

Supplier's Quick Guide to Sandia Electronic Invoicing



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Prerequisite:

You need to have a working iSupplier portal access account to submit invoices electronically.

iSupplier portal:

https://supplierportal.sandia.gov/OA_HTML/RF.jsp?function_id=1027932&resp_id=1&resp_appl_id=-1&security_group_id=0&lang_code=US¶ms=faWZ-ZGsr0zvoyTu6WVEVw

If access was not previously established, contact supreg@sandia.gov to request either a password reset or a new iSupplier account. Multiple accounts can be established for each supplier.

We recommend you establish an entity account (such as accountsreceivable@supersupplier.net). This technique can reduce the amount of administration for you as you get new employees or others leave.

To get the most from e-invoicing please establish electronic payments directly to your bank account. To setup EFT payments please use our [EFT form](#).

Invoice Instructions:

The quickest way to create an invoice is to click on the 'Invoices' link from the home screen (after login):

The screenshot shows the iSupplier Portal Home Page. The navigation menu includes: Home, Orders, Shipments, Negotiations, SNL Pages, Admin, Finance. The right-hand sidebar contains the following sections:

- Planning
- Negotiation
 - Invitations
 - Responses
- Orders
 - Agreements
 - Purchase Orders
 - Purchase History
 - SNL Certified Payroll
- Shipments
 - Delivery Schedules
 - Overdue Receipts
 - Advance Shipment Notices
- Receipts
 - Receipts
 - Returns
 - On-Time Performance
- Invoices** (highlighted with a red arrow)
 - Invoices
 - SNL Remittance Advice
- Payments
 - Payments

Then click 'Create Invoices' on the next screen:

The screenshot shows the iSupplier Portal View Invoices screen. The navigation menu includes: Home, Orders, Shipments, Negotiations, SNL Pages, Admin, Finance. The 'Create Invoices' link is circled in red. Below the navigation menu is a search form and a table header.

Simple Search

Invoice Number Invoice Amount From To
PO Number Amount Due From To
Payment Number Invoice Date From To
Invoice Status Due Date From To
Payment Status (example: 26-May-2011)

Invoice **Invoice Date** **Type** **Currency** **Amount** **Due Status** **On Hold** **Payment Status** **Due Date** **Payment** **PO Number** **Receipt** **Attachments**

No search conducted.

Next click 'GO' next to the Create Invoice Text (right hand side of screen):

Sandia National Laboratories **Supplier Collaboration**

Home Orders Shipments Negotiations SNL Pages Admin Finance Home Logout Help Personalize Page

Create Invoices | View Invoices | View Payments

Invoice Actions Create Invoice

Search

Note that the search is case insensitive

Supplier **THE MONEY POND** Purchase Order Number

Invoice Number Invoice Amount

Invoice Date From Invoice Date To

(example: 26-May-2011)

Invoice Status Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Home Orders Shipments Negotiations SNL Pages Admin Finance Home Logout Help Personalize Page

Step 1 of 4 - Purchase Orders:

Enter PO number only in search boxes and press 'Go',

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

Home Orders Shipments Negotiations Exceptions Product Finance Admin SNL Pages

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Step 1 of 4

Search

Note that the search is case insensitive

Purchase Order Number 1149044

Purchase Order Date

(example: 18-Sep-2011)

Buyer

Organization

Advances and Financing Excluded

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
No search conducted.															

Step 1 of 4

PO lines appear in table at the bottom of the screen

Home Orders Shipments Negotiations Exceptions Product Finance Admin SNL Pages

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive Advanced Search

Purchase Order Number: 1149044
Purchase Order Date: (example: 18-Sep-2011)
Buyer:
Organization:
Advances and Financing: Excluded
Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/> 1149044	1	1	<input type="checkbox"/>	OAQA1 EXAMPLE		1000	0	0	EACH	100000	USD	MS1383	SANDIA OPERATING UNIT		

Cancel Step 1 of 4 Next

Select line(s) for billing by checking box to the left of the line, then click 'Next' on the right side of the screen. If you are not sure which line to bill, contact your contract buyer.

Home Orders Shipments Negotiations Exceptions Product Finance Admin SNL Pages

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive Advanced Search

Purchase Order Number: 1149044
Purchase Order Date: (example: 18-Sep-2011)
Buyer:
Organization:
Advances and Financing: Excluded
Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/> 1149044	1	1	<input type="checkbox"/>	OAQA1 EXAMPLE		1000	0	0	EACH	100000	USD	MS1383	SANDIA OPERATING UNIT		

Cancel Step 1 of 4 Next

Step 2 of 4 – Details:

Enter the following fields **in order.**

Field	Value
1. Remit To Address	This value will now typically pre-populate with the address associated to your PO in SNL's system. Please review and change if needed. To change the address listed, enter "%", press tab for list of values, and select correct remittance address.
2. Remit to Bank Account	Enter "%" (tab) for list of pre-established values. You will receive a check payment if no values are available as your remit to address is not setup for EFT payments.
3. Invoice Number	Enter your invoice number
4. Invoice Type	"Invoice" is the default value. 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. Quantity	Enter your invoice total (or total 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.
7. Attachment	Add (see directions below)

The screenshot shows the 'Create Invoices: Details' page. The interface includes a navigation bar at the top with tabs for Home, Orders, Shipments, Negotiations, Exceptions, Product, Planning, Finance, Admin, and SNL Pages. Below the navigation bar are buttons for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is divided into sections for 'Supplier', 'Invoice', 'Customer', and 'Items'. Red callouts with numbers 1 through 7 point to specific fields and provide instructions:

- 1:** Points to the 'Remit To' field (NM-ALB-1) with the instruction: "Remit To Address now pre-populates. Please review and modify where needed."
- 2:** Points to the 'Remit To Bank Account' field with the instruction: "Enter % in this field and press tab. The bank account associated with the remit to address will display for you to verify. If no value displays the remit to address is not setup for EFT payments and a check will be sent."
- 3:** Points to the 'Invoice Number' field (12345) with the instruction: "Enter your invoice number"
- 4:** Points to the 'Invoice Type' dropdown (Invoice) with the instruction: "Do not change unless submitting credits"
- 5:** Points to the 'Invoice Description' field (Test) with the instruction: "Enter your description"
- 6:** Points to the 'Quantity' field in the 'Items' table with the instruction: "Enter your quantity values for each PO Line"
- 7:** Points to the 'Attachment' field (None) with the instruction: "Select Add to upload your invoice copy attachment (and other reporting files where required)."

The 'Supplier' section shows: Supplier THE MONEY POND, Tax Payer ID 123456789, Remit To NM-ALB-1, Address 1234 SANDIA WAY ALBUQUERQUE NM 87114.

The 'Invoice' section shows: Invoice Number 12345, Invoice Date 31-Jan-2013, Invoice Type Invoice, Currency USD, Invoice Description Test.

The 'Customer' section shows: Customer Tax Payer ID SYS11976, Customer Name SANDIA NATIONAL LABS, Address BERNALILLO US.

The 'Items' table has the following data:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1297195	1	1	test PO		MS1383	99910	100	1	EACH	100
1297195	11	1	test PO		MS1383	99999	100	1	EACH	100

Adding Attachments **(Mandatory)**:

Oracle will allow attachment of most major file type. 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:

Create Invoices | [View Invoices](#) | [View Payments](#)
Finance: Create Invoices >
Add Attachment

Attachment Summary Information

Title
Description
Category **From Supplier**

Define Attachment

Type File URL Text

Once file is added, click 'Apply'. You can also choose 'Add Another' to add multiple attachments:

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type File C:\Users\cbailey\Desktop\warning.txt

URL

Text

Add Another Apply

Home Orders Shipments Negotiations SNL Pages Admin Finance Home Logout Help Personalize Page

File found on desk top.
Add Another if multiple attachments are needed.
Apply to complete action and return to invoice screen.

Click 'Next' on invoice screen to continue:

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation
Attachment testdoc.txt has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details
* Indicates required field

Supplier

* Supplier THE MONEY POND
Tax Payer ID 123123123
* Remit To NM-ABQ-1
Address
Remit To Bank Account %
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number 12332
* Invoice Date 10-Jun-2011
Invoice Type Invoice
Currency USD
Description
Test
Attachment List... Add...

Customer

* Customer Tax Payer ID SYS11976
Customer Name
Address

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Quantity	Unit Price	UOM	Amount
1090208	1	1	OAQA1 PO	SANDIA LABS - ABQ 48,46557	100	1000	EACH	100000

Cancel Back Step 2 of 4 Next

List of Attachments is now available.
Next to Continue.

Step 3 of 4 – Manage Tax:

Sandia is not using the Tax area of Oracle, but default steps require navigation through this area.

Click Next without making any changes:

Home | Orders | Shipments | Negotiations | SNL Pages | Admin | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | **Manage Tax** | Review and Submit

Create Invoice: Manage Tax

Cancel | Save | Back | Step 3 of 4 | **Next** | Submit

Supplier

- * Supplier: THE MONEY POND
- Tax Payer ID: 123123123
- * Remit To: NM-ABQ-1
- Address: 1111551111
- Remit To Bank Account: 1111551111
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: 1234
- * Invoice Date: 10-Jun-2011
- Invoice Type: Standard
- * Currency: USD
- Invoice Description: Test Attachment: None

Customer

- * Customer Tax Payer ID: SYS11976
- Customer Name: SANDIA NATIONAL LABS
- Address: ACCOUNTS PAYABLE MS1385 PO BOX 5800 ALBUQUERQUE 87185

Summary Tax Lines

Calculate

Summary Tax Line	Number	Tax Regime Code	Tax Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.									

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
1090208	1	1	OAQA1 PO		SANDIA LABS - ABQ	48.46557		1.00 EACH	1,000.00	1,000.00

Step 4 of 4 – Review and Submit:

If all information is correct, click 'Submit'

The screenshot shows the 'Review and Submit' step of an invoice creation process. The interface includes a navigation bar with tabs for Home, Orders, Shipments, Negotiations, SNL Pages, Admin, and Finance. Below the navigation bar, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is divided into several sections: 'Supplier', 'Invoice', 'Customer', 'Items', and 'Invoice Summary'. The 'Supplier' section lists 'THE MONEY POND' with various IDs and addresses. The 'Invoice' section shows 'Invoice Number 1234', 'Invoice Date 10-Jun-2011', 'Invoice Type Standard', and 'Currency USD'. The 'Customer' section lists 'SANDIA NATIONAL LABS' with its address. The 'Items' section is a table with columns for PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, and Amount. The 'Invoice Summary' section shows a total amount of 1,000.00. At the bottom right, there are buttons for 'Cancel', 'Save', 'Back', and 'Submit', with the 'Submit' button circled in red.

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.

The screenshot shows the confirmation page for invoice 1234. The page includes a navigation bar and a confirmation message: 'Confirmation Invoice 1234 was submitted to our Accounts Payable department on 10-Jun-2011. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.' Below the message, there are buttons for 'Printable Page' and 'Create Another'. Red arrows point from a text box to these buttons. The text box contains the following text: 'Confirmation (invoice is submitted to Sandia)', 'Printable Page (for your records)', and 'Create Another (if another invoice is ready for submit)'.

Support:

Contact elInvoice@sandia.gov

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