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.
  
  o 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 elinvoice@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 that will display on a screen is 10 lines. If your PO has more than 10 lines, click **Next 10** to view 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

1. Remit To

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.

2. Remit To Bank Account

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.

Invoice Section

You will receive a check payment if no values are available. Please complete the EFT form to start receiving electronic payments.
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.

### Items 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 Payment Terms Section

8. **Available Invoice Terms (Optional)**  Suppliers have the option to receive early payment by selecting available discounts that display in this region. Only discounts with early payment terms that are more favorable than the PO’s payment terms will be available for selection. The supplier can select the radio button of each of the available terms to view the Estimated Discount and Estimated Payment to aide in determining which discount they prefer. The supplier also has the option to select their current PO Terms.

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### Invoice Details screenshot:

1. Remit to Address pre-populates. Review and modify where necessary. To modify, view instructions in table above.

2. Click on the magnifying glass to display search screen and follow instructions in table above.

3. Enter your invoice number.

4. Invoice Type will automatically populate. To submit a Credit Memo click the drop down box to select Credit Memo.

5. Enter your description.

6. Select Add to upload your invoice copy attachment and other required documents to substantiate invoice.

7. Enter quantity for each PO line.

8. 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.

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**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:

**Browse for file.**

Click ‘Add Another’ if multiple attachments are needed.

Click ‘Apply’ to complete action and return to invoice screen.
Retrieving a Saved Invoice (Unsubmitted)

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

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