Supplier Readiness Guide
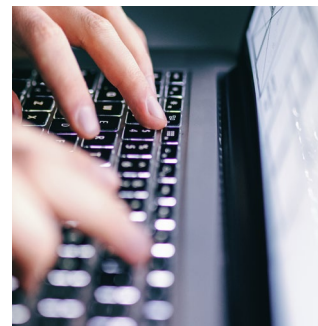
One team accomplishing a global mission.
Simple. Connected. Secure.

RTX

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Welcome to RTX

Welcome to the RTX supply base. This guide introduces you to the online applications you will need to use to do business with RTX. The applications provide easier access, improved efficiencies, increased information accuracy and enhanced communications to ensure that doing business with RTX is simple, collaborative and secure.
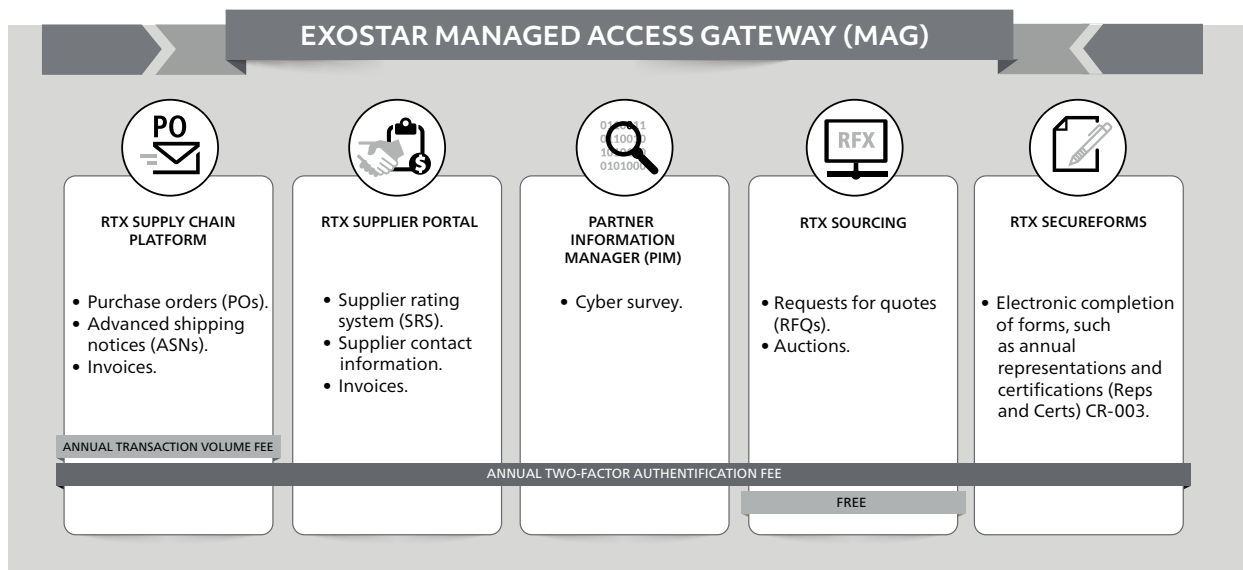
Additional information and resources are available online at http://www.rtx.com/suppliers.

Exostar® overview
Exostar was founded in 2000 by RTX, 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®

Exostar Managed Access Gateway

EXOSTAR MANAGED ACCESS GATEWAY (MAG)

RTX SUPPLY CHAIN PLATFORM	RTX SUPPLIER PORTAL	PARTNER INFORMATION MANAGER (PIM)	RTX SOURCING	RTX SECUREFORMS
• Purchase orders (POs). • Advanced shipping notices (ASNs). • Invoices.	• Supplier rating system (SRS). • Supplier contact information. • Invoices.	• Cyber survey.	• Requests for quotes (RFQs). • Auctions.	• Electronic completion of forms, such as annual representations and certifications (Reps and Certs) CR-003.
ANNUAL TRANSACTION VOLUME FEE				
ANNUAL TWO-FACTOR AUTHENTIFICATION FEE				
			FREE	

Step one: Invitation access

Access to RTX applications is limited to existing suppliers and is by invitation only through the following methods:

- Your Exostar administrator can add you to the account. Additional information and resources are available through the My Exostar website at https://www.myexostar.com/?ht_kb=mag-administrator-resources.

- 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, your full name, email address and telephone number to request an invitation.

- If you are interested in becoming an RTX supplier, register at https://rtx.supplierone.co. You will be contacted if there is interest in pursuing a business relationship.

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	New users can log in to Exostar and access applications, such as the RTX Supplier Portal.
Timing	Immediate	One to three business days	Less than one day	Less than one day	Less than one day	
Action owner	RTX buyer	Exostar/RTX Supply Chain	Supplier	Supplier	Supplier	
Outcome	• Initial informational email sent to supplier. • New user request sent to RTX Supply Chain.	• Supplier data is entered into Exostar to request a new account setup. • Email invitation to join Exostar is sent to supplier.	• Supplier accepts invite to activate account. • Supplier accepts terms and conditions. • Login and password information automatically sent to supplier.	• 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.	• Exostar sends data file to RTX. • RTX 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

Email: supply.chain.technology@rtx.com

Step two: Two-factor authentication

RTX has partnered with Exostar to improve security by implementing a two-factor authentication (2FA) login process. This reduces the risk of an unauthorized person gaining access to the RTX network, which helps protect our collective systems and data.

- Review the information about 2FA at the Exostar website: https://www.myexostar.com/?ht_kb=mag-credentials.

- If you do business only with RTX, 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. Review the information at https://www.myexostar.com/?ht_kb=mag-credentials to determine the type of credential needed.

- If you already have a 2FA token, review the information on https://www.myexostar.com/?ht_kb=mag-credentials to determine what action may be required to access RTX applications at the Exostar website.

2FA

New users can log in to Exostar to access applications, such as the RTX Supplier Portal.

	Purchase credential	Identify vetting	Phone registration
Task			
Timing	Less than one day	Less than one day	Less than one day
Action owner	Supplier	Supplier	Supplier
Outcome	• Supplier purchases phone OTP credential through Exostar.	• Supplier completes online identity verification through Exostar.	• Supplier registers phone. • Supplier uses test code to activate their credentials.
Dependencies/ possible delays	• Assumes supplier has active Exostar login ID. • Assumes supplier has credit card available to use — otherwise invoicing processing is required.	• Assumes supplier has active login ID. • Assumes supplier has credit card available to use — otherwise invoicing processing is required.	• Supplier cannot use phone and purchases hardware token instead. • Hardware tokens must be mailed, approved and upgraded.
Training video on processing a 2FA token	To purchase and activate 2FA credentials, go to: https://www.myexostar.com/?ht_kb=mag-credentials.		
	To complete identity proofing, go to: https://www.myexostar.com/?ht_kb=otp-identity-proofing-resource.		

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

2FA support

Web: https://www.myexostar.com/?page_id=32

Contact Exostar at 703-793-7800.

Step three: RTX Supplier Portal

The supplier portal features:

- Supplier Rating System (SRS).

- Invoicing information.

- Supplier contact information.

- Bulletin board.

- Business-specific information.

- FAQs/training.

- Supplier Corrective Action Request (SCAR) response guidelines.

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

Supplier portal support

Email: supply.chain.technology@rtx.com

Step four: RTX Sourcing

RTX Sourcing, hosted through Exostar, is used for its procurement capabilities. Note: that buyers are not notified when the supplier responds to an RFQ. Suppliers can respond to RFIs, RFPs, RFQs and participate in e-auctions within RTX Sourcing. Upon submission, response or bid information is sent to RTX systems for analysis.

- There is no fee to respond via RTX Sourcing. As of June 2023, 2FA credentials are not required when accessing RTX Sourcing.

- If you are not registered, you will initially receive the RFQ via email, along with instructions on how to register.

- The RTX buyer is also notified of your RFQ response via email.

Training: https://www.myexostar.com/?ht_kb=raytheon-technologies-sourcing
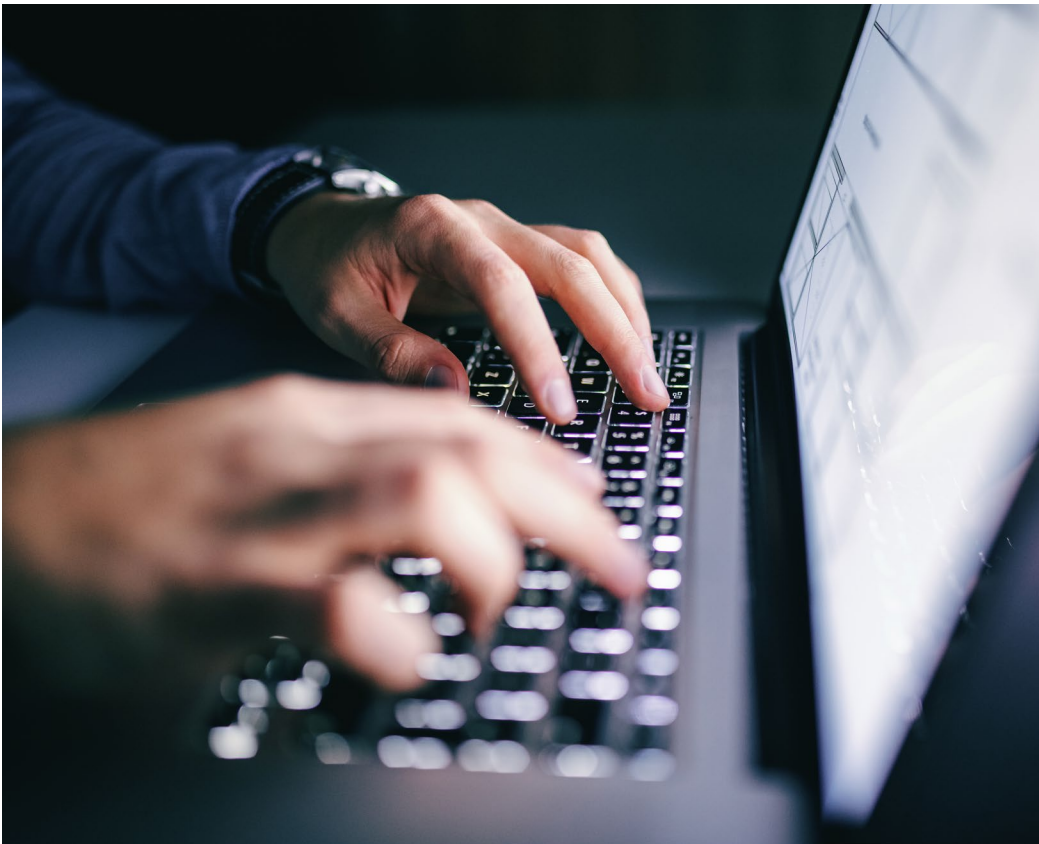
RTX Sourcing support

Web: https://www.myexostar.com/?page_id=32
Contact RTX Sourcing at 703-793-7800.

Step five: RTX Supply Chain Platform (RSCP)

The RSCP platform enables electronic collaboration for:

- Purchase orders (POs).
- Advanced ship notifications (ASNs).
- Invoices and service invoices.

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

Training: https://www.myexostar.com/?ht_kb=raytheon-technologies-supply-chain-platform-rscp

System requirements: https://www.myexostar.com/?ht_kb=supply-chain-platform-scp-system-requirements

Supply Chain platform support

Web: https://myexostar.com/?page_id=32

Contact Exostar at 703-793-7800.

Step six: RTX Secure Forms

RTX Secure Forms is a centralized repository for the management of RTX suppliers' forms, such as the Annual Representations and Certifications (Reps & Certs) Form CR- 003.

Certifications include:

• Information RTX needs to report to the government.

• Federal Acquisition Regulation (FAR).

• Defense Federal Acquisition Regulation Supplement (DFARS).

• Tax reporting requirements.

Benefits of Secure Forms:

• Ensures all required questions are answered prior to submission.

• Makes copies of completed forms available to everyone at RTX.

• 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 Secure Forms beyond the purchase of 2FA credentials from Exostar.
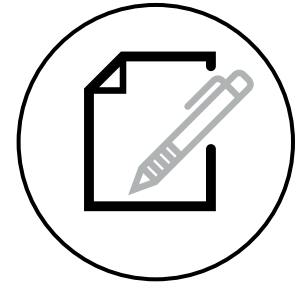
Secure Forms support

Web: https://myexostar.com/?page_id=32

Contact Exostar at 703-793-7800.

Step seven: Invoicing

RTX 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

RTX'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.

Contact Transcepta at support@transcepta.com or 949-382-2842.

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

Through RTX'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. The document format is currently CBL-only, but other formats will be included in the future.

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

RTX 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: https://rtx.custhelp.com

Step eight: Onboarding Module (OBM)

The Onboarding Module(OBM) makes it possible for suppliers to provide common information to multiple Exostar partners by completing a one-time-only online form.

The Onboarding Module(OBM) is accessible through the Managed Access Gateway.

More information: https://www.myexostar.com/?ht_kb=onboarding-module

Managing expectations

Doing business with RTX 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.

IMPORTANT! You MUST use a PC and Google Chrome to access the Onboarding Module application.

Glossary

TERM	DEFINITION	DESCRIPTION
2FA	Two-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
Portal	RTX Supplier Portal	Allows access to applications, such as the supplier rating system, as well as invoice status, supplier contact information, FAQs and training
RSCP	RTX Supply Chain Platform	Where suppliers acknowledge POs (new/change orders to provide accurate delivery plans) and process related transactions (submit invoices, download PO detail, print PO PDFs)
RTX Sourcing	RTX Sourcing	Application for the electronic processing of RFQs and auctions
OBM	Onboarding Module	Application used to collect supplier information on cybersecurity via forms that are common to multiple aerospace and defense contractors
Secure Forms	RTX Secure Forms	An application that allows the online completion of forms by suppliers, such as the Annual Representations and Certifications Form CR-003

Contact information

General Exostar support

Web: https://myexostar.com/?page_id=32
Contact the general support line at 703-793-7800.

RTX supply chain platform

Email: supply.chain.technology@rtx.com

RTX supplier portal

Email: supply.chain.technology@rtx.com

Supplier cybersecurity

Email: supplier_cybersecurity@rtx.com

Invoicing

Email: https://rtx.custhelp.com

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