Supplier readiness guide

One team accomplishing a global mission.
# Table of Contents

Welcome to Raytheon Technologies  
---  
Step one: invitation access  
---  
Step two: 2-factor authentication  
---  
Step three: Supplier Portal  
---  
Step four: Raytheon Sourcing  
---  
Step five: Supply Chain platform  
---  
Step six: Raytheon Secureforms  
---  
Step seven: invoicing  
---  
Step eight: Partner Information Manager  
---  
Glossary  
---  
Contact information  
---
Welcome to Raytheon Technologies

Welcome to the Raytheon Technologies supply base. This guide introduces you to online applications you will need to use to do business with Raytheon Technologies. The applications have easier access, improved efficiencies, increased information accuracy and enhanced communications to ensure that doing business with Raytheon Technologies 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 online at http://www.rtx.com/suppliers.

Exostar Overview
Exostar was founded in 2000 by Raytheon Technologies, Boeing, Lockheed Martin, BAE Systems and Rolls Royce to facilitate electronic transactions among themselves, their customers and suppliers. Exostar was sold to the private equity firm Thoma Bravo in June 2020.

Exostar Managed Access Gateway
Step one: invitation access

Access to Raytheon Technologies applications is by invitation only through the following methods and is limited to existing suppliers.

- Your Exostar administrator can add you to the account. Additional information and resources are available through the MyExostar website at https://my.exostar.com/display/TE/Raytheon Technologies.
- If you have an account but don’t have access to our applications, select “Request Access” for the required application.
- If neither you nor your company have Exostar accounts, contact us at supply.chain.technology@rtx.com with your company name and address as well as your full name, email address and telephone number to request an invitation.
- If you are interested in becoming a Raytheon Technologies supplier, register at http://rtx.suppliergateway.com. You will be contacted if there is interest in pursuing a business relationship.

How to Create a New Exostar User Account

<table>
<thead>
<tr>
<th>Task</th>
<th>Timing</th>
<th>Action owner</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer submits invitation</td>
<td>Immediate</td>
<td>Raytheon Technologies buyer</td>
<td>• Initial informational email sent to supplier</td>
</tr>
<tr>
<td>Supplier account initial setup</td>
<td>One to three business days</td>
<td>Exostar/Raytheon Technologies Corp. Supply Chain</td>
<td>• New user request sent to Raytheon Technologies Corporate Supply Chain</td>
</tr>
<tr>
<td>User’s new login ID creation</td>
<td>Less than one day</td>
<td>Supplier</td>
<td>• Supplier data is entered into Exostar to request a new account setup</td>
</tr>
<tr>
<td>User account activation</td>
<td>Less than one day</td>
<td>Supplier</td>
<td>• Email invitation to join Exostar is sent to supplier</td>
</tr>
<tr>
<td>Data transfer</td>
<td>Less than one day</td>
<td>Supplier</td>
<td>• Supplier accepts invite to activate account</td>
</tr>
</tbody>
</table>

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

New users can log in to Exostar to access applications such as the Raytheon Technologies Supplier Portal

Buyer submits invitation
- Support
- Email: supply.chain.technology@rtx.com
Step two: 2-factor authentication

Raytheon Technologies 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 Technologies network, which helps protect our collective systems and data.

- Review the information about 2FA at the Exostar website: [https://my.exostar.com/display/TE/Credentialing++MAG](https://my.exostar.com/display/TE/Credentialing++MAG)
- If you do business only with Raytheon, registering for a phone-based SMS one-time password (OTP) will provide sufficient security. However, if you also do business with other Exostar partners such as Boeing or Lockheed Martin, you may need a different type of 2FA credential. Please review the information at [https://my.exostar.com/display/TE/Credentialing++MAG](https://my.exostar.com/display/TE/Credentialing++MAG) to determine the type of credential needed.
- If you already have a 2FA token, review the information on [https://my.exostar.com/display/TE/Credentialing++MAG](https://my.exostar.com/display/TE/Credentialing++MAG) to determine what action may be required to access Raytheon Technologies applications at the Exostar website.

Factor authentication: phone-based OTP

<table>
<thead>
<tr>
<th>Task</th>
<th>Purchase credential</th>
<th>Identifying vetting</th>
<th>Phone registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing</td>
<td>Less than one day</td>
<td>Less than one day</td>
<td>Less than one day</td>
</tr>
<tr>
<td>Action owner</td>
<td>Supplier</td>
<td>Supplier</td>
<td>Supplier</td>
</tr>
<tr>
<td>Outcome</td>
<td>• Supplier purchases phone OTP credential through Exostar</td>
<td>• Supplier completes online identity verification through Exostar</td>
<td>• Supplier registers phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Supplier uses test code to activate their credentials</td>
</tr>
<tr>
<td>Dependencies/possible delays</td>
<td>• Assumes supplier has active Exostar login ID</td>
<td>• Assumes supplier has active login ID</td>
<td>• Supplier cannot use phone and purchases hardware token instead</td>
</tr>
<tr>
<td></td>
<td>• Assumes supplier has credit card available to use — otherwise must go through invoicing processing</td>
<td>• Assumes supplier has credit card available to use — otherwise must go through invoicing processing</td>
<td>• Hardware tokens must be mailed, approved and upgraded</td>
</tr>
</tbody>
</table>

New users can log in to Exostar to access applications such as the Raytheon Technologies Supplier Portal

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: [https://my.exostar.com/display/TE/Support](https://my.exostar.com/display/TE/Support)
Contact Exostar at 703-793-7800
The supplier portal features:

- Supplier rating system (SRS)
- Invoicing information
- Supplier contact information
- Bulletin board
- Business-specific information
- FAQs/training
- SCAR response guidelines

**Supplier rating system**

The supplier rating system provides a consistent method of rating suppliers across Raytheon Technologies. Sharing ratings with our suppliers opens the lines of communication, leading to improved relationships and improved quality and delivery to the service member.
Step four: Raytheon Sourcing

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

• There is no fee to respond via Raytheon Sourcing.
• If you are not registered, you will initially receive the RFQ via email, along with instructions on how to register.
• The Raytheon Technologies buyer is also notified of your RFQ response via email.
Training: https://my.exostar.com/display/TE/Raytheon+Sourcing

Raytheon Sourcing support
Web: https://my.exostar.com/display/TE/Support
Contact Raytheon Sourcing at 703-793-7800
Supplier readiness guide

Step five: Supply Chain platform

The Supply Chain platform enables electronic collaboration for:

- Purchase orders (POs)
- Advanced ship notifications (ASNs)
- Invoices

Email notification of new POs includes a brief summary of the order and a direct link to the PO within the Supply Chain platform. Acceptance of POs is required within the platform, and additional guidance can be found in the application training documentation via the link. Processing shipments and associated labels are also managed in the platform. Depending on the number of transactions processed through Supply Chain Platform, additional fees may apply.

Training: Raytheon/RSCP/Training
System requirements: https://my.exostar.com/display/TE/Supply+Chain+Platform+%28SCP%29+System+Requirements

Supply Chain platform support
Web: https://my.exostar.com/display/TE/Support
Contact Exostar at 703-793-7800
Step six: Raytheon Technologies SecureForms

Raytheon Technologies’ SecureForms application is a centralized repository for the management of suppliers’ forms such as the Annual Representations and Certifications (Reps & Certs) Form CR-003.

Certifications include:
• Information Raytheon Technologies needs to report to the government
• Federal Acquisition Regulation (FAR)
• Defense Federal Acquisition Regulation Supplement (DFARS)
• Tax reporting requirements

Benefits of SecureForms are:
• Ensures all required questions are answered prior to submission
• Makes copies of completed forms available to everyone at Raytheon Technologies
• Provides periodic reminders to suppliers when they have pending requests to complete forms or prior to their expiration where applicable

There is no fee to use SecureForms beyond the purchase of 2FA credentials from Exostar.

SecureForms support

Web: https://my.exostar.com/display/TE/Support
Contact Exostar at 703-793-7800
Step seven: invoicing

Raytheon Technologies 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 Technologies' 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

EXOSTAR

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

• Supply Chain platform 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.
• Supply Chain platform invoicing (high volume): Exostar also offers high-volume supplier integrations for PO, POR and invoice documents. Document format is currently CBL-only, but other format(s) will be included in the future.

Training: https://my.exostar.com/pages/viewpage.action?pageId=12944940

Raytheon Technologies Electronic Data Interchange

When the infrastructure cost of machine link processing is cost prohibitive, suppliers can work with our 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@rtx.com

Invoicing support

Questions: aphelp@rtx.com
Step eight: **Partner Information Manager**

The 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.


**Managing expectations**

Doing business with Raytheon Technologies 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.
## Supplier readiness guide

### Glossary

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2FA</td>
<td>2-factor authentication</td>
<td>Type of security required to access applications through Exostar</td>
</tr>
<tr>
<td>OTP</td>
<td>One-time password</td>
<td>Type of credential used in Exostar</td>
</tr>
<tr>
<td>MAG</td>
<td>Managed access gateway</td>
<td>Exostar’s portal used by suppliers to access applications that facilitate electronic transactions between aerospace and defense contractors, suppliers and customers</td>
</tr>
<tr>
<td>Bundle</td>
<td>Raytheon Technologies bundle</td>
<td>A set of applications used by Raytheon Technologies, including the Supplier Portal, Supply Chain platform, Raytheon Sourcing and SecureForms</td>
</tr>
<tr>
<td>Portal</td>
<td>Supplier portal</td>
<td>Allows access to applications such as the supplier rating system as well as invoice status, supplier contact information, FAQs and training</td>
</tr>
<tr>
<td>Supply Chain platform</td>
<td>Supply Chain platform</td>
<td>Application used to process purchase orders and related transactions, including advance shipment notices and invoices</td>
</tr>
<tr>
<td>Raytheon Sourcing</td>
<td>Raytheon Sourcing</td>
<td>Application for the electronic processing of RFQs and auctions</td>
</tr>
<tr>
<td>PIM</td>
<td>Partner Information Manager</td>
<td>Application used to collect supplier information on cybersecurity via forms that are common to multiple aerospace and defense contractors</td>
</tr>
<tr>
<td>SecureForms</td>
<td>SecureForms</td>
<td>An application that allows the online completion of forms by suppliers such as the Annual Representations and Certifications Form CR-003</td>
</tr>
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</table>
Supplier readiness guide

Contact information

General Exostar support
Web: https://my.exostar.com/display/TE/Support
Contact general support line at 703-793-7800

Supply Chain platform
Email: supply.chain.technology@rtx.com

Supplier portal
Email: supply.chain.technology@rtx.com

Supplier cybersecurity
Email: supplier_cybersecurity@rtx.com

Invoicing
Email: aphelp@rtx.com