

SUPPLIER GUIDE

SUPPLIER READINESS GUIDE

One team accomplishing
a global mission

Simple. Connected. Secure.



Raytheon

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WELCOME TO RAYTHEON

Welcome to the Raytheon supply base. This guide introduces you to online applications you will need to use to do business with Raytheon. The applications have easier access, improved efficiencies, increased information accuracy and enhanced communications to ensure that doing business with Raytheon is simple, collaborative and secure.

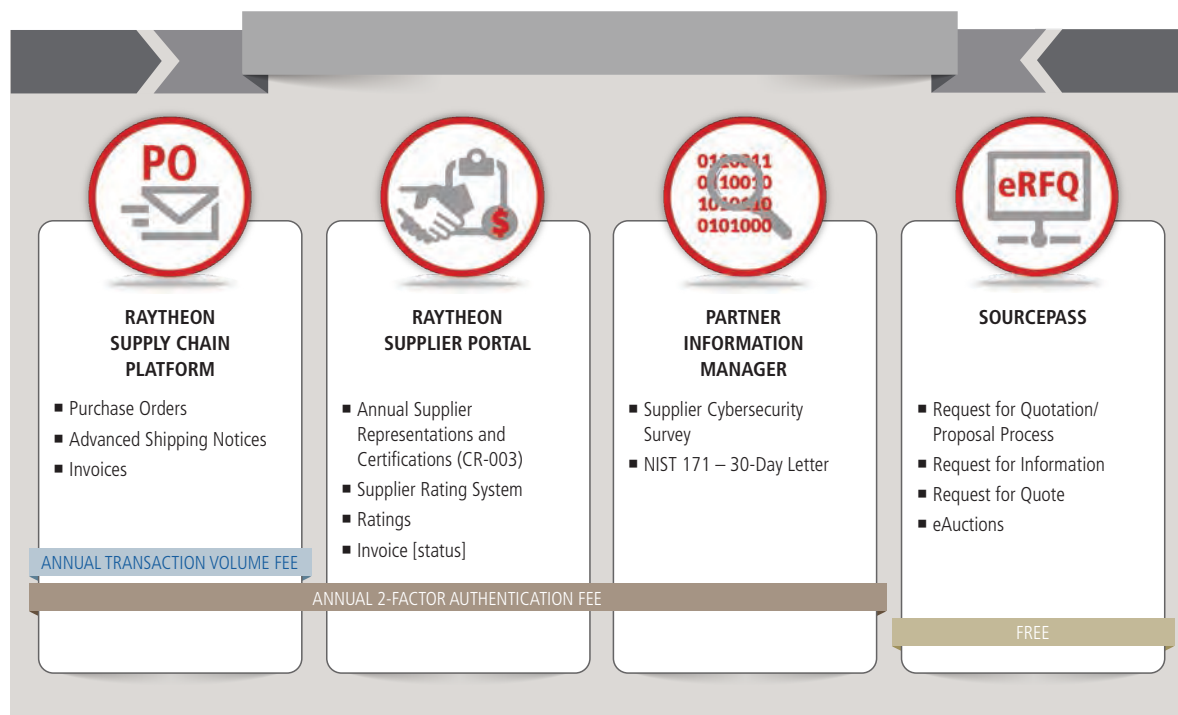
We are building an inclusive culture through our supplier diversity initiatives. The company's supplier diversity program provides an inclusive environment to do business with small, minority-owned, women-owned, veteran-owned (including service disabled veterans), and HUBZone businesses.

Additional information and resources are available on the [Raytheon website](#).

Exostar® Overview

Exostar® was founded in 2000 by Raytheon, Boeing, Lockheed Martin, BAE Systems and Rolls Royce to facilitate electronic transactions among themselves, their customers and suppliers.

Exostar Managed Access Gateway



STEP ONE: INVITATION ACCESS

Access to Raytheon applications is by invitation only through the following methods. If your company already has access to Exostar:

- You will first need to register. Once registered, your Exostar administrator can add you to the account, or add the Portal to an existing account. Additional information and resources are available through the [MyExostar website](#).
- If you have an account but don't have access to our applications, select "Request Access" for the required application.

How to Create a New Exostar User Account

Task	Buyer submits invitation	Supplier account initial setup	User's new login ID creation	User account activation	Data transfer	<i>New user can login to Exostar to purchase 2FA</i>
Timing	Immediate	One to five business days	< One day	< One day	One day	
Action Owner	Raytheon buyer	Exostar/Raytheon Corp. Supply Chain	Supplier	Supplier	Automatic	
Outcome	<ul style="list-style-type: none"> Initial informational email sent to supplier New user request sent to Raytheon Corp. Supply Chain 	<ul style="list-style-type: none"> Supplier data is entered into Exostar to request a new account setup Email invitation to join Exostar is sent to supplier 	<ul style="list-style-type: none"> Supplier accepts invite to activate account Supplier accepts terms and conditions Login password information automatically sent to supplier 	<ul style="list-style-type: none"> Supplier logs in to activate account Supplier accepts terms and conditions If there is an Exostar account for this company, the company's Exostar administrator must approve new user 	<ul style="list-style-type: none"> Exostar sends data file to Raytheon Raytheon system accepts data Completed nightly 	
Dependencies/Possible Delays	Successful assuming no technical issues	Errors in supplier data entered by buyer	Supplier action (must be completed within 30 days)	Supplier action (new user and Exostar admin when applicable)	Data errors	

Note: A successful new user account setup takes approximately two days.

INVITATION ACCESS SUPPORT

If your company does not have access to Raytheon's applications or the Raytheon bundle contact: supply.chain.technology@raytheon.com and/or your Raytheon buyer and provide the organization ID number and user ID if available.

STEP TWO: 2-FACTOR AUTHENTICATION

Raytheon has partnered with Exostar to improve security by implementing a 2FA login process. This reduces the risk of an unauthorized person gaining access to Raytheon's network, which helps protect our collective systems and data.

- Watch the [2FA informational demo](#) and review the information about 2FA at the [Exostar website](#).
- Each user must register for a phone-based SMS one-time password.
- If you already have a 2FA token, review the information on alternative credentials to determine what action may be required to access Raytheon applications at the Exostar website.



Factor Authentication: Phone-based OTP

Task	Purchase credential	Identify vetting	Phone registration
Timing	< One day	< One day	< One day
Action Owner	Supplier	Supplier	Supplier
Outcome	<ul style="list-style-type: none"> ■ Supplier purchases phone OTP credential through Exostar 	<ul style="list-style-type: none"> ■ Supplier completes online identity verification through Exostar 	<ul style="list-style-type: none"> ■ Supplier registers phone ■ Supplier uses test code to activate their credentials
Dependencies/ Possible Delays	<ul style="list-style-type: none"> ■ Assumes supplier has active Exostar login ID ■ Assumes supplier has credit card available to use – otherwise must go through invoicing processing 	<ul style="list-style-type: none"> ■ Assumes supplier has active Exostar login ID ■ Assumes supplier has credit card available to use – otherwise must go through invoicing processing 	<ul style="list-style-type: none"> ■ Supplier cannot use phone and purchases hardware token instead. Hardware tokens must be mailed, approved and upgraded
Training Video on Processing a 2FA Token	How to purchase a phone-based OTP token		

Note: A successful new user account setup takes approximately two days.

2FA SUPPORT

Web: <http://www.myexostar.com/raytheon2fa>

Email: supply.chain.technology@raytheon.com

STEP THREE: RAYTHEON SUPPLIER PORTAL OVERVIEW

The Raytheon Supplier Portal features:

- Supplier Representations and Certifications (Reps & Certs)
- Invoicing information
- Supplier contact information
- Two-way communication tool
- Bulletin board
- Polling information
- Business specific information
- FAQs/training
- SCAR response guidelines



Supplier Rating System

The Supplier Rating System provides a consistent method of rating suppliers across Raytheon. Sharing ratings with our suppliers opens the lines of communication, leading to improved relationships and improved quality and delivery to the service member.



Representations and Certifications

Raytheon's Reps & Certs are completed via the [CR-003 Form](#) at raytheon.com/suppliers. The CR-003 is used to obtain annual certifications from our suppliers. Certifications include:

- Information Raytheon needs to report to the government
- Federal Acquisition Regulation
- Defense Federal Acquisition Regulations
- Tax Reporting Requirements

Completing the form online each year makes it available to everyone at Raytheon and eliminates the need to provide separate paper copies to each buyer.

SUPPLIER PORTAL SUPPORT

Email: supply.chain.technology@raytheon.com

STEP FOUR: SOURCEPASS

SourcePass, hosted through Exostar, is used by Raytheon for its procurement (sourcing) needs. Suppliers can respond to RFIs/RFPs/RFQs and participate in e-auctions within SourcePass. Upon submission, response or bid information is sent to Raytheon's systems for analysis:

- There is no fee to respond via SourcePass
- If you are not registered, you will initially receive the RFQ via email, along with instructions on how to register
- The Raytheon buyer is also notified of your RFQ response via email

Training: <http://www.myexostar.com/SourcePass/Training-for-Suppliers>



STEP FIVE: RAYTHEON SUPPLY CHAIN PLATFORM

The Raytheon Supply Chain Platform enables electronic collaboration for:

- Purchase Orders
- Advanced Ship Notifications
- Invoices



Email notification of new POs includes a brief summary of the order and direct link to the PO within RSCP. Acceptance of POs is required within RSCP, and additional guidance can be found in the application training documentation via the link. Processing shipments and associated labels are also managed in RSCP.

Training: <http://www.myexostar.com/Raytheon/RSCP/Training>

System requirements: <http://www.myexostar.com/System-Requirements>

SOURCEPASS SUPPORT

Telephone: 703-793-7800

Email: customersupport@exostar.com
Raytheon_SCP@Raytheon.com

Web: <http://myexostar.com/online-support>

RSCP SUPPORT

Telephone: 703-793-7800

Email: customersupport@exostar.com
Raytheon_SCP@Raytheon.com

Web: <http://myexostar.com/online-support>

STEP SIX: INVOICING

Raytheon now requires invoices to be submitted electronically. Invoices can no longer be submitted via U.S. mail, fax, overnight mail or email.

Electronic Invoicing Options



Raytheon's partnership with the Transcepta® Electronic Invoicing Community is economical, flexible and easy-to-use. This method has removed the barriers of cost and complexity by accepting any format suppliers can generate — email, print driver, EDI and Web portal — while allowing the supplier e-invoicing within a few days of registration.

Enrollment website: <http://connect.transcepta.com/raytheon>

Contact Transcepta: support@transcepta.com or raytheon.info@transcepta.com



Through Raytheon's trusted workspace partnership, Exostar delivers secure, full-cycle transaction processing (POs, invoices) with direct system-to-system trading.

- **RSCP Invoicing (low volume):** When POs are sent through Exostar, suppliers can invoice directly via the system's item for invoicing, when lines are not set for automatic payment.
- **RSCP Invoicing (high volume):** Exostar also offers high volume supplier integrations for PO, POR, and invoice documents. Document format is currently xCBL-only, but other format(s) will be included in the future.

Training: <http://myexostar.com/Raytheon/RSCP/Training>

Raytheon Electronic Data Interchange

When the infrastructure cost of machine link processing is cost prohibitive, suppliers can work with Raytheon's e-commerce team directly to leverage their current Electronic Data Interchange capabilities to transmit invoices. PO delivery will continue to be transmitted via Exostar.

Enterprise integration services enrollment: ecops@raytheon.com

INVOICING SUPPORT

Invoice status: aphelp@raytheon.com

Transcepta: support@transcepta.com

RSCP: Raytheon_SCP@raytheon.com

PARTNER INFORMATION MANAGER

Partner Information Manager makes it possible for suppliers to provide common information to multiple Exostar partners by completing a one-time only online form. PIM is accessible through the Managed Access Gateway by invitation only and requires use of a 2FA token. PIM provides training, access and system requirements.

More information: <http://www.raytheon.com/suppliers/safeguarding/index.html?id=2>



Managing Expectations

Doing business with Raytheon is simple, connected and secure. We rely on your adherence to these established avenues for electronic collaboration to drive efficiencies and enable enhanced communication. These are the building blocks to our mutual relationship, which relies upon a commitment by each of us to maintain an ease in doing business. We look forward to the partnership. Let us help you grow!

PIM SUPPORT

Questions: supplier_cybersecurity@raytheon.com

GLOSSARY

Acronym	Definition	Description
2FA	2-Factor Authentication	Type of security required to access applications through Exostar
OTP	One-time Password	Type of credential used in Exostar
MAG	Managed Access Gateway	Exostar's portal used by suppliers to access applications that facilitate electronic transactions between aerospace and defense contractors, suppliers and customers
Bundle	Raytheon Bundle	A set of applications used by Raytheon including Raytheon Supplier Portal, Raytheon Supply Chain Platform and SourcePass
Portal	Raytheon Supplier Portal	Allows access to applications such as the annual Representations and Certifications (Reps & Certs) and Supplier Rating System
RSCP	Raytheon Supply Chain Platform	Application used for the processing of purchase orders and related transactions including advance shipment notices and invoices
SourcePass	SourcePass	Application for the electronic processing of Request for Quotes
PIM	Partner Information Manager	Application used to collect supplier information on cybersecurity, via forms that are common to multiple aerospace and defense contractors

CONTACT INFORMATION

General Exostar Support

Telephone: +1 703-793-7800

Email: customersupport@exostar.com

Web: <http://myexostar.com/online-support>

Raytheon Supply Chain Platform

Email: raytheon_scp@raytheon.com

Raytheon Supplier Portal

Email: supply.chain.technology@raytheon.com

Supplier Cybersecurity

Email: supplier_cybersecurity@raytheon.com

Invoicing

Email: aphelp@raytheon.com

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