



Expert Invoice Reviewers:

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Invoice Review Process

- Implementation on July 8.
- Supporting documentation is required to be included/uploaded with original invoice (implemented in April of 2022).
 - Review the support to ensure it agrees to the subcontract terms and conditions.
- All supporting documentation that is included/uploaded must be in accordance with subcontract Terms and Conditions (Ts&Cs)
 - If documentation doesn't align the invoice will be rejected.
- If an invoice is rejected prior to the scheduled payment date, it has to be fixed and then resubmitted to receive payment.
- Once the review is complete the invoice will be routed to the SDR for approval
 - Note: You will need to update the invoice number on resubmittal or you will receive a system error indicating it is duplicate. (e.g. Invoice number 061622 can be resubmitted as 061622A

Importance of Ensuring Invoicing is Correct

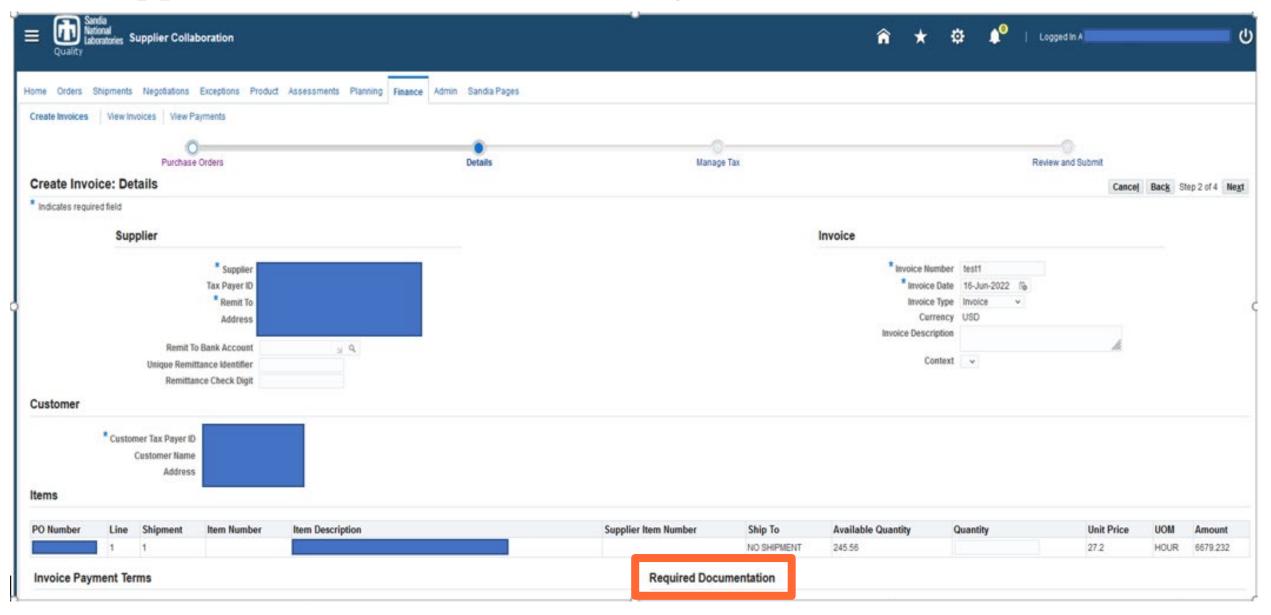
- We want to assist you through this transition.
 - Your subcontract Ts&Cs is a binding document with NTESS. Please read and gain an understanding of your subcontract. If you have questions about your subcontract you can reach out to your buyer.
 - If you are uncertain of the reason for the rejection, you can email the entity account invoicereview@sandia.gov or the specific person that rejected the invoice.
 - Comments will be included in the rejection to help you understand what to fix and how to fix it.
 - Ensure during kick-off meetings you fully understand terms and conditions of your subcontract.

Why This Matters to Me?

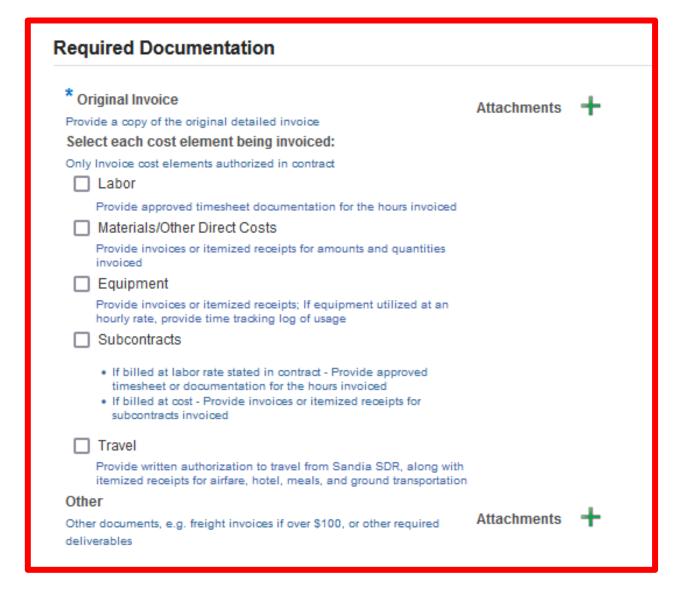
- Issues are identified upon review.
- This could potentially change what you are currently doing if you are not uploading all supporting documentation in alignment with your subcontract Ts&Cs.
- We can assist you now if you have questions to ensure you are meeting all requirements.
- You must understand what is allowable per your subcontract Ts&Cs.

iSupplier Invoice Submission Page





iSupplier Invoice Submission Page



Examples of Issues

A Supplier invoiced for labor but did not upload all timesheets of labor invoiced

What happens next?

The invoice will be rejected with a note of why the invoice was rejected. The supplier will have to address the issues noted and resubmit a new invoice for review.

Once all issues have been addressed the new invoice is then passed on the SDR for approval.

A Supplier invoiced for foreign travel but did not have the appropriate DOE approval

What happens next?

The invoice will be rejected with a note stating: Please attach DOE approval to the travel section of supporting documentation in iSupplier and resubmit. Ensure all receipts are uploaded and in alignment with your subcontract Ts&Cs before resubmitting a new invoice to avoid another rejection.



Email us at: invoicereview@sandia.gov