



Sandia  
National  
Laboratories

# Invoice Coaching

## Expert Invoice Reviewers:

Dellynn Gonzales  
Samantha Gurule  
Whitney Leger  
Sara Sargeant  
Shannon Stanley  
Lei Wathen

July 7, 2022



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.

**SAND Number - SAND2022-9081 TR**

# Invoice Review Process



- Details on what will be required as of July 8<sup>th</sup> 2022.
- You must have an invoice that is separate from the supporting documentation, the invoice should include:
  - a) The NTESS subcontract document number as it appears exactly in the subcontract;
  - b) The Subcontractor's name exactly as it appears in the subcontract;
  - c) A unique invoice number and date;
  - d) The line item number, description/part number and quantities, if any, exactly as they appear in the subcontract; (this would include the labor category and labor rate as it appears in the subcontract)
  - e) The quantity of items remaining to be shipped, if this subcontract allows for partial shipment; and
  - f) Any applicable freight charges (including freight forwarder charges paid by Subcontractor).

# 3 iSupplier Invoice Submission Page



**Sandia National Laboratories Supplier Collaboration** Quality

Home Orders Shipments Negotiations Exceptions Product Assessments Planning **Finance** Admin Sandia Pages

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  
Tax Payer ID  
\* Remit To  
Address  
Remit To Bank Account  
Unique Remittance Identifier  
Remittance Check Digit

#### Invoice

\* Invoice Number test1  
\* Invoice Date 16-Jun-2022  
Invoice Type Invoice  
Currency USD  
Invoice Description  
Context

#### Customer

\* Customer Tax Payer ID  
Customer Name  
Address

#### Items

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

#### Invoice Payment Terms

**Required Documentation**



## Required Documentation

### \* Original Invoice

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 

Attachments 



- Here is an example of a labor clause in a Time and Material or Labor Hour subcontract:

## **ALLOWABLE CHARGES - T&M/LH - LABOR - 020A11 (04-21)**

### A. Labor

The Service Contract Act of 1965 is not applicable to this subcontract.

Beginning on the effective date of subcontract, the following hourly billing rates apply to both employees of the Subcontractor and to employees of lower-tier subcontractors within the stated labor categories only, unless otherwise specified in this subcontract. If lower-tier subcontractors are used within the stated labor categories, lower-tier subcontract language found elsewhere in this Allowable Charges Clause does not apply to these labor categories. Subcontractor's invoices shall itemize which Labor Categories below are being billed, and the quantity of hours performed for each Category.

Loaded Hourly Billing Rates:

1. Project Scheduler

\$50/hour

# Labor - Required Supporting Documentation



- Timesheets for hours invoiced, the timesheet should include:
  - The name of the employee
  - The hours worked by day
  - Indication of Sandia work (i.e. the Sandia Purchase Order number)

# Materials & Other Direct Costs



## **ALLOWABLE CHARGES - T&M/LH - NO LOWER-TIER SUBCONTRACTS, MATERIAL, & OTHER DIRECT COSTS - 020A32 (05-17)**

The Subcontractor is **not authorized to purchase material, incur other direct costs, or place lower-tier subcontracts** under this subcontract when such activity would result in a direct charge to NTESS.

# Materials & Other Direct Costs



## **ALLOWABLE CHARGES - T&M/LH - LOWER-TIER SUBCONTRACTS, MATERIAL, & OTHER DIRECT COSTS - 020A31 (04-22)**

The Subcontractor will be reimbursed for lower-tier subcontracts, material, and/or other direct costs in accordance with Section II, Payments. The Subcontractor is not allowed to enter into lower-tier subcontracts, procure property/materials or incur other direct costs with a value exceeding \$10,000.00 per transaction without the prior express written authorization of the Subcontracting Professional (SP). Such authorization shall be obtained before incurring the cost. If approval is requested after incurring the cost, the Subcontractor will provide written justification explaining why the action was taken prior to obtaining the required approvals and what steps have been taken to ensure that it does not re-occur. If the cost is incurred prior to the SP's approval, NTESS reserves the right to reject and disallow any or all of that unauthorized charges to the subcontract. The information submitted by the Subcontractor will assist the SP in making the allowability determination of those costs.

Subcontractor shall submit itemized invoices with all supporting documentation required by the invoicing clause.

The cumulative value of the costs incurred against this subcontract for lower-tier subcontracts, material, and other direct costs (excepting travel) is not to exceed \$10,000.00

For materials and other direct costs, the supporting documentation required is: invoices or itemized receipts which also shows quantity and price.



# Materials Invoice Example



## Invoice

Purchase Order	[Redacted]
Total	\$23.60
Invoice	[Redacted]
Invoice Date	5/17/22
Payment Terms	2% 10, Net 30
Deduct \$0.23 on merchandise if paid by 5/27/22.	

Billed to



Shipped to



Mail Payment to



Your Account



Chris Treadwell placed this order.

Line	Product	Ordered	Shipped	Balance	Price	Total
9876543	¼ inch nails (box of 50)	1 Pack	1	0	11.72 Per Pack	11.72
Merchandise						11.72
Shipping						11.88
<b>Total</b>						<b>\$23.60</b>

Packing List	Shipped	Weight	Carrier	Tracking
[Redacted]	5/17/22	1 lb	FedEx	[Redacted]



The Subcontract Section II, also referred to as the boiler plate can be found here:

<https://www.sandia.gov/working-with-sandia/current-suppliers/subcontract-information/>

First identify what type of subcontract you have, you can find the applicable section II on the first page of the section I of the subcontract, see here:

*Submit invoices to:*

SANDIA NATIONAL LABORATORIES  
ACCOUNTS PAYABLE MS1385  
PO BOX 5800  
ALBUQUERQUE, NM 87185

This is a revision to the Contract Purchase Agreement listed above.

This revision is authorized for binding commitment by the SP named above and is effective on the above date. By signing the copy of this Signature Page and returning it to the SP, sending an electronic acknowledgement of this transaction, or by delivering/performing the specified items/services, you are accepting the Subcontract terms. These terms include Section I appended hereto and the **Section II as set forth in SF 6432-TM (CURRENT VERSION AS OF REV. 0 DOCUMENT DATE)**, found at <http://www.sandia.gov/bus-ops/scm/Contractor/Contractor-info.html>.



## ACQUISITION OR FABRICATION OF PROPERTY FOR SANDIA NATIONAL LABORATORIES AND THE GOVERNMENT - 506AF (05-17)

A. Property" as used in this clause, means all property both real and personal as defined in Federal Acquisition Regulation Part 45, It includes: facilities, material, special tooling (such as jigs, dies, fixtures, molds, patterns, taps, and gauges), and special test equipment.

B. Subcontractor is authorized to acquire and/or fabricate property in performance of this subcontract as described elsewhere in this subcontract.

C. Subcontractor shall identify all property described under Paragraph (A) herein and maintain inventory records on this property in accordance with the provisions of the property clause of this subcontract.

D. Subcontractor shall promptly report the acquisition and/or fabrication of all property described under Paragraph (B) herein, whether acquired by the Subcontractor or by a lower-tier subcontractor of any tier, (i) by sending the acquisition information details to the Sandia Delegated Representative (SDR) (ii) separating amounts invoiced for such acquisition and/or fabrication on Subcontractor's invoices submitted to NTESS; and (iii) sending 1 copy of all invoices containing billings for such acquisitions and/or fabrications to the Subcontracting Professional (SP)

The Subcontractor shall notify, provide, maintain and make available to NTESS the following inventory records: Description of property to include: Manufacturer, Model, Serial Number; Date received; the NTESS subcontract number to which the property is assigned; the Sandia National Laboratories (SNL) Property Number, if applicable;

Records of SNL/Government property shall be separate from the Subcontractor's records of other property. SNL/Government property shall be segregated from other property in the Subcontractor's store rooms or other such locations.

Note: An email query will be sent to the subcontractor every 3 months for an inventory status. The subcontractor shall report results to the GFP Administrator email ([gvrnmntfp@sandia.gov](mailto:gvrnmntfp@sandia.gov)). Any discrepancies shall be reconciled between the subcontractor and Sandia Delegated Representative (SDR).

# Equipment Invoice Example



Invoice: [Redacted]

Date: 12/19/17

Terms: Net 30

BILL TO:	SHIP TO:
[Redacted]	[Redacted]

Part #	Qty Ord	Description	Unit Price	Ext. Price
ABC	10	A Dell Computer	\$894.25	\$32,193.00
123	20	Computer Server	\$1,164.50	\$2,329.00
1a2b	15	Microscope	\$2,592.25	\$2,592.25
XYZ	5	Computer Rack	\$102.50	\$102.50
			\$10.50	\$105.00
			<b>SUBTOTAL</b>	<b>\$37,321.75</b>
			<b>PREPAY</b>	[Redacted]
			<b>TOTAL</b>	<b>\$10,019.97</b>

# Subcontractor Costs



- Here is an a Labor clause that is applicable to the lower-tier subcontractor labor in a Time and Material or Labor Hour subcontract:

## **ALLOWABLE CHARGES - T&M/LH - LABOR - 020A11 (04-21)**

### A. Labor

The Service Contract Act of 1965 is not applicable to this subcontract.

Beginning on the effective date of subcontract, the following hourly billing rates apply to both employees of the Subcontractor and to employees of lower-tier subcontractors within the stated labor categories only, unless otherwise specified in this subcontract. If lower-tier subcontractors are used within the stated labor categories, lower-tier subcontract language found elsewhere in this Allowable Charges Clause does not apply to these labor categories. Subcontractor's invoices shall itemize which Labor Categories below are being billed, and the quantity of hours performed for each Category.

Loaded Hourly Billing Rates:

1. Project Scheduler

\$50/hour

# Subcontractor - Required Supporting Documentation



- If Subcontractors are allowed to be billed at the labor rates, the support needed is the same as needed for labor:
- Timesheets for hours invoiced, the timesheet should include:
  - The name of the employee
  - The hours worked by day
  - Indication of Sandia work (i.e. the Sandia Purchase Order number)

# Subcontractor Costs



- Here is an example of a subcontractor clause in a Time and Material or Labor Hour subcontract:

**ALLOWABLE CHARGES - T&M/LH - LOWER-TIER SUBCONTRACTS, MATERIAL, & OTHER DIRECT COSTS - 020A31 (04-22)**

The Subcontractor will be reimbursed for lower-tier subcontracts, material, and/or other direct costs in accordance with Section II, Payments. The Subcontractor is not allowed to enter into lower-tier subcontracts, procure property/materials or incur other direct costs with a value exceeding \$10,000.00 per transaction without the prior express written authorization of the Subcontracting Professional (SP). Such authorization shall be obtained before incurring the cost. If approval is requested after incurring the cost, the Subcontractor will provide written justification explaining why the action was taken prior to obtaining the required approvals and what steps have been taken to ensure that it does not re-occur. If the cost is incurred prior to the SP's approval, NTESS reserves the right to reject and disallow any or all of that unauthorized charges to the subcontract. The information submitted by the Subcontractor will assist the SP in making the allowability determination of those costs.

Subcontractor shall submit itemized invoices with all supporting documentation required by the invoicing clause.

The cumulative value of the costs incurred against this subcontract for lower-tier subcontracts, material, and other direct costs (excepting travel) is not to exceed \$10,000.00

# Subcontractor - Required Supporting Documentation



- If Subcontractors are allowed and being invoiced at cost then the support needed is the same as needed for materials or ODC:
- For subcontractor services, you must provide invoices or itemized receipts which also shows quantity and price.





- Here is are 2 examples of a Travel clauses in a Time and Material or Labor Hour subcontract:

**ALLOWABLE CHARGES - T&M/LH - NO TRAVEL - 020A41 (05-17)**

No travel, training, or subsistence charges will be reimbursed as a direct cost under this agreement

**ALLOWABLE CHARGES - T&M/LH - DOMESTIC AND/OR FOREIGN TRAVEL - 020A43 (04-22)**

NTESS anticipates that some training and travel subject to the following conditions may be required in the performance of this subcontract:

- A. The Sandia Delegated Representative (SDR) has been delegated the responsibility for obtaining any required approvals and authorizing both foreign and domestic travel.
- B. Direct-labor employees' travel and subsistence costs not in excess of the maximum amounts allowable under the Federal Acquisition Regulations (FAR), Part 31, Paragraph 31.205-46, will be acceptable.
- C. Time spent in travel by persons classified as "exempt" from the Fair Labor Standards Act shall be paid at the standard time billing rate provided that such travel occurs during normal working hours. (See the clause titled, "NTESS Normal Workweek, Work Hours and Holidays.") Time spent in travel by persons classified as "nonexempt" by the Fair Labor Standards Act shall be paid at the rate(s) applicable to those hours spent in travel.
- D. Actual car rental expenses for cars no larger than mid-size/intermediate are acceptable provided those expenses are specifically authorized.
- E. The Subcontractor will be reimbursed for NTESS-directed training and travel costs in accordance with Section II, Payments. Subcontractor shall submit itemized invoices and all supporting documentation required by the invoicing clause.

# Travel - Required Supporting Documentation



- When Travel expenses are invoiced, as stated in the Travel clause, the invoice should clearly itemize the travel expenses as well as listing the destination and describing all costs associated with travel. The supporting documentation required is:
  - Written authorization from the SDR for the travel
  - Invoice/receipt for the flight, ensure the destination, date of travel and class of seat is noted
  - Hotel invoice/receipts
  - Car rental receipts
  - Invoices for ground transportation
  - Invoices for any expenses over \$75

# Questions?



Email us at: **[invoicereview@sandia.gov](mailto:invoicereview@sandia.gov)**