

(Use the Browser zoom options to make this larger)

Managed File Transfer (MFT) for Northrop Grumman Business Partners

Table of Contents

- **About MFT.** Page 1
- **Important Encryption Requirements.** Page 1
- **Notice.** Page 1
- **Some Basic Tips.** Page 1
- **Download a shared file.** Pages 2 - 4
- **Download a file or multiple files from a shared folder.** Page 5 - 7
- **Upload a file or files into a shared folder.** Page 8 - 11

About MFT

Managed File Transfer (MFT) is a web-based capability to send files quickly and safely between External Business Partners (Customers/Suppliers/Vendors) and Northrop Grumman.

IMPORTANT Encryption Requirements

- **All uploaded files must first be zipped and encrypted** with a password before uploading to MFT.
- **All downloaded files must first be decrypted** with a password before they can be viewed.
- **WinZip** version 22 (or later) or **7-Zip** version 19 (or later) meets the minimum Advanced Encryption Standard (AES) 256-bit encryption required by MFT to encrypt or decrypt files. Both applications are compatible with each other.
- **Acceptable file types are “.zip” or “.rar”** and to ensure data security, **no other file types are permitted to be uploaded.** (“.rar” files are encrypted with other applications)
- The Windows built-in zip program Compressed (zipped) folders **will not encrypt files and cannot be used to decrypt files.**
- [Use WinZip to zip a file or folder of files and add an AES-256 encryption password](#)
Also includes steps to decrypt a file with a password
- [Use 7-Zip to zip a file or folder of files and add an AES 256-bit encryption password](#)
Also includes steps to decrypt a file with a password

Notice

By using Managed File Transfer (MFT), you understand and consent to the following: (i) Communications and data transmitted or stored on this application are monitored and may be intercepted or searched at any time and for any lawful purpose by Northrop Grumman or a third party, (ii) You have no reasonable expectation of privacy regarding any information passing through or stored on the application, and (iii) Communications and data that pass through or are stored on this application may be disclosed or used for any lawful purpose.

In addition, any export-controlled information to be exported to a foreign person using this system must first be approved via a Data and Services Export Authorization BEFORE it is uploaded. For additional guidance on export-controlled information or determining whether your information falls under export control regulations, contact your Export Management Office or look up CTM X200: U.S Export Controls.

Some Basic Tips

- You will receive an email with a unique URL to either a password protected shared folder or share file. You will also receive a password to access the share or to decrypt any files that you need to download.
- All files are purged from MFT after a maximum of 5 days.
- All folder shares and file shares expire after a maximum of 5 days

(Use the Browser zoom options to make this larger)

Download a shared file

*Downloaded files are encrypted and password protected. You need to download then decrypt the file using **WinZip** or **7-Zip** and a password before you can view it.*

(Screen shots from Microsoft Edge shown – illustrations vary in other browsers)

1. You will have received an MFT email message for a Shared File. Click on either the Public Link or Download button.

Shared File from Duane McAllister

This file is encrypted and I will provide you the password.

Shared File	
Name:	Request for Quote on Project C.zip
Size:	133 MB
Public Link:	Request for Quote on Project C.zip
Expires On:	Sun, 24 Oct 2021 14:12:35 GMT

Click on the link below to download the shared file.

[Download](#)

You will now see the File Access Password screen.



Managed File Transfer (MFT)

[MFT User Guide for Business Partners](#)
Includes encryption and decryption steps

Notice (scroll below to acknowledge)
By using Managed File Transfer (MFT),

File Access Password

Password:

Open

2. Scroll to the bottom of the Notice and check the *I have read and agree to the above terms and conditions*.

Next enter the password provided by the sender. You can toggle the view password icon

Important: The file needs to be downloaded first before because it needs to be decrypted.

Choose the down arrow as shown the select download. Do not select Open.

Managed File Transfer (MFT)

[MFT User Guide for Business Partners](#)
Includes encryption and decryption steps

☒ I have read and agree to the above terms and conditions.

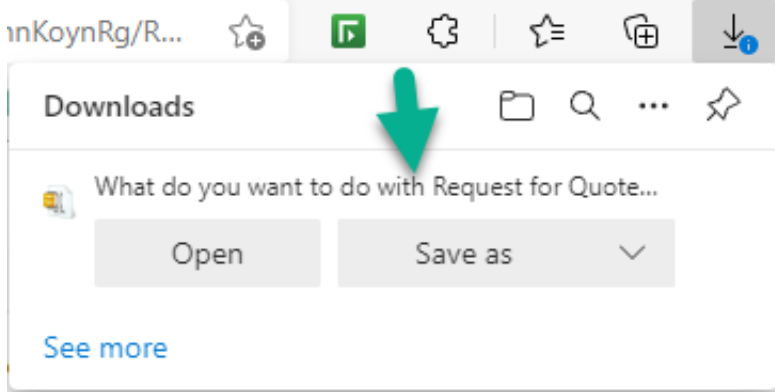
File Access Password

Password:

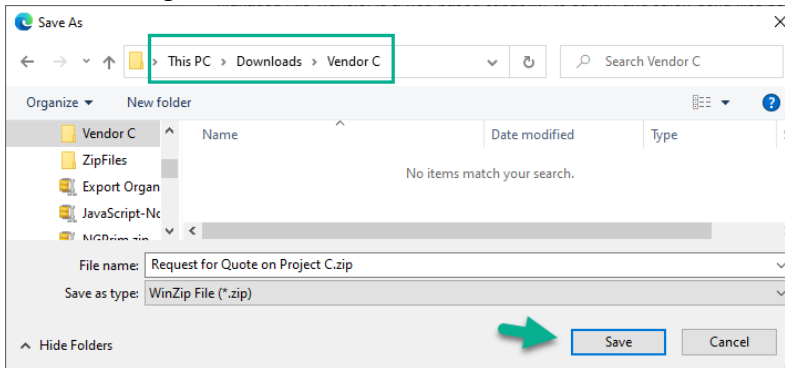
Open

(Use the Browser zoom options to make this larger)

3. Choose Save as from the Downloads tab and navigate to a location where you want to download and save this file.




4. After selecting the location for the file choose Save.



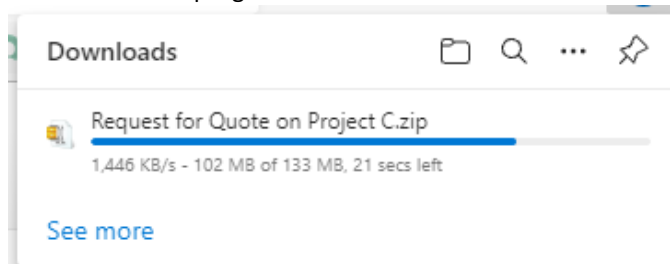
IMPORTANT

5. Do not navigate away from this page until the download is complete.

Viewing the Downloads tab

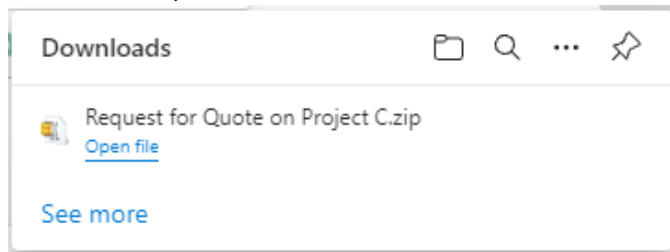
(If you do not see the Downloads tab Select the Download button  on the Edge browser)

- Download still in progress

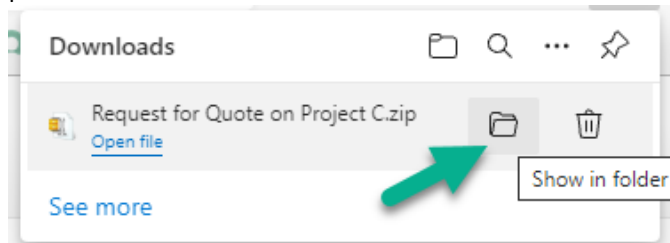


(Use the Browser zoom options to make this larger)

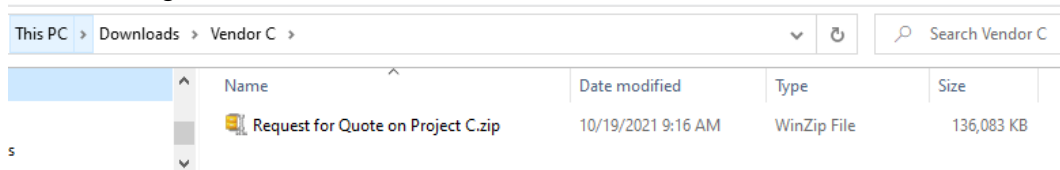
- Download complete




- Do not select Open file, instead hover over the file, and select Show in Folder to go to the location of the downloaded file. You need to do this so you can decrypt the file with **WinZip** or **7-Zip** using a password.



- Folder showing downloaded file



6. If you have more files to download you can repeat steps 1 – 5. Once you have completed downloading files you can click outside of the Downloads tab to close it or select the Downloads  button to toggle the Downloads tab open or close.
7. You will now need to open the downloaded encrypted file with **WinZip** or **7-Zip** so you can enter the password and decrypt it. The instructions for WinZip or 7-Zip are included on page 1 above.

(Use the Browser zoom options to make this larger)

Download a file or multiple files from a shared folder

*Downloaded files are encrypted and password protected. You need to download then decrypt the file using **WinZip** or **7-Zip** and a password before you can view it.*

(Screen shots from Microsoft Edge shown – illustrations vary in other browsers)

1. You will have received an MFT email message for a Shared Folder. Click on either the Public Link or Open button

Shared Folder from Duane McAllister

The files are encrypted and I will provide you the password

Shared Folder	
Name:	Vendor C Sample Folder
Public Link:	Vendor C Sample Folder
Expires On:	Sun, 24 Oct 2021 14:45:43 GMT

Click on the link below to open a webpage to view and download files from the shared folder.

[Open](#)

You will now see the Folder Access Password screen.



Managed File Transfer (MFT)

[MFT User Guide for Business Partners](#)
Includes encryption and decryption steps

Notice (scroll below to acknowledge)
By using Managed File Transfer (MFT),

Folder Access Password

Password: [Open](#)

2. Scroll to the bottom of the Notice and check the *I have read and agree to the above terms and conditions*.

Next enter the password provided by the sender. You can toggle the view password icon Choose Open.

Managed File Transfer (MFT)

[MFT User Guide for Business Partners](#)
Includes encryption and decryption steps

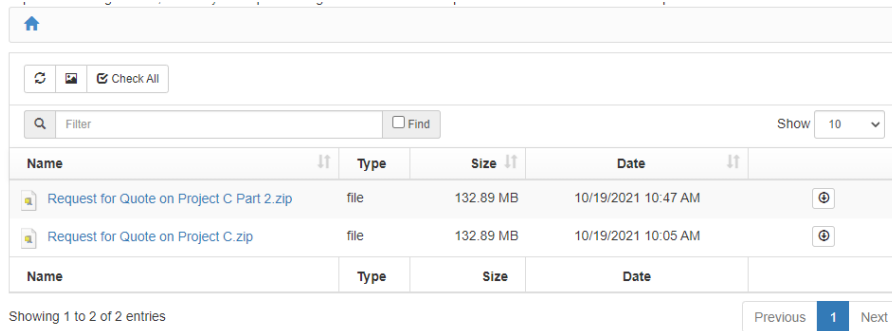
☒ I have read and agree to the above terms and conditions.


Folder Access Password

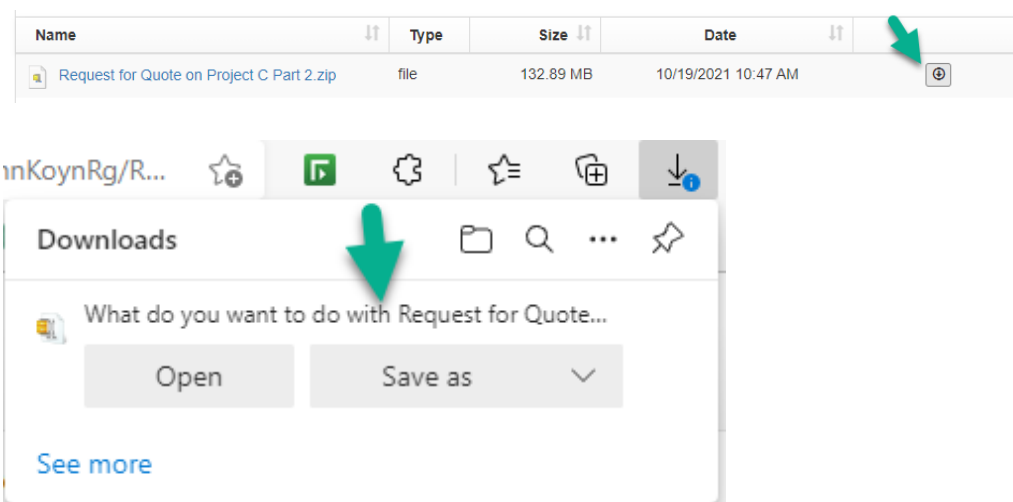
Password: [Open](#)

(Use the Browser zoom options to make this larger)

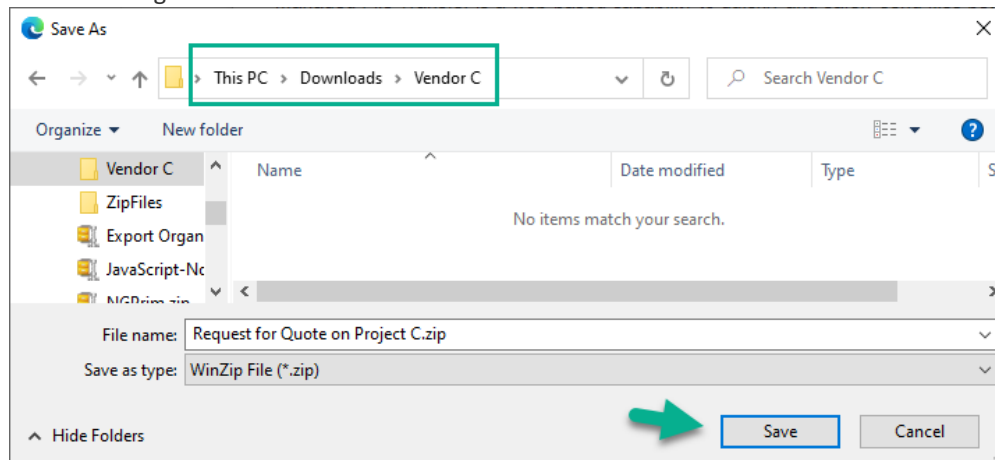
3. The shared folder will now be displayed. In this example there are (2) files available for download.



4. Select the first file to download by selecting the Download link  then choose Save as from the Downloads tab and navigate to a location where you want to download and save this file.



5. After selecting the location for the file choose Save.




IMPORTANT

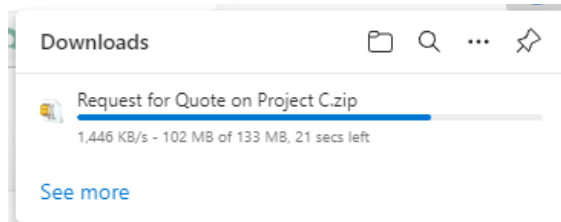
6. Do not navigate away from this page until the download is complete.

(Use the Browser zoom options to make this larger)

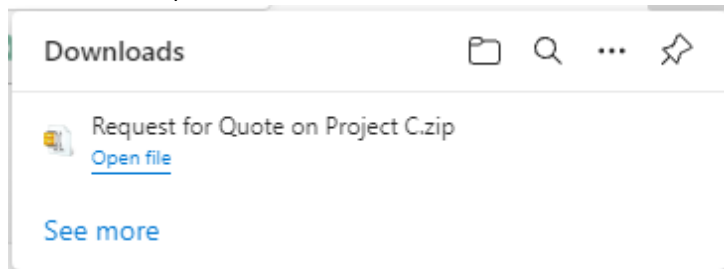
Viewing the Downloads tab

(If you do not see the Downloads tab Select the Download button  on the Edge browser)

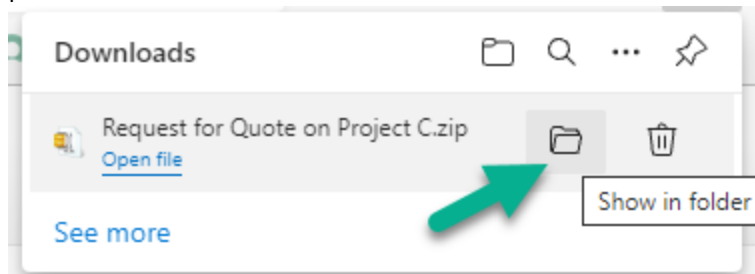
- Download still in progress



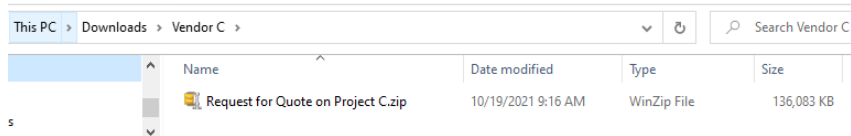
- Download complete




- Do not select Open file, instead hover over the file, and select Show in Folder to go to the location of the downloaded file. You need to do this so you can decrypt the file with **WinZip** or **7-Zip** using a password.



- Folder showing downloaded file



7. If you have more files to download you can repeat steps 4 – 6. Once you have completed downloading files you can click outside of the Downloads tab to close it or select the Downloads  button to toggle the Downloads tab open or close.
8. You will now need to open the downloaded encrypted file with **WinZip** or **7-Zip** so you can enter the password and decrypt it. The instructions for WinZip or 7-Zip are included on page 1 above

(Use the Browser zoom options to make this larger)

Upload a file or files into a shared folder

You should have already encrypted the file(s) to be uploaded using WinZip or 7-Zip and a password.

(Screen shots from Microsoft Edge shown – illustrations vary in other browsers)

1. You will have received an MFT email message for a Shared Folder. Click on either the Public Link or Open button

Shared Folder from Duane McAllister

Remember to encrypt files with WinZip or 7-Zip before uploading them. Send me the password you used.

Shared Folder	
Name:	Vendor A Sample Folder
Public Link:	Vendor A Sample Folder
Expires On:	Sun, 24 Oct 2021 15:36:43 GMT

Click on the link below to open a webpage to view and download files from the shared folder.

This link also allows uploading files to the shared folder.

[Open](#)

You will now see the Folder Access Password screen.



Managed File Transfer (MFT)
[MFT User Guide for Business Partners](#)
Includes encryption and decryption steps
Notice (scroll below to acknowledge)
By using Managed File Transfer (MFT),

Folder Access Password
Password:

2. Scroll to the bottom of the Notice and check the *I have read and agree to the above terms and conditions.*

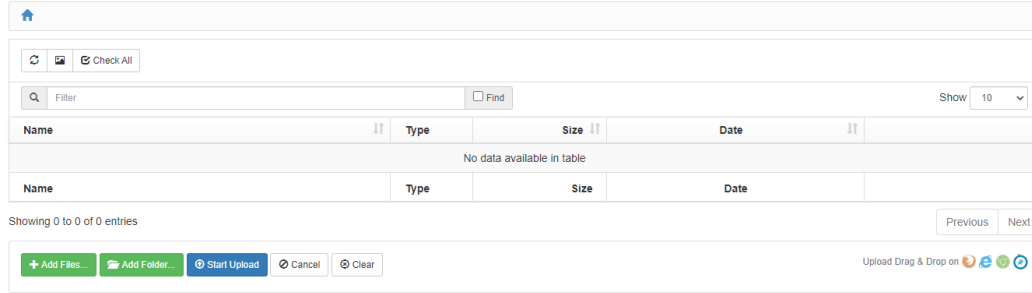
Next enter the password provided by the sender. You can toggle the view password icon
Choose Open.

Managed File Transfer (MFT)
[MFT User Guide for Business Partners](#)
Includes encryption and decryption steps
☒ I have read and agree to the above terms and conditions.

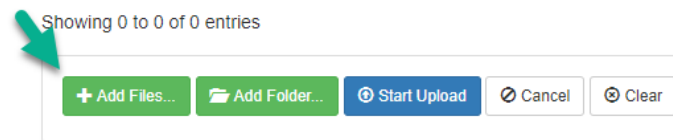
Folder Access Password
Password:

(Use the Browser zoom options to make this larger)

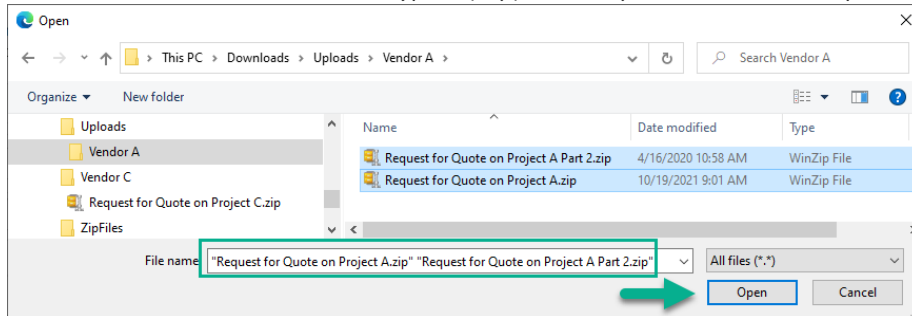
3. The shared folder will now be displayed. It may not contain any files as shown or there may be files for you to download. The Northrop Grumman user that provided you this share will let you know.



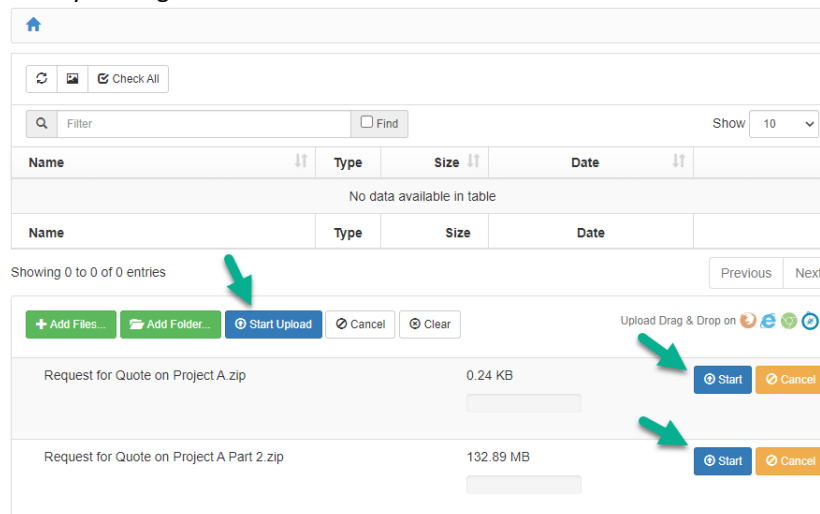
4. **Important:** Files need to be encrypted with **WinZip** or **7-Zip** using a password before uploading them. Choose Add Files to upload files.



5. Browse and select one or more encrypted (.zip) files to upload then choose Open.



6. Files are now queued for upload. Either select Start Upload above the file list or individually upload files by clicking Start next to each file.



(Use the Browser zoom options to make this larger)

IMPORTANT

7. Monitor the status of files being uploaded and **do not navigate away from this page** until the upload is complete.

Showing 0 to 0 of 0 entries

Previous Next

+ Add Files... + Add Folder... Start Upload Cancel Clear Upload Drag & Drop on

Upload still in progress

6.08 Mbit/s | 00:02:24 | 21.40 % | 28.44 MB / 132.89 MB

Request for Quote on Project A.zip	0.24 KB	Clear
Request for Quote on Project A Part 2.zip	132.89 MB	Start Cancel

8. You can verify your upload is complete by the success message at the top of the page. Also, you will see your files in the middle section of the page. At this point you can select **Clear** to remove the files from the upload list.

Successfully uploaded file 'Request for Quote on Project A.zip'
Successfully uploaded file 'Request for Quote on Project A Part 2.zip'

Upload is complete when you see a success message for each file

Home

Refresh Check All

Filter Find Show 10

Name	Type	Size	Date
Request for Quote on Project A Part 2.zip	file	132.89 MB	10/19/2021 12:10 PM
Request for Quote on Project A.zip	file	244 B	10/19/2021 12:08 PM


Showing 1 to 2 of 2 entries

Previous 1 Next

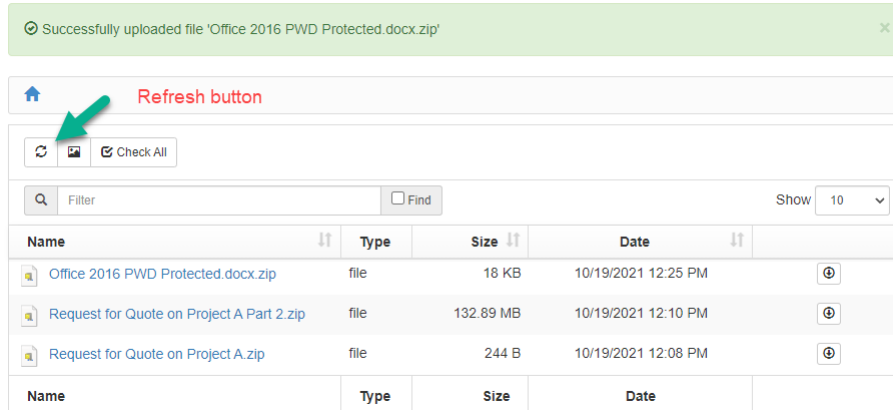
+ Add Files... + Add Folder... Start Upload Cancel Clear Upload Drag & Drop on

Request for Quote on Project A.zip	0.24 KB	Clear
Request for Quote on Project A Part 2.zip	132.89 MB	Clear

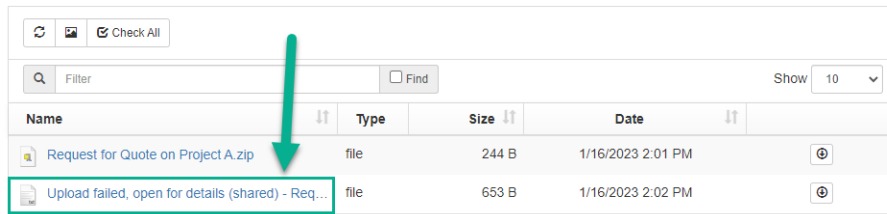
VERIFY ENCRYPTED FILES WERE ACCEPTED BY MFT

9. Verify your uploaded files were accepted by the MFT Encryption Checker by selecting the Refresh button  and check to see if any uploaded files begin with:
"Upload failed, open for details (shared) - Name of File Here.zip.txt".

(Use the Browser zoom options to make this larger)



This is an example of a file that wasn't properly encrypted and was removed and replaced with a text file and message.



If your file is rejected, please try to zip, encrypt and password protect the file again using either **WinZip** or **7-Zip** then upload it to MFT.

Instructions for using WinZip or 7-Zip are included on page 1 above

10. Please provide the password you used to encrypt the files to the Northrop Grumman recipient.
11. If you have no more files to upload you can close your browser. No logout is required.