

Raytheon Centralized Reps & Certs Suppliers Help



Benefits

- Provides ability to certify electronically once per year per location, eliminating duplication of effort
- Automates the renewal process by sending email reminders before the certification expires
- Highlights those questions that are required and prevents completion of the form until all mandatory fields are answered

Overview

The Raytheon Reps & Certs application focuses on digitizing and centralizing the required annual certifications from Raytheon's supply base. This eliminates the need for multiple requests to be submitted to the same supplier by different buyers and businesses.

The Raytheon Reps & Certs application is used to complete the enterprise annual Representations & Certification form (CR-003).

The Reps & Certs application allows suppliers to certify once annually to Raytheon, satisfying the company's minimum certification requirements.

Frequently Asked Questions (FAQs)

What are the minimum system requirements to complete the online Reps & Certs?

- Internet Explorer® version 6.0 or later.
- Microsoft® Windows® 97, or later.
- Pop-up blockers must be temporarily disabled
- Other operating systems and internet browsers have not been tested and may cause problems.

Why doesn't anything happen when I click "Open Form"?

- The form needs to open in a new Internet Explorer window and if it does not, turn off all pop-up blockers.
- If that does not work, try modifying the link rather than clicking "Open Form". When you log into the Certs and Reps application, the link at the top should be something like:

<https://rayexosig.raytheon.com/secforms/runtime/supplier/index.jsp?PartnerIdpld=RSP>

- Delete the text in blue, and replace it with "homepage4.jsp", and press enter. The final link for the form should look like:

<https://rayexosig.raytheon.com/secforms/runtime/supplier/homepage4.jsp>

Why isn't the "Sign" button on the form active?

- This button is only active when the online Reps & Certs form has been saved with all mandatory fields complete.
- To view the missing mandatory fields, click "**Check for Missing Fields and Save**" on the right side of the form. A popup window containing a list of required fields that have not been completed will appear.

After all mandatory fields are completed, the "**Sign**" link will activate, allowing you to digitally sign the document.

FAQs (cont'd)

How do I unlock the form?

- If you are prevented from editing the form because you have locked it, log out of SecureForms and MAG, close all browser windows and try again.
- If the form is locked by somebody else, they will need to Reassign it to you. Alternatively, you can use the option to "Delete Incomplete Form" on the Reps & Certs homepage, next to the "Open Form" button. This will unlock the form, however by deleting the form, you will lose any information that had been entered

I made a mistake and want to start over, what should I do?

- Click the "Delete Incomplete Form" button to erase the form that is in process, however please note that this cannot be undone.

How do I 'reassign' the form to someone else?

- Enter the contact person's email address in the 'Your Company Information' section of the Reps and Certs homepage, and click "Reassign email address to a different point of contact". The user can either login with an existing ID or an account will be created for them if he or she does not already have one.

Can I use the same login ID and password for SCP and SecureForms?

- Yes, however if you previously had access to SCP (Supply Chain Platform) and recently were invited to SecureForms, you may have 2 accounts that Exostar would need to combine for you. As of January 2013, SCP and SecureForms may both be accessed through Exostar® MAG (Managed Access Gateway). Other applications are on a different system and may require separate login.

I already have a MAG login ID to access other non-Raytheon applications, do I need a new one?

- You may or may not need a new Login ID. Raytheon's Reps and Certs documents are required for each specific business location we do business with. If you are completing the Reps and Certs for one location and already have a MAG account for that site, you do not need a new Login ID. Your current Login ID will stay the same, and the Reps and Certs application will be added to it. If you are completing the Reps & Certs for another location for which you do not already have an account, you will need a new login ID specific to that location.

How do I get an account for other Raytheon applications in Exostar (GSCP, SourcePass, ForumPass, etc.) to access documents including purchase orders?

- The Raytheon buyer you work with must request access for you.

Why do I need to certify again if none of my information has changed?

- We require our suppliers to complete a new certification annually.
- In addition, the government periodically announces new reporting requirements. When this happens we update the CR-003 form and may request our suppliers to recertify in order for us to collect the newly required information.

We filed our certifications and representation on the U.S. Government's (SAM) System for Award Management website. Can those be accepted in lieu of the CR-003 form?

- Unfortunately not because we require certification directly to Raytheon which is not possible through SAM.gov.

FAQs (cont'd)

I'm located outside the United States, and am confused about what sections of the form I need to complete.

Non-US suppliers should choose 'Foreign' in A.1. Part II, complete the relevant parts of Section A.2, and complete section B. For additional guidance in completing Sections B.5. & B.6., reference FAR 22.807(b)(2).

How do I know who submitted the request for me to complete the Reps & Certs?

- The name & email address of the Raytheon person who submitted the request will show in the 'Pending Request' area of the Representations & Certifications page in Exostar.

Where do I go for assistance in completing the form?

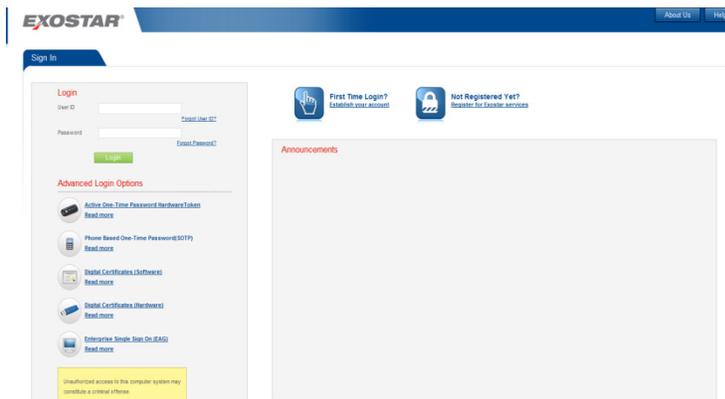
- For technical assistance, please contact supply.chain.technology@raytheon.com. Our help desk can only assist on technical issues, and cannot provide guidance on how to answer specific questions. For help with form content, please review the relevant FAR or seek legal assistance.

Logging In

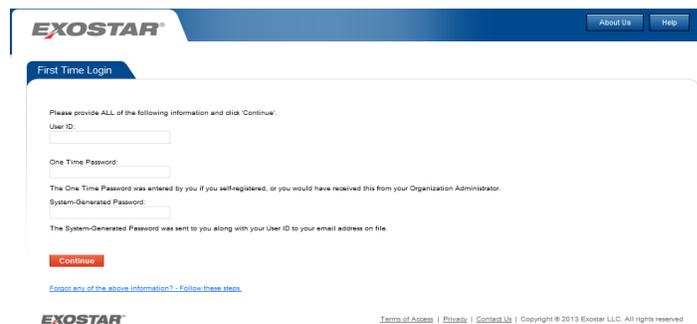
The Reps & Certs tool is located within the Raytheon Supplier Portal in Exostar's MAG.

Log in to Exostar's Managed Access Gateway (MAG) at <https://portal.exostar.com/idprov/portal/ShowActiveSps>.

For assistance logging in, contact Exostar directly: via email to on the web at www.myexostar.com/Online-Support/ or by telephone at 703-793-7800.



If this is your first time logging in, you will need the emails received from Exostar with your User ID, One-Time and System-generated passwords



You will also need to purchase a **2-Factor Authentication (2FA) token** before you are able to open the Raytheon Supplier Portal. This is a cyber-security measure to protect Raytheon's infrastructure. Exostar will contact you directly with details on how to register. You can also visit <http://www.myexostar.com/raytheon2fa/> for instructions. If you already have a token, review the information at <http://myexostar.com/one-time-password/phoneotp/alternative-credentials/> to determine if any additional action is needed

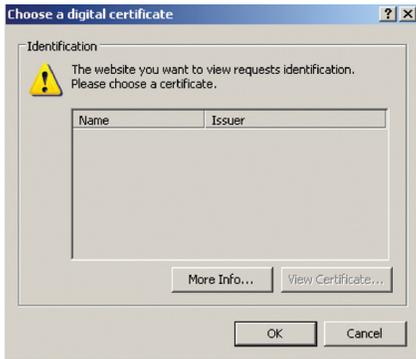
Logging in (cont'd)

Once you have successfully registered for 2-Factor Authentication, Click 'Open Application' for the Raytheon Supplier Portal.

| Company-Application | Status | Action | Announcements |
|--------------------------|--------|----------------------------------|---------------|
| Raytheon | | | |
| Raytheon Supplier Portal | Active | Open Application | |

[+ Expand All Sections](#)

- If the status is "**Pending Admin Approval**" your company's Supplier Portal or Exostar administrator must approve your account. For help identifying the administrator, contact Exostar using the contact information below.
- If the status is "**Pending Account Creation by the Application**", this could be a timing issue. Please try logging in again tomorrow. If the issue persists, contact supply.chain.technology@raytheon.com.
- Digital certificates and Sponsor codes are not required and can be bypassed by clicking "**OK**" or "**Cancel**".



Once inside the Raytheon Supplier Portal, click the 'SecureForms/Reps & Certs' link under "Supplier Tools" on the left side of the page.

Raytheon

Enhanced Supplier Portal
External Supplier Portal

External Supplier Portal

Supplier Portal

Supplier Tools

Carrier Guides
Counterfeit Products Overview
eMeeting Sametime Servers
Guides
Raytheon Home Page
Secure Forms / Reps&Certs
ShippingSmart

Bulletin Board

Have you updated your contact information?
 Please take a moment to vote in our RAYSAN poll.

Last Updated: March 6th, 2013

Current Performance Ratings

| | Quality | | Delivery | |
|---------|--------------|---------|--------------|----------|
| | Last 30 Days | 3 Month | Last 30 Days | 12 Month |
| No Data | 100% | 97.7% | No Data | 0% |
| | 75.6% | | | |

Date last updated: 28 Jul 2011

| Legend | Exceptional | Very Good | Satisfactory | Marginal | Unsatisfactory |
|----------------------|--------------------|-------------------|-------------------|-------------------|------------------|
| | BLUE | PURPLE | GREEN | YELLOW | RED |
| Quantitative % Range | from 100.0 to 98.0 | from 97.9 to 95.0 | from 94.9 to 90.0 | from 89.9 to 85.0 | from 84.9 to 0.0 |

More Detail — Excel
Supplier Rating System
Quality Notes

Supplier Home Page Geography

- Clicking the Reps & Certs link will open a listing of all of your company's locations that are active (not blocked) in our database. Those for which you have access to complete the Reps & Certs form either through your own account or as a result of an invitation sent to someone else in your organization will be bold, all others will be grayed out.
- To obtain access to complete the form for a location that is not listed, or which access has not been granted, contact the buyer.
- To complete the certification for a particular location, select the ESD number and click 'Continue'.
- If the supplier is blocked in our database, you will not be able to renew the certification or reassign it to someone else until the block is lifted. Contact the buyer for assistance.
- If your company was recently added to our database, does not have a DUNS number, or the DUNS number was recently changed, you will not be able to complete the certification online until the DUNS number is received by the Portal through the monthly update process.

SUPPLIER HOME PAGE FOR REPRESENTATION & CERTIFICATION

Raytheon requires separate certifications for each location that receives purchase orders in support of government contracts. To complete a certification for a particular location, select it and click 'Continue' at the bottom of the page. The contact information shown is for the individual that was last invited to complete, or most recently completed, the certification for that location. If you do not see a location for your company, or need access to complete the form for an additional one that is not active below, contact the buyer. To refresh the screen, click Refresh in Internet Explorer, or choose 'Supplier Home'

| Select | ExostarId | ESD# | Duns# | Name | Street | City/State/Zip |
|-----------------------|-----------|------------|-----------|------------------|----------------------|---------------------|
| <input type="radio"/> | 110539582 | 0000101847 | 072043883 | RAYTHEON COMPANY | 2501 W UNIVERSITY DR | MCKINNEY TX 75071 |
| <input type="radio"/> | | 0000102173 | 039192216 | RAYTHEON COMPANY | 8333 BRYAN DAIRY RD | LARGO FL 33777-1230 |

| Contact LastName | Contact FirstName | Contact Phone# | Contact Email Addr | Cert Expiration Date | Global Duns |
|------------------|-------------------|----------------|--------------------|----------------------|-------------|
| | | 972-952-5131 | | | 001339159 |
| | | 727-381-2000 | | | 001339159 |

- The Supplier Home page contains details about the company as well as who last completed the certification and when. To complete the certification for a particular location, select it and click 'Continue' at the bottom of the page.

The Company Information Page contains details about your organization, and is fed directly from the Raytheon's supplier database. It also will display the name & email address of the Raytheon person that requested the certificate. In the Actions box, click "**Create New Certificate**" to begin completing a new form.

Raytheon

SECUREFORMS
Supplier Home

User: Bobby Contact Us Help Logout Raytheon Home Supplier Home

MANAGE ENTERPRISE REPRESENTATION & CERTIFICATION

YOUR COMPANY INFORMATION

| | | | |
|---|--|----------------------|-------------------------|
| Organization Name: RAYTHEON INTERNATIONAL INC | ESD Number: 001012103 | Exostar ID: 16482327 | DUNS Number: 001339159 |
| Address: 225 WYMAN ST | City: WALTHAM | State/Province: MA | Postal Code: 02451-4219 |
| Country: MIDDLESEX | Contact Person's e-mail address: Richard.J | Country: US | |
| Phone Number: 781-768-2835 | <input type="button" value="Compare and Access to Other parts of Portal"/> | | |

View your company's current certificate on file

Actions

*You have a certificate on file Valid Period 05 Jul 2010-09 Jul 2014

Depending on how certain questions are answered on the form, other fields may not be required. If you respond to these unrequired questions anyway, the answers may not be saved.

To return to the Supplier Listing, click the Supplier Home link in the upper righthand corner

Supplier Home Page Geography (cont'd)

Your pending requests will display as shown below.

Raytheon SECUREFORMS
 User: Rick Mair | Contact Us | Help | Logout | Raytheon Home | Supplier Home

MANAGE ENTERPRISE REPRESENTATION & CERTIFICATION

YOUR COMPANY INFORMATION

Organization Name: ORACLE AMERICA INC
 ESO Number: 000109417 Exostar ID: 110M9198 DUNS Number: 626027688
 Address 1: 1900 ORACLE WAY
 City: RESTON State/Province: VA Postal Code: 20190-4735
 County: FAIRFAX Country: US
 Contact Person's e-mail address: rcerts_and_certs_help@raytheon.com [reassign email address to a different point of contact](#)
 Phone Number: 703-478-9100
[View your company's current certificate on file](#)

YOUR PENDING REQUESTS
 Request Information Date: 04 Jun 2012 Status: Waiting for Edit/Sign

Depending on how certain questions are answered on the form, other fields may not be required. If you respond to these unrequired questions anyway, the answers may not be saved.

To respond to this request you must:

- ACTION REQUIRED:** Complete the Reps & Certs form [Open Form](#) [Delete Incomplete Form](#)
- Sign completed form [Sign Form](#)

The following links appear in the top-right corner:

- **Contact Us** – Email Raytheon with any application-specific questions.
- **Help** – Opens a help document
- **Logout** – Ends your session in the Certs and Reps application
- **Portal Home** – Takes you to www.raytheon.com.

To open and edit the Raytheon CR-003 form, click **"Open Form"**. (Note: Your pop-up blocker must be temporarily disabled prior to clicking **"Open Form"**).

If you need to delete a form that's being completed, either by you or by someone else, click the **"Delete Incomplete Form"** button. This cannot be undone. It is not possible to delete a form that has already been digitally signed and submitted.

Raytheon SECUREFORMS
 User: Rick Mair | Contact Us | Help | Logout | Raytheon Home | Reps & Certs Selection Page

Progress
Raytheon ANNUAL OFFEROR REGISTRATION DATA REPRESENTATIONS AND CERTIFICATIONS
 CR-003 (07/14) Field: Code of Federal Regulations (CFR); Federal Acquisition Regulation (FAR); Department of Defense PHS Supplement (DPRS); et al.

Jump To
 Offeror: Raytheon must gather and maintain certain registration data from all Offerors. Raytheon must also gather additional representations and certifications from Offerors who do (or want to) provide goods or services in support of a U.S. Government (USG) contract. This form is designed to efficiently and effectively gather both the required registration information and, when applicable, the additional representations and certifications.

Section A
 (1) All Offerors, regardless of business size, solicitation type or dollar amount, must complete Section A.1 and Section C in their entry.
 (a) In addition to Section A.1 and Section C, all Foreign Offerors must also complete Section A.2.
 (b) In addition to Section A.1 and Section C, all Small Business Offerors must also complete Section A.3.

Section B
 and
 (2) Any Offerors who do (or want to) provide Raytheon with goods or services in support of a USG contract must also complete Section B.

Note: Some of the certifications and representations herein are similar to those solicited via the USG's representations and certifications database (e.g. SAM.gov). However, an Offeror's USG representations and certifications may not be used in lieu of this form. Additionally, certain other solicitation-specific and procurement-specific policies and procedures may require additional representations and certifications from Offeror.

Section A.1: Substitute W-9 Form (Offeror Registration)
 A.1. Part 1: Business Name and Address

Steps:
 Business Name: **RAYTHEON COMPANY INC-FRM TEST** Firm Name (if different from business name): RAYTHEON COMPANY INC-FRM 1

1. Edit Form
 CEN or Division (if applicable): SECUREFORMS TEST-DO NOT CHANGE

2. Check For Missing Fields & Save
 Address (Number, Street, Apt. or Suite): 1236 WYMAN STREET

Check for Missing Fields and Save

Supplier Home Page Geography (cont'd)

- Key information, including your company name, is prepopulated into Section A.1 of the form.
- Answers to all questions will be pre-populated from the most recently completed form, if any.
- Required fields will be highlighted in Red.
- There are 2 types of required fields: those that are always required, and those that are conditionally required depending on answers to previous questions.
- The **"Sign Form"** button will be inactive until all mandatory fields are complete.
- Our systems will not update with the latest certificate until the form has been digitally signed and the **"Done"** button has been clicked.
- The form can be saved at any time for later completion by clicking the **"Check for Missing Fields & Save"** link on the left or the **"Save Form"** button in Section C. If necessary, the form can be reassigned to another contact for completion and/or signature.
- To save a copy of the in-process form for your records, click the **"Preview & Print"** link to open the form in Preview mode, then choose File, Save As, and save to your desktop or print to a PDF writer.
- Clicking the **"Check for Missing Fields & Save"** link or the **"Save Form"** button will open a list of required fields that are either incomplete or formatted incorrectly.

Missing or Invalid fields -- Webpage Dialog
 https://rayexosig.raytheon.com/secformstest/runtime/supplier/showMissingFields.html

Missing or invalid mandatory fields

| Field Name | Field Description | Error Message |
|---------------------|--|----------------------|
| Signatory_Title1 | Signatory Title | Required but missing |
| DDTC Reason | DDTC Registration | Missing but required |
| usg_update_ack | A.3. USG Update Ack | Missing but required |
| usg_sign_all | A.3 Authorized Signature applicability | Missing but required |
| provide_naics_codes | A.3.1 (a) (1). Provide NAICS code | Missing but required |

[Save](#) [Continue Editing](#)

- The form can be printed at any time. It may be necessary to first make a setting change in Internet Explorer as follows:

Windows Internet Explorer

To print banners correctly use the following in IE browser:

- 'Tools' menu
- 'Internet Options...' menu item
- 'Advanced' tab
- 'Print background colors and images' checkbox

Click OK if already changed

[OK](#) [Cancel](#)

Supplier Home Page Geography (cont'd)

- Once all mandatory fields are complete, the **"Sign"** button will be activated.
- There is also a **"Sign Form"** button on the Supplier page under Pending Requests.

The screenshot shows the Raytheon Supplier Home page. At the top, there is a navigation bar with the Raytheon logo and 'SECUREFORMS Business Process Automation'. Below this, there are links for 'User:Rick.Maiere', 'Contact Us', 'Help', 'Logout', 'Raytheon Home', and 'Supplier Home'. The main content area is titled 'MANAGE ENTERPRISE REPRESENTATION & CERTIFICATION'. Under 'YOUR COMPANY INFORMATION', there are fields for Organization Name (ORACLE AMERICA INC), ESD Number (800119417), Address (1900 ORACLE WAY, RESTON, VA), and Contact Person's e-mail address (richard.maiere@raytheon.com). A yellow callout box points to the 'reassign email address to a different point of contact' button. Below this, there is a 'YOUR PENDING REQUESTS' section with a 'Sign Form' button highlighted by a yellow callout box.

- Before signing the form, you may reassign it to a different individual for signature by entering that person's email address and clicking the **"Reassign email address to a different point of contact"** button.
- Clicking the **"Sign Form"** button will open a new window for Digital Signature.
- Type your password in the digital signature screen. Your password to sign the form is the same Exostar password that was used to log into Exostar initially. Once the form is signed, it will no longer be possible to edit it

The screenshot shows the 'Signing Declaration' screen. It features a red checkmark icon and the text: 'Your signature is required. Your signature has legal significance. Please provide the requested information and read all statements carefully before signing.' Below this, there is a declaration statement: 'By signing, you declare: I declare that the data I provided is accurate to the best of my knowledge.' There are two input fields: 'User ID' (maiere_9165) and 'Password' (circled in red). At the bottom, there are 'Sign' and 'Cancel' buttons.

- Click **"Sign"**. (Clicking **"Cancel"** in the Signature window will display an error message, shown below)
- If the signature process is stopped, click **"Finish"** to return to the Supplier Information page, and begin the signature process again

The screenshot shows the Raytheon Supplier Home page with an error message displayed at the bottom: 'ERROR MSG:[SIGNATURE CEREMONY CANCELLED BY USER], CATEGORY:[USERCANCEL] RETURNED BY SIGNING PROCESS'. There is a 'Finish' button at the bottom left.

Supplier Home Page Geography (cont'd)

The screenshot shows the 'ANNUAL OFFEROR REGISTRATION DATA, REPRESENTATIONS AND CERTIFICATIONS' form. The form is for 'CR-003 (0812)'. It includes a 'Sign Form' button at the top right. Below the form, there is a 'Section A.1.: Substitute W-9 Form (Offeror Registration)' section. This section contains various fields for business information, including Business Name, DBA or Division, Address, City, County and State, Country, Zip+4 or Postal Code, Telephone, and Facsimile. At the bottom right, there is a 'Form has been signed. You must click Done to complete the process' message, with a 'Done' button circled in red.

Manage Enterprise Representation & Certification

SUCCESSFULLY COMPLETED PROCESSING

Finish

- You may create as many new forms as you like, but only the most recent will be linked to your supplier record.
- It will no longer be necessary to sign hard copies of the CR-003 form in support of Raytheon procurements. You may direct Raytheon buyers to the digitally signed version, which is accessible through WebESD (our web-based Enterprise Supplier Database).
- The form remains valid for one year, until your information changes, or until government reporting requirements necessitate changes to the form. You will receive notification e-mails in advance of the expiration date as well as possible requests to recertify when government reporting requirements change.
- If you start editing a form but do not complete and sign it, you will receive reminders to complete it as soon as possible.

Business Type Definitions

- Question A.1. Part III (i) asks that you identify the Business Type of your organization.

(i) **Offeror's Business Type (check only one):**

Broker Construction Consultant Distributor Legal Services
 Manufacturing Service Software Testing

- For the purposes of this form, business types are defined as the following:
 - **Manufacturing:** Original Manufacturer (OM), Original Component Manufacturer (OCM), Original Equipment Manufacturer (OEM) – Companies which design parts and products, hold intellectual property rights, manufacture (or consigns manufacturing), and may authorize or license the sale of the product to other companies, typically an Authorized Distributor.
 - **Distributor:** Authorized Distributor – A distributor with which the OM has a contractual agreement to stock, repackage, sell and distribute its product lines. Authorized Distributors normally offer the product for sale with full manufacturer flow-through warranty. These companies are also referred to as franchised distributor or authorized Supplier. A Distributor does NOT sell and distribute parts that they are NOT an authorized supplier for.
 - **Consultant:** A person, partnership, association, or company retained by Raytheon (the "Company") for specialized skills, experience, abilities, and provide either (a) advisory services (counsel or recommendations) to enhance business development, technical, financial, management or other capabilities that can contribute authoritatively to the internal Raytheon enhancements of Raytheon business solutions,
 - **Service:** A supplier that provides a service to Raytheon. (example: Rentals, Calibration, Integration, Counterfeit screening, Repairs, etc)
 - **Software:** A supplier that provides Software or Software services for Raytheon.
 - **Construction:** A Supplier that has activities associated with buildings, structures, or other types of real property such as land, roads and or parking lots.
 - **Testing:** A supplier that provides Testing Services to Raytheon.
 - **Broker:** A Supplier which is not authorized or under the oversight of the part's OM. These companies typically do not offer an item with the full manufacturer's warranty. These companies are also referred to as Independent Distributors, Non-Authorized Distributors, Non-Franchised Distributors or Non-Authorized Suppliers. Or a Distributor that sells and distributes parts that they are a franchised distributor/authorized supplier and also sells and distributes parts that they are NOT a franchised distributor or authorized supplier for.
 - **Legal Services:** A Supplier that represents clients in a court of law or advises or acts for clients in other legal matters.