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

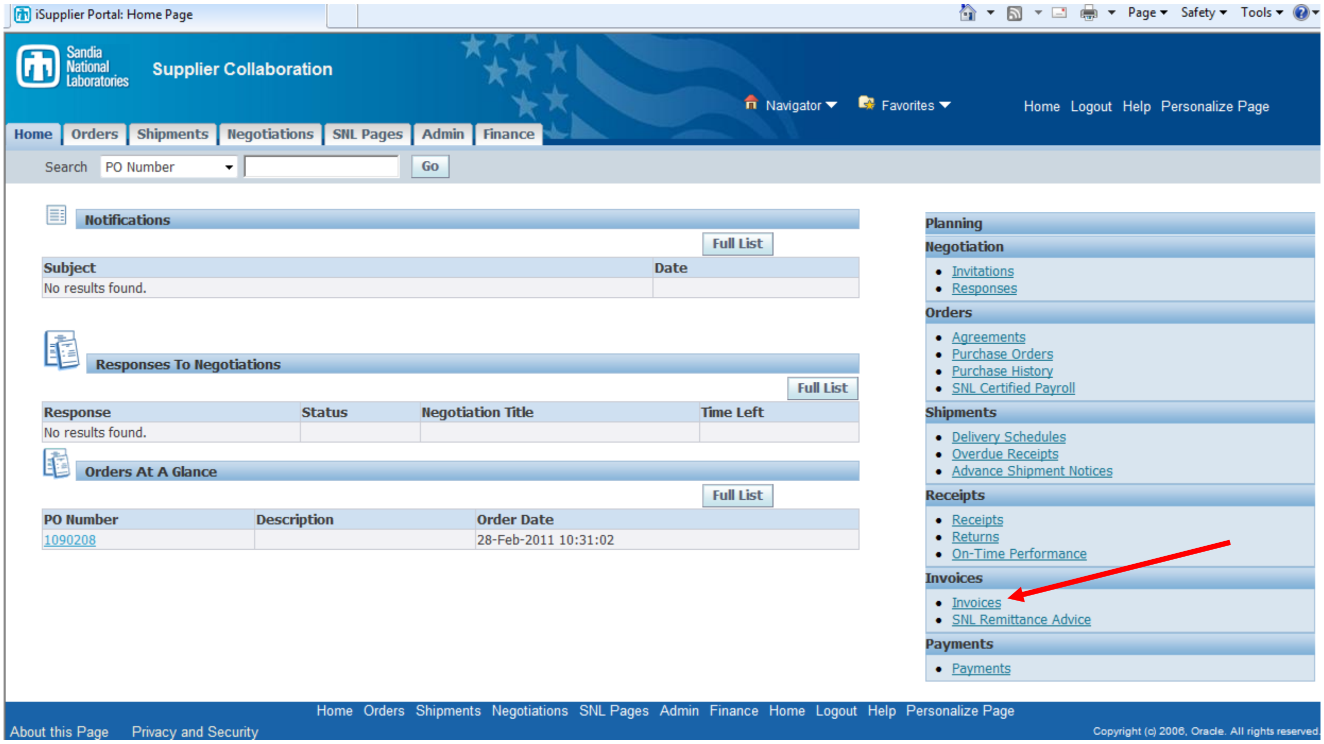
If access was not previously established, contact supreg@sandia.gov to request either a password reset or a new iSupplier account. Multiple accounts can be established for each supplier.

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.

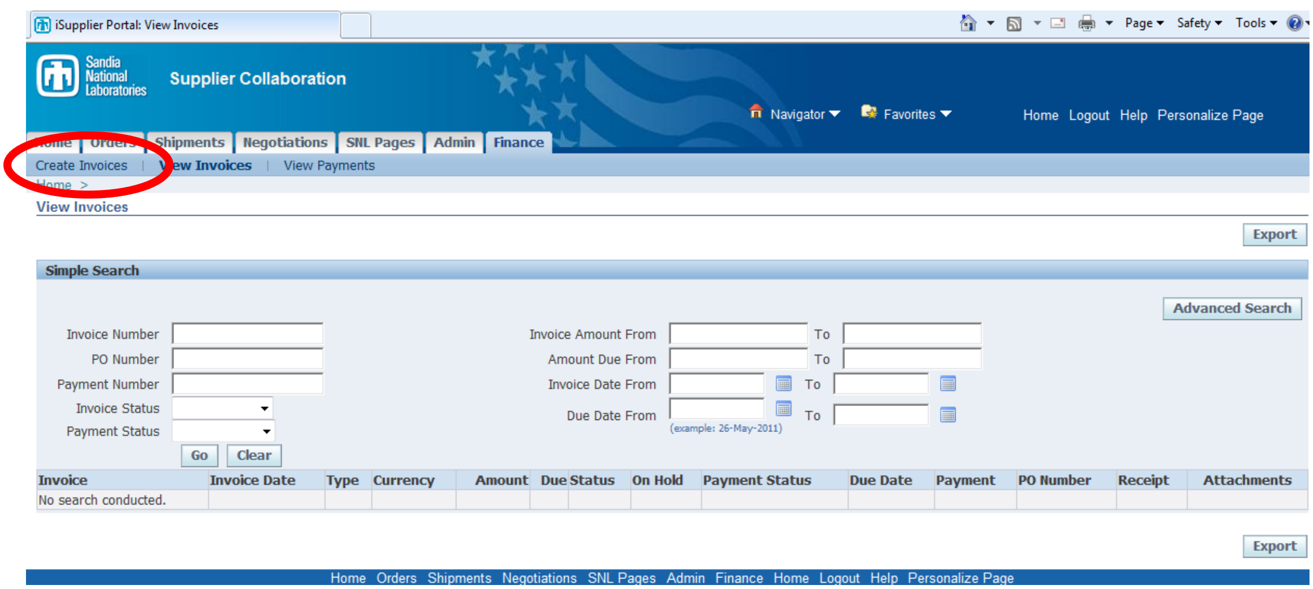
To get the most from e-invoicing please establish electronic payments directly to your bank account. To setup EFT payments please use our EFT form.

Invoice Instructions:

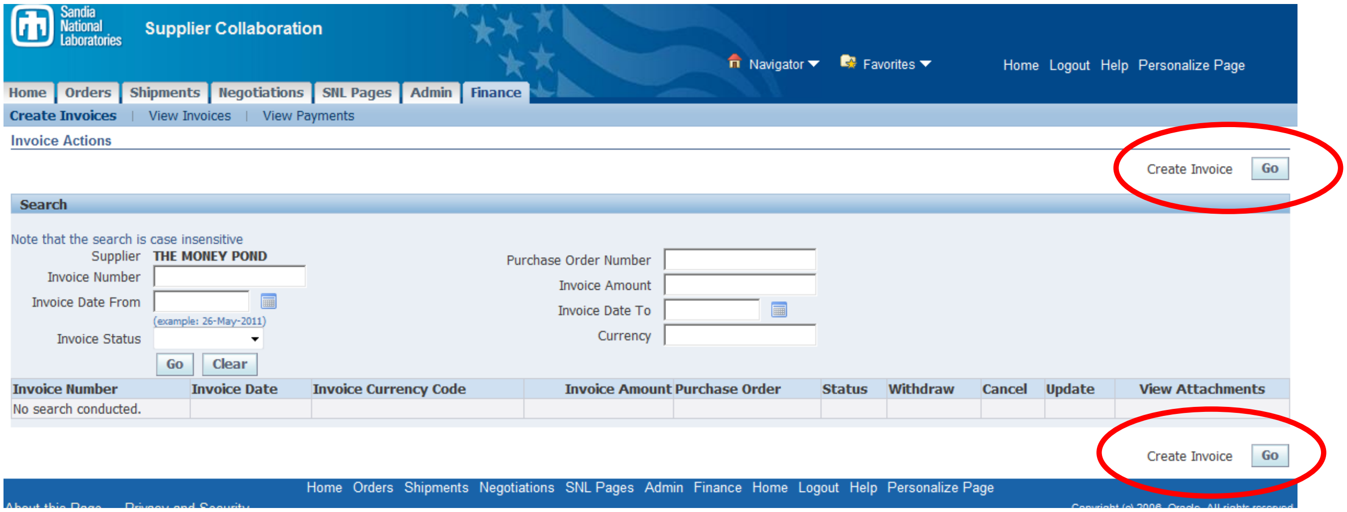
The quickest way to create an invoice is to click on the 'Invoices' link from the home screen (after login):



Then click 'Create Invoices' on the next screen:



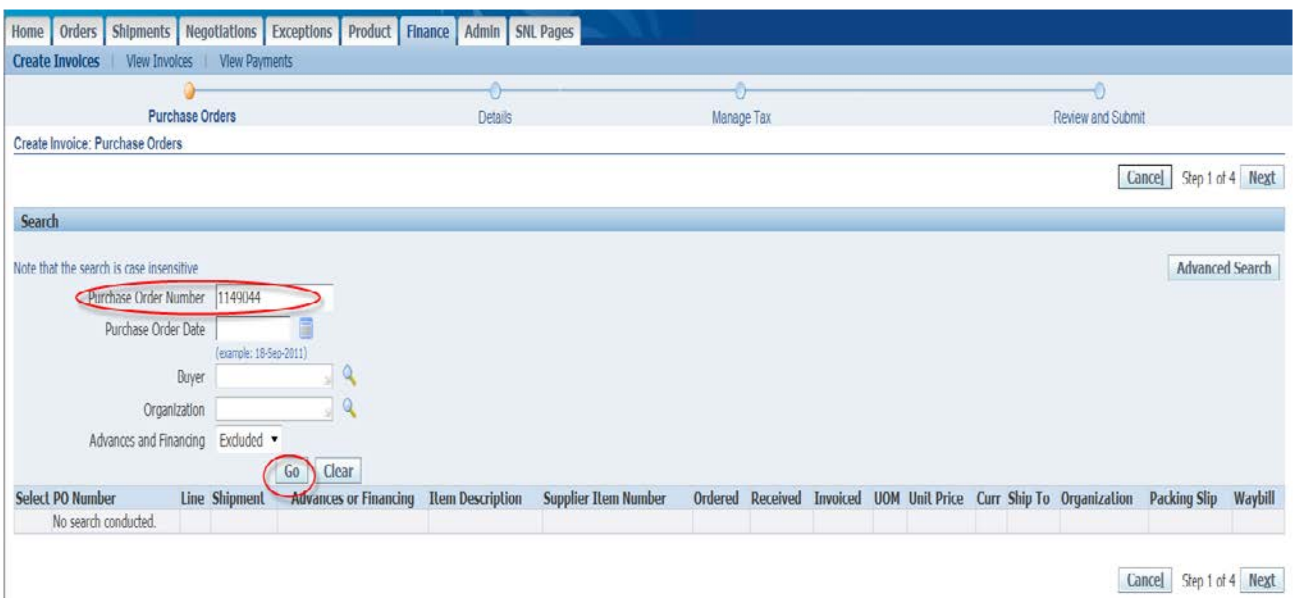
Next click 'GO' next to the Create Invoice Text (right hand side of screen):



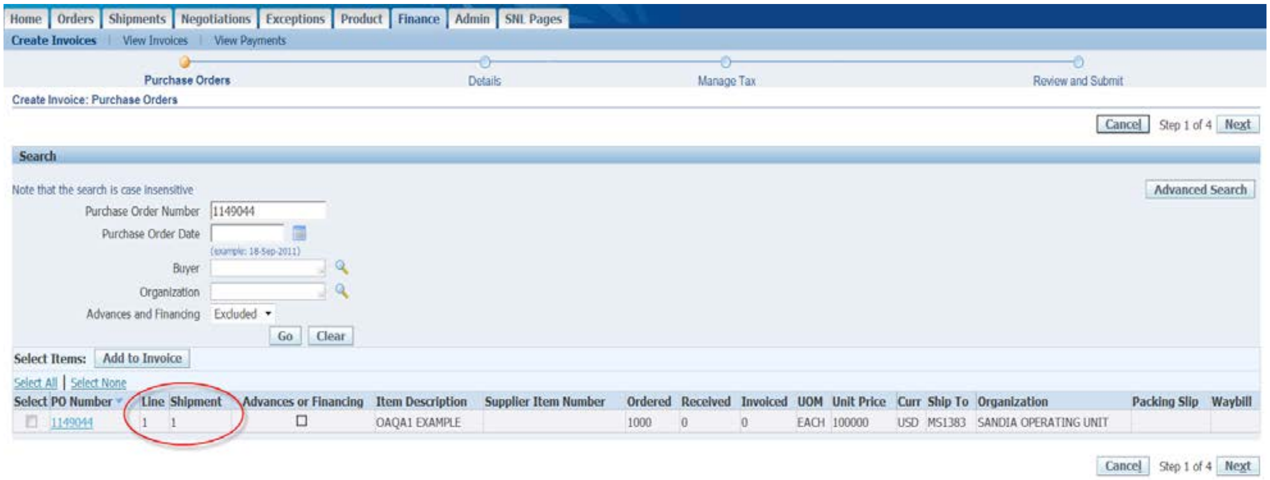
Step 1 of 4 - Purchase Orders:

Enter PO number only in search boxes and press ‘Go’,

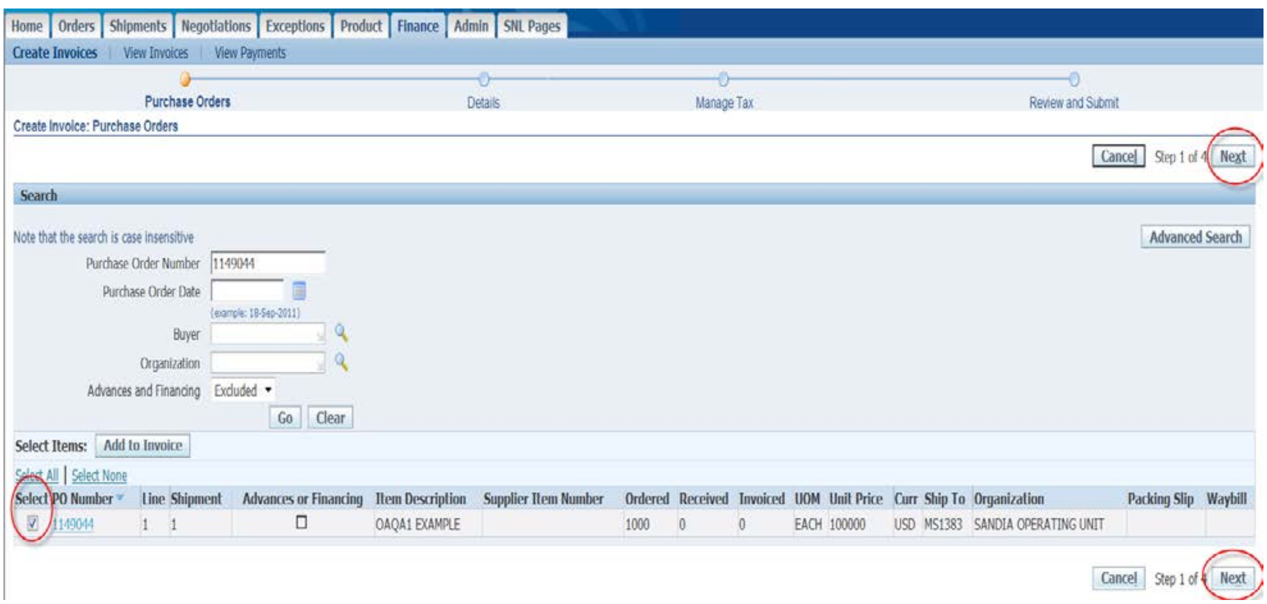
DO NOT enter any other fields. Entering multiple fields may result in an error.



PO lines appear in table at the bottom of the screen



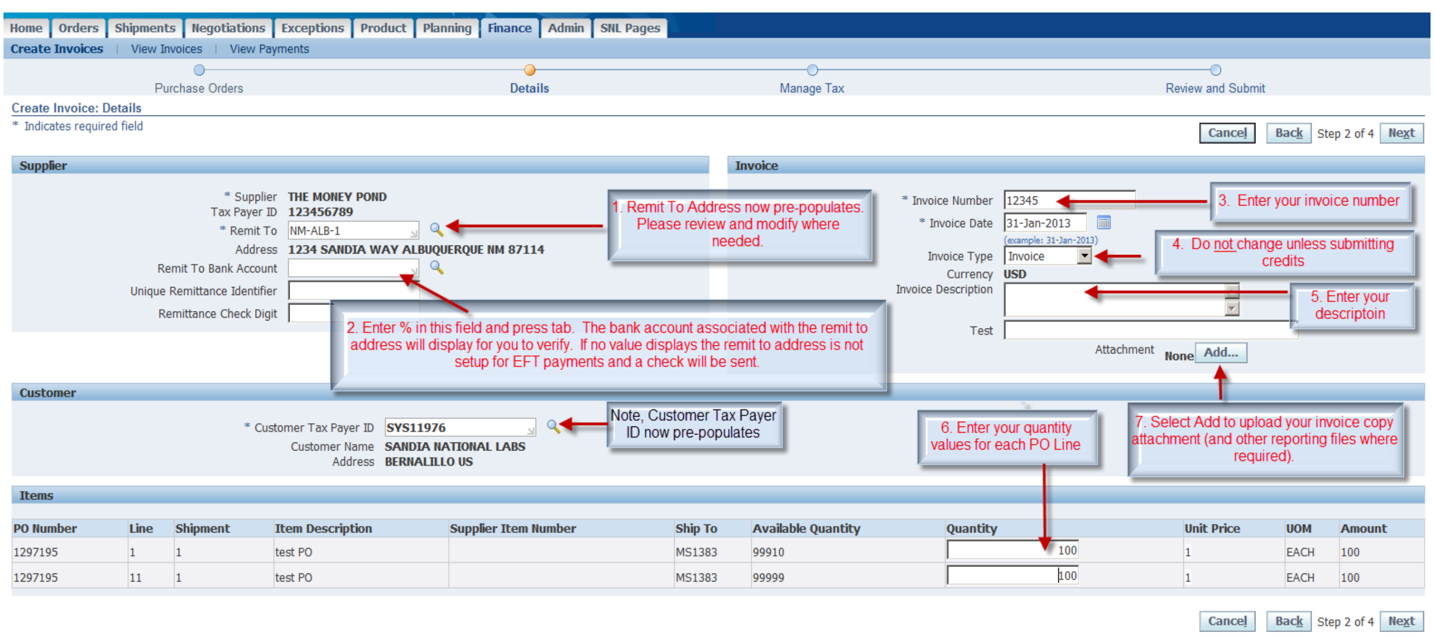
Select line(s) for billing by checking box to the left of the line, then click ‘Next’ on the right side of the screen. If you are not sure which line to bill, contact your contract buyer.



Step 2 of 4 – Details:

Enter the following fields <u>in order.</u>

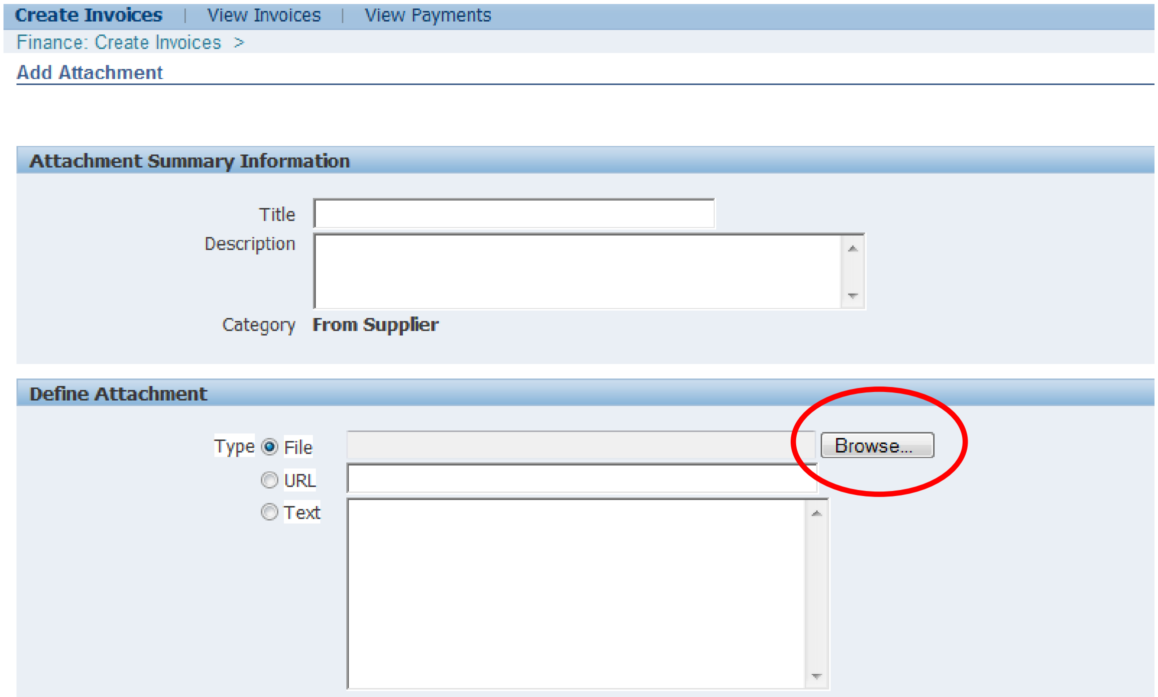
Field	Value
1.Remit To Address	This value will now typically pre-populate with the address associated to your PO in SNL's system. Please review and change if needed. To change the address listed, enter "%", press tab for list of values, and select correct remittance address.
2. Remit to Bank Account	Enter "%" (tab) for list of pre-established values. You will receive a check payment if no values are available as your remit to address is not setup for EFT payments.
3. Invoice Number	Enter your invoice number
4. Invoice Type	"Invoice" is the default value. For credits, please select the credit memo option and enter negative quantity values on the PO lines.
5. Invoice Description	Optional field but recommended.
6. Quantity	Enter your invoice total (or total for each PO line). If the PO line's unit price does not equal $1 you may need to enter fractional values when incrementally billing.
7. Attachment	Add (see directions below)



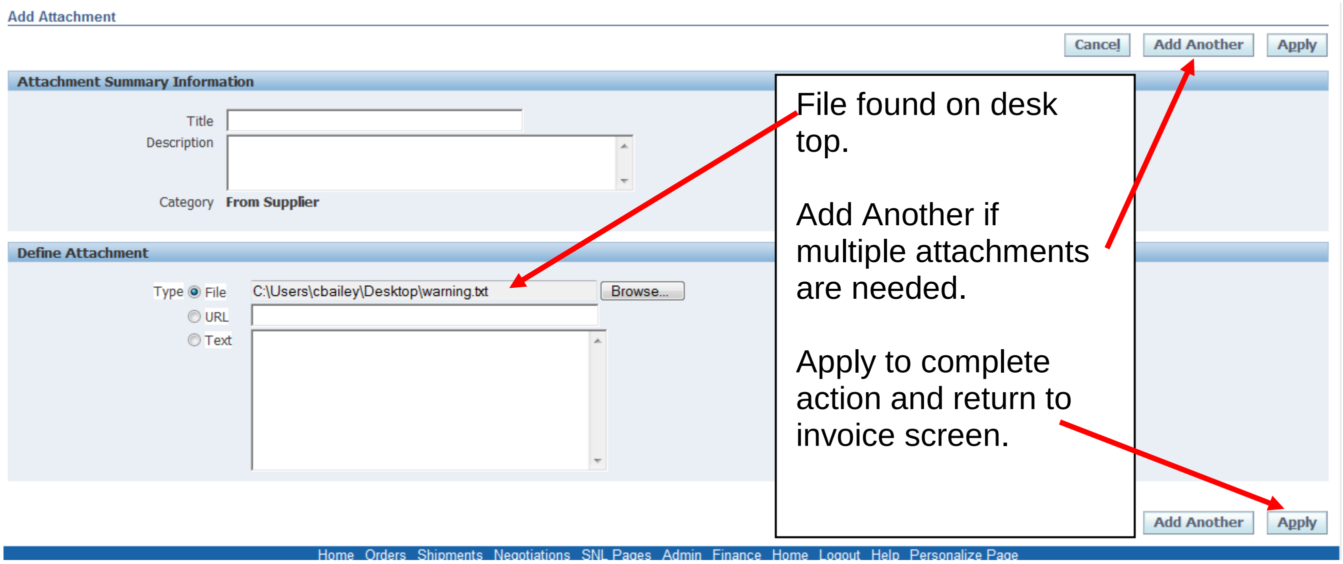
Adding Attachments (Mandatory):

Oracle will allow attachment of most major file type. Please upload the invoice document you would otherwise mail to Sandia.

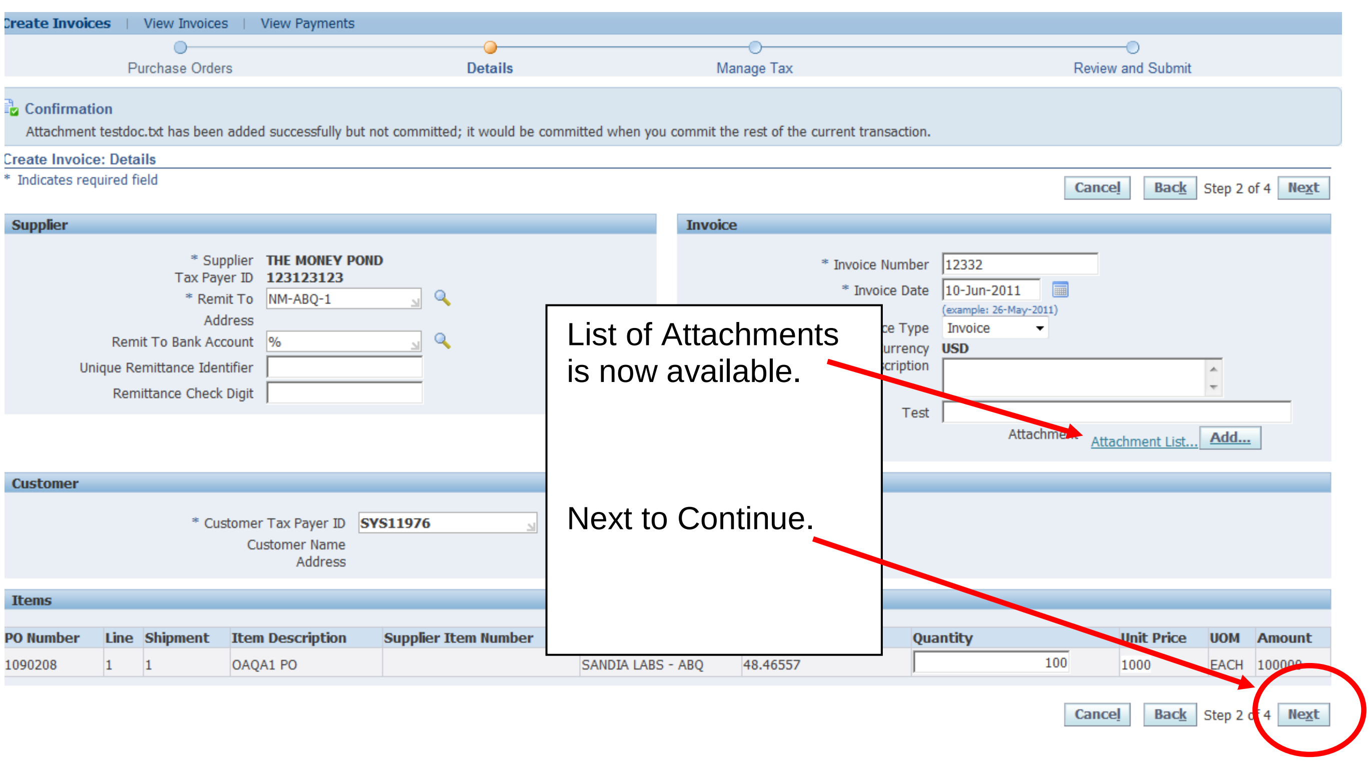
Add in a title and description if needed. Then, click 'Browse' to find file on your computer:



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



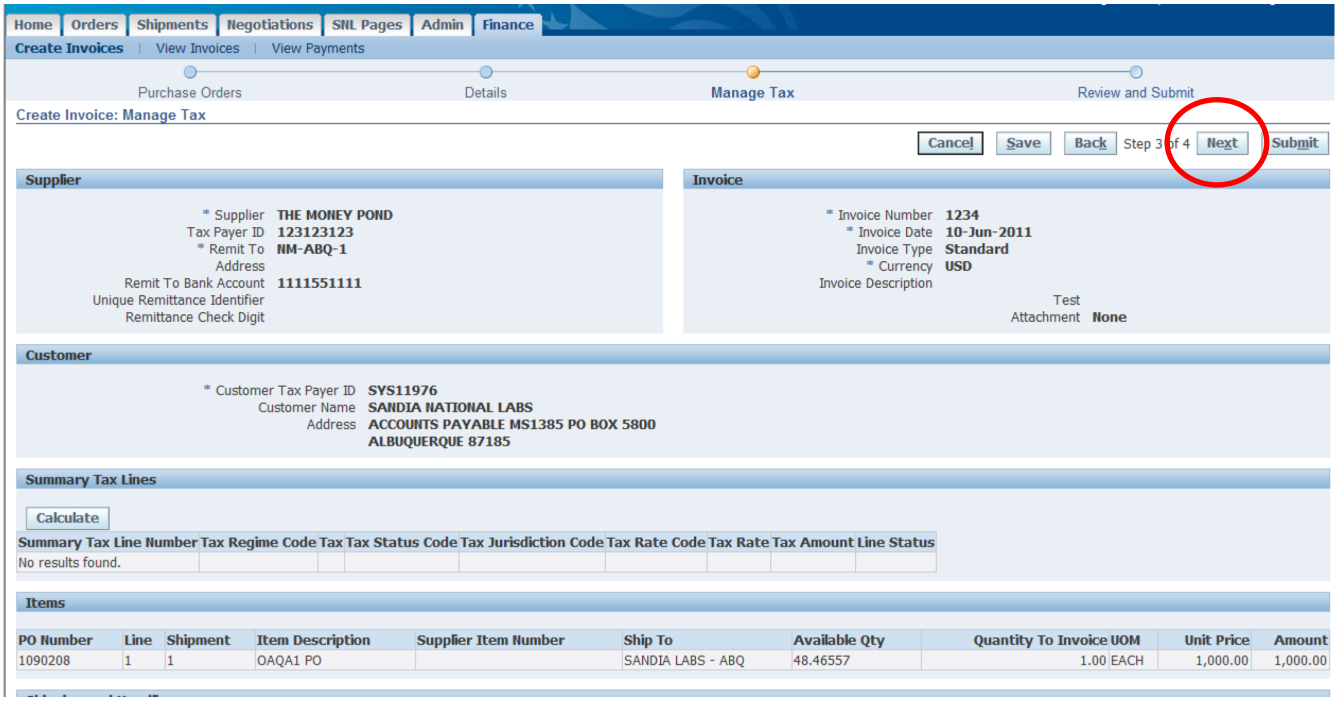
Click ‘Next’ on invoice screen to continue:



Step 3 of 4 – Manage Tax:

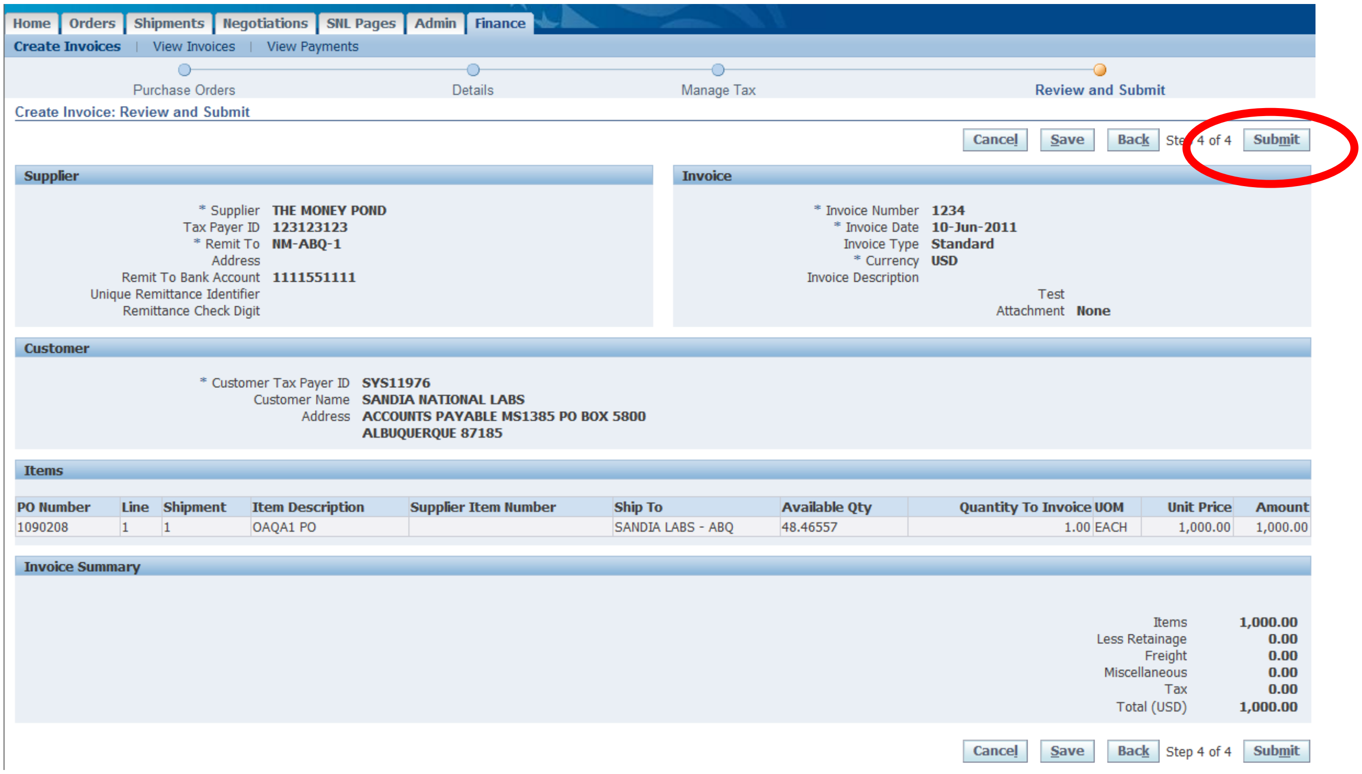
Sandia is not using the Tax area of Oracle, but default steps require navigation through this area.

Click Next without making any changes:



Step 4 of 4 – Review and Submit:

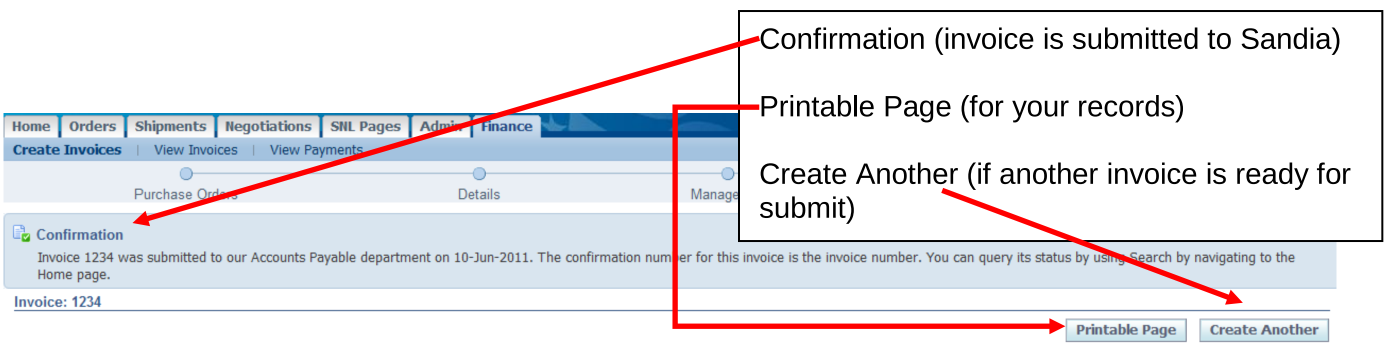
If all information is correct, click ‘Submit’



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 submit another invoice.



Support:

Contact eInvoice@sandia.gov

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