

Supplier's Quick Guide to Sandia Electronic Invoicing (E-invoice)



Sandia National Laboratories is a multimission laboratory managed and operated by National Technology and 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-NA-0003525.



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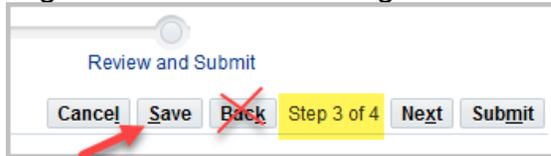
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Access to iSupplier & Other Information:

- ✓ Suppliers need to have an iSupplier portal username and password to submit invoices electronically.
 - If the supplier does not have a user account established, contact supreg@sandia.gov to create an iSupplier account or request a password reset. Multiple user 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 accountsreceivable@supersupplier.net). This technique can reduce the amount of administration for you as you get new employees or others leave.
- ✓ Sandia's preferred 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. Also, during the process of creating your E-invoice, do not use the "Back" button within the iSupplier program without first clicking the 'Save' button in "Step 3 of 4" or in "Step 4 of 4", otherwise you might get an error.



- ✓ Some search functions utilize popup windows, so please ensure your browser has popups enabled.

iSupplier portal [Link](#)

Contact einvoice@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:

The screenshot shows the Sandia National Laboratories Supplier Collaboration DEVELOPMENT interface. The top navigation bar includes the logo and the text "Sandia National Laboratories Supplier Collaboration DEVELOPMENT". The main navigation menu includes links for Home, Orders, Shipments, Negotiations, Exceptions, Product, Assessments, Planning, Finance, Admin, and Sandia Pages. The Home link is highlighted with a red box and a red arrow. Below the navigation bar is a search bar with a dropdown menu for "PO Number" and a "Go" button. The main content area is divided into several sections: Notifications, Responses To Negotiations, Exceptions, and Orders At A Glance. The right-hand sidebar contains a list of links for Planning, Negotiation, Orders, Shipments, Receipts, Invoices, and Payments. The Invoices link is highlighted with a red box and a red arrow.

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

Search PO Number Go

Notifications [Full List](#)

Subject	Date
No results found.	

Responses To Negotiations [Full List](#)

Response	Status	Negotiation Title	Time Left
No results found.			

Exceptions [More](#)

Item	Organization	Exception Type	Exception Group	Count
No search conducted.				

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
2035653	PARTY	26-Jun-2019 09:08:51

Planning

Negotiation

- Sandia Business Opportunities
- Invitations
- Responses

Orders

- Agreements
- Purchase Orders
- Purchase History
- Sandia Certified Payroll
- Sandia GFP

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices
- Sandia Remittance Advice

Payments

- Payments

Click 'Create Invoices' on the next screen:

Sandia National Laboratories DEVELOPMENT Supplier Collaboration

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

Create Invoices View Invoices View Payments

Home > View Invoices

Simple Search

Invoice Number PO Number (example : 1234) Release Number (example : 1234-2) Payment Number Invoice Status

Payment Status Invoice Amount From To Amount Due From To Invoice Date From To Due Date From (27-Sep-2019) To

Go Clear

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Dynamic Dis
No search conducted.														

Click 'GO' next to the 'Create Invoice' (right side of screen):

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

Create Invoices View Invoices View Payments

Invoice Actions

Search

Note that the search is case insensitive

Supplier AP ROCKS Purchase Order Number Invoice Amount Invoice Date To Currency

Invoice Number Invoice Date From (27-Sep-2019) Invoice Status

Go Clear

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

Step 1 of 4 – **Purchase Orders** screen:

Enter Purchase Order Number only. DO NOT input data in any other fields. Entering data in multiple fields may result in an error or 'No results found' message.

After inputting the PO number, **click 'Go'**. **You must click 'Go' to execute the PO search query.**

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: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 2035653

Purchase Order Date 27-Sep-2019

Buyer

Organization

Advances and Financing Excluded

Go Clear

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

PO lines appear in table at the bottom of the screen. The max number of PO lines shown at a time is 10 lines. If your PO has more than 10 PO lines, click **Next 10** to reveal additional PO lines to select.

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: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 2035653

Purchase Order Date 16-Sep-2019

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	2035653	1	1	<input type="checkbox"/>	WINGS		75000	0	45.01	US DOLLAR	1	USD	SANDIA LABS - ABQ	SANDIA OPERATING UNIT		

Previous 1-10 Next 10

Compare 'Invoiced' and 'Ordered' quantities to determine which PO line has available unbilled quantities to bill against. If the 'Invoiced' and 'Ordered' quantities are the same, the PO line is fully billed and you will not be able to apply a billed quantity to it in Step 2 of 4.

Select Line(s) for billing by checking box to the left of the PO Line(s), then click [Add to Invoice](#). The PO Line(s) added will display at the bottom of the screen. If you are not sure which Line to bill, contact your buyer.

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: Purchase Orders [Cancel](#) Step 1 of 4 [Next](#)

Search [Advanced Search](#)

Note that the search is case insensitive

Purchase Order Number: 2065788
Purchase Order Date: (30-Oct-2019)
Buyer: [Search]
Organization: [Search]
Advances and Financing: Excluded [Dropdown]
[Go](#) [Clear](#)

Select Items: [Add to Invoice](#)

<input checked="" type="checkbox"/>	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	2065788	1	1	<input type="checkbox"/>	WINGS			75000	0	0	US DOLLAR	1	USD	SANDIA LABS - ABQ	SANDIA OPERATING UNIT		
<input checked="" type="checkbox"/>	2065788	2	1	<input type="checkbox"/>	BURGERS			1	0	0	EACH	50000	USD	SANDIA LABS - ABQ	SANDIA OPERATING UNIT		

To continue to Step 2 of 4, click 'Next' on the right side of the screen.

Step 2 of 4 – **Details** screen:

Enter the following fields in order. **DO NOT input data in any other fields or you may get an error message.**

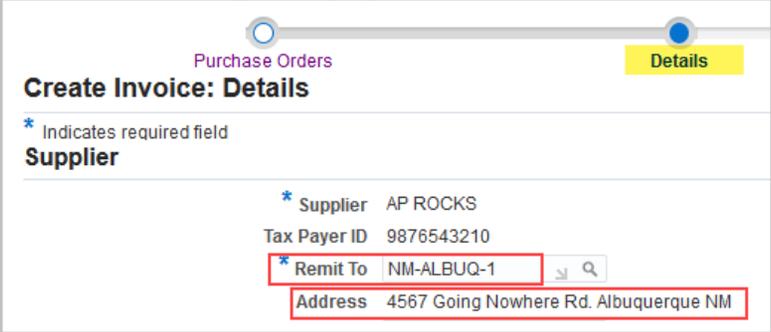
Table 1 – Invoice Details (**see [Invoice Details screenshot](#) on page 12 for webpage reference)

Supplier Section

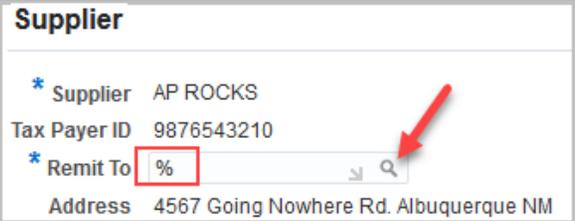
1 Remit To

****Please ensure your browser has popups enabled**

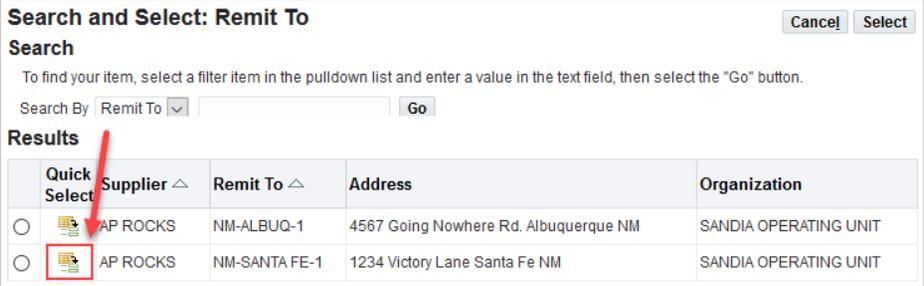
This value, known as the paysite, will pre-populate with the address associated with your PO. Please review and change the paysite if needed.



To select a different paysite and address, delete the information in the Remit To field and input “%” and click on the magnifying glass for a list of paysites and addresses associated with your supplier record.



From the list of paysites, click the ‘Quick Select’ icon to select the correct remittance address. If your address is not listed and needs to be added, contact isupplier@sandia.gov for assistance.



Quick Select	Supplier	Remit To	Address	Organization
<input type="radio"/>	AP ROCKS	NM-ALBUQ-1	4567 Going Nowhere Rd. Albuquerque NM	SANDIA OPERATING UNIT
<input checked="" type="radio"/>	AP ROCKS	NM-SANTA FE-1	1234 Victory Lane Santa Fe NM	SANDIA OPERATING UNIT

2 Remit To Bank Account

****Please ensure your browser has popups enabled.**

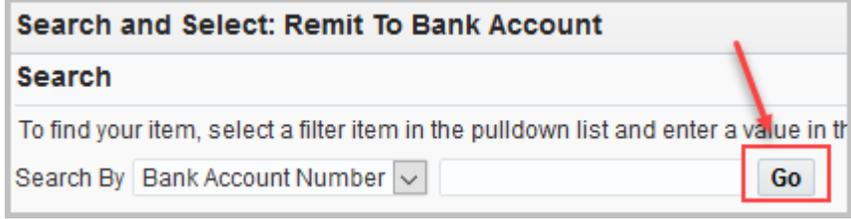
Note: This field pertains to suppliers whose bank is located in the U.S. If your bank is located outside of the U.S., your E-invoice will be paid via Wire Transfer based on the banking information (e.g. SWIFT code, IBAN, bank account number, etc) provided on your invoice image you attach in section **6**.

If the Remit To address selected in section **1** is setup for EFT payments in our system, you will need to populate the Remit To Bank Account field with your U.S. bank account number by searching for and selecting your bank account number that is on file.

To search for your bank account, click on the magnifying icon to display the Bank Account Number search screen.



When the search screen displays, click 'Go' to view the U.S. bank account associated with the Remit To address.



In the Results section, click the Quick Select icon to select the bank account.

Results				
Quick Select	Bank Δ	Branch Δ	Bank Account Name Δ	Bank Account Number Δ
<input type="radio"/>	SANDIA LABORATORY FCU			123456789

If U.S. banking information is not found, then EFT banking information does not exist in our system for the Remit To address selected and you will receive a check payment. If you would like to associate EFT banking information to the Remit To address, please complete the [EFT](#) form and submit it to isupplier@sandia.gov.

Invoice Section

3 Invoice Number	Enter your invoice number (usually created from your accounting system).
4 Invoice Type	This value will default to "Invoice". For credit memo invoices, please select the "Credit Memo" option from the dropdown and enter negative quantity values on the PO lines in section 8 .
5 Invoice Description	Optional field but recommended. This information will be reflected on your payment remittance advice.

6 Attachment

Note: *Uploading invoice image attachments is **mandatory**. If invoice and/or supporting documentation are not attached, delay of payment could occur.*

Oracle will allow attachment of most major file types. To upload a copy of the invoice document you would otherwise have mailed to Sandia, click the plus (+) icon to navigate to the 'Add Attachment' screen.

On the 'Add Attachment' screen, add a title and description, if needed. Then click 'Browse' to find and select the file on your computer. Then click 'Apply' to return to the 'Details' screen; or click 'Add Another' to upload the attachment and to add any additional attachments.

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

Create Invoices View Invoices View Payments

Finance: Create Invoices >

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title March Invoice

Description Labor and milestone deliverable 2.4

Category From Supplier

Define Attachment

Type File URL Short Text

Browse... No file selected.

Customer Section

7 Customer Tax Payer ID

This field will be auto-populated with data that displays "SYS11976". ** **DO NOT** change the data in this field** The data pertains to Sandia National Laboratories.

Items Section

8 Quantity

Enter Quantity for each PO line.

- If the amount in the "Available Quantity" field represents a **dollar** value, then input the **dollar** value of the invoice in the "Quantity" field.
- If the amount in the "Available Quantity" field represents a **unit** value (e.g 1 unit "Available Quantity" at a "Unit Price" of 50000), then input the **unit** value of the invoice in the "Quantity" field and the dollar amount will automatically calculate in the "Amount" column.
 - ❖ You may need to enter a fractional **unit** value if you plan to incrementally bill a PO line that is setup as a **unit** value; or contact your Buyer and request the PO line setup be changed to "**dollar** value" instead of "**unit** value".

	<ul style="list-style-type: none"> • If the field in the Available Quantity is <u>blank</u> and does not contain an amount, then it indicates the PO line is already fully billed.
Invoice Payment Terms Section	
<p>9 Available Invoice Terms (Optional)</p>	<p>Suppliers have the option to receive early payment by selecting available discounts that display in this section. Only discounts with early payment terms that are more favorable than the PO's negotiated payment terms will be available for selection.</p> <p>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 is preferred. The supplier also has the option to select 'Use Current PO Terms', which is the defaulted selection. If nothing is selected in this section, the defaulted PO terms will be used.</p>

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 AP ROCKS
 Tax Payer ID 9876543210
 1 * Remit To NM-ALBUQ-1
 Address 4567 Going Nowhere Rd. Albuquerque NM
 2 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

3 * Invoice Number
 * Invoice Date 31-Oct-2019
 4 Invoice Type Invoice
 Currency USD
 5 Invoice Description
 Context
 6 Attachment +

Customer

7 * Customer Tax Payer ID SYS11976
 Customer Name SANDIA NATIONAL LABS
 Address BERNALILLO US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2065788	1	1		WINGS		SANDIA LABS - ABQ	75000	8		1	US DOLLAR 75000
2065788	2	1		BURGERS		SANDIA LABS - ABQ	1		50000	EACH	50000

Invoice Payment Terms

Interested in an early payment? Select one of the discounted payment terms below.

Current PO Terms: NET 30 - NET DUE IN 30 DAYS

9 Available Invoice Terms (Optional)

- 3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS
- 2%/10 NET 30 - 2% DISCOUNT IF PAID IN 10 DAYS NET DUE IN 30 DAYS
- 1.5%/15 NET 30 - 1.5% DISCOUNT IF PAID IN 15 DAYS NET DUE IN 30 DAYS
- 1%/20 NET 30 - 1% DISCOUNT IF PAID IN 20 DAYS NET DUE IN 30 DAYS
- .5%/25 NET 30 - .5% DISCOUNT IF PAID IN 25 DAYS NET DUE IN 30 DAYS
- Use Current PO Terms

Estimated Discount: \$.00
 Estimated Payment \$.00

Item Line(s) Quantity and Available Invoice Terms selection required to see Estimated Discount & Estimated Payment.

Cancel Back Step 2 of 4 Next

Details Verification – After inputting required information on the Details screen, verify information is complete and correct. Make necessary corrections on this page before continuing. Click 'Next' to continue to 'Step 3 of 4'.

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 AP ROCKS

Tax Payer ID

* Remit To NM-ALB-1

Address

Remit To Bank Account 123456789

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number 20200122

* Invoice Date 22-Jan-2020

Invoice Type Invoice

Currency USD

Invoice Description Milestone deliverable 2.4

Context

Attachment 1 +

Customer

* Customer Tax Payer ID SYS11976

Customer Name SANDIA NATIONAL LABS

Address

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2098933	1	1		WINGS		SANDIA LABS - ABQ	2500	125.45	1	US DOLLAR	125.45
2098933	2	1		BURGERS		SANDIA LABS - ABQ	1	0.05	5000	EACH	250

Invoice Payment Terms

Interested in an early payment? Select one of the discounted payment terms below.

Current PO Terms: NET 30 - NET DUE IN 30 DAYS

Available Invoice Terms (Optional)

- 3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS
- 2%/10 NET 30 - 2% DISCOUNT IF PAID IN 10 DAYS NET DUE IN 30 DAYS
- 1.5%/15 NET 30 - 1.5% DISCOUNT IF PAID IN 15 DAYS NET DUE IN 30 DAYS
- 1%/20 NET 30 - 1% DISCOUNT IF PAID IN 20 DAYS NET DUE IN 30 DAYS
- .5%/25 NET 30 - .5% DISCOUNT IF PAID IN 25 DAYS NET DUE IN 30 DAYS
- Use Current PO Terms

Estimated Discount: \$11.26

Estimated Payment: \$364.19

By selecting a discounted term, I acknowledge I am knowingly applying a discounted term against this invoice. Additionally, I allow Sandia National Laboratories to recognize the discount upon payment of the invoice.

Cancel Back Step 2 of 4 **Next**

When an optional discount term is selected, the estimated discount and payment amounts are calculated and the disclaimer at the bottom of the page will display.

Step 3 of 4 – *Manage Tax* screen:

No input is required on this screen. Click 'Next' to continue or 'Save' to save inputs for later submission. **Note:** Clicking 'Save' will automatically navigate you back to the Create Invoice search screen and a confirmation notice will display at the top of the screen confirming your invoice has been saved. To retrieve your saved invoice to complete the submission process, see [page 19](#).

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

Step 3 of 4
Next
Submit

Create Invoice: Manage Tax

Supplier

- * Supplier AP ROCKS
- Tax Payer ID
- * Remit To NM-ALB-1
- Address 1234 BROKEN DREAMS BLVD ALBUQUERQUE NM 87111
- Remit To Bank Account 123456789
- Unique Remittance Identifier
- Remittance Check Digit

Customer

- * Customer Tax Payer ID SYS11976
- Customer Name SANDIA NATIONAL LABS
- Address BERNALILLO BERNALILLO

Invoice

- * Invoice Number 20200122
- * Invoice Date 22-Jan-2020
- Invoice Type Standard
- * Currency USD
- Invoice Description Milestone deliverable 2.4
- Attachment

Summary Tax Lines

Summary Tax Line Number	Tax Regime Code	Tax	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
2098933	1	1	WINGS		SANDIA LABS - ABQ	2500	125.45	US DOLLAR	1	125.45
2098933	2	1	BURGERS		SANDIA LABS - ABQ	1	0.05	EACH	5000	250.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Payment Terms

Current PO Terms: NET 30 - NET DUE IN 30 DAYS

Invoice Terms Selected: 3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS

Total Discount: \$11.26

Total Payment: \$364.19

I hereby acknowledge I am knowingly applying a discounted term against this invoice.

Additionally, I allow Sandia National Laboratories to recognize the discount upon payment of the invoice.

Invoice Summary

	Items	375.45
	Less Retainage	0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	0.00
<input type="button" value="Recalculate Total"/>	Total (USD)	375.45

Cancel
Save
Back
Step 3 of 4
Next
Submit

Step 4 of 4 – *Review and Submit* screen:

Final Verification - This is your final opportunity to verify all information is correct. If information is correct click 'Submit'.

If changes are required before submission, you must first save your inputs before clicking the 'Back' button otherwise you might get an error message. To save your inputs, click 'Save' and you will automatically be navigated back to the Create Invoice search screen and a confirmation notice will display at the top of the screen confirming your invoice has been saved. To retrieve your saved invoice to complete the submission process, see [page 19](#).

Item	Amount
Items	375.45
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	375.45

Once submitted you will receive a confirmation page. **If you do not receive this page, your invoice has not been submitted.**

Confirmation

Invoice 20200122 was submitted to our Accounts Payable department on 22-Jan-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 20200122

Once submitted, the E-invoice details, other than uploaded attachments, cannot be revised.

Adding/Editing Attachments after E-invoice has been submitted

You can add, view, update or delete attachments after an E-invoice has been successfully submitted.

From the initial 'Create Invoices' screen, search for your E-invoice # you recently created and click 'Go' to execute the search. Do not confuse this step with creating a new E-invoice which requires you to click the 'Go' button on far-right side of the screen. Instead, you'll be searching for your existing E-invoice on the initial 'Create Invoices' webpage.

The screenshot shows the 'Create Invoices' page in the Sandia National Laboratories Supplier Collaboration system. The page has a dark blue header with the Sandia National Laboratories logo and 'DEVELOPMENT' text. Below the header is a navigation bar with tabs for Home, Orders, Shipments, Negotiations, Exceptions, Product, Assessments, Planning, Finance, Admin, and Sanctions. The 'Create Invoices' tab is selected and highlighted with a red box. To the right of the 'Create Invoices' tab is a 'View Invoices' tab and a 'View Payments' tab. A red box highlights the 'Go' button on the far right of the page, with a red arrow pointing to it and a text box that says 'Do not click this 'Go' button which is used when creating new E-invoices'. Below the navigation bar is the 'Invoice Actions' section, which contains a search form. A red box highlights the search input field, with a red arrow pointing to it and a text box that says 'Search for invoice # here. Invoice #'s are case sensitive so ensure invoice # you're searching is exact.' The search form includes fields for Supplier, Invoice Number, Invoice Date From, Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A red box highlights the 'Go' button, with a red arrow pointing to it. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.'

To Add attachment: From your search results, click the 'plus' sign in the View Attachments column.

The screenshot shows the search results page in the Sandia National Laboratories Supplier Collaboration system. The search form is filled out with the following values: Supplier: AP ROCKS, Invoice Number: 022619-1, Invoice Date From: (26-Feb-2019), Invoice Status: (dropdown), Purchase Order Number: (empty), Invoice Amount: (empty), Invoice Date To: (empty), and Currency: (empty). The 'Go' button is highlighted with a red box. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table shows one search result with the following values: Invoice Number: 022619-1, Invoice Date: (empty), Invoice Currency Code: USD, Invoice Amount: (empty), Purchase Order: (empty), Status: (empty), Withdraw: (empty), Cancel: (empty), Update: (empty), and View Attachments: (plus sign). A red box highlights the plus sign in the View Attachments column, with a red arrow pointing to it and a text box that says 'From the row of your search results, in the View Attachments column, click the 'plus' sign to add an attachment.'

The Add Attachment window will display for you to upload your attachment. When done, click 'Apply' to save your changes and be directed back to the Invoice Actions Search page.

The 'paperclip' icon in the View Attachments column indicates your attachment was uploaded successfully.

To View, Update or Delete attachment: Click the 'paperclip' icon to be directed to the Add Attachment window.

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
1000000000	26-Feb-2019	USD	1000000000	1000000000	Approved				1

When done viewing or updating your attachment, click 'Return to Invoice Actions' link to navigate back to the Invoice Actions Search page.

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

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Attachments

[Add Attachment](#)

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Test	Invoice Item	Test	From Supplier	ADMINISTRATOR	26-Feb-2019	One-Time		

Click link in Title column to view your attachment

[Return to Invoice Actions](#)

Retrieving an Unfinished Saved E-Invoice

To retrieve a saved E-invoice that has not yet been submitted, click on the 'Home' tab and then click 'Invoices' to navigate to the Invoice Search screen.

The screenshot shows the Sandia National Laboratories Supplier Collaboration DEVELOPMENT interface. The top navigation bar includes the Sandia National Laboratories logo and the text "Supplier Collaboration DEVELOPMENT". The main navigation menu includes "Home", "Orders", "Shipments", "Negotiations", "Exceptions", "Product", "Assessments", "Planning", "Finance", "Admin", and "Sandia Pages". The "Home" tab is highlighted with a red box, and a red arrow points to it. Below the navigation bar is a search bar with a "PO Number" dropdown, a search input field, and a "Go" button. The main content area is divided into several sections: "Notifications", "Responses To Negotiations", "Exceptions", and "Orders At A Glance". The "Notifications" section has a "Full List" button and a table with columns "Subject" and "Date", showing "No results found." The "Responses To Negotiations" section has a "Full List" button and a table with columns "Response", "Status", "Negotiation Title", and "Time Left", showing "No results found." The "Exceptions" section has a "More" button and a table with columns "Item", "Organization", "Exception Type", "Exception Group", and "Count", showing "No search conducted." The "Orders At A Glance" section has a "Full List" button and a table with columns "PO Number", "Description", and "Order Date", showing one order with PO Number 2035653, Description PARTY, and Order Date 26-Jun-2019 09:08:51. On the right side, there is a vertical navigation menu with sections: "Planning", "Negotiation", "Orders", "Shipments", "Receipts", "Invoices", and "Payments". The "Invoices" link is highlighted with a red box, and a red arrow points to it.

On the Invoice Search screen, click 'Create Invoices' to search for unsubmitted invoices; do **not** select 'View Invoices'.

In the Search section, search for your invoice using any of the search option fields 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.

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

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice ~~Go~~

Search

Note that the search is case insensitive

Supplier AP ROCKS Purchase Order Number 2098933

Invoice Number Invoice Amount

Invoice Date From (22-Jan-2020) Invoice Date To

Invoice Status Currency

Go Clear

Locate your unfinished saved invoice and select 'Update' (or 'Cancel' if the unsubmitted invoice is no longer needed).

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

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice Go

Search

Note that the search is case insensitive

Supplier AP ROCKS Purchase Order Number 2098933

Invoice Number Invoice Amount

Invoice Date From (22-Jan-2020) Invoice Date To

Invoice Status Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
20200122	22-Jan-2020	USD	375.45	2098933	Unsubmitted				1 +

When you click 'Update', you will be navigated to the Details screen which will display the information you previously entered. From this screen you can make necessary revisions and proceed with submitting your invoice.

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 AP ROCKS

Tax Payer ID

* Remit To NM-ALB-1

Address

Remit To Bank Account 123456789

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number 20200122

* Invoice Date 22-Jan-2020

Invoice Type Invoice

Currency USD

Invoice Description Milestone deliverable 2.4

Context

Attachment

Customer

* Customer Tax Payer ID SYS11976

Customer Name SANDIA NATIONAL LABS

Address

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2098933	1	1		WINGS		SANDIA LABS - ABQ	2500	125.45	1	US DOLLAR	125.45
2098933	2	1		BURGERS		SANDIA LABS - ABQ	1	0.05	5000	EACH	250

Invoice Payment Terms

Interested in an early payment? Select one of the discounted payment terms below.

Current PO Terms: NET 30 - NET DUE IN 30 DAYS

Available Invoice Terms (Optional)

- 3%/5 NET 30 - 3% DISCOUNT IF PAID IN 5 DAYS NET DUE IN 30 DAYS
- 2%/10 NET 30 - 2% DISCOUNT IF PAID IN 10 DAYS NET DUE IN 30 DAYS
- 1.5%/15 NET 30 - 1.5% DISCOUNT IF PAID IN 15 DAYS NET DUE IN 30 DAYS
- 1%/20 NET 30 - 1% DISCOUNT IF PAID IN 20 DAYS NET DUE IN 30 DAYS
- .5%/25 NET 30 - .5% DISCOUNT IF PAID IN 25 DAYS NET DUE IN 30 DAYS
- Use Current PO Terms

Estimated Discount: \$11.26

Estimated Payment \$364.19

By selecting a discounted term, I acknowledge I am knowingly applying a discounted term against this invoice.
Additionally, I allow Sandia National Laboratories to recognize the discount upon payment of the invoice.

Cancel Back Step 2 of 4 Next

[View Status of Submitted Invoices](#)

To view status of submitted invoices, click on the 'Home' tab and then click 'Invoices'.

Sandia National Laboratories Supplier Collaboration DEVELPMENT

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

Search PO Number Go

Notifications

[Full List](#)

Subject	Date
No results found.	

Responses To Negotiations

[Full List](#)

Response	Status	Negotiation Title	Time Left
No results found.			

Exceptions

[More](#)

Item	Organization	Exception Type	Exception Group	Count
No search conducted.				

Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
2035653	PARTY	26-Jun-2019 09:08:51

Planning

Negotiation

- Sandia Business Opportunities
- Invitations
- Responses

Orders

- Agreements
- Purchase Orders
- Purchase History
- Sandia Certified Payroll
- Sandia GFP

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices**
- Sandia Remittance Advice

Payments

- Payments

This will bring you to the View Invoices screen. In the Search section, search for your invoice using any of the search option fields 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.

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

Create Invoices **View Invoices** View Payments

Home > **View Invoices** Export

Simple Search Advanced Search

Invoice Number
 PO Number
(example : 1234)
 Release Number
(example : 1234-2)
 Payment Number
 Invoice Status
 Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To

Go **Clear**

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Payment	PO Number	Receipt	Scheduled Payments	Attachments
No search conducted.													

The invoice that you searched for will display. You can click on the Invoice link to receive additional information.

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

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
 PO Number
(example : 1234)
 Release Number
(example : 1234-2)
 Payment Number
 Invoice Status
 Payment Status
 Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To

Go **Clear**

Invoice <input type="text"/>	Invoice Date <input type="text"/>	Type	Currency	Amount <input type="text"/>	Due	Status	On Hold	Payment Status	Payment	PO Number	Receipt	Scheduled Payments	Attachments
20200122	22-Jan-2020	Standard	USD	375.45	375.45	In-Process		Not Paid		2098933			

Support

Contact elinvoice@sandia.gov

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