

PSS/T-PLSC
NORTHROP GRUMMAN CORPORATION

PURCHASE ORDER TERMS AND CONDITIONS
INVOICING UTILIZING PLSC (PURCHASED LABOR AND SUBCONTRACTS) SYSTEM

The following additional terms are applicable only when specified in the Purchase Order and shall prevail over invoicing language contained in any general Terms and Conditions.

1. Utilization of PLSC- Seller agrees to use the Buyer's PLSC in its submission of invoices for labor, travel expense, and/or authorized Other Direct Costs (ODCs). The PLSC is a web-based reporting system that enables Seller to make entries electronically and submit invoices via the internet for approval and payment. An "off-line" access database program, which enables Seller to prepare data for upload to the PLSC can also be used. Seller can create its own invoice from PLSC for their internal files.
2. The PLSC system validates all entries, and enables Seller to more quickly submit and certify to time and expense data for payment data. Buyer's payment terms for the labor commence upon the submission of a valid invoice via PLSC. Payment terms for authorized travel and ODC expense items commence upon receipt of the copies of all valid expenses to the bill to location identified on the face of this Order.
3. Supplier can ascertain invoice status (submitted, approved, or paid) via the PLSC web site, for real-time updates. The PLSC can also be queried to provide prior invoice information.
4. A "Vendor Administrator" (a role for a person established within the Seller's organization) will be given login information, a PLSC password, and the link to the PLSC web site. In addition, Seller assigned personnel may choose to enter the data into PLSC on their own behalf. The PLSC web site contains extensive instructions to guide new users. Training is also available for any users who require additional assistance in using the tool. In addition, a Help Desk identified at the PLSC web site is also available to Seller.
5. Requirements for assigned personnel (or "Vendor Administrator(s)" entering data on their behalf) include:
 - a. Daily entry of time expended on each task
 - b. Submission of time & travel/ODC expenses
 - c. Submission of receipts for authorized travel/ODC expenses. Payments will not be released until receipts are received.
 - d. Prompt correction of items identified by the PLSC approver, for any rejected entries
6. Seller shall submit receipts for authorized travel and ODC expenses to the bill to location as identified on the face of this Order and shall include: Purchase Order number, Purchase Order type, item number, and a brief description of the Service or Product. Seller shall also provide such evidence as Buyer may reasonably require, in support of the invoice. No entries for time or expense shall be entered into the PLSC prior to completion of Services or incurrence of expenses. Payment of PLSC entries shall not constitute approval or acceptance of Services or Products rendered. At any time prior to final payment under this Order, Buyer may have time and expense entries audited as to validity. Payment of Seller's PLSC time and expense entries shall be subject to adjustment for any amounts found upon audit or otherwise to have been improperly invoiced.
7. Requirements for Vendor Administrator enrollment: Provide the following information for your Vendor Administrator (plus an alternate) who will be authorized to enter invoices into PLSC for your company:
 - a. Full Company Name
 - b. Buyer Vendor Number or Order No.
 - c. Name – First, Last, Middle Initial
 - d. Email Address
 - e. Unique ID Number (Security feature – typically, the last 4 digits of your social security number)
8. The above information is to be emailed to Buyer's authorized purchasing representative as noted on the Purchase Order.
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