



Trading Partner Manager (TPM) Recertification and Update Guide

January 2024



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DOCUMENT VERSIONS

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	<ul style="list-style-type: none">• TPM OBM Migration	January 2024	Ashleigh Howell

OVERVIEW

The purpose of this user guide is to describe the processes and procedures for performing an official Organization/Vendor Profile recertification and performing general maintenance updates to your Organization/Vendor Profile, both being performed in Exostar's Trading Partner Manager (TPM) system. Lockheed Martin uses TPM as their vendor management solution to support the Lockheed Martin Procure-to-Pay (LMP2P) system processes.

It covers the following TPM Organization/Vendor profile maintenance processes:

- Performing general organization profile maintenance activity, such as updating your contact person's information or your banking information. This can be performed at any time updates are needed and when status is either active or expired.
- Performing an official organization recertification action, which is required at least once every three years to remain in active status. This can be performed at any time and when status is either active or expired. When status is expired this process must be performed to get to active status to allow procurement activity to occur.

A pre-requisite to performing these processes and procedures is that you previously completed the initial TPM vendor registration process (Invitation Acceptance), and have at least one Managed Access Gateway (MAG) Organization Administrator with an active user account and two-factor authentication (2FA) credential associated to it.

IMPORTANT: Only a designated MAG Organization Administrator, logged in with 2FA will have access to TPM to make any changes to their company's TPM organization profile information.

For more information on 2FA credentials and the associated authentication processes please visit the [Lockheed Martin](#) landing page on MyExostar.com, Exostar's self-help website.

NOTE: To recertify an organization, there needs to be at least one **Active** status LMP2P user with a valid 2FA credential (this can be the Organization Administrator) associated to the organization, which makes it 2FA compliant.

If you have any questions or need assistance with access to MAG or on how to add a new Organization Administrator, please contact Exostar Customer Service at: https://www.myexostar.com/?page_id=32.

STEP 1. LOGIN TO EXOSTAR'S MANAGED ACCESS GATEWAY (MAG)

To login to your existing MAG account:

1. Navigate to <https://ui.portal.exostar.com/iamui/mfa/userReference>.
2. Enter your **Email** or **User ID**. Click **Next**.

NOTE: Additional login options display: Login Using Company Credential (EAG) or Login Using Badge or Certificate.

Log In

Email or User ID

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

NEXT

3. Enter your **Password**. Click **Next** to open the MAG dashboard.

Enter Your Password

Password

This is your Exostar account password

[Use a different email/user ID](#)
[Forgot password?](#)

NEXT

STEP 2. ACCESS ORGANIZATION ACCOUNT IN TPM

To access TPM from MAG:

1. Click the **My Account** tab and the **View Organization Details** sub-tab.

NOTE: This page displays general organization information, such as Exostar ID (a unique ID assigned to your organization), organization name, address, and DUNS Number, along with a list of the current Organization and Application Administrators.

2. Select the **View in Trading Partner Manager (TPM)** link, located next to your organization's name.

Home **My Account** Administration Registration Requests Reports

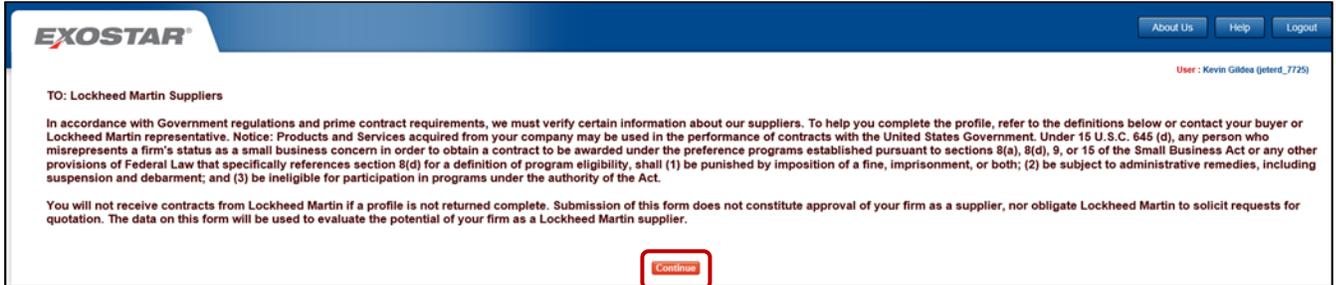
Edit Profile **View Organization Details** Change Email Change Password Change Security Questions Manage OTP Connect Accounts

Need to change your organization's name, address, or organization administrator?
[Complete the organization information change request form](#) and follow the instructions for submitting it to Exostar's Customer Service.

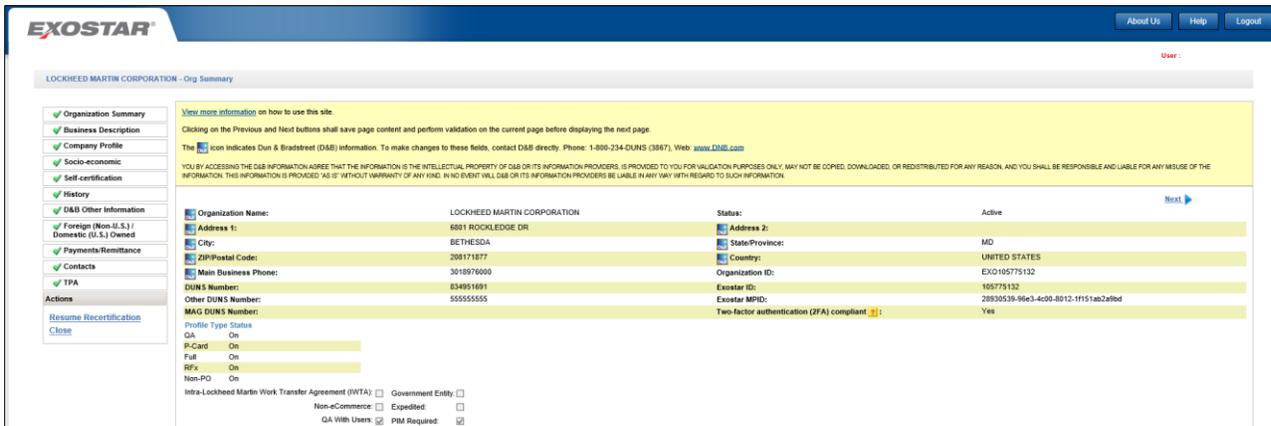
Organization Details

Organization Name: PJs Woodshop	View in Trading Partner Manager (TPM)	Address 1: 123 West Farley Ave.
Organization ID/Exostar ID: EXO114549528 / 114549528		Address 2:
Business Unit:		City: Blacksburg
MPID: 28e70291-a8e0-4d75-9b51-3b61fa7a9a44		*State/Province: VA
Organization's HQ/Country of Incorporation: US		Zip/Postal Code: 20987
DUNS #:		Country: US
Do not allow users of my Organization to use Exostar provided OTP tokens: No		Created Date: 26 Apr, 2018 01:23 PM EDT
Do not allow users of my Organization to be invited to applications: No		Suspended Date: N/A
		Do not allow users of my Organization to use Exostar provided Phone Based OTP: No

- The following message displays. Review and click **Continue** to access your Organization’s TPM Profile.



NOTE: The Organization Summary page displays initially.



General TPM System Information – Helpful Tips

The following helpful tips are applicable to all TPM pages/screens:

- At any time during the online supplier recertification process, you can click **Save**, which saves any data already entered/selected. To resume, repeat the login process and click **Resume Recertification** from the left-side menu.
- All data fields preceded by a red asterisk (*) are required. All other data fields are optional.
- Click the vertical scrollbar to navigate through a page.
- The words **Screen** and **Page** are used synonymously throughout the document.
- The words **Organization**, **Vendor**, and **Supplier** are used synonymously throughout the document.
- When a page is complete, a green check mark displays next to the application page title, on the left-side menu.
- If a data field is protected from input/selection, it is not applicable for this specific vendor registration, so can be skipped over.
- All data field values manually entered will be validated for accuracy and completeness, where possible. If an error occurs, a detailed error message (in color red), displays adjacent to the data field itself or in very close proximity.

- All pages contain **Save**, **Next**, and **Previous** action buttons that save the page content to the database when clicked. Clicking on any page title item, on the left-side menu also saves content to the database and takes you directly to that page.
- 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.
- At this point in the process, the **Status** value on the **Organization Summary** page is set to either **Active** or **Expired**. The end goal is to get it to or remain in **Active** status.

STEP 3. PERFORM ORGANIZATION RECERTIFICATION OR GENERAL ORGANIZATION MAINTENANCE UPDATES

To begin the organization profile recertification process:

1. Click the **Perform Recertification** link under **Actions**, on the left-side navigation menu.

NOTE: If you only want to update specific data fields for your organization, without officially recertifying the entire profile, click **NEXT** to navigate to the pages requiring updates, or select the applicable page title on the left-side navigation to go directly to a page.

2. If you are performing general maintenance, once specific data fields have been updated, click **Save**.

NOTE: Clicking the **Previous** or **Next** links or selecting a page title from left-side navigation, any data updates are automatically saved to the database.

The remainder of this guide assumes you are performing the official organization recertification process.

STEP 4. ORGANIZATION SUMMARY - REVIEW DATA ONLY (NOT EDITABLE)

Your company's general information, such as organization name, address, and D&B DUNS Number are displayed on the Organization Summary page. Most of this information populates from Dun & Bradstreet (D&B) directly, and those fields are marked with the D&B icon.

The screenshot displays the 'Organization Summary' page for 'HOLDEN FARMS, INC.'. The page includes a navigation menu on the left with 'Organization Summary' and 'Actions'. The main content area shows a table of organization details. The 'Status' is 'Active'. The 'DUNS Number' is '055463889'. The 'MAG DUNS Number' is '055463889'. The 'Profile Type Status' is 'On'. The 'P-Card' status is 'On'. The 'QA' status is 'On'. The 'Full' status is 'On'. The 'REF' status is 'On'. The 'Non-PO' status is 'On'. The 'Intra-Lockheed Martin Work Transfer Agreement (IWTA)' is 'Off'. The 'Government Entity' checkbox is 'Off'. The 'Non-eCommerce' checkbox is 'Off'. The 'Expedit' checkbox is 'Off'. The 'QA With Users' checkbox is 'On'. The 'PIM Required' checkbox is 'On'. The 'Organization Comments' section is empty. The user is identified as 'Kevin Gildea (getord_7729)'.

No user input is required. The Status field displays the following primary possible values:

- Active
- Expired
- Suspended
- Deactivated

NOTE: If the D&B data is not correct, you must contact D&B directly to have corrections made. Corrections made at D&B eventually automatically populate in this profile. You may access D&B here: <https://www.dnb.com/>. See other D&B helpful contact information displayed on the page itself. **When an organization requests updates on the D&B website, it may take up to 30 days for the changes to display in TPM.**

Click **Next** to continue.

STEP 5. BUSINESS DESCRIPTION

On the Business Description page, all data fields preceded by a red asterisk (*) are required. All other data fields are optional.

Update your company's **Federal Tax ID** or a person's **Social Security Number** (for individuals), if necessary. One or the other is required. This information is only required for Domestic/US-based business entities.

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 a tax form is not submitted, a 24% (U.S.) or 30% (Non-U.S.) withholding is imposed on all invoice payments.

To upload a completed IRS W-8 or W-9 tax form:

1. Click the **Upload Tax Form** button.
2. Select your tax form file from your computing device or other storage area.
3. Click **Open** or double-click on the file.
4. Select the **IRS Tax Form Type** from selection list.

NOTE: If you do not attach a completed tax form now, you can attach it at a later time, but it must be attached prior to payments being successfully processed.

Click **Next** to continue.

STEP 6. COMPANY PROFILE

On the Company Profile page, review, and update, as necessary, Parent Company information and Nexus Location data fields.

Nexus Location Field:

1. Read the instructions provided on page to determine your required selections.
2. Click the dropdown selection arrow and select the appropriate items from the list.
3. For Non-U.S./Foreign suppliers, leave selection as **Please Select** or select **Not Applicable**.
4. Use standard Windows control-click keystroke combination to select all values that apply.

HOLDEN FARMS, INC. - Company Profile

- Organization Summary
- Business Description
- Company Profile
- Socio-economic

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 COP 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 WIT

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Structure

D&B Global Ultimate DUNS: D&B Total Employees:

Parent Company Information

Is your company owned by a parent company?: Yes No Not Selected

Enter in format '999999999' (no dashes)

*Parent Company Name: *US Parent Company Tax ID:

Other Names

Other Name: Source:

Delete Add New Other Name

Other Information

* Please select which states/municipalities/US territories within which your company has a physical presence (otherwise known as "Nexus"). By selecting "All", you are indicating you have Nexus (employees and/or property) within all jurisdictions. Lockheed Martin will remit sales tax to you in the jurisdictions where you have Nexus.

Please Select
Not Applicable
All
Alabama
Alaska
American Samoa
Arizona
Arkansas

Click **Next** to continue.

STEP 7. SOCIO-ECONOMIC

All data fields preceded by a red asterisk (*) are required. Review all data fields and update as necessary.

HOLDEN FARMS, INC. - Socio-economic

- Organization Summary
- Business Description
- Company Profile
- Socio-economic

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

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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

Click **Next** to continue.

STEP 8. SELF-CERTIFICATION

The Self-Certification page contains up to four sections each requiring an annual response, dependent on the organization's main Country.

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 page, and are also described in general in the steps below. Several links to external web sites are also provided on the application page to assist in completing the task.

NOTE: If no changes are needed, click the **Submit Certifications and Representations** button to complete the annual certification requirement. A confirmation message displays and self-certification dates and user information display below the message.

All data fields preceded by a red asterisk (*) are required. Review all data fields and update as necessary.

Socio-Economic Section

NAICS: North American Industry Classification System. For assistance with NAICS Codes please refer to this U.S. Census Bureau web site at <https://www.census.gov/naics>.

NOTE: This section is entirely suppressed for non-U.S. (and not a U.S. Territory) vendors.

To begin:

1. Click the **Browse and Add** button to select your NAICS codes from the NAICS Browser application window.
2. Once you have finished your selections scroll to the bottom of the window and click OK.
3. For each NAICS Code selected and now displayed:
 - a. Select its company size (Small or Other) from the dropdown selection list.
 - b. Click the **NAICS Primary Code** checkbox for your company's primary NAICS code.

NOTE: Only one NAICS Code can be checked as the primary.

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

5. Proceed to the **Executive Compensation Report** section of page.

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:

- 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.
- For each NAICS displayed, select whether its primary or not and your company size for it (Small or Other).
- 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
39990000	MANUFACTURING INDUSTRIES, NEC	339999	All Other Miscellaneous Manufacturing

*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 its 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 <input checked="" type="checkbox"/>	Size	SBA Size Stds in Millions of Dollars	SBA Size Stds in Number of Employees
<input type="checkbox"/>	326121	Unlaminated Plastics Profile Shape Manufacturing	<input checked="" type="checkbox"/>	Small <input type="text" value="Small"/>	0.0	500
<input type="checkbox"/>	326122	Plastics Pipe and Pipe Fitting Manufacturing	<input type="checkbox"/>	Small <input type="text" value="Small"/>	0.0	750

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

The application page displays detailed step-by-step instructions on how to complete this section:

- The following first two questions must be answered Yes or No:
 - 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?
 - 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?
- If Yes to #1 and No to #2, 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.

NOTES:

- The table/grid to enter the executive names and total compensation amount data only displays 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 only displays 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](#).

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 annually.

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. Proceed to the 'National Defense Authorization Act (NDAA)' section below.

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 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.

No.	Executive Name (First Middle Last)	Total Compensation (US \$) – (Enter whole numbers)
1	<input type="text" value="Warren Buffett"/>	<input type="text" value="*****"/>
2	<input type="text" value="Charlie G Manger"/>	<input type="text" value="*****"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

National Defense Authorization Act (NDAA) Section 889 Section

The application page displays detailed step-by-step instructions on how to complete this section: The following representation must be provided whereas the 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.**

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. Proceed to the 'Cyber Security' section below.

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 is important to Lockheed Martin and these requirements have been implemented to mitigate risks to suppliers as it relates to sensitive data sharing. Additional information in completing this section can be found by clicking the links provided on the application page.

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: If your company is required to be compliant with the U.S. Defense Acquisition Regulation Supplement (DFARS 252.204-7012) and associated NIST SP 800-171, then you must provide the appropriate representation as well as complete or update your Exostar Cybersecurity Compliance and Risk Assessment (CCRA) questionnaire in Exostar's Onboarding Module (OBM) to attest to completion of your DOD SPRS requirements.

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: If your company does receive sensitive information from a third-party Lockheed Martin, then you must answer the question as **YES**.

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.](#)

Dependent on responses provided to either of the two questions above, following successful registration and approval of your organization, you (and other defined users) may receive email notification that you have been granted access to the Exostar Onboarding Module (OBM) system, where the questionnaires (one or both) will be completed. It is suggested these questions be answered in consultation with your Information Technology (IT) representatives.

Submit Certifications and Representations

Once all required sections are complete, click **Submit Certifications and Representations**. A confirmation message displays, and self-certification dates and user information displays below the message.

The completed certification and representation are valid for one year from submission. The system sends your Organization Administrators annual expiration warning emails, starting 60

days in advance of the calculated expiration date. You can perform the certification and representation process at any time during the year.

Click **Next** to continue.

STEP 9. HISTORY – REVIEW DATA ONLY (NOT EDITABLE)

On the History page, information is pre-populated with data already stored in the database. No user input is required. All the data displayed is for informational purposes only.

NOTE: The **Profile Recertification Expiration** field is the date your organization profile certification expires, per the three-year expiration rule. If a recertification is not completed by this date, the organization status systemically is set to **Expired**, which prevents procurement activity with Lockheed Martin.

Click **Next** to continue.

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

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***This information may be pre-populated with no action required on your part.

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D&B Update Information

Last DUNS Refresh Date:

Profile Creation Information

Request ID:	<input type="text" value="114075635"/>	Request Date:	<input type="text" value="May 24, 2021"/>
Requestor User First Name:	<input type="text" value="USER10"/>	Requestor User Middle Initial:	<input type="text"/>
Requestor User Last Name:	<input type="text" value="P2PADFS"/>	Requestor User ID:	<input type="text" value="adfsur10@accttest01.ustest.lmco.c"/>
Requestor Email Address:	<input type="text" value="user10.p2padfs@e2ktl.lmco.com"/>	Requestor Purchasing Organization:	<input type="text" value="Electronic Systems"/>
Requestor Comment Text:	<input type="text"/>		

Profile Update

Date Added:	<input type="text" value="May 11, 2021"/>	Update ID:	<input type="text" value="adfsur11@accttest01.ustest.lmco.c"/>
Update Date:	<input type="text" value="May 25, 2021"/>	Supplier Update ID:	<input type="text" value="confortom_9890@securepass.exor"/>
Supplier Update Date:	<input type="text" value="May 24, 2021"/>	Recertification User ID:	<input type="text" value="confortom_9890@securepass.exor"/>
Profile Recertification Expiration:	<input type="text" value="May 24, 2024"/>		

TPA

TPA Agreement:	<input checked="" type="checkbox"/>	TPA Agreement Date:	<input type="text" value="May 24, 2021"/>
TPA Agreement User ID:	<input type="text" value="Benjamin Simo"/>		

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STEP 10. D&B OTHER INFORMATION – REVIEW DATA ONLY (NOT EDITABLE)

On the D&B Other Information page, fields with the D&B icon are populated by D&B. No user input is required.

Click **Next** to continue.

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

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D&B Update Information

Last DUNS Refresh Date:

Profile Creation Information

Request ID:	<input type="text" value="114075635"/>	Request Date:	<input type="text" value="May 24, 2021"/>
Requestor User First Name:	<input type="text" value="USER10"/>	Requestor User Middle Initial:	<input type="text"/>
Requestor User Last Name:	<input type="text" value="P2PADFS"/>	Requestor User ID:	<input type="text" value="adfsur10@accttest01.ustest.lmco.c"/>
Requestor Email Address:	<input type="text" value="user10.p2padfs@e2ktd.lmco.com"/>	Requestor Purchasing Organization:	<input type="text" value="Electronic Systems"/>
Requestor Comment Text:	<input type="text"/>		

Profile Update

Date Added:	<input type="text" value="May 11, 2021"/>	Update ID:	<input type="text" value="adfsur11@accttest01.ustest.lmco.c"/>
Update Date:	<input type="text" value="May 25, 2021"/>	Supplier Update ID:	<input type="text" value="confortom_9890@securepass.exor"/>
Supplier Update Date:	<input type="text" value="May 24, 2021"/>	Recertification User ID:	<input type="text" value="confortom_9890@securepass.exor"/>
Profile Recertification Expiration:	<input type="text" value="May 24, 2024"/>		

TPA

TPA Agreement:	<input checked="" type="checkbox"/>	TPA Agreement Date:	<input type="text" value="May 24, 2021"/>
TPA Agreement User ID:	<input type="text" value="Benjamin Simo"/>		

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STEP 11. FOREIGN (NON-U.S.)/DOMESTIC (U.S.) OWNED

For assistance with the Value Added Tax (VAT) field, click **View the VAT Instructions**. Questions requiring completion will vary, depending on the answer provided to the initial status question (U.S. Entity/Person or Non-U.S. Entity/Person).

If identified as a U.S. Entity/Person, complete the **If Domestic (U.S.)** section. If identified as a Non-U.S. Entity/Person, complete the **If Foreign (Non-U.S.)** section.

The Anti-Corruption survey is required for all suppliers that select **Non-U.S. Entity/Person**. For all other suppliers, only complete this section when requested by Lockheed Martin. After completing this section, please click the **CERTIFY** button.

The certification status and date displays. The expiration date is system-calculated as three years from the date certify action was performed.

Click **Next** to continue.

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.

STEP 12. PAYMENTS/REMITTANCE

For assistance with the Payments/Remittance page, click **View the Payments/Remittance Page Instructions** displayed under the **Previous** link.

All data fields preceded by a red asterisk (*) are required. All other data fields are optional.

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 a red asterisk (*) is required.

NOTE: Your bank account number does NOT display in this field, because it is protected as sensitive data. Only masking characters (#) display.

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

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

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For help on Completing this page, view the [Payments/Remittance Instructions](#)

* **Payment Type:** Indicate your payment preferences. You may select more than one payment type. Note that for 'A/T - ACH Domestic (US)/International (Bank Transfers)', 'B - AutoWire', 'H - Hedge', 'P - Spot Buy', and 'WM - Wire-Manual / Worldlink Wire', you will be required to provide bank information.

A/T - ACH Domestic (US)/International (Bank Transfers)
 B - AutoWire
 CL - Check/Cheque
 D - Direct Debit
 G - IWTA Payment Clearing Method
 H - Hedge
 I - Individual Check
 P - Spot Buy
 WM - Wire-Manual / Worldlink Wire
 X - Xi Buy
 9 - Card-less Acct Pay PGM (CAPP)

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:	<input type="text" value="UNITED STATES"/>	Bank Account Number	<input type="text"/>
Bank Name	<input type="text"/>	Confirm Bank Account Number	<input type="text"/>
Bank Routing Number	<input type="text"/>	Bank Phone Number	<input type="text"/>
Bank Swift Code (Non US)	<input type="text"/>	Bank Contact Last Name	<input type="text"/>
Bank Contact First Name	<input type="text"/>	International Bank Account Number	<input type="text"/>
Bank Email	<input type="text"/>		

Credit Information

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

Evaluated Receipts Settlement (ERS) Participant: Yes No Not Selected

Payment Terms: Freight Terms:

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

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.

Click **Next** to continue.

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

P-Card Primary Flag: P-Card Vendor Name:

Payment Terms: Freight Terms:

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

STEP 13. CONTACTS

On the Contacts page, all data fields preceded by a red asterisk (*) are required to add a contact record. All other data fields are optional.

The bullets listed under, **View the Contacts Page instructions for help with completing the page**, are helpful instructions/guidance only, not error messages.

For assistance with completing this page, click **View the Contacts Page Instructions**, under the **Previous** link.

A contact record should be added for each unique contact person. Multiple contact types may be assigned to one individual person.

NOTE: If you are not performing the complete profile recertification process, click **Save** at this time, to save any updates made to the database.

Click **Next** to continue.

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

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[View the Contacts page instructions](#) for help with completing this page.

- A Main contact type is required for all profiles. A Main contact cannot be deleted but the contact information can be modified.
- CEO, Debit Memo, Send PO, Shipped From, Remit to, RFQ Submittal, and Mfg. Mgr (if Business Type is '01 Manufacturer') contact types are required for a Full profile.
- An RFQ Submittal contact type is required for an RFx profile.
- A Remit to contact type is required for a NonPO profile.

Contact 1

To start, click the Edit Contact Types button and select the Contact Type(s) for your contact. Then click 'Close' button.
When you have completed this record, you can add another contact by clicking the Add Another Contact button below.

Contact Type: Debit Memo, Main, Mfg. Mgr, Remit To, Send PO, RFQ Submittal, CEO, Shipped From Edit Contact Types

Note: This user is also the MAG Company Contact

Same As Main Address

<p>*Address 1</p> <p>Address 1: <input type="text" value="14 Plaza Dr"/></p> <p>City: <input type="text" value="Latham"/></p> <p>Zip/Postal Code: <input type="text" value="12110"/></p> <p>First Name: <input type="text" value="Benjamin"/> Middle Name: <input type="text" value="J"/></p> <p>Last Name: <input type="text" value="Simo"/> Title: <input type="text" value="Please Select..."/></p> <p>Job Title: <input type="text"/></p> <p>Main Phone: <input type="text" value="570-123-7779"/> Email Address: <input type="text" value="kevin.gildea@imco.com"/></p> <p>Cell Phone: <input type="text"/> Confirm Email Address: <input type="text" value="kevin.gildea@imco.com"/></p> <p>Mail Stop: <input type="text" value="MAV25-000"/> Fax: <input type="text"/></p> <p>Timezone: <input type="text" value="America/New_York"/> Web Address: <input type="text" value="www.angiodynamics.com"/></p> <p>Comments: <input type="text"/></p>	<p>Address 2</p> <p>Address 2: <input type="text"/></p> <p>State/Province(Enter ISO two character values, e.g., NY for New York): <input type="text" value="NY"/></p> <p>Country: <input type="text" value="UNITED STATES"/></p>
---	---

IMPORTANT: Steps 15 and 16 are only applicable when performing the complete recertification process.

STEP 14. PERFORM FINAL CERTIFY STEP

The MAG Information page displays. When all updates are complete, click Certify under Actions on the left-side menu or the ***** Complete Profile Certification Now ***** link. It is very important to complete this step, or the recertification process remains open.

HOLDEN FARMS, INC. - MAG Information

Organization Summary
Business Description
Company Profile
Socio-economic
Self-certification
Cyber Security
History
D&B Other Information
Foreign (Non-U.S.) / Domestic (U.S.) Owned
Payments/Remittance
Contacts
MAG Information

Actions
[Certify](#)
[Close](#)

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MAG Information

MAG Organization Name: Holden Farms, Inc.
 MAG DUNS Number: 055463889
 Address 1: 12346 HALL AVE
 City: NORTHFIELD
 ZIP/Postal Code: 55057
 MAG HQ Country: United States

Business Unit:
 SDB Flag:
 Address 2:
 State/Province: MN
 Country: United States

Do not allow users of my Organization to use Exostar provided OTP tokens [Change Flag](#)
 Do not allow users of my Organization to use Exostar provided Phone Based OTP [Change Flag](#)
 Do not allow users of my Organization to be invited to applications

Organization Admin

Admin name	MAG user id	Email	Phone	2FA compliant flag	MAG role	MAG last access date	PPP last access date	User account status
Kevin Glida	jtlerd_7725	kevin.glida@imco.com	555-555-2222	Yes	Org Admin	06 Aug, 2019 08:07 PM GMT	15 Jul, 2019 07:19 AM EST	ACTIVE
Teresa Suszynski	suszynskit_9216	teresa.j.suszynski@imco.com	301-897-6000	Yes	Org Admin	12 Oct, 2018 06:11 PM GMT	12 Oct, 2018 01:11 PM EST	ACTIVE
Kevin Glida	glidaak_2277	kglida@gmail.com	607-751-2057	No	Org Admin	24 Jul, 2016 11:38 PM GMT	24 Jul, 2016 07:38 PM EDT	ACTIVE

LMP2P Admin

Admin name	MAG user id	Email	Phone	2FA compliant flag	MAG role	MAG last access date	PPP last access date	User account status
Kevin Glida	jtlerd_7725	kevin.glida@imco.com	555-555-2222	Yes	App Admin	06 Aug, 2019 08:07 PM GMT	15 Jul, 2019 07:19 AM EST	ACTIVE
Teresa Suszynski	suszynskit_9216	teresa.j.suszynski@imco.com	301-897-6000	Yes	App Admin	12 Oct, 2018 06:11 PM GMT	12 Oct, 2018 01:11 PM EST	ACTIVE

STEP 15. COMPLETE RECERTIFICATION

Review the message and click **Yes** to successfully complete the organization profile recertification process.

EXOSTAR

HOLDEN FARMS, INC. - Recertification

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.

No Yes

RECERTIFICATION SUCCESS CONFIRMATION

A recertification process confirmation message displays.

EXOSTAR

HOLDEN FARMS, INC. - Recertification Confirmation

Thank you for re-certifying your organization's information.
 If you need to contact Exostar for any questions, visit our support site: <http://www.myexostar.com/contactSupport.aspx>. Our Customer Service Team is available Monday through Friday 3 a.m. to 9 p.m. EST.
 For more information on Lockheed Martin's Procure to Pay application, click [here](#).
 You may close your browser at any time or click <http://www.exostar.com> for more information about Exostar.