

Updated 1/24/2024, V.5



LM Procure to Pay Quick Reference Guide for Suppliers

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 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

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:
<https://portal.exostartest.com/tprmgr/pages/Invitee/pocHome.seam?rqstRef=tpr-poi-116752010&rqstNonce=p2plm-718241474>

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

LM Procure to Pay – TPM Registration Request Quick Reference Guide

To assist you with the Exostar Trading Partner Manager (TPM) vendor registration process, the following help documents are available from https://www.myexostar.com/?ht_kb=tpm-training-resources:

- [TPM Vendor Registration Checklist](#)
- [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 https://www.myexostar.com/?ht_kb=lockheed-martin#lockheed-martin-accepted-credentials.

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](#).

LM Procure to Pay – TPM Registration Request Quick Reference Guide
Registration Process and Procedure (Step-by-Step):

Step	Action(s)
1.	<p>This sample TPM invitation request email states that you have been sent an invitation request by Lockheed Martin to join their supplier network.</p> <p>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</p> <p>An invitation request is only valid for 90 days including 2FA compliance and activation steps. Please contact your Lockheed Martin purchasing representative (included in body of email) to determine the necessary completion date.</p>  <pre> graph LR A((Register)) --- B((Security)) --- C((Accept)) --- D((Credentials)) --- E((Access)) </pre> <p>Each email will contain a unique link to continue your request. Click the link provided – in item number 1 - to begin the registration process.</p> <p>The email contains links to several helpful user guides to assist you with the process.</p> <p>Note: If you need additional assistance completing the request, access the Exostar Customer Service Self-Help site link provided in the email.</p>

Vendor Invitation



Vendor Invitation

If empty, Please enter the following fields from the values provided in the body of the invitation e-mail. You must also answer the challenge question.

* Invitation Reference Code:

* Invitation Confirmation Code:

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

[Resume](#)

Step	Action(s)
2.	<p>The Vendor Invitation screen is the initial one displayed upon user clicking the link in the invitation request email.</p> <p>All data fields with an asterisk (*) are required entry.</p> <ol style="list-style-type: none"> 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). <p>In this example, the Invitation Reference Code and Confirmation Code have been automatically populated. Check the 'I'm not a robot' box displayed directly below it.</p> <p>Click the Resume button to continue.</p>

EXOSTAR About Us Help

IMPORTANT: PLEASE READ BEFORE CONTINUING

Who should complete this registration for my organization?
The person to whom Lockheed Martin directed the invitation should complete the supplier registration process. If this person is unable to complete the registration process, the person selected to do so should be knowledgeable about your organization. This includes details about your organization's structure, socio-economic status, payment authorizations, and contacts information.

What information do I need?
You can find details about the information you will need to complete this registration by [reviewing our checklist](#). This provides a comprehensive list of items that you will be asked to complete. It is recommended to review the checklist now before starting the registration process.

Once I have completed the invitation, is there anything else I need to access the Lockheed Martin Procurement System (LMP2P)?
Yes. Lockheed Martin will not conduct business with suppliers who do not have 2-Factor Authentication credentials. For a new user to gain access to the Lockheed Martin procurement system they must complete the 2-Factor Authentication registration process which provides enhanced security. [Click here](#) for further information.

What if the information on the invitation is incorrect and I am unable to modify it?
We use [Dun's & Bradstreet](#) as the source for some of your organization's details, such as company name and address information. This information is marked by a D&B icon and cannot be modified. If any of this information has been recently changed, it may not yet be available to us. We regularly refresh the data we receive from D&B so we will update your data with any changes we receive during this refresh. You can contact D&B directly at 1-800-234-DUNS (3667) if you need to modify this data.

What if I need more help?
A [quick registration guide](#) is available to help you through the invitation process.
Additional [reference guides](#) are also available to help you.

[Continue with Registration](#) [Cancel and Return Later](#)

EXOSTAR

Log In

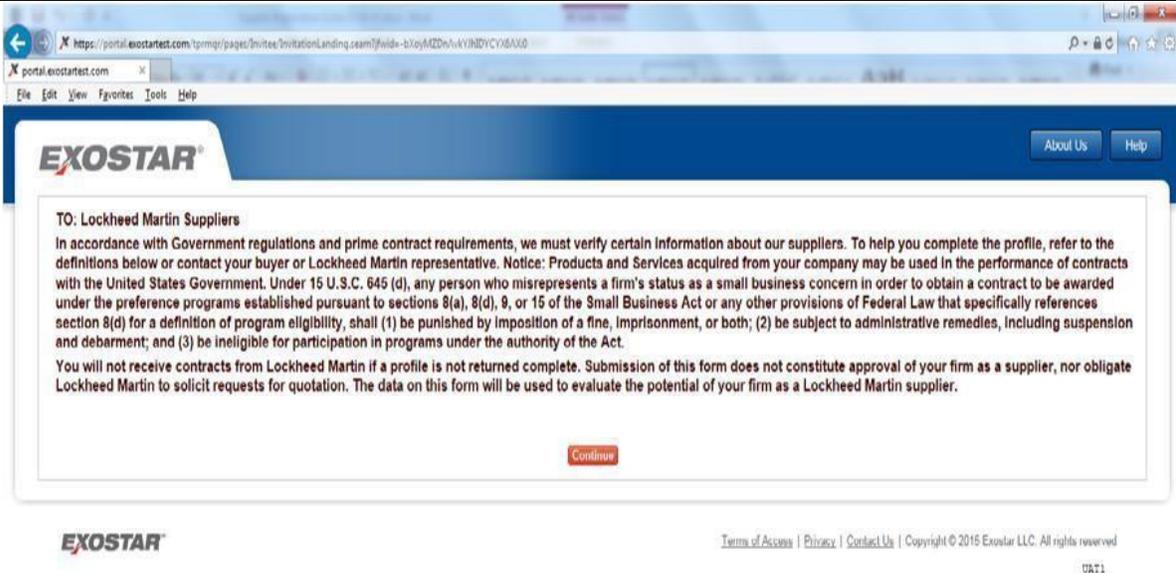
Email or User ID

[Login Using Company Credential \(EAG\) ?](#) [Login Using Badge or Certificate ?](#) [NEXT](#)

Don't have an account? [Register](#)

Unauthorized access to this system may constitute a criminal offense.

Step	Action(s)
3.	<p>Note for Existing Exostar Managed Access Gateway (MAG) Users: In lieu of the above screen, existing MAG users will be taken to the <i>Exostar MAG Sign-In</i> screen where they will enter their User ID and password. The user will also need to have a valid two-factor authentication (2FA) to complete the profile registration process. See the invitation request email example – item number 2 - for additional information on this topic.</p> <p>Click the Continue with Registration button.</p>



LM Procure to Pay – TPM Registration Request Quick Reference Guide

Step	Action(s)
4.	Prior to proceeding, please read the regulations and requirements text presented to become familiar with Lockheed Martin policies. Click the Continue button.

Organization Summary

EXOSTAR About Us Help

Happy Valley Farm - Org Summary

Organization Summary View more information on how to use this site.

Clicking on the Previous and Next buttons shall save page content and perform validation on the current page before displaying the next page.

The icon indicates Dun & Bradstreet (D&B) information. To make changes to these fields, contact D&B directly. Phone: 1-800-234-DUNS (3867), Web: www.DNB.com

YOU BY ACCESSING THE D&B INFORMATION AGREE THAT THE INFORMATION IS THE INTELLECTUAL PROPERTY OF D&B OR ITS INFORMATION PROVIDERS. IS PROVIDED TO YOU FOR VALIDATION PURPOSES ONLY, MAY NOT BE COPIED, DOWNLOADED, OR REDISTRIBUTED FOR ANY REASON, AND YOU SHALL BE RESPONSIBLE AND LIABLE FOR ANY MISUSE OF THE INFORMATION. THIS INFORMATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. IN NO EVENT WILL D&B OR ITS INFORMATION PROVIDERS BE LIABLE IN ANY WAY WITH REGARD TO SUCH INFORMATION.

Organization Name: Happy Valley Farm **Status:** Vendor In Process [Next](#)

Address 1: 669 West Hill Rd **Address 2:**

City: Sherburne **State/Province:** NY

ZIP/Postal Code: 13460 **Country:** United States

Main Business Phone: (607) 674-9225 **Organization ID:** EXO112331860

DUNS Number: 042308259 **Exostar ID:** 112331860

Other DUNS Number: **Exostar MPID:** 5e27bd27-4006-492a-8ee7-ded7afa73c8e

MAG DUNS Number: **Two-factor authentication (2FA) compliant:** No

Profile Type Status

Full Requested

QA Requested

Non-PO Requested

RFX Requested

Intra-Lockheed Martin Work Transfer Agreement (IWTA) Government Entity:

Non-eCommerce: Expedited:

QA With Users: PIM Required:

[Save](#) [Cancel](#) [Next](#)

Step	Action(s)
n/a	<p><u>General Registration Information – Helpful Tips:</u></p> <ol style="list-style-type: none"> 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. 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. Click the vertical scrollbar to navigate through a page. The words ‘Page’ and ‘Screen’ are used synonymously throughout the document. The words ‘Vendor’, ‘Supplier’, and ‘Organization’ are used synonymously throughout the document. 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. 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)
	<p>8. 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.</p> <p>9. 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.</p> <p>10. 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.</p>
5.	<p>Your company's general information such as organization name, address, D&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 & Bradstreet (D&B) sourced data.</p> <p>No user input is required on this page.</p> <p>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://www.dnb.com/duns-number.html. See other D&B helpful contact information displayed on the page itself.</p> <p>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.</p> <p>Click the vertical scrollbar to navigate through this page.</p> <p>Click Next to continue.</p>

Business Description

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Step	Action(s)
6.	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.
7.	On the Organization Type and Business Type fields – For each one click the dropdown selection to select the appropriate item for your business from the list.
8.	Enter your company's Federal Tax ID or a person's Social Security Number without dashes (for individuals and must enter twice along with the person's name) – one or the other is required . This information is only required for Domestic/U.S. organizations/ business entities. NOTE: The social security number entered will NOT be displayed in this field as it is considered sensitive data and will be protected as such.
9.	Click the vertical scrollbar to navigate through the page.

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Upload Tax Form

Uploaded Files Information
No files currently uploaded

For Corporations
* In which State are you Incorporated? NEW YORK
Select a Non-Profit Organization Type Please Select...

Original Equipment Manufacturer (OEM)
Add the OEM(s) of the products you distribute. At least one OEM is required if Business Type is '02 Distributor'.

Add New OEM

Shipper Information
Return Material Authorization (RMA):

Additional Product/Service/Business Details

Is your Accounting System Defense Contracting Agency (DCA) approved?: Yes No Not Selected

Are you International Standards Organization (ISO) 9000 Certified?: Yes No Not Selected

Are you Aerospace Standards (AS) 9100 Certified?: Yes No Not Selected

Are you Aerospace Standards (AS) 9120 Certified?: Yes No Not Selected

Are you Capability Maturity Model Integration (CMMI) Certified?: Yes No Not Selected

If Yes, What Level?: Please Select...

Products Manufactured:

Primary Geographic Support Area:

Explain Any Current Security Clearances and Levels:

Full Service Description:

Please use the Full Service Description field to provide a detailed description of the products or services that your company provides. The Lockheed Martin community will search this field for specific products/services so the more details you provide the more likely you will be able to match our needs with your products and services.

Step	Action(s)
10.	<p><u>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.</u></p> <p>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.</p> <p>The application web page itself provides several Lockheed Martin Accounts Payable email addresses if you need further assistance with tax form requirements.</p> <p>To upload a completed IRS W-8 or W-9 tax form:</p> <ul style="list-style-type: none"> 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 <p>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 In Which State are you Incorporated 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 Select a Non-Profit Organization Type field and select the appropriate item from list. (n/a is not required).

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Step	Action(s)
12.b	Original Equipment Manufacturer (OEM) – 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.
12.c	<p>Shipper Information Section – Return Material Authorization (RMA)</p> <p>Question: What does it mean to check the 'Return Material Authorization (RMA) flag?</p> <p>Answer: By checking the RMA flag, you allow the recipient of your product(s) to return goods for repair, replacement or to receive credit.</p>

Additional Product/Service/Business Details

Is your Accounting System Defense Contracting Agency (DCA) approved?: Yes No Not Selected

Are you International Standards Organization (ISO) 9000 Certified?: Yes No Not Selected

Are you Aerospace Standards (AS) 9100 Certified?: Yes No Not Selected

Are you Aerospace Standards (AS) 9120 Certified?: Yes No Not Selected

Are you Capability Maturity Model Integration (CMMI) Certified?: Yes No Not Selected

If Yes, What Level?:

Products Manufactured:

Primary Geographic Support Area:

Explain Any Current Security Clearances and Levels:

Please use the Full Service Description field to provide a detailed description of the products or services that your company provides. The Lockheed Martin community will search this field for specific products/services so the more details you provide the more likely we will be able to match our needs with your products and services.

Full Service Description:

Do You Manufacture or Distribute Green Products?: Yes No Not Selected

If Yes, List Your Green Products Offerings:

Do You Have a Green Program in Place?: Yes No Not Selected

If Yes, Please Describe Your Green Program:

Do You Offer Green Packaging or Shipments?: Yes No Not Selected

If Yes, Please Describe Your Green Packaging:

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.

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Company Profile

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.

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Socio-economic

EXOSTAR About Us Help

Happy Valley Farm - Socio-economic

Organization Summary
 Business Description
 Company Profile
 Socio-economic

Actions

[Change D&B Number](#)
[\(Search\)](#)
[Reject Invitation](#)
[Save and Resume Later](#)

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[Previous](#) [Next](#)

Small Business Information - Skip if Non-Profit or Foreign (non US) Owned
<http://www.sam.gov>

Are you a Protege under the Mentor Protege Program? : Yes No Not Selected

Mentor Company Name:

Other Socio Inactive Flag:

Other Socio-economic Factor:

Are you an AbilityOne organization (NIB/NISH)? : Yes No Not Selected

Alaska Native/Indian Tribally Owned Information

* Is your company owned by a member of a federally recognized Native American Tribe? (Select One):

* Alternatively, is your company owned by any of the following federally recognized entities? (Select one):

[Previous](#) [Next](#)

Step	Action
18.	<p>On the <i>Socio-Economic</i> screen, D&B will populate data fields with the D&B icon displayed.</p> <p>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.</p> <p>Click the vertical scrollbar to navigate through this page.</p>
19.	<p>Not Selected or N/A Not Applicable is the default selection for each field.</p> <p>In the Small Business and Alaska Native/Indian Tribally Owned sections, if/when applicable, select the responses appropriate to your company.</p>
19.b	Click Next to continue.

Self-certification

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

- **Socio-economic:** Required when organization address country is U.S. (including U.S. Territories).
- **Executive Compensation Report:** Required for all vendors regardless of organization address country.
- **National Defense Authorization Act (NDAA) Section 889:** Required for all vendors regardless of organization address country.
- **Cyber Security:** 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

◀ Previous
Next ▶

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/Other). Also, to allow for you to certify your company NAICS information and your status of other socio-economic categories, which is required annually (at a minimum).

Instructions:

1. Click on 'Browse & 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 Dun & Bradstreet (D&B) is displayed. When complete, click on the OK button to save and return to main page.
2. For each NAICS displayed, select whether its primary or not and your company size for it (Small or Other).
3. Proceed to the 'Executive Compensation Report' section below.

D&B Sourced Standard Industry Classification (SIC) to NAICS Information (view only). To update please contact D&B directly (see page header for additional information regarding D&B).

SIC Code	SIC Description	NAICS Code	NAICS Description
02410000	DAIRY FARMS	112120	Dairy Cattle and Milk Production

*North American Industry Classification System (NAICS) Information - User Entered:
NAICS is a sector/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 (Supplier). Please use the U.S. Census Bureau NAICS web site to search for your industry -by keyword (industry name, product, etc...) or by various NAICS structure levels - and obtain the corresponding NAICS code(s) and official U.S. NAICS Title (required even if your company doesn't utilize the NAICS coding system). A NAICS code selected must be exactly six numeric characters - at lowest level of structure.

- To view and search the NAICS web site click on link: [NAICS web site](#)
- To view the Small Business Administration Size Standards web site click on link: [SBA Size Standards](#)

Select whether each NAICS code is primary or not (Note-only one can be primary) and it's 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. See 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.

<input type="checkbox"/>	NAICS Code	Description	Primary ✘	Size	SBA Size Stds in Millions of Dollars	SBA Size Stds in Number of Employees
<input type="checkbox"/>						

Delete **Browse & Add**

General Information: If you have certified as a "Service Disabled Veteran Owned" company, please make sure to check the "Veteran Owned" status as well. If you have certified as a "Small Disadvantaged Business" please make sure to ensure that at least one of your NAICS codes entered is classified as "Small" as well.

- Business size and status definitions are available at: [SBA Size Standards](#)
- For additional support contact Small Business Administration (SBA) at: <https://www.sba.gov/about-sba/what-we-do/contact-sba>

I certify the following organization NAICS, size, and status attributes to Lockheed Martin:
My Business is (Small or Large): Note-This field will be derived based on the NAICS codes entered above.

Business Size Small/Large: Small Large Not Selected

My Business is also (A response of Yes or No is required. Check all that apply):

* Small Disadvantaged Business: Yes No

* Woman Owned: Yes No

* Certified HUBZone: Yes No

* Veteran Owned: Yes No

* Service Disabled Veteran Owned: Yes No

Executive Compensation Report Section

Executive Compensation Report

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 (a Yes or No 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 'By clicking...' 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:

- * 1. In the preceding completed fiscal year, did this business or organization (the legal entity to which the DUNS number # provided belongs) receive 1) 50 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, leases, grants, subgrants, and/or cooperative agreements, AND 2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, leases, 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(x) or 13(c) of the Securities Exchange Act of 1934 (15 U.S.C. 726(x), 726(c)) 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.

National Defense Authorization Act (NDAA) Section

National Defense Authorization Act (NDAA) Section 889

Purpose: The purpose of this page section is to allow for you to provide representation related to NDAA Section 889, which is required annually.

Instructions:

1. Read part '(a) Definitions' and in part '(b) Representations' provide your Company representation regarding this subject or in part '(c)' respond that your Company is unable to make an assertion to provide a representation.
2. Read the paragraph below beginning with the words 'By clicking...' then click on the 'Submit Certifications and Representations' button. Then click 'Save' or 'Next' to proceed.

Representation Concerning the Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services

(a) Definitions. As used in this representation, covered defense telecommunications equipment or services has the meanings provided in the clauses at Federal Acquisition Regulation FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment and Department of Defense FAR Supplement 252.204-7018, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.

- * (b) Representation. Company represents that it

- does,
 does not

provide covered defense telecommunications equipment or services as a part of its offered products or services to Lockheed Martin in the performance of any contract, subcontract, or other contractual instrument.

or

- * (c) Company is unable to make an assertion to provide a representation on all products, but the company agrees to promptly provide the required representation signed by an authorized representative upon the request of LOCKHEED MARTIN prior to each contract award.

Cyber Security Section:

Cyber Security

The purpose of this section is to allow for you to answer and certify to questions related to the applicability of cyber Defense Federal Acquisition Regulation Supplement (DFARS) requirement and the handling of Sensitive Information, which is required annually.

Instructions:

1. Read the questions on the applicability of cyber Defense Federal Acquisition Regulation Supplement (DFARS) and Sensitive Information and provide your answers.
2. Read the paragraph below beginning with the words 'By clicking...' then click the 'Submit Certifications and Representations' button. Then click 'Save' or 'Next' to proceed.

If you answered (1) or Yes to the following sections and completed the registration/recertification, you will receive instructions shortly via email on how to complete the required cyber security questionnaire. Completion of the registration process is required prior to completing the cyber security questionnaire. The information will be used as an input to manage risk. If you answered 2a, 2b, 2c, or No to the following sections, then no further information is required. You may proceed to the next section of the supplier profile.

Applicability of Cyber DFARS and NIST SP 800-171

* Are you required to be compliant with the U.S. Defense Federal Acquisition Regulation Supplement (DFARS 252.204-7012) and associated National Institute of Standards and Technology (NIST) NIST SP 800-171 ?

SELLER represents either that:

(1) Seller asserts that DFARS 252.204-7012 applies. (By so asserting, Seller is required to complete the Exostar Cybersecurity Compliance and Risk Assessment (CCRA) questionnaire and confirm assessment score in US DoD's Supplier Performance Risk System (SPRS).)

(2) SELLER asserts that it is exempt from DFARS 252.204-7012 for one of the following reasons (check one):

(a) None of the subcontracts received from LOCKHEED MARTIN contain DFARS 252.204-7012.

(b) The performance of SELLER's subcontracts with LOCKHEED MARTIN do not involve covered defense information as defined in DFARS 252.204-7012.

(c) All of the items offered to LOCKHEED MARTIN are commercial off-the-shelf items as defined in FAR 2.101.

For more information on the Onboarding Module (OBM) and the new Cybersecurity Compliance and Risk Assessment (CCRA), click [here](#).

On August 26, 2015, and updated December 30, 2015, the United States Department of Defense (DoD) issued a new interim rule making significant changes to the way the U.S. DoD addresses National Institute of Standards and Technology (NIST). As a supplier, you should be aware of the significantly expanded obligations for protecting unclassified Covered Defense Information (CDI) / Controlled Unclassified Information and related activities. Additional guidance related to the above DFAR clause and NIST document can be found at the links above.

[Click here to view or update the Cybersecurity Compliance and Risk Assessment \(CCRA\) questionnaire.](#)

Handling Sensitive Information

* Does your company receive Sensitive Information from Lockheed Martin? Yes No

For the purpose of this questionnaire, all references to "Sensitive Information" includes Proprietary Information, Third-Party Proprietary Information, Personal Information (PI), Personal Identifiable Information (PII), Export Controlled Information (ECI), and Controlled Unclassified Information (CUI) / Covered Defense Information (CDI).
If you are attesting that the cyber DFARS is applicable (above), then this answer should be Yes.

For more information on the Onboarding Module (OBM) and the new Cybersecurity Compliance and Risk Assessment (CCRA), click [here](#).

[Click here to view or update the Cybersecurity Compliance and Risk Assessment \(CCRA\) questionnaire.](#)

Step	Action
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LM Procure to Pay – TPM Registration Request Quick Reference Guide

20.	<p>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.</p> <p>Click the vertical scrollbar to navigate through this page.</p>
21.	<p><u>Socio-economic section:</u> NAICS=North American Industry Classification System. For assistance with NAICS Codes please refer to this U.S. Census Bureau web site: https://www.census.gov/naics/</p> <p>Note – This section will be entirely suppressed for vendors that are non-U.S. (and not a U.S. Territory).</p> <p>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.</p> <p>For each NAICS Code selected and now displayed:</p> <ul style="list-style-type: none">• Select its company size (Small or Other) from the dropdown selection list. Note: Small may be selected if a NAICS code has an exception (certain NAICS codes have multiple criteria for which to determine size status) and the predominant work being performed meets the exception criteria and threshold requirements.• 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.	<p><u>National Defense Authorization Act (NDAA) Section 889:</u> <u>Representation Concerning the Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services</u></p> <p>Company represents that it</p> <p><input type="radio"/> does, <input type="radio"/> does not</p> <p>provide covered defense telecommunications equipment or services as a part of its offered products or services to Lockheed Martin in the performance of any contract, subcontract, or other contractual instrument.</p> <p>or</p> <p>(c) <input type="radio"/> Company is unable to make an assertion to provide a representation on all products, but the company agrees to promptly provide the required representation signed by an authorized representative upon the request of LOCKHEED MARTIN prior to each contract award.</p>
24.	<p><u>Cyber Security:</u> 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 on completing this section can be found by clicking on the links provided on the application pages.</p> <p><u>Applicability of Cyber DRAS and NIST SP 800-171:</u> Are you required to be compliant with the U.S. Defense Federal Acquisition Regulation Supplement (DFARS 252.204-7012) and associated National Institute of Standards and Technology (NIST) NIST SP 800-171?.</p> <p>SELLER represents either that:</p> <p><input type="radio"/> (1) Seller asserts that DFARS 252.204-7012 applies. (By so asserting, Seller is required to complete the Exostar Cybersecurity Compliance and Risk Assessment (CCRA) questionnaire and confirm assessment score in US DoD’s Supplier Performance Risk System (SPRS).)</p> <p>(2) SELLER asserts that it is exempt from DFARS 252.204-7012 for one of the following reasons (check one):</p> <p><input type="radio"/> (a) None of the subcontracts received from LOCKHEED MARTIN contain DFARS 252.204-7012.</p> <p><input type="radio"/> (b) The performance of SELLER’s subcontracts with LOCKHEED MARTIN do not involve covered defense information as defined in DFARS 252.204-7012.</p> <p><input type="radio"/> (c) All of the items offered to LOCKHEED MARTIN are commercial off-the-shelf items as defined in FAR 2.101.</p> <p><u>Handling Sensitive Information:</u></p>

LM Procure to Pay – TPM Registration Request Quick Reference Guide

	<p>Does your company receive sensitive information from Lockheed Martin?</p> <p>For the purposes of this questionnaire, all references to “Sensitive Information” includes Proprietary Information, Personal Information (PI), Personal Identifiable Information (PII), Export Controlled Information (ECI), and Controlled Unclassified Information (CUI)/Covered Defense Information (CDI).</p> <p>If you are attesting that the cyber DFARS is applicable (above), then the answer should be Yes.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
25.	<p>Dependent on responses provided to either of the two questions above in steps 23 and 24, 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 Onboarding Module (OBM) system where the questionnaire will be completed. It is suggested that these questions be answered in consult with your Information Technology (IT) representatives.</p> <p>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 Lockheed Martin sensitive information.</p>
26.	<p><u>Submit Certifications and Representations section:</u></p> <p>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.</p> <p>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.</p>
27.	<p>Click Next to continue.</p>

Foreign (Non-U.S.) / Domestic (U.S.) Owned

EXOSTAR About Us Help

US TEST COMPANY 624 - Foreign (Non-U.S.) / Domestic (U.S.) Owned

[View more information](#) on how to use this site.

Clicking on the Previous and Next buttons shall save page content and perform validation on the current page before displaying the next page.

The icon indicates Dun & Bradstreet (D&B) information. To make changes to these fields, contact D&B directly: Phone: 1-800-234-DUNS (3867), Web: www.DNB.com

YOU BY ACCESSING THE D&B INFORMATION AGREE THAT THE INFORMATION IS THE INTELLECTUAL PROPERTY OF D&B OR ITS INFORMATION PROVIDERS, IS PROVIDED TO YOU FOR VALIDATION PURPOSES ONLY, MAY NOT BE COPIED, DOWNLOADED, OR REDISTRIBUTED FOR ANY REASON, AND YOU SHALL BE RESPONSIBLE AND LIABLE FOR ANY MISUSE OF THE INFORMATION. THIS INFORMATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. IN NO EVENT WILL D&B OR ITS INFORMATION PROVIDERS BE LIABLE IN ANY WAY WITH REGARD TO SUCH INFORMATION.

Lockheed Martin Corporation ("Lockheed Martin") has entered into a definitive agreement to separate, spin off and combine its Information Systems & Global Solutions ("IS&GS") business segment with Leidos Holdings, Inc. ("Leidos") in a Reverse Morris Trust transaction. To ensure the uninterrupted operation of the spun off business segment for a certain limited period of time until its full transition under Leidos is complete, Lockheed Martin will provide continued access to certain applications including Exostar Trading Partner Manager (TPM) and Procure-to-Pay (P2P).

Note that you may see references to 'Lockheed Martin' within this application which – during the period of transition – will broadly refer to either procuring company utilizing TPM as their vendor management solution. In the event you are issued a purchase order to do business with Lockheed Martin or Leidos from P2P then please refer to the entity name listed on that purchase order to discern the relevant contracting party for your prospective transaction.

[Previous](#) [Next](#)

U.S. Entity/Person or Non-U.S. Entity/Person: U.S. Entity/Person Non-U.S. Entity/Person

According to the U.S. Department of State [International Traffic in Arms Regulations \(ITAR\)](#) § 120.15: a U.S. Person means a person (as defined in § 120.14 of this part) who is a lawful permanent resident as defined by 8 U.S.C. 1191(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3); it also means any corporation, business association, partnership, society, trust, or any other entity, organization or group that is incorporated to do business in the United States. It also includes any governmental (federal, state or local) entity. It does not include any foreign person as defined in § 120.15 of this part.

If you have a Foreign (non- "U.S. Person") Parent (company/organization), please be sure to complete the Parent information section.

If you have questions/comments regarding this matter, please email exostar-compliance@lco.com

* Does your company/organization have a comprehensive international trade compliance program regarding export/import controls?: Yes No Unknown

Comments:

Lockheed Martin is frequently required to provide breakdowns of its supply network in the UK by sizes compared to the [EU definition of Small, Medium and Large Enterprises](#). In order to support the facilitation of this data please indicate the size of your business in terms number of employees, consider the total number of employees in the organization you work for

Less than 50 (Small) Between 50 and 250 (Medium) Over 250 (Large) Not Applicable

If Domestic (U.S.)

- If you provide goods/services in the arena of Military Defense, are you registered with the [U.S. Department of State](#)? Yes No Unknown Not Selected
- Does your company/organization employ or utilize any "Foreign/Non-U.S. Persons" (as defined above)? Yes No Unknown Not Selected
- If yes, does any foreign person have access to export controlled information or goods? Yes No Unknown Not Selected
- If yes, are licenses or agreements in place for these foreign persons to access the export controlled information or goods? Yes No Unknown Not Selected

If Foreign (Non U.S.)

- Is your company/organization government-owned or is there any ownership by a government official? Yes No Not Selected
- Which Government?
- Company Registration Number (if applicable to your country):
- Date of Registration:
- VAT Identification Number (applicable to European countries):
- Foreign Withholding Flag:
- [View the VAT Instructions](#) for help on entering a valid VAT.

Step	Action
28.	<p>General Information:</p> <p>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.</p> <p>Click the vertical scrollbar to navigate through this page.</p> <p>Questions requiring completion will vary, depending on answer provided to initial status question (U.S. Entity/Person or Non-U.S. Entity/Person).</p> <p>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</p>
29.	<p>Read the text displayed directly below the first question that defines what a U.S. Entity/Person is.</p> <p>If identified as a U.S. Entity/Person, complete the If Domestic (U.S) section.</p> <p>If identified as a Non-U.S. Entity/Person, complete the If Foreign (Non-U.S.) section.</p> <p>The section that is not applicable, based on how you answered the Entity/Person question, will be disabled/protected.</p> <p>See link titled ‘View the VAT Instructions’, for assistance with entering your Value Added Tax (VAT) identifier.</p>

Trade Security Programs

Excluding items such as services, consulting, or other procurements that are not transported, do you ship physical products or materials to Lockheed Martin sites:

* Within the United States?: Yes No

* From outside the United States to the United States?: Yes No

* That are outside the United States?: Yes No

If yes, which countries? Note: your selections will be displayed to the right once you save the page:

Australia
 Canada
 United Kingdom
 Afghanistan
 Aland Islands

Physical products or materials are shipped to Lockheed Martin in these countries:

Are you certified in a Trade Security Program?: Yes No Not Selected

If so, which program(s)?

[Add New Program](#)

Step	Action
30.	<p>Completion of Trade Security Programs section is required for shipping physical products to all Lockheed Martin locations.</p>

LM Procure to Pay – TPM Registration Request Quick Reference Guide

31.	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.
32.	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.

Anti-Corruption

This section 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.

Supplier represents to Lockheed Martin Corporation that it has adopted an anti-corruption policy that complies with the requirements of applicable anti-corruption laws (including as, applicable, the United States Foreign Corrupt Practices Act, the United Kingdom Bribery Act and the laws and regulations of the country where Supplier is located and performing work under Lockheed Martin subcontracts and purchase orders). Supplier further represents that compliance with its anti-corruption policy is monitored on a routine basis and that to the best of its knowledge and belief Supplier has not been:

1. Convicted of and has not been indicted or otherwise charged by any governmental entity for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a contract or subcontract; violation of export or import control laws and customs laws; violation of security, privacy, or other laws prohibiting improper disclosure of information; violation of human trafficking or child labour laws; commission of embezzlement, theft, forgery, bribery, public corruption, falsification or destruction of records, making false statements, tax evasion, violating criminal tax laws, or receiving stolen property
2. Debarred, suspended, or otherwise declared ineligible for the award of contracts by any governmental entity
3. Terminated for default by any customer in connection with contracts for the types of goods and services which Supplier contemplates offering to Lockheed Martin

To the best of my knowledge the above statements are true with regards to the company/organization I am representing in this profile.: True False Not Selected

Supplier further represents that:

This company/organization is NOT owned in whole or part by a government or government owned or controlled company: True False Not Selected

None of the company/organization’s officers, directors, or any other person who has powers of representation, decision, or control is presently a government official: True False Not Selected

None of the company/organization’s officers, directors, or any other person who has powers of representation, decision, or control have a familial or other close relationship with a government official or candidate for public office: True False Not Selected

Supplier agrees to promptly notify Lockheed Martin if Supplier’s status changes with respect to any of the foregoing representations: True False Not Selected

If supplier cannot provide responses, or responds “False” to any of the above representations, provide a written explanation with details below:

I certify that to the best of my knowledge the above information is correct & hereby certify this information to Lockheed Martin.

Certification Status:

Anti-Corruption Certification Status:

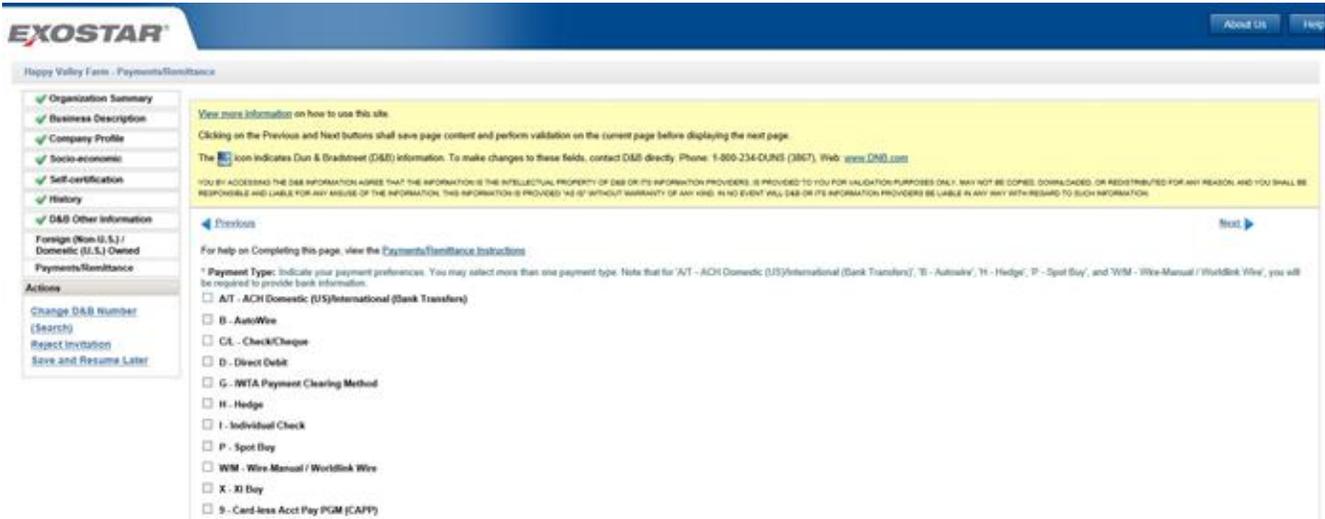
Anti-Corruption Certification Date:

Anti-Corruption Certification Expiration Date:

Step	Action
33.	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. 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.
34.	Click ‘ Next ’ to continue.

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.



Step	Action
35.	<p>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.</p> <p>Click the vertical scrollbar to navigate through this screen.</p>
36.	<p>On the Payment/Remittance screen, select the payment type(s) you can receive.</p> <p>Based on what payment types are selected, additional banking data may be required.</p> <p>Note: The preferred payment type is an electronic banking one such as ‘A/T – ACH Domestic (US)/International (Bank Transfers).</p> <p>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.</p>
37.	<p>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.</p>

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Bank Information

For those using non US and Canadian banks: If your bank requires IBAN or SWIFT numbers then Lockheed Martin will not be able to pay you without this information. If you are unsure of what information to enter here, please contact your Bank.

Bank Country:

Bank Name:

Bank Account Number:

Bank Routing Number [?]:

Confirm Bank Account Number:

Bank Swift Code (Non US) [?]:

Bank Phone Number:

Bank Contact First Name:

Bank Contact Last Name:

Bank Email:

International Bank Account Number [?]:

Credit Information

Will your company accept a credit card for payment of Lockheed Martin invoices?: Yes No Not Selected

ERS Participant Flag: Yes No Not Selected

Payment Terms: Freight Terms:

[Save](#) [Cancel](#)

[Previous](#) [Next](#)

Step	Action
37.a	<p>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.</p> <p>Click the vertical scrollbar to navigate through this screen.</p> <p>On some data fields a [?] help icon is available – click on it to see additional information.</p>
37.b	Click the Bank Country dropdown selection arrow and select the appropriate country from the list.
38.	<p>Enter the name of your bank in the Bank Name field and your bank's routing number in the Bank Routing Number field.</p> <p>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.</p>
39.	<p>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.</p> <p>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.</p>
40.	<p>In the Credit Information section select the information that best suits your company.</p> <p>Note – some of the data fields, e.g., ERS Participant and Payment Terms, will be disabled for organization administrators.</p>

Step	Action
41.	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.
41.b	Click Next to continue.

Contacts

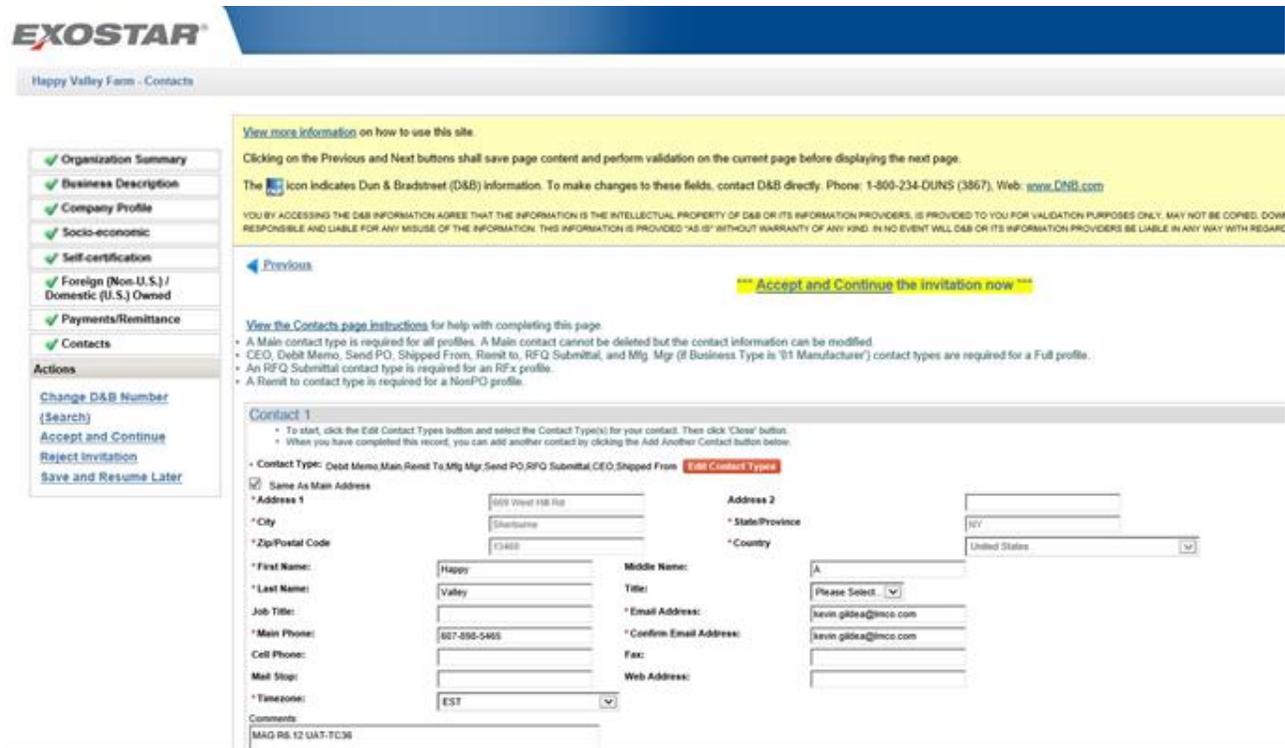
The screenshot displays the EXOSTAR web interface. On the left is a sidebar with a tree view containing sections like 'Organization Summary', 'Business Description', 'Company Profile', 'Socio-economic', 'Self-certification', 'Foreign (Non-U.S.) / Domestic (U.S.) Owned', 'Payments/Remittance', 'Contacts', and 'Actions'. The 'Contacts' section is expanded. The main content area features a yellow banner with instructions: 'View more information on how to use this site. Clicking on the Previous and Next buttons shall save page content and perform validation on the current page before displaying the next page. The icon indicates Dun & Bradstreet (D&B) information. To make changes to these fields, contact D&B directly. Phone: 1-800-234-DUNS (3657), Web: www.DNB.com'. Below this is a 'Previous' button and a link to 'View the Contacts page instructions for help with completing this page.' The main form is titled 'Contact 1' and includes a 'Contact Type' dropdown set to 'Main'. It has two address sections, 'Address 1' and 'Address 2'. 'Address 1' fields include: *Address 1 (888 West HB Rd), *City (Sherburne), *Zip/Postal Code (13400), *First Name (Happy), *Last Name (Valley), Job Title, *Main Phone (607-890-5405), Cell Phone, Mail Stop, *Timezone (EST), Middle Name, Title, *Email Address (kevin.glorea@lmco.com), *Confirm Email Address (kevin.glorea@lmco.com), Fax, and Web Address. A 'Comments' field contains 'MAG RE 12 UAT.TC36'. A 'Save and Resume Later' button is visible in the sidebar.

Step	Action
42.	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.
43.	Click on View the Contacts page instructions link for detailed instructions and help in completing this page.

LM Procure to Pay – TPM Registration Request Quick Reference Guide

Step	Action
	A contact record should be added for each unique contact person name.
44.	<p>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.</p> <p>Click 'Close' to apply the selected contact types.</p> <p>Enter all the contact information, required and as desired optional data.</p> <p>To add another Contact record, click on 'Add Another Contact' button.</p> <p>To auto-fill the address with the main address check the 'same as main address' box.</p>
45.	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.

Contacts page after completion – ready to click 'Accept and Continue';



LM Procure to Pay – TPM Registration Request Quick Reference Guide

Certification



EXOSTAR

Happy Valley Farm - Certification

By electronic submission of the information contained on this form or by signature below, you certify to the following:

- (1) the signer is an authorized representative of the entity seeking to register as a Lockheed Martin supplier,
- (2) the information contained in the foregoing form is accurate and complete as of the date of submission,
- (3) you acknowledge that the certifications and representations contained herein are material representations of fact upon which reliance will be placed when making award, and
- (4) you agree that you will provide prompt notice to Lockheed Martin if any of the information contained on this form changes.

Close I Agree

Step	Action
46.	The Certification screen provides certification that the person completing this invitation is an authorized representative of the company. Please review prior to proceeding.
47.	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.

Step	Action
48.	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 later time, post initial registration being completed.
49.	Add New User 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 Select Existing User radio button and select an existing user from the list.
50.	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.
51.	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.

LM Procure to Pay – TPM Registration Request Quick Reference Guide

52.	<p>A Company Contact, P2P Application Administrator, Partner Information Manager (PIM) Application Administrator (conditionally), and LM eInvoicing Application Administrator must also be selected.</p> <p>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.</p> <p>Note: Suppliers that handle sensitive information will also be required to select a PIM administrator in order to complete their Cyber Security Questionnaire.</p>
53.	Click Next to continue.

Exostar Subscriber Agreement

EXOSTAR About Us Help

Happy Valley Farm - Exostar Subscriber Agreement

PLEASE READ THIS DOCUMENT CAREFULLY! IT CONTAINS VERY IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO YOU. THIS DOCUMENT CONTAINS A DISPUTE RESOLUTION CLAUSE.
Do not proceed unless you are the duly authorized representative of the Subscribing entity authorized to enter into agreements of this type.

Service Agreement

Service Agreement
For Managed Access Gateway Service

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

The Parties intending to be legally bound 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.

(1) "Content" means information supplied to Customers via the Service.

(2) "Effective Date" means the date set forth above the signature lines below.

(3) "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 this Service Agreement and are incorporated herein by

Direct Link to Attachment

General Terms and Conditions

Please follow this link to view the [General Terms and Conditions](#) (incorporated by reference into this document)

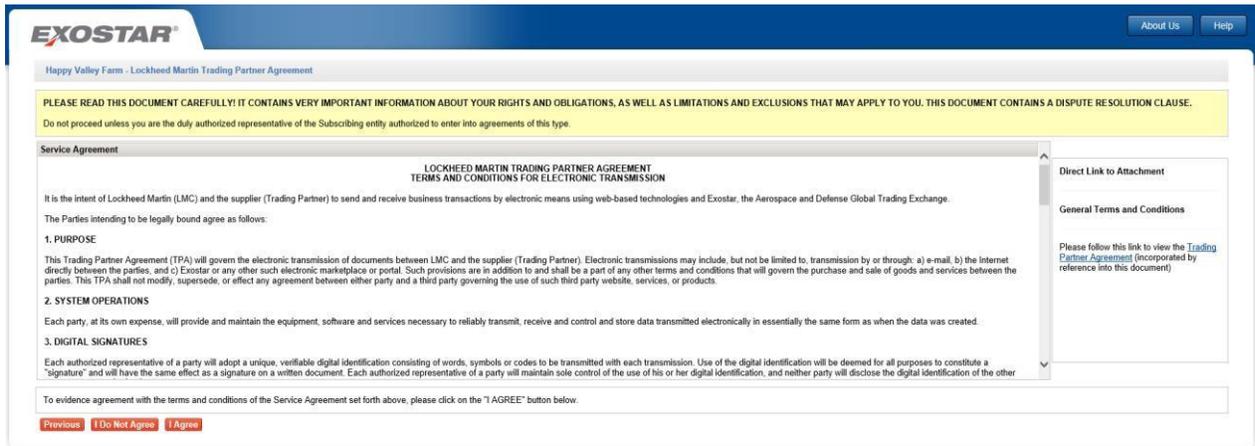
[Download the latest version of Adobe Acrobat Reader](#)
[View copy of this Service Agreement and print](#)

To evidence agreement with the terms and conditions of the Service Agreement set forth above, please click on the "I AGREE" button below.
*Once Subscriber has so clicked the "I AGREE" button, Exostar, by posting this Service Agreement, shall be deemed to have duly executed this Service Agreement as of the date of Subscriber's agreement. If Subscriber clicks the "I DO NOT AGREE" button, neither party shall be deemed to have agreed to the terms of this Service Agreement and Subscriber may not use the Service. For purposes of this Service Agreement, the "Effective Date" is the date on which Subscriber clicks on the "I AGREE" button above.
A copy of the document you have agreed to will be emailed to you.

[Previous](#) [I Do Not Agree](#) [I Agree](#)

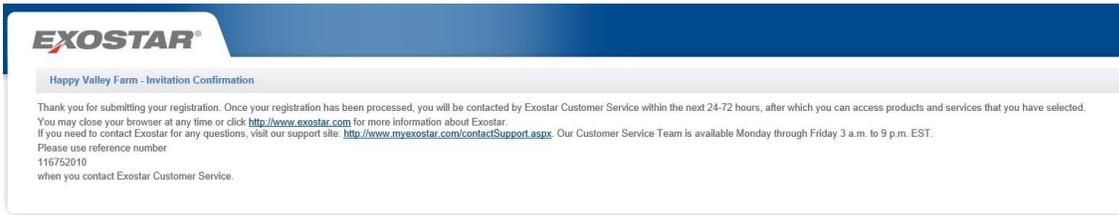
Step	Action(s)
54.	The Exostar Subscriber Agreement is displayed for your review and approval. You may also view and print a copy of this document by clicking the appropriate link provided.
55.	After review, click the I Agree button to continue.

Trading Partner Agreement (TPA)



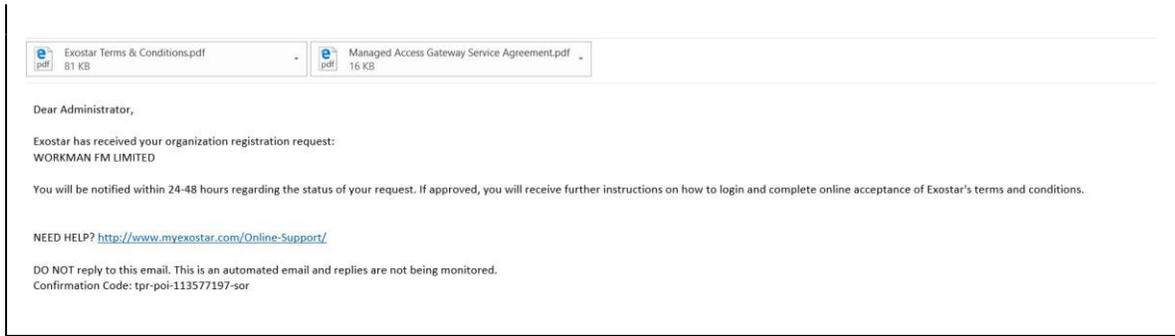
Step	Action
56.	<p>Review the Lockheed Martin Trading Partner Agreement. This agreement can also be displayed by clicking on the Trading Partner Agreement link in the upper right section of this screen (Under General Terms and Conditions).</p> <p>You may also view and print a copy of the Trading Partner Agreement by clicking the appropriate links.</p>
57.	<p>If you agree to the terms in the Trading Partner Agreement, click the I Agree button.</p>

Step	Action
58.	Your registration request has now been submitted. The status of the invitation request is now set to 'Pending Exostar Approval' . Once Exostar reviews the vendor profile and approves it, status will be set to 'Pending 2FA Compliance' . See next steps for additional information regarding two-factor authentication (2FA) requirements.



Step	Action
59.	<p>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.</p> <p>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.</p>

LM Procure to Pay – TPM Registration Request Quick Reference Guide



60.	<p>Once the supplier profile registration process has been completed and Exostar has completed their review and approval, <u>users who will be accessing the LMP2P portal must complete the 2-Factor Authentication (2FA) registration process.</u> 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.</p> <p>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.</p> <p>Additional information on Lockheed Martin 2-Factor Authentication can be found at the following link: https://my.exostar.com/display/TE/Credentialing+++Lockheed+Martin. It is recommended that this information be reviewed, in its entirety, prior to initiating this process.</p> <div style="text-align: center;"> <pre> graph LR A((Register)) --- B((Security)) B --- C((Accept)) C --- D((Credentials)) D --- E((Access)) style D fill:#008000,color:#fff </pre> <p>Register Complete Registration</p> <p>Security Set Security Questions</p> <p>Accept Accept Terms & Conditions</p> <p>Credentials Obtain Credentials</p> <p>Access Access Granted</p> </div> <p>Please proceed with completion of the 2FA purchase and activation process in order to achieve 'Active' status on your TPM Supplier Profile and enable PO placement. If you do not already have a credential, Lockheed Martin requires purchasing a Phone OTP <u>with</u> Identity Proofing credential type for Level 3 assurance. This will allow you to access the LM Procure-to-Pay (LMP2P) system.</p>
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The END.