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

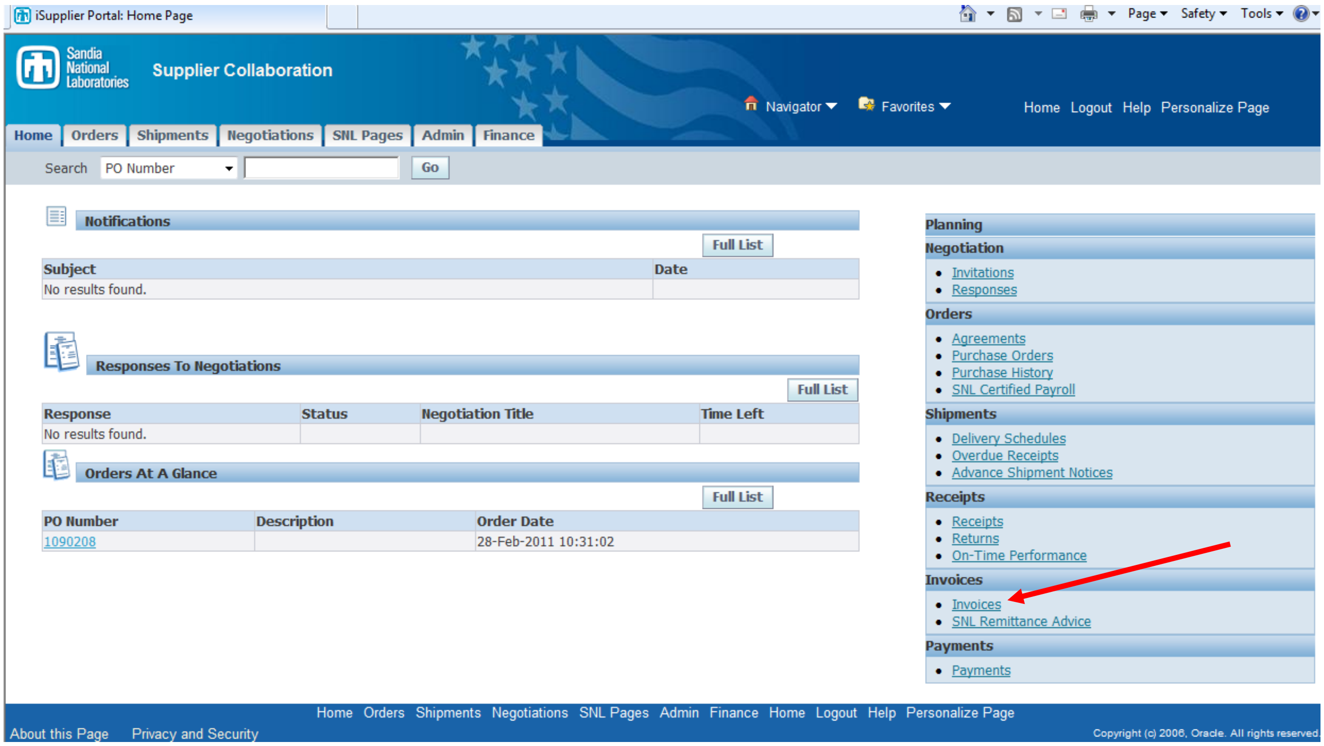
If access was not previously established, contact supreg@sandia.gov to request either a password reset or a new iSupplier account. Multiple accounts can be established for each supplier.

We recommend you establish an entity account (such as accountsreceivable@supersupplier.net). This technique can reduce the amount of administration for you as you get new employees or others leave.

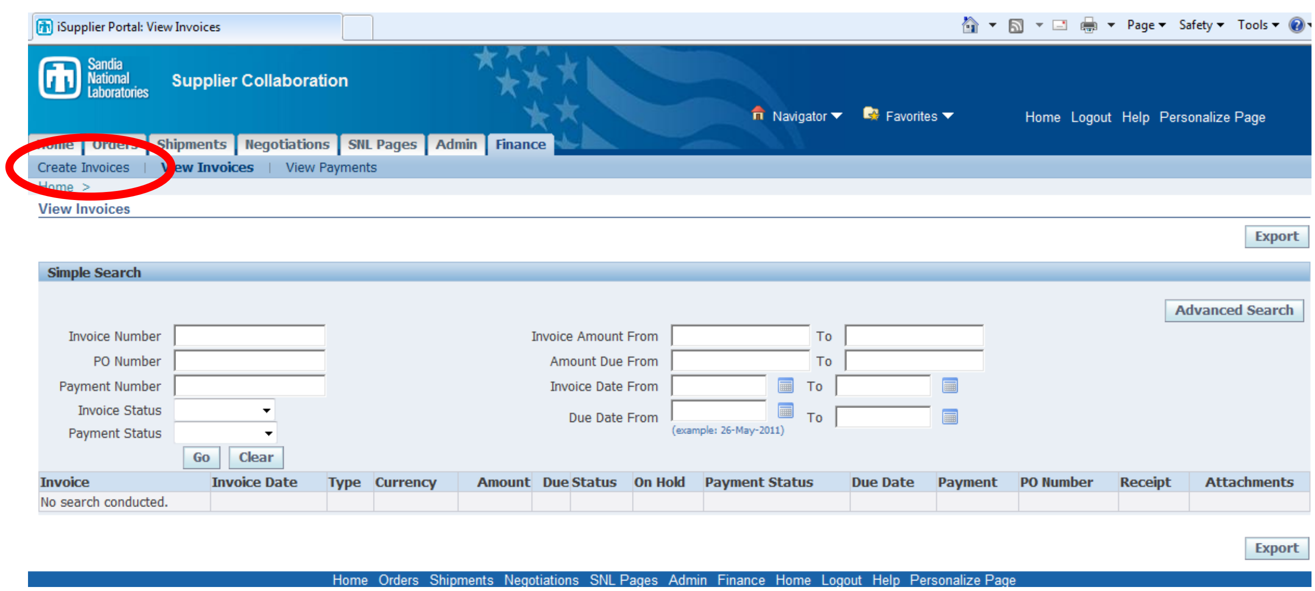
To get the most from e-invoicing please establish electronic payments directly to your bank account. Return form 9424eft.doc to Isupplier@sandia.gov or fax to 505-284-4798.

Invoice Instructions:

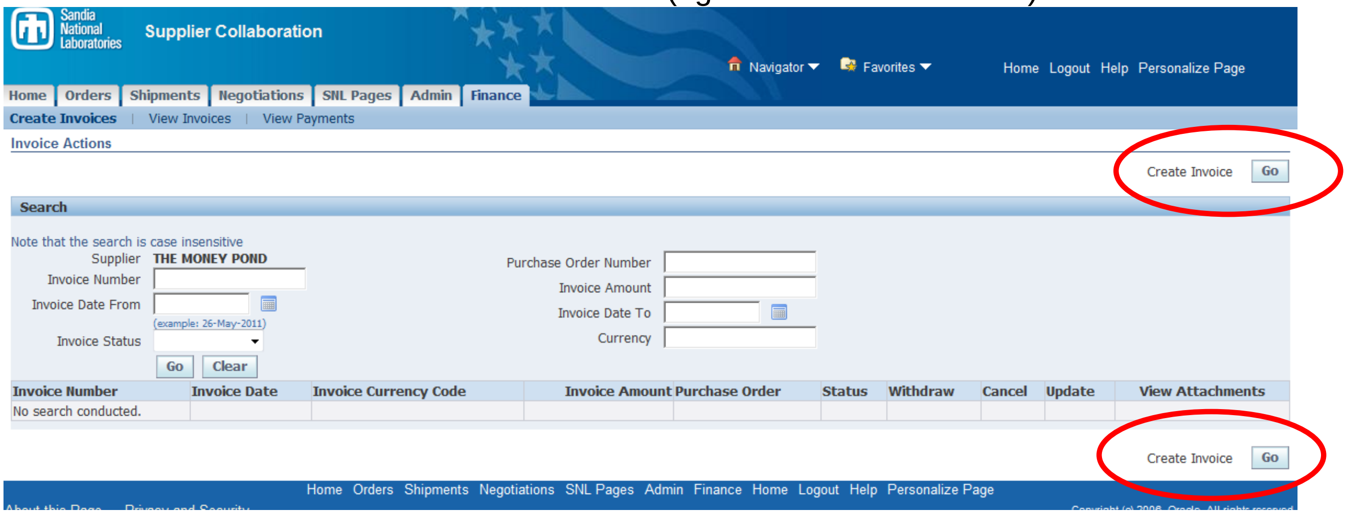
The quickest way to create an invoice is to click on the ‘Invoices’ link from the home screen (after login):



Then click ‘Create Invoices’ on the next screen:



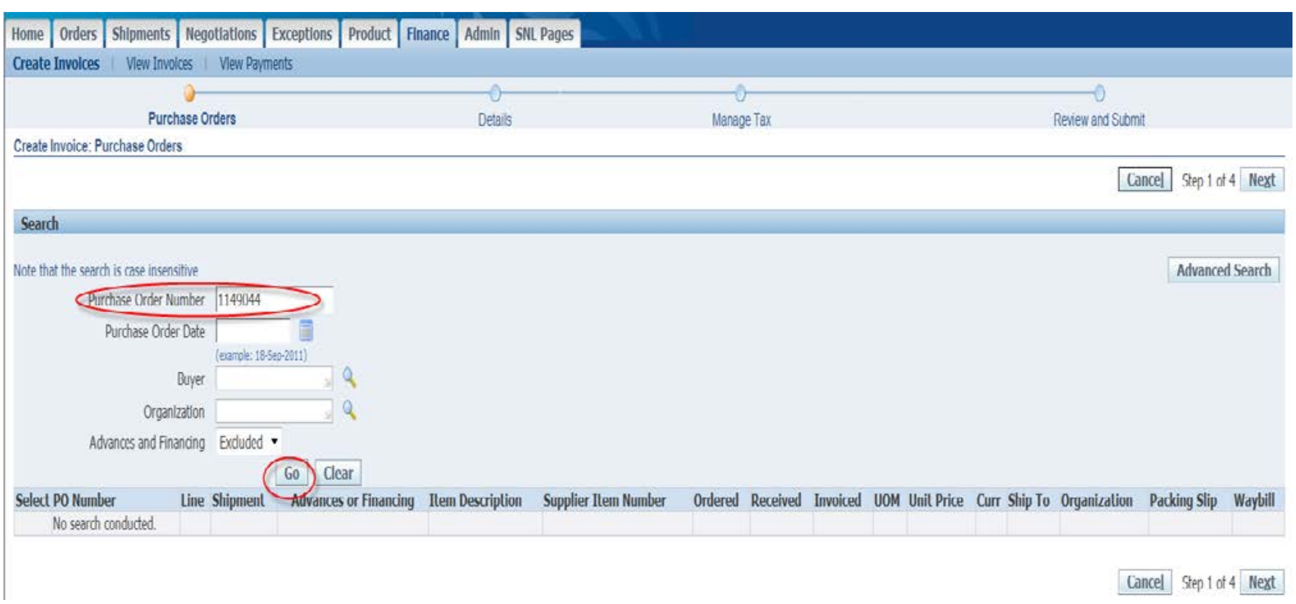
Next click 'GO' next to the Create Invoice Text (right hand side of screen):



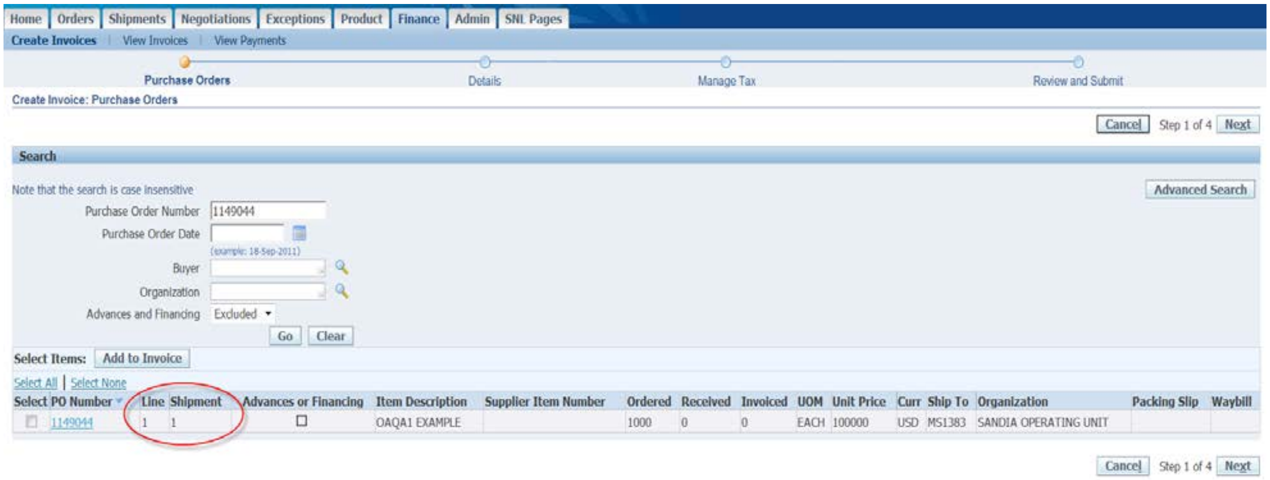
Step 1 of 4 - Purchase Orders:

Enter PO number only in search boxes and press 'Go',

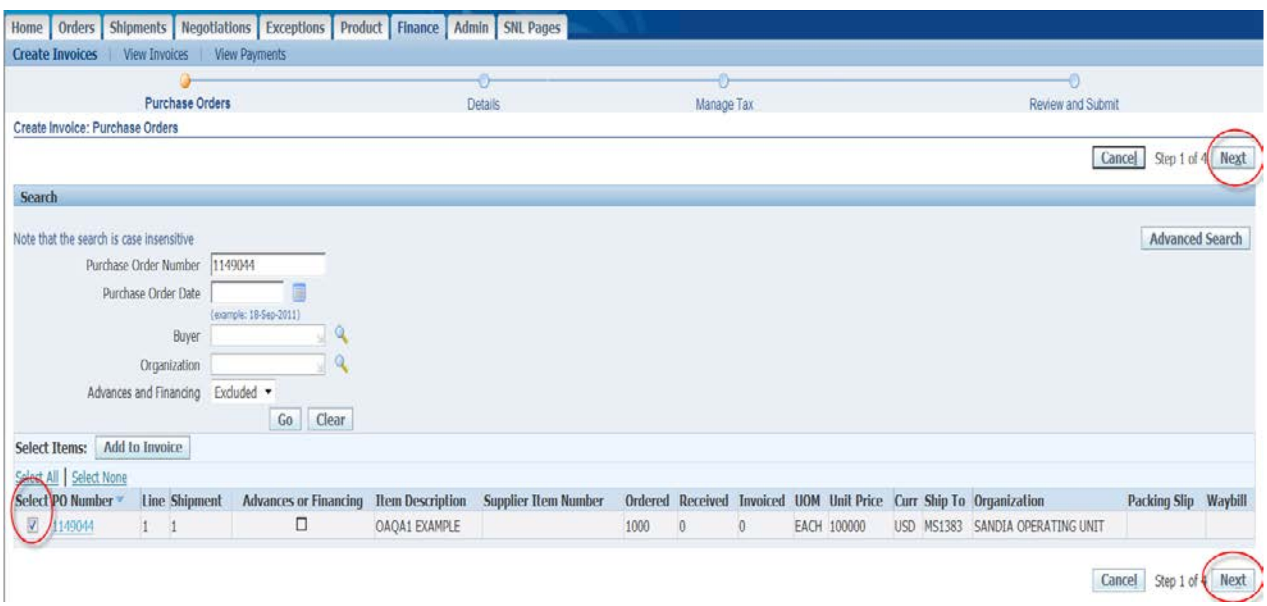
DO NOT enter any other fields. Entering multiple fields may result in an error.



PO lines appear in table at the bottom of the screen



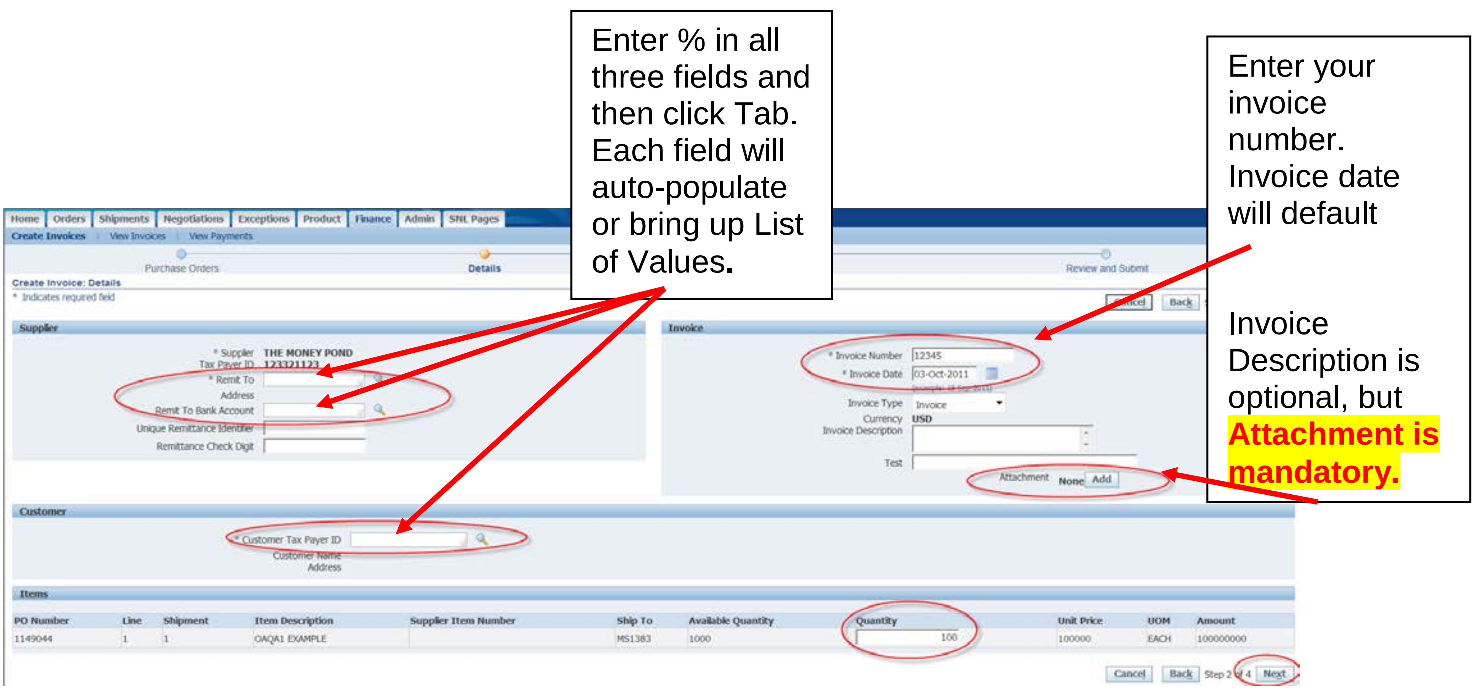
Select line(s) for billing by checking box to the left of the line, then click ‘Next’ on the right side of the screen. If you are not sure which line to bill, contact your contract buyer.



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)

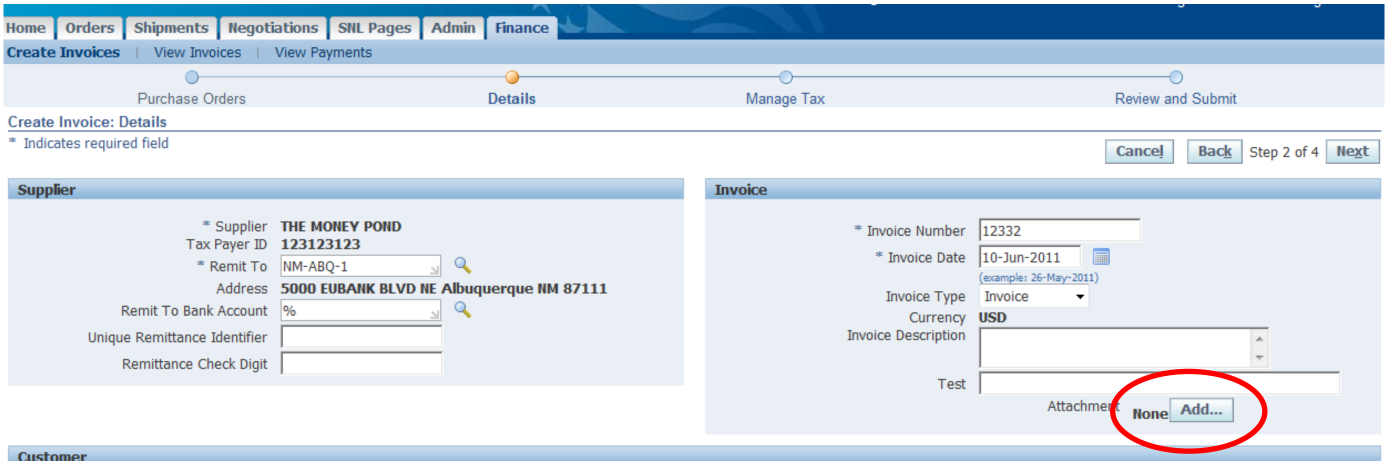


Enter quantity to invoice for each line. If billing only one line, enter invoice total. **Click 'Next' when complete**.

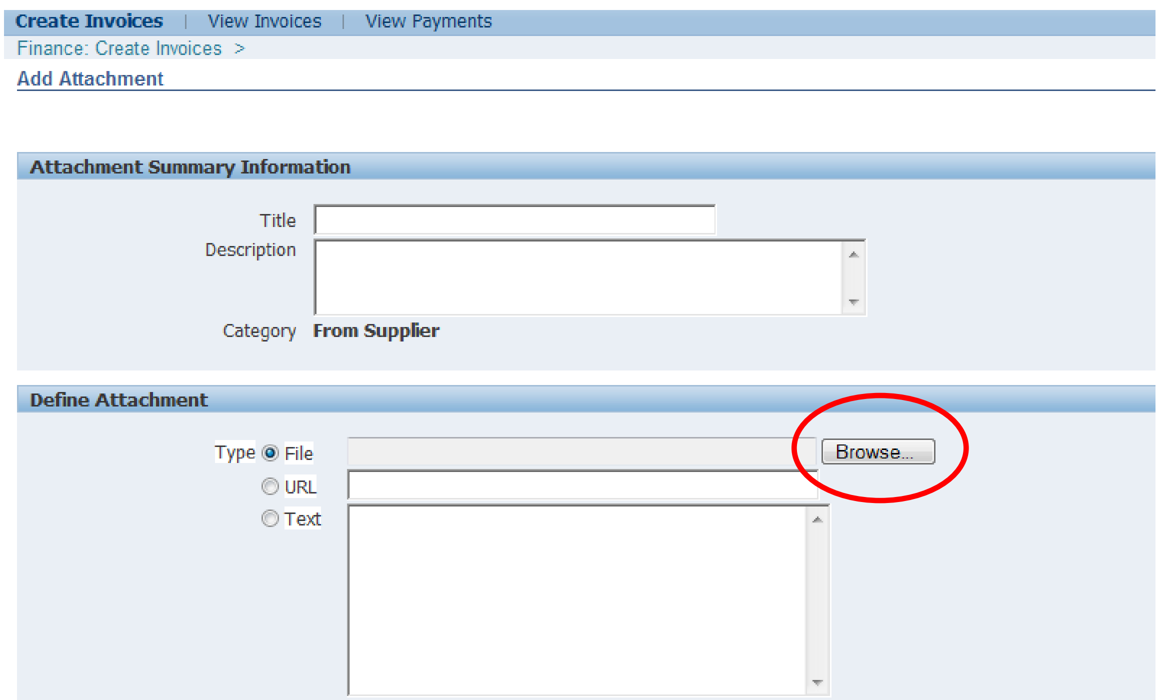
Adding Attachments (Mandatory):

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

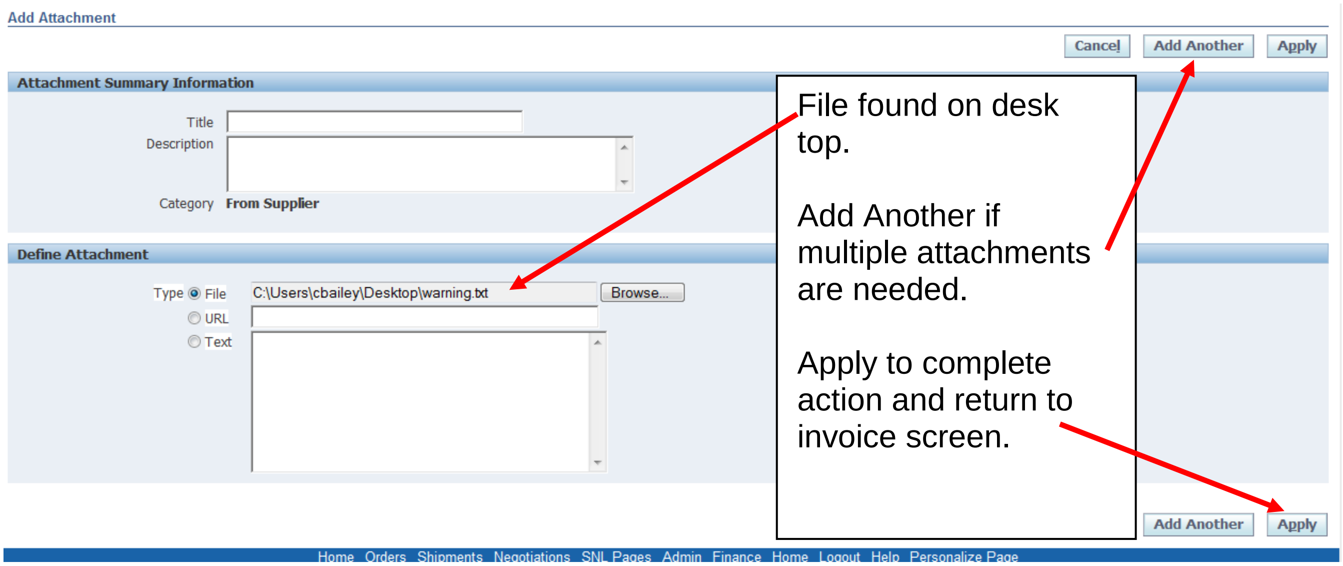
Click the ‘Add’ button under the Invoice section (screen top right):



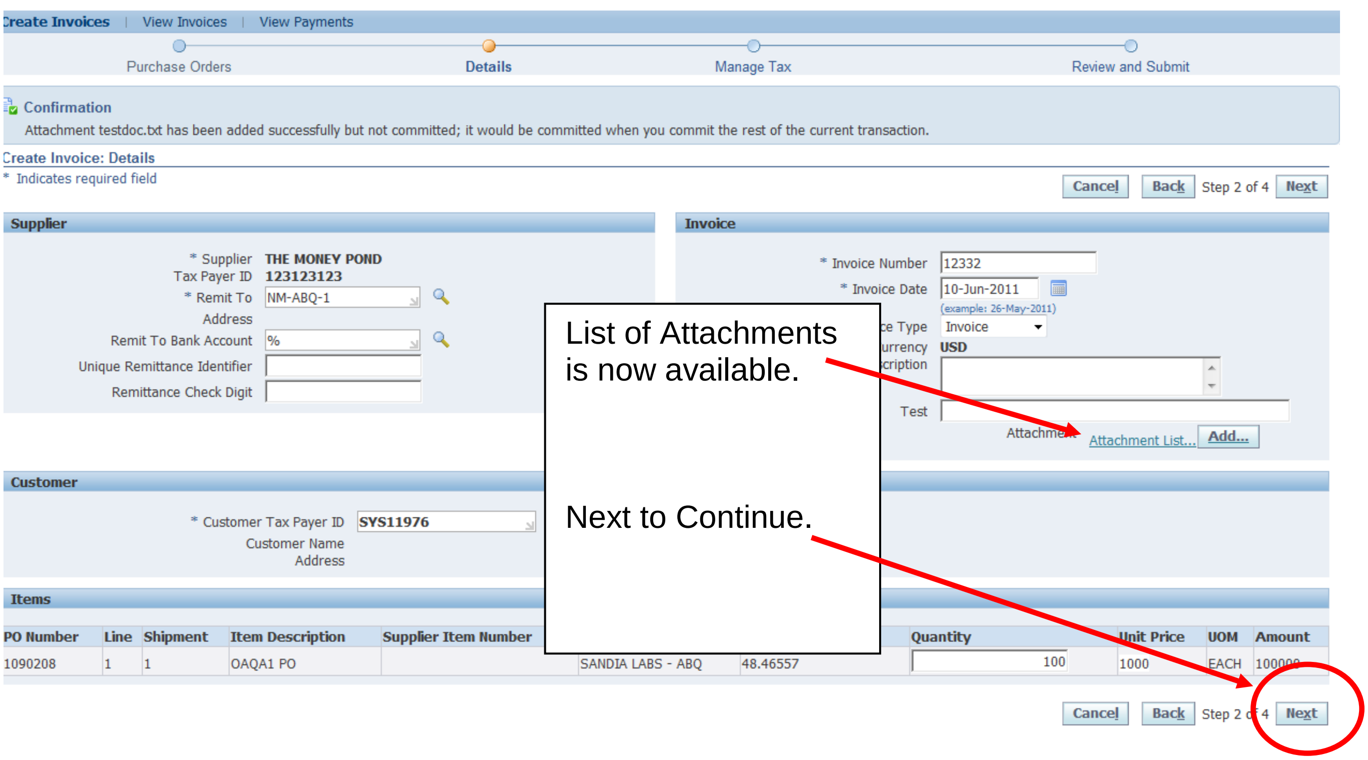
Click ‘Browse’ to find file on desktop:



Once file is added, click ‘Apply’. You can also choose ‘Add Another’ to add multiple attachments:



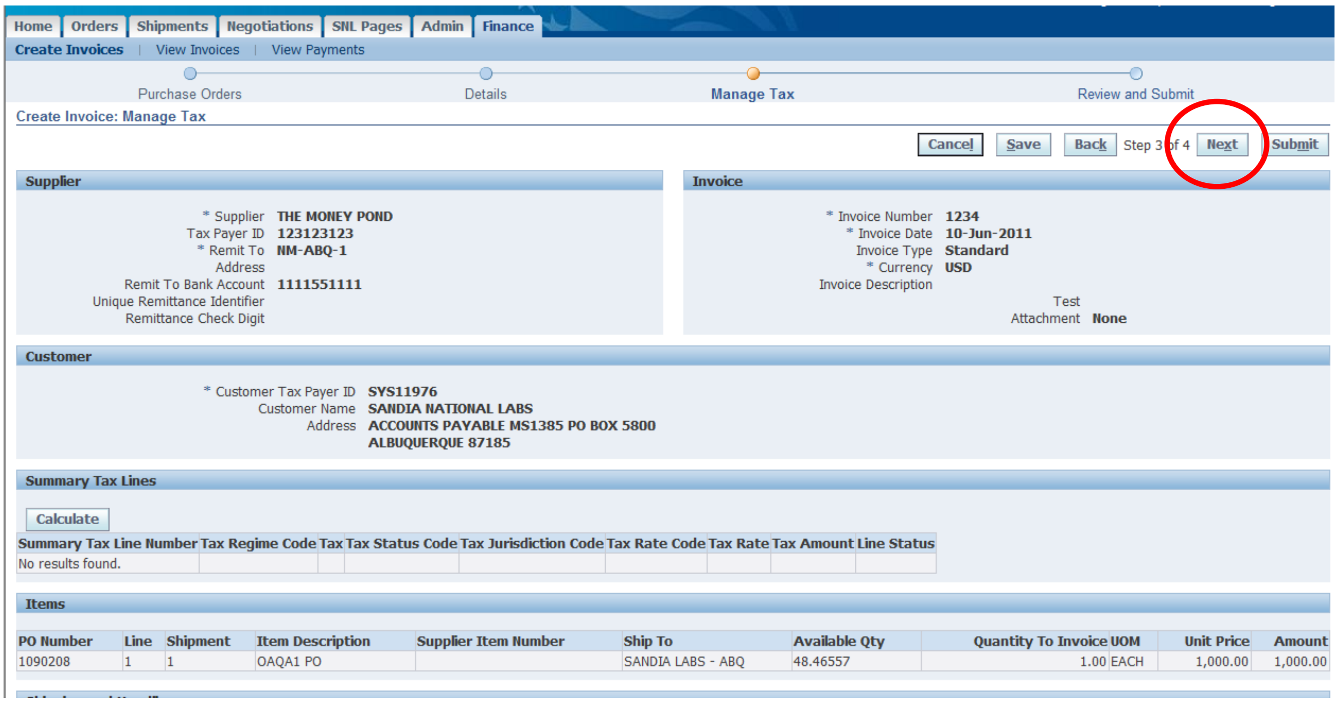
Click ‘Next’ on invoice screen to continue:



Step 3 of 4 – Manage Tax:

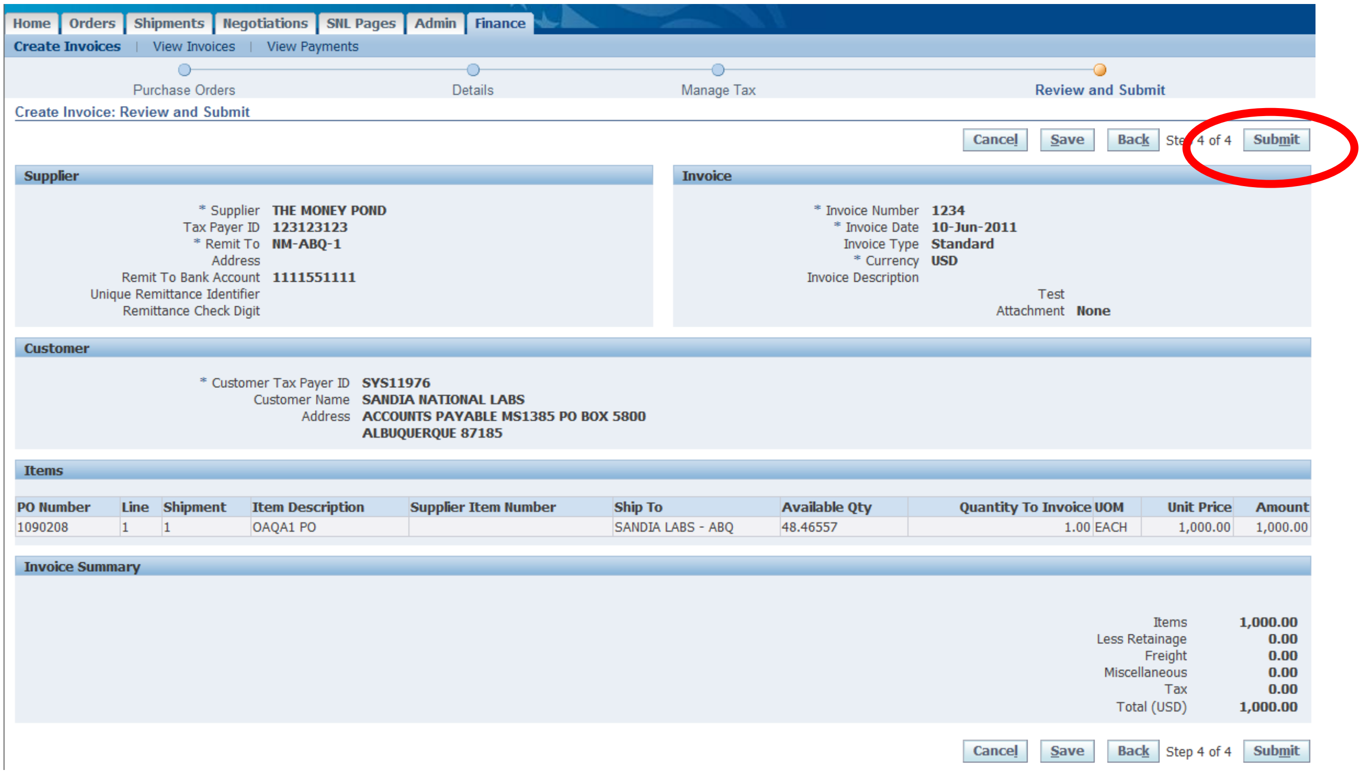
Sandia is not using the Tax area of Oracle, but default steps require navigation through this area.

Click Next without making any changes:



Step 4 of 4 – Review and Submit:

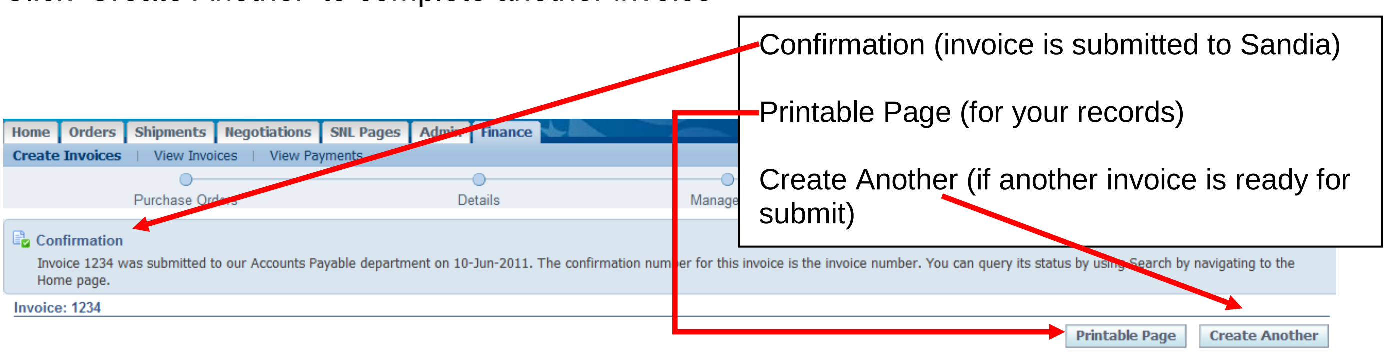
If all information is correct, click ‘Submit’



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



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

Support:

Contact eInvoice@sandia.gov

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