
Supplier Guidance to Request Source Inspection

Purpose:

To identify the process for suppliers to request source inspection for Lockheed Martin materials.

Scope:

Lockheed Martin Space Systems Corporation purchase orders where Q-Codes QAQC14 are included in a PO.

Required Actions:

- Log into the supplier's Exostar Account
- Access the Lockheed Martin P2P Portal
- Click on the "Ship to LMC" tab
- Enter the Purchase Order number in the "Purchasing Document" field
- Click "Search" button
- Select the PO line item
- Click on the "Request LMC Action" button located at the bottom of the page
- Enter the following in the "Inspection Scheduling" section:
 - Quantity to be inspected in "Quantity requested" field
 - The desired date for the source inspection to occur in "Request Source Inspection on" field
 - Enter the inspection Lot Type: "F" for final inspection or "I" for in-process inspection
- Click on the "Create lot" button
- Upon the submission, the inspection lot will be displayed at the top of the page, and within the supplier's ship to portal

If the supplier does not currently maintain an EXOSTAR account, one may submit a request through the EXOSTAR website:

<https://portal.exostar.com/userRegistration>

Once logged in the supplier may complete the online registration from. The supplier may also contact EXOSTAR at (703) 793-7800. Should further assistance be needed; one may contact EXOSTAR directly at (863) 647-0558.

All other questions may be directed to the Lockheed Martin Procurement Representative for the purchase under consideration.