



Sandia
National
Laboratories

Invoice Review

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Sandia National Laboratories is a multimission laboratory managed and operated by National Technology & Engineering Solutions of Sandia, LLC, a wholly owned subsidiary of Honeywell International Inc., for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-NA0003525.

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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



Sandia National Laboratories Supplier Collaboration | Quality | Home | Orders | Shipments | Negotiations | Exceptions | Product | Assessments | Planning | **Finance** | Admin | Sandia Pages

Logged In A [User Name]

Create Invoices | View Invoices | View Payments

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

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier

* Supplier [Redacted]
 Tax Payer ID [Redacted]
 * Remit To [Redacted]
 Address [Redacted]

Remit To Bank Account [Redacted]
 Unique Remittance Identifier [Redacted]
 Remittance Check Digit [Redacted]

Invoice

* Invoice Number test1
 * Invoice Date 16-Jun-2022
 Invoice Type Invoice
 Currency USD
 Invoice Description [Redacted]
 Context [Redacted]

Customer

* Customer Tax Payer ID [Redacted]
 Customer Name [Redacted]
 Address [Redacted]

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
[Redacted]	1	1	[Redacted]	[Redacted]	[Redacted]	NO SHIPMENT	245.56	[Redacted]	27.2	HOUR	6679.232

Invoice Payment Terms Required Documentation



Required Documentation

* Original Invoice

Attachments 

Provide a copy of the original detailed invoice

Select each cost element being invoiced:

Only Invoice cost elements authorized in contract

Labor

Provide approved timesheet documentation for the hours invoiced

Materials/Other Direct Costs

Provide invoices or itemized receipts for amounts and quantities invoiced

Equipment

Provide invoices or itemized receipts; If equipment utilized at an hourly rate, provide time tracking log of usage

Subcontracts

- If billed at labor rate stated in contract - Provide approved timesheet or documentation for the hours invoiced
- If billed at cost - Provide invoices or itemized receipts for subcontracts invoiced

Travel

Provide written authorization to travel from Sandia SDR, along with itemized receipts for airfare, hotel, meals, and ground transportation

Other

Other documents, e.g. freight invoices if over \$100, or other required deliverables

Attachments 



- **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.

Questions?



Email us at: **invoicereview@sandia.gov**