Supplier’s Quick Guide to Sandia Electronic Invoicing
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**Access to iSupplier & Other Information:**

- Suppliers need to have an iSupplier portal username and password to submit invoices electronically.
  
  - If the supplier does not have an account established, contact supreg@sandia.gov to create an iSupplier account or request a password reset. Multiple accounts can be established for each supplier.

- Only one email address is allowed to be retained on the supplier’s account to receive payment remittances via email. We recommend establishing an entity account within your company to receive remittance information (such as ar@supersupplier.net). This technique can reduce the amount of administration for you as you get new employees or others leave.

- Sandia’s required payment mechanism is Electronic Funds Transfer (EFT). If not already signed up to receive EFT payments, submit an Electronic Funds Transfer Agreement.

- To avoid system errors, it is important that you do not use your Internet browser’s back button to navigate between screens while in the iSupplier Portal.

iSupplier portal [Link](#)
Contact [elnvoice@sandia.gov](mailto:elnvoice@sandia.gov) if you are receiving a specific error. Please include details and a screenshot of error if possible.
E-Invoice Instructions

To create an invoice click on the 'Invoices' link from the Home screen:
Then click ‘Create Invoices’ on the next screen:

Next click ‘GO’ next to the ‘Create Invoice’ (right side of screen):
Step 1 of 4 - Purchase Orders:

**Enter PO number only** in search box and press ‘Go’.

**DO NOT enter any other fields.** Entering multiple fields may result in an error.

PO lines appear in table at the bottom of the screen. The max number of PO lines shown at a time is 10 lines. If your PO has more than 10 PO lines, click [Next 10](#) to reveal additional PO lines to select.
Select line(s) for billing by checking box to the left of the line, click Add to Invoice, then click ‘Next’ on the right side of the screen. If you are not sure which line to bill, contact your buyer.
Step 2 of 4 – Details:

Enter the following fields **in order.** DO NOT enter any other fields.

### Table 1 – Invoice Details (reference *Invoice Details* screenshot below)

#### Supplier Section

<table>
<thead>
<tr>
<th>Supplier Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remit To</td>
<td>This value will pre-populate with the address associated to your PO. Please review and change if needed. To change the address listed, enter “%”, click on the magnifying glass for list of values, and click the option to select the correct remittance address.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Supplier Section" /></td>
</tr>
<tr>
<td>2. Remit To Bank Account</td>
<td>Click on magnifying icon to display search screen. When the search screen displays click ‘Go’ to view the bank account associated with the Remit To address. Click the option to select the bank account. You will receive a check payment if no values are available. Please complete the <strong>EFT</strong> form to start receiving electronic payments.</td>
</tr>
</tbody>
</table>

#### Invoice Section
3. Invoice Number | Enter your invoice number.

4. Invoice Type | This value will default to “Invoice”. For credits, please select the credit memo option and enter negative quantity values on the PO lines.

5. Invoice Description | Optional field but recommended.

6. Attachment | **MANDATORY** - Click [here](#) (or view page 13) for instructions.

### Invoice Payment Terms Section

7. Quantity | Enter Quantity for each PO line. If the PO line’s Unit Price does not equal $1 you may need to enter fractional values when incrementally billing.

### Invoice Details screenshot:

- **Supplier**
  - Remit To Address: THE MONEY POND
  - Remit To Account: 9444 MONEY FORD LABS DIVINE CA 20308

- **Invoice**
  - Invoice Number: 19JH214
  - Invoice Type: Credit Memo
  - Payment Terms: NET DUE IN 30 DAYS
  - Available Invoice Terms (Optional)
    - 0: Select the desired discount to apply to the invoice. **NOTE:** Only discounts with early payment terms that are more favorable than the PO’s payment terms will be available for selection.
    - Estimated Discount: 0.00
    - Estimated Payment: 0.00

- **Customer**
  - Customer Tax Pay ID: 57513775

- **Terms**
  - PO Number: 19JH214
    - Line: 1
    - Item Number: 103220
    - Description: TEST FOR DEXP, MONEY FORD PDI
    - Supplier: MONEY FORD LABS DIVINE CA 20308
    - Unit Price: $1
    - Quantity: 1
    - Total: $1

- **Available Invoice Terms**
  - **Note:** The discount terms are optional. Suppliers have the ability to select the Current PO Terms.
Details Verification - Please verify information is complete and correct. Make necessary corrections on this page before continuing. Click ‘Next’ to continue.
Step 3 of 4 – Manage Tax:

No input is required on this screen. Click ‘Next’ to continue.
Step 4 of 4 – Review and Submit:

IMPORTANT: If changes are required at this point, click the ‘Save’ button and you will receive a confirmation notice at the top of the screen that your invoice has been saved for later submission. Click here to obtain instructions on Retrieving a Saved Invoice (or see page 14).

Final Verification - This is your final opportunity to verify all information is correct. If information is correct click ‘Submit’.

Once submitted you will receive a confirmation page. **If you do not receive this page, your invoice has not been submitted.**
Click ‘Printable Page’ to print a copy for your records (optional based on your business needs).

Click ‘Create Another’ to submit another invoice.

**Adding Attachments (Mandatory)**

Oracle will allow attachment of most major file types. Please upload the invoice document you would otherwise mail to Sandia. Add in a title and description if needed. Then, click ‘Browse’ to find file on your computer.

**NOTE:** If Invoice and/or supporting documentation are not attached, delay of payment could occur.

Once file is added, click ‘Apply’. You can also choose ‘Add Another’ to add multiple attachments:
**Retrieving a Saved Invoice (Unsubmitted)**

To retrieve a saved invoice, click on the ‘Home’ tab and then click ‘Invoices’.

![Image of Supplier Collaboration interface with 'Invoices' highlighted]
In the View Invoices screen click on ‘Create Invoices’.

On the Search screen you can search for your invoice using any of the search option fields below and select ‘Go’. **NOTE:** Searching by invoice number is case sensitive and must be in the same format as originally entered when you saved your invoice.

The invoice will display for you to view and you can select ‘Update’.
This will bring you to the Details screen that will display the information that you previously entered. From this screen you can make necessary revisions and proceed with submitting your invoice.
View Status of Submitted Invoices

To view status of submitted invoices, click on the ‘Home’ tab and then click ‘Invoices’.
This will bring you to the View Invoices screen.

On the Search screen you can search for your invoice using any of the search option fields below and select ‘Go’. **NOTE**: Searching by invoice number is case sensitive and must be in the same format as originally entered when you submitted your invoice.

The invoice that you searched for will display. You can click on the Invoice link to receive additional information.
Support:

Contact elInvoice@sandia.gov

If you are receiving a specific error, please include details and a screenshot if possible.