

# 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&params=faWZ-ZGsr0zvoyTu6WVEVw](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&params=faWZ-ZGsr0zvoyTu6WVEVw)

If access was not previously established, contact [supreg@sandia.gov](mailto: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](mailto: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. Return form [9424eft.doc](#) to [lsupplier@sandia.gov](mailto:lsupplier@sandia.gov) or fax to 505-284-4798.

# 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 main content area has a search bar for PO Number and a 'Go' button. Below are sections for Notifications, Responses To Negotiations, and Orders At A Glance. A sidebar on the right contains links for Planning, Negotiation, Orders, Shipments, Receipts, Invoices, and Payments. The 'Invoices' link is highlighted with a red arrow.

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. The main content area has a search form with fields for Invoice Number, PO Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. Below the search form is a table with columns for Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Due Date, Payment, PO Number, Receipt, and Attachments.

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

The screenshot shows the 'Supplier Collaboration' interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Negotiations', 'SNL Pages', 'Admin', and 'Finance'. Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and features a search section. The search section includes a note that the search is case insensitive and a list of search criteria: Supplier (THE MONEY POND), Invoice Number, Invoice Date From, Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. At the bottom right of the search section, there is a 'Create Invoice' button and a 'Go' button, both of which are circled in red. Below the search section is a table with columns for '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.'

### 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.

The screenshot shows the 'Purchase Orders' search interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Negotiations', 'Exceptions', 'Product', 'Finance', 'Admin', and 'SNL Pages'. Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Purchase Orders' and features a search section. The search section includes a note that the search is case insensitive and a list of search criteria: Purchase Order Number (1149044), Purchase Order Date, Buyer, Organization, and Advances and Financing (Excluded). At the bottom right of the search section, there is a 'Go' button and a 'Clear' button, both of which are circled in red. Below the search section is a table with columns for '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', and 'Waybill'. The table currently shows 'No search conducted.'

PO lines appear in table at the bottom of the screen

Home Orders Shipments Negotiations Exceptions Product Finance Admin SNI 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:   
Buyer:   
Organization:   
Advances and Financing: Excluded

Select Items:

| 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 SNI 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:   
Buyer:   
Organization:   
Advances and Financing: Excluded

Select Items:

| 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 required fields (clicking looking glass will bring up List of Values):**

| Field                 | Value   |
|-----------------------|---|
| Remit To Address      | % (tab) for list of values, select correct remittance address |
| Remit to Bank Account | % (tab) for list of values (leave blank for check payment)    |
| Customer Tax Payer ID | % (tab) for SYS11976  |
| Invoice Number        | Your invoice number   |
| Invoice Description   | Optional field (will show up on remittance advice)            |
| Attachment            | Add (directions below)  |
| Quantity              | Your invoice total (or total for each line)                   |

Enter % in all three fields and then click Tab. Each field will auto-populate or bring up List of Values.

Enter your invoice number. Invoice date will default

Invoice Description is optional, but **Attachment is mandatory.**

Cancel Back Step 2 of 4 Next

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM  | Amount    |
|-----------|------|----------|------------------|----------------------|---------|--------------------|----------|------------|------|-----------|
| 1149044   | 1    | 1        | QA/QI EXAMPLE    |                      | MS1363  | 1000               | 100      | 100000     | EACH | 100000000 |

Enter quantity to invoice for each line. If billing only one line, enter invoice total. **Click 'Next' when complete.**

## Adding Attachments **(Mandatory)**:

Oracle will allow attachment of any file type. Please include the file that you would normally print and mail to Sandia.

Click the 'Add' button under the Invoice section (screen top right):

The screenshot shows the Oracle 'Create Invoices' interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Negotiations', 'SNL Pages', 'Admin', and 'Finance'. Below this, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar shows 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. The 'Details' step is active.

**Create Invoice: Details**  
\* Indicates required field

**Supplier**

- \* Supplier: THE MONEY POND
- Tax Payer ID: 123123123
- \* Remit To: NM-ABQ-1
- Address: 5000 EUBANK BLVD NE Albuquerque NM 87111
- Remit To Bank Account: %
- Unique Remittance Identifier: [empty]
- Remittance Check Digit: [empty]

**Invoice**

- \* Invoice Number: 12332
- \* Invoice Date: 10-Jun-2011 (example: 26-May-2011)
- Invoice Type: Invoice
- Currency: USD
- Invoice Description: [empty]
- Test: [empty]
- Attachment: None **Add...**

Click 'Browse' to find file on desktop:

The screenshot shows the 'Add Attachment' interface. The top navigation bar includes 'Create Invoices', 'View Invoices', and 'View Payments'. Below this, there are tabs for 'Finance: Create Invoices >' and 'Add Attachment'.

**Attachment Summary Information**

- Title: [empty]
- Description: [empty]
- Category: From Supplier

**Define Attachment**

- Type:  File,  URL,  Text
- [empty text area]
- Browse...**

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  URL  Text

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

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

Add Another Apply

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

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

Cancel Back Step 2 of 4 Next

**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  
(example: 26-May-2011)  
Invoice Type Invoice  
Currency USD  
Description  
Test  
Attachment List... Add...

**Customer**

\* Customer Tax Payer ID SVS11976  
Customer Name  
Address

**Items**

| PO Number | Line | Shipment | Item Description | Supplier Item Number       | Quantity | Unit Price | UOM  | Amount |
|-----------|------|----------|------------------|----------------------------|----------|------------|------|--------|
| 1090208   | 1    | 1        | QAQA1 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:

The screenshot shows the Oracle Invoicing interface at the 'Manage Tax' step (Step 3 of 4). The 'Next' button is circled in red. The interface includes sections for Supplier, Invoice, Customer, Summary Tax Lines, and Items.

**Supplier Information:**

- \* 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 Information:**

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

**Customer Information:**

- \* 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 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 the Oracle invoice creation process. The 'Submit' button is circled in red. The form displays the following information:

**Supplier:**

- \* Supplier: THE MONEY POND
- Tax Payer ID: 123123123
- \* Remit To Address: NM-ABQ-1
- 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

**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 |

**Invoice Summary:**

|                |          |
|----------------|----------|
| Items          | 1,000.00 |
| Less Retainage | 0.00     |
| Freight        | 0.00     |
| Miscellaneous  | 0.00     |
| Tax            | 0.00     |
| Total (USD)    | 1,000.00 |

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 complete another invoice

The screenshot shows the 'Confirmation' page for invoice 1234. The text box contains the following information:

- Confirmation (invoice is submitted to Sandia)
- Printable Page (for your records)
- Create Another (if another invoice is ready for submit)

The 'Confirmation' message on the page reads: "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." The 'Printable Page' and 'Create Another' buttons are visible at the bottom of the page.

**Note:** Invoices are imported overnight and will not be available in Oracle until the next day.

## **Support:**

Contact [elInvoice@sandia.gov](mailto:elInvoice@sandia.gov)

If you are receiving a specific error, please send a details or a screenshot.