

**Lockheed Martin Procure to Pay (LMP2P) – Vendor Master**  
**Exostar Trading Partner Management (TPM) Vendor Profile Registration Process**  
**Organization ‘Contacts’ Page Instructions for a Vendor User (Organization Administrator)**

You are now on the ‘Contacts’ page of the Exostar TPM vendor profile registration process, which is where you define the various contact persons (along with a physical address for each) associated with your company, defined by contact type (Main, Send PO, Remit to, CEO, etc...- see table 2 for a full list). The goal is to get a green check mark next to the page titled ‘Contacts’ listed on the left sidebar menu. The appearance of a green check mark signifies that you have successfully completed the minimum amount of information required on the Contacts page and can now continue with the remaining steps of the registration process.

When you have entered all the required contacts and contact types within them, click the ‘Save’ button (found on bottom of page). If any errors are encountered they will be displayed on top of page in red text preceded by a bullet or right next to the field in error (also in red text). If no errors are found and an address validation was performed you will see a message on top of Contacts page saying ‘Contactx (First-Name Last-Name): Address was successfully matched to the US Postal Service database and updated. Please inspect address before proceeding.’ (Note: where ‘X’ is the number assigned to the contact record). Follow these instructions and then click the ‘Save’ button again. If address validation was not performed you will not need to click the ‘Save’ button a second time. Once data is saved, a green check mark will be displayed next to ‘Contacts’ and an action link titled ‘Accept and Continue’ will appear. To continue with the registration process, click the ‘Accept and Continue’ action link. You will then be taken to the next step in the registration process.

See section below titled ‘Procedure Detailed Instructions (How do I?)’ for additional details on each action.

**Important Reminder: Once you have a green check mark next to the ‘Contacts’ page title on the left sidebar menu, click on action ‘Accept and Continue’ to continue with the registration process. At this point you are very close to formally registering your company with Exostar and Lockheed Martin and obtaining system access. You will need to select this action to continue with the remaining registration steps; 1. Agree to Lockheed Martin and Exostar terms and conditions/agreements, and 2. Setup your user accounts including obtaining two-factor authentication (2FA) credentials.**

**Note – you can click ‘Save’ at any time to save entry of completed contacts, and then continue with entry of others.**

A contact record should be created for each unique person at a physical address, within the contact type requirements listed in table 1 below (both required and optional ones). A contact record can have one-to-many contact types within it. For example; if the ‘Main’ contact person is the same as the company ‘CEO’, then you can have one contact record with these two contact types within it. A person can be on multiple contact records, each with a unique physical address. See tables 1 and 2 below for more information.

**Procedure Detailed Instructions (How do I add a contact, update a contact, etc...?):**

**Add a New Contact Record;**

1. Click on ‘Add new Contact’ button. A section/box will be displayed with the next contact record number assigned (assigns number sequentially) and displayed on top of the section/box.
2. Click on ‘Edit Contact Types’ button --> In the left window select desired contact types to be added (to select multiple use ‘Ctrl’ key and select) --> In the middle window click ‘Select’ button – this moves all selected contact types to the right selection window. To remove selected contact types from the right window select the contact type to be removed and click the ‘Remove’ button in the middle window.
3. Click ‘Close’ button – this saves your selections from step 2.
4. Check the ‘Same as Main Address’ option if this contact address is same as the main business address. When this option is selected the address data fields will be automatically populated and protected from input. If this is not selected you will be required to enter the address data fields.

5. Enter the remaining contact data fields. The fields tagged with a red asterisk (\*) preceding it are required. All others are optional.
6. To add additional contacts records go to step 1. When you have entered all contacts click 'Save'. For addresses in the USA and Canada address data validation will occur. Upon its successful completion and no errors being found, a message will appear on top of page saying that 'address was successfully matched to the US/Canada postal service database and updated. Please inspect address before proceeding'. **Follow these instructions and then click 'Save' button again to process.**

### Change an Existing Contact Record;

1. Note - Steps 1 and 2 are only necessary if you want to add or remove contact type(s) from a contact record. For the contact record to be changed, click on 'Edit Contact Types' button --> Go to 'a. To add' or 'b. To remove' step;
  - a. To add: In the left window select desired contact types to be added (to select multiple use 'Ctrl ' key and select)--> In the middle window click 'Select' button - this moves all selected contact types to the right selection window.
  - b. To remove: In the right window select desired contact types to be removed (to select multiple use 'Ctrl key and select) --> In the middle window click 'Remove' button - this removes all selected contact types from the right selection window and moves them back to the left window .
2. Click 'Close' button
3. Check/uncheck the 'Same as Main' option if this contact address is same as the main business address. When selected the address data fields will be automatically populated and protected from input.
4. Change any of the contact data fields as necessary. The fields with a red asterisk (\*) preceding it are required. All others are optional.
5. Proceed to change other contacts records as necessary and then click 'Save'. For addresses in the USA and Canada address data validation will occur if any of the address data fields were changed. Upon its successful completion and no errors being found, a message will appear on top of page saying that 'address was successfully matched to the US/Canada postal service database and updated. Please inspect address before proceeding'. **Follow these instructions and then click 'Save' button again to process.**

### Delete an Existing Contact Record;

1. For the contact record to be deleted, click on 'Delete Contact' button. The contact record will be removed from display. Note – you will not be prompted to acknowledge/confirm the delete action so be careful with this option.
2. There are some system enforced rules that the 'Main', 'Remit to', and 'Send PO' contact types cannot be moved around or deleted once established, as far as changing the count of how many of each type exist. The exception is when you are performing the initial vendor registration. An error message will be displayed if you attempt to delete a contact record containing any of these when not allowed. These contacts can be updated.

**Table 1 - Required Contact Types per Profile Type:**

Vendor Profile Type	Required Contact Types	User Audience
Full (regular PO vendor)	Main, Send PO, Remit to, CEO, Debit Memo, Mfg Mgr (if business type is Manufacturer), RFX Submittal, Shipped From	LM, Vendor Organization Administrator
RFX (Quotes, Proposals, etc...)	Main, RFQ Submittal	LM, Vendor Organization Administrator
QA (with or without user's option). With user's is for Quality functions such as	Main	LM, Vendor Organization Administrator

Vendor Profile Type	Required Contact Types	User Audience
"Ship-to".		
Non-PO (Payment only)	Main, Remit to	LM
PCARD (PCARD program purchasing)	Main	LM

Note(s):

1. The contact record containing the 'Main' contact type is created by the LM requester (Buyer/SCA) for all profile types at request time but can subsequently be modified by the vendor organization administrator.
2. A 'Full' profile type also has these other profile types automatically applied; RFX, Non-PO, QA
3. All other contact types not listed are optional

**Table 2 - Contact Type Descriptions (in alphabetical order by Contact Type)**

Contact Type	Description	Move/Delete Allowed?
Accounts Receivable Mgr	Accounts Receivable Manager for your company.	Yes
Additional RFQ Contact	Any additional Request for Quote (RFQ) contacts needed, beyond the primary RFQ Submittal contact (contact type 'RFQ Submittal'-see below).	Yes
CEO	Chief Executive Officer for your company.	Yes
Debit Memo	Where 'Debit Memo' statements should be sent to. This will usually be someone in your Accounting organization.	Yes
Main	The main point of contact for your company, entered by the LM Buyer/SCA when requesting the creation of a new vendor. This is the person whom the invitation email is sent to, along with other system generated emails. The address on this contact is always the main business address – same as displayed on the Org Summary page - and cannot be changed on the 'Contacts' page. To change your main business address, please perform the update directly in Dun and Bradstreet (D&B) database and it will automatically flow over to LMP2P. If you don't have a D&B DUNS number on your vendor profile then contact your LM Buyer/SCA. Only 1 is allowed.	<b>Yes – but at Save time must exist</b>
Marketing Mgr	Marketing Manager for your company.	Yes
Mfg Mgr	Manufacturing Manager for your company, when applicable. Required if your business type selected is 'Manufacturer' and the profile type is 'Full' (purchase order based).	Yes
Parent	Any contacts you may want to provide for your parent company, when applicable.	Yes
Program Return to	Where program items to be returned should be sent to.	Yes
Quality Manager	Quality Manager for your company.	Yes
Remit to	Where you want invoice payments to be sent to. If you are setup for an electronic payment method such as 'ACH' this is still required but will not be used. Required for both 'Full' and 'Non-PO' profile types. Only one is allowed.	<b>Yes – but at Save time must exist</b>
Return to	Where general items are to be returned to.	Yes
RFQ Submittal	Where you want Request for Quotes (RFQ) sent to. Required for a RFX profile type.	Yes
Sales Mgr	Sales Manager for your company.	Yes
Send PO	Where you want purchase orders sent to. This is required but is only applicable if you are <b>not</b> setup as an 'e-commerce' vendor and will have purchase orders mailed to you vs. having direct access to LMP2P through an	<b>Yes – but at Save time must exist</b>

Contact Type	Description	Move/Delete Allowed?
	Exostar MAG user account. Can have more than one.	
Shipped From	Where you're shipping product from.	Yes
Shipping Mgr	Shipping Manager for your company.	Yes
Sole Proprietor	Sole Proprietor. This is applicable only to companies that are individually owned (not incorporated).	Yes
Supplier Report Card	Where your supplier report card should be mailed to, when applicable.	Yes

Note(s):

1. For each contact record, a person name and address are entered along with other information such as email address. Fields that are required entry have a red asterisk (‘\*’) next to them.
2. The following contact types can only be contained on one contact record (and only one is allowed per vendor profile); ‘Main’, ‘Remit to’.
3. Contact records can be deleted and contact types can be removed from one record and moved to another one. But in all cases upon “Save” action being performed the contacts must conform to the rules as described in table 1, based on vendor profile type.