: The purpose of this page is to allow for the easy and maintenance of your company’s North American Industry Classification System (NAICS) codes and their size (Small,Big). This is to allow you to certify your company’s NAICS information and your status of other socio-economic categories, which is required annually as a condition.

Instructions:
1. Click on Browse & Add to add your existing NAICS codes. To add one, you will need to select your company’s NAICS code(s) from the list & return to this page.
2. For each NAICS added, select whether it is primary or not and your company size (Small, Big).
3. Confirm your NAICS, size, and status then click ‘Save’ or ‘Next’ if you are done.

Selected North American Industry Classification System (NAICS) Information - About Exostar

NAICS is a statistically valid system used to classify the type of products or services produced. The larger the number of NAICS codes a company has, the greater the volume of income or revenue generated. This classification system is used by U.S. Census Bureau to collect data on economic activity. The Census Bureau uses this information to publish reports on economic activity and to determine the extent of technology and innovation in the economy.

Select whether the NAICS code is primary or not (those only one can be primary) and why. The SBE Size standards are displayed as reference for each NAICS.

Note: The SBE Size Standards displayed are as they were when the 'Self-Certification' was performed. The current standards may be different. See the SBA website 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.

Please select the NAICS code and click on the 'Save' button to continue.

Step 3 of 4: Socio-economic - Self-Certification

**North American Industry Classification System (NAICS) Information - About Exostar**

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Please select the NAICS code and click on the 'Save' button to continue.

Step 3 of 4: Socio-economic - Self-Certification

**North American Industry Classification System (NAICS) Information - About Exostar**

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Please select the NAICS code and click on the 'Save' button to continue.
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<td>20.</td>
<td>At least one (1) NAICS must be tagged as <strong>Primary</strong>. Click the <strong>Browse and Add</strong> button for additional information. Once you have determined the correct information for your company, scroll to the bottom of the box and click <strong>OK</strong>. Click the <strong>NAICS Primary Code</strong> checkbox applicable your company’s primary NAICS code only.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>NAICS Company Size</strong> field dropdown and select the appropriate item for each NAICS code. To add more NAICS codes, click the button titled “Add new NAICS Code”.</td>
</tr>
<tr>
<td>22.</td>
<td><strong>All fields proceeded by asterisks (*) must be completed.</strong> All other fields are optional and may be entered as appropriate. On the <strong>Self Certification</strong> screen, the <strong>Not Selected</strong> is the default selection for each field. Select the appropriate responses for your company.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>Certify NAICS, Size &amp; Status</strong> button to certify these selections for one year.</td>
</tr>
<tr>
<td>24..</td>
<td>Click <strong>Next</strong> to continue.</td>
</tr>
</tbody>
</table>
### Step 25
Cyber Security is important to Lockheed Martin and has been implemented to mitigate risks to suppliers as it relates to sensitive data.

Additional information in completing this section can be found by clicking on the following link: [View our frequently asked questions.](#)

### Step 26
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 click the **YES** button.

**NOTE:** If you do receive sensitive information and clicked the **YES** button you will be asked to complete a Cyber Security Questionnaire after completing this vendor registration process.

### Step 27
After your organization has been registered and approved you will receive email notification that you have access to Partner Information Manager (PIM) where the Cyber Security Questionnaire can be completed. It is suggested that these questions be answered in consult with your Information Technology (IT) representatives. These questions serve as an indicator of supplier cyber maturity or to highlight the need to mitigate risks of sharing LM sensitive information email.

### Step 28
Click **Next** to continue.
Step | Action
--- | ---
29. | On the *History* screen, D&B information will be populated. Profile creation information is populated from initial creation. No user input is required.
30. | Click **Next** to continue.
31. On the D&B Other Information screen, fields that carry the D&B icon will be populated by D&B. No user input is required.

Click the vertical scrollbar to navigate this screen.

32. Click Next to continue.
### Step 33

On the **Foreign (Non-US) / Domestic (U.S.) Owned** screen, click the vertical scrollbar to navigate. Fill in the desired information applicable to your company. Questions requiring completion will vary, depending on status (U.S. Entity/Person or Non-U.S. Entity/Person).

### Step 34

Items appearing in **BOLD** font with an **asterisk (*)** require an answer. If not identified as U.S. Entity/Person, complete the **If Domestic (U.S.)** section. If identified as Non-U.S. Entity/Person, complete the **If Foreign (Non-U.S.)** section.
### Step | Action
--- | ---
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 control-click to select all that apply.
37. | If you are certified in a Trade Security Program, please select all that apply. Click Add New Program button, select the appropriate program and complete additional requested fields. 

**NOTE:** You can add multiple programs.
Step | Action
---|---
38. | Completion of the Anti-Corruption Survey is required for all suppliers that have selected "Non-U.S. Entity/Person" above. For all other suppliers, this section only needs to be completed when requested by Lockheed Martin. After completing this section, please click the CERTIFY button.
39. | Additional information for completing this section can be obtained at: Export-compliance.fc-corp@lmco.com
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<tr>
<td>40.</td>
<td>All fields proceeded by <strong>asterisks (*)</strong> need to be completed. All other fields are optional and may be entered as appropriate. On the <strong>Payment/Remittance</strong> screen, select the payment types you can receive. Based on what payment types you select, additional banking data may be required. Note: Main options are generally <strong>A/T - ACH Domestic (US)/International (Bank Transfers)</strong> and <strong>C/L - Check/Cheque</strong>.</td>
</tr>
<tr>
<td>41.</td>
<td>Click the vertical scrollbar to navigate through this screen.</td>
</tr>
<tr>
<td>42.</td>
<td>If the <strong>A/T - ACH Domestic (US)/International, AutoWire. Hedge, W/M–Wire-Manual/Worldlink Wire</strong> or <strong>Spot Buy</strong> option is selected, completion of all fields in the <strong>Bank Information</strong> section with an asterisk (*) is required. Click the <strong>Bank Country</strong> dropdown button and select the appropriate list item.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>43.</td>
<td>All fields proceeded by asterisks (*) need to be completed. All other fields are optional and may be entered as appropriate.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Bank Country</strong> dropdown button and select the appropriate list item.</td>
</tr>
<tr>
<td>44.</td>
<td>Enter the name of your bank in the <strong>Bank Name</strong> field and your bank's routing number in the <strong>Bank Routing Number</strong> field.</td>
</tr>
<tr>
<td>45.</td>
<td>Enter the company's bank account number in the <strong>Bank Account Number</strong> field. Repeat in the <strong>Confirm Bank Account Number</strong> field.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Your bank account numbers will NOT display in this field as this is considered sensitive data.</td>
</tr>
<tr>
<td>46.</td>
<td>Select the information that best suits your company in the <strong>Credit Information</strong> section on the Payment/Remittance screen.</td>
</tr>
<tr>
<td>47.</td>
<td><strong>Payment Terms</strong> are automatically defaulted to Net 30 Days. If changes to <strong>Payment Terms</strong> are required, contact your Lockheed Martin buyer/procurement representative. Then, click <strong>Next</strong> to continue.</td>
</tr>
</tbody>
</table>
48. On the Contacts screen, all fields with an asterisk (*) require completion in order to add a contact. All other fields are optional and may be entered as appropriate.

49. Click on View the Contacts page instructions link for detailed guidelines in completing this section.

50. Click the Edit Contact Types and select the Contact type for each contact. Multiple contact types may be assigned to one individual.

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.

51. When all required contacts have been added, click the Accept and Continue the Invitation at the top of the screen or in the left-hand ACTIONS menu.
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<tr>
<td>52.</td>
<td>The <strong>Certification</strong> screen certifies that the person completing this invitation is an authorized representative of the company. Please review.</td>
</tr>
<tr>
<td>53.</td>
<td>Click the <strong>I Agree</strong> button to continue</td>
</tr>
</tbody>
</table>
### Step 54
Each company must have an Organization Administrator. This may or may not be the person receiving the invitation.

### Step 55
*Add New User* is the default in the Organization Administrator section. If the person completing the invitation is to be the Organization Administrator, click the *Select Existing User* radio button and select an existing user.

### Step 56
If the Organization Administrator is an existing user, name, address and other required information will be auto-populated.

### Step 57
Be sure to assign a One-Time Password to the Organization Administrator. Confirm that one-time password in the field directly below.

### Step 58
A Company Contact and P2P Application Administrator must also be selected. These contacts may be the same as the Organization Administrator or New Users may be selected. **Note:** Suppliers that handle sensitive information will also be required to select a PIM administrator in order to complete their Cyber Security Questionnaire.

### Step 59
Click the vertical scrollbar to navigate through this page. When selections have been completed, click Next to continue.
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<tr>
<td>60.</td>
<td>The <strong>Exostar Subscriber Agreement</strong> is displayed. You may also view and print a copy of the Subscriber Agreement by clicking the appropriate links.</td>
</tr>
<tr>
<td>61.</td>
<td>After review, click the <strong>I Agree</strong> button.</td>
</tr>
</tbody>
</table>
### Step 62

**Action**

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.

### Step 63

**Action**

If you agree to the terms in the [Trading Partner Agreement](#), click the **I Agree** button.
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<tr>
<td>64.</td>
<td>Your registration request has 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>’.</td>
</tr>
</tbody>
</table>
Dear Administrator,

Exostar has received your organization registration request:

US TEST COMPANY 735

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**Step** | **Action**
---|---
65. | This is a sample of the email you will receive noting that your invitation has been accepted. Your Organization will now be registered in MAG upon approval.

66. | Once the supplier profile registration process has been completed, **users who will be accessing the LMP2P portal must complete the 2-Factor Authentication (2FA) 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.

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