

Exostar Trading Partner Management (TPM) 'Payments/Remittance' Page Instructions

Purpose:

The purpose of this document is to provide Exostar Trading Partner Management (TPM) system end-users – both vendor and internal Lockheed Martin (LM) - with instructions on completing the TPM 'Payments / Remittance' page. The primary focus areas are for vendor users (organization administrator) and the 'Payment Types' and 'Banking Information' sections.

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Section 1: Payment Types

Select your desired payment type(s) for Lockheed Martin to remit payments based on your submitted invoices. A vendor can have one-to-many payment types selected at the same time. The Lockheed Martin payment system will process them in a priority order. As an example: If both 'A/T - ACH' (Automated Clearing House) and 'Check' payment types are selected, payments will be made via ACH.

Hints:

- **Not all values are available for selection by a vendor organization administrator user. A value will be protected / locked from being selected if you are not authorized to select it.**
- **If country does not equal the United States (US) and payment type A/T or W/M is selected, then do not choose payment type 'C/L' or 'I' as it will delay payments.**
- **A payment type must be selected when vendor profile type is either 'Full' (PO vendor) or 'Non-PO' (Payment only vendor).**

Payment Type/Method Code	Title	Definition
A (Select A/T)	ACH Domestic (US) Displayed as A/T	Electronic payments made via the United States (U.S.) Automated Clearing House (ACH) in USD (United States dollars) to a bank account in the United States (US).
T (Select A/T)	ACH International (Bank Transfer) Displayed as A/T	Electronic payments made in currencies other than USD. Example: BACs payments made in Great Britain/United Kingdom in EURO (European) or GBP (Great Britain pound) currencies, or BSB payments made in Australia in AUD (Australian Dollars).

Payment Type/Method Code	Title	Definition
B	Auto-Wire	Electronic payment originating in the United States in US dollars, final destination is a foreign bank accepting US dollars. Not available for selection by a vendor organization administrator.
C (Select C/L)	Check - Displayed as C/L	Conventional paper check method mailed to vendor (can be for multiple invoices presented).
L (Select C/L)	Cheque - Displayed as C/L	Electronic payment made to Lockheed Martin bank and then the bank makes the check payment to the vendor. This is generally used for non-US payments but can be used for US payments.
D	Direct Debit	Payment draw initiated by Vendor directly from bank account. Not available for selection by a vendor organization administrator. For Internal LM use only.
G	IWTA Payment Clearing Method	IWTA=Internal Work Transfer Agreement. Internal payments made within Lockheed Martin only. Not available for selection by a vendor organization administrator.
H	Hedge	Electronic payment made with currencies purchased at the rate specified on the purchase order.
I	Individual Check	Conventional paper check method mailed to vendor for each invoice presented.
P	Spot Buy	Electronic payment made with currencies purchased at time of transaction.
W/M	Wire – Manual / World-link Wire	Electronic same day wire payment. Can be used for payments in any country.
X	Xi Buy (for PCARD program)	Payments made by Lockheed via purchasing card (PCARD) program. Not available for selection by a vendor organization administrator. This is the system default for PCARD profile type vendors.
9	Card-less Acct Pay PGM (CAPP).	<p>Payments made by Lockheed using the Card-less Account Payment Program (CAPP). Only a LM user with role of LM Corporate Vendor Admin or AP Vendor Administrator can select this value.</p> <p>Important Note: When a vendor is setup to participate in the 'CAPP' payment program, no other payment types should be selected with the '9', except for 'X – PCARD' if the vendor is also a 'PCARD' profile type. The PCARD payment type will be automatically selected in this situation and must remain selected.</p>

Section 2: Banking Information

Enter your banking information to define where you want payments to be sent to electronically. Payment types requiring banking information are: 'A/T - ACH Domestic (US) / International (Bank Transfers)', 'B – Auto-wire', 'H - Hedge', 'P - Spot Buy', and 'W/M - Wire-Manual / World Link Wire'. See table 1 for details on each field in this section.

Hints:

- Payment types C/L, A/T & W/M are the only options available for selection by vendor organization administrators (internal & external). The remaining payment types are not available for selection by these users.
- Please consult with your company's Accounting/Finance organization for details regarding your banking information, or contact your bank. It's very important that all banking data is entered accurately to ensure timely payments.

Table 1 – Banking Information Section

Field Name	Field Description	Required/Optional	Input Rules
Bank Country	The country where the bank branch (a financial institution) is physically located.	Required	Select from a drop-down list of countries
Bank Name	The name of the bank (Financial institution), e.g., Bank of America.	Required	Free format text. Maximum field length is 30 characters.
Bank Account Number	The account number the bank has assigned to your company bank account.	Required	Format, length, and allowable characters are dependent on the bank country. See Table 2 below for details on some countries. Please be sure to include the entire value as it appears on your bank statement, including lead zeroes when applicable. Maximum field length is 18 characters.
Confirm Bank Account Number	A re-entry of bank account number as a confirmation.	Required	Must be same value as entered in bank account number
Bank Routing Number	A routing number is a code printed on the bottom of checks that is used to facilitate the electronic routing of funds (ACH transfer) from one bank account to another. It uniquely identifies the financial institution where the account is held at. It's also referred to as RTN (routing transit number), ABA (American Bankers Assoc.) or bank routing number/bank number.	Required – even if IBAN is entered.	Format, length, and allowable characters are dependent on the bank country. See Table 2 below for details on several countries. Please be sure to include the entire value as it appears on your bank statement, including lead zeroes when applicable. Maximum field length is 15 characters.

Field Name	Field Description	Required/ Optional	Input Rules
	<p>Some countries also have different terms for this. Many refer to it as simply bank number / bank key. A few specific examples are: Australia – Bank State Branch (BSB) Canada – Bank Transit Number United Kingdom – Bank Sort Code</p> <p>Please consult with your Accounting / Finance organization to obtain correct values for this field and other banking information fields.</p>		
Bank SWIFT Code	<p>SWIFT code is a standard format of Bank Identifier Codes (BIC) and is a unique identification code for a particular bank. These codes are used when transferring money and messages between banks. It is part of ISO 9362 standards. A SWIFT code example for a bank in London, UK; BOFAGB3SSWI</p> <p>To search for SWIFT codes, go to one of these web sites: http://www.swift.com/bsl/ https://www.theswiftcodes.com/</p> <p>Note – Please enter value in ALL UPPER CASE.</p>	<p>Conditional. Required if Bank Country is not 'US' and (payment type is 'Auto Wire' or 'Wire-Manual / World Link Wire' or ACH International). Otherwise, is optional.</p>	<p>Must consist of alphabetic and/or numeric characters. No spaces/blanks allowed. Must be all upper case. Maximum field length is 11 characters. Value must be either 8 or 11 characters in length. Note – This item is not system enforced at current time.</p>
Bank Phone Number	<p>The phone number of the bank enter in country specific format.</p>	Optional	<p>Enter in format per your country standard; For United States enter as 999-999-9999. Enter extension at end when applicable; 999-999-9999 X123. Maximum field length is 20 characters.</p>
Bank Contact First Name	<p>The first name of the bank contact person.</p>	Optional. If last name is	<p>Free format text. Maximum field length is 31 characters.</p>

Field Name	Field Description	Required/Optional	Input Rules
		entered, then must enter.	
Bank Contact Last Name	The last name of the bank contact person.	Optional. If first name is entered, then must enter	Free format text. Maximum field length is 31 characters.
Bank Email	The email address of the bank	Optional	Must be a valid email address format, e.g., james.smith@company.com Maximum field length is 75 characters.
International Bank Account Number (IBAN)	<p>IBAN=International Bank Account Number. A standard numbering system developed to identify bank accounts from around the world. It was originally developed by banks in Europe to simplify transactions involving bank accounts from other countries.</p> <p>Note – At this time is not applicable to United States, Canada, or Australia banks so is not allowed to be entered.</p> <p>When entered, please double check the value input to ensure timely and accurate payments.</p> <p>The following is a link to a helpful web site for calculating IBAN or contact your financial institution for valid IBAN information: http://www.ibancalculator.com/bic_und_iban.html</p>	<p>Conditional – Required when Bank Country is any of the ones listed in table below.</p>	<p>Positions 1 and 2 must equal the ISO two-character country code assigned to the bank country. A few examples:</p> <ul style="list-style-type: none"> • Belgium = BE • France = FR • Germany = DE • Israel = IL • United Kingdom = GB <p>Cannot be entered if bank country = United States (US), Canada (CA), or Australia (AU).</p> <p>The maximum length of IBAN value entered must conform to 'IBAN Length' rules in table below. If country is not listed in table, then maximum length is 34.</p> <p>IBAN value must consist of alphabetic and numeric characters. No special characters.</p> <p>Note - The system doesn't perform all the complex validation rules regarding the various segments contained within an IBAN. Maximum field length is 34 characters.</p>

- Countries where the use of IBAN is **mandatory** (as of January 12, 2022, source: Citibank)

Country	IBAN length	IBAN examples (illustration purposes only)
Albania	28	AL47212110090000000235698741
Andorra	24	AD120001203020035910 0100

Country	IBAN length	IBAN examples (illustration purposes only)
Austria	20	AT611904300234573201
Azerbaijan	28	AZ21NABZ00000000137010001944
Bahrain	22	BH67BMAG00001299123456
Belarus	28	BY86AKBB10100000002966000000
Belgium	16	BE68539007547034
Bosnia-Herzegovina	20	BA391290079401028494
Brazil	29	BR9700360305000010009795493P1
Bulgaria	22	BG80BNBG96611020345678
Costa Rica	21	CR051202001026284066
Croatia	21	HR1210010051863000160
Cyprus	28	CY17002001280000001200527600
Czech Republic	24	CZ6508000000192000145399
Denmark	18	DK5000400440116243
Dominican Republic	28	DO28BAGR000000001212453611324
Egypt	29	EG800002000156789012345180002
El Salvador	28	SV43ACAT00000000000000123123
Estonia	20	EE382200221020145685
Faeroe Islands	18	FO6264600001631634
Finland	18	FI2112345600000785
France	27	FR1420041010050500013M02606
Georgia	22	GE29NB0000000101904917
Germany	22	DE89370400440532013000
Gibraltar	23	GI75NWBK000000007099453
Great Britain (UK)	22	GB29NWBK60161331926819
Greece	27	GR16 01101250000000012300695
Greenland	18	GL8964710001000206
Guatemala	28	GT82TRAJ01020000001210029690
Guernsey	22	GB57NWBK55504453178386
Holy See (the)	22	VA59001123000012345678
Hungary	28	HU42117730161111101800000000
Iceland	26	IS140159260076545510730339
Iraq	23	IQ20CBIQ861800101010500
Ireland	22	IE29AIBK93115212345678
Isle of Man	22	GB57NWBK55504453178386
Isle of Man	22	IM07MIDL40193872448696
Israel	23	IL620108000000099999999
Italy	27	IT60X0542811101000000123456
Jersey	22	GB57NWBK55504453178386
Jersey	22	JE68ABNA0350917C000978
Jordan	30	JO99HBHA4543333578295175367253
Kazakhstan	20	KZ86125KZT5004100100
Kosovo	20	XK051212012345678906
Kuwait	30	KW81CBKU0000000000001234560101
Latvia	21	LV80BANK0000435195001
Lebanon	28	LB620999000000001001901229114

Country	IBAN length	IBAN examples (illustration purposes only)
Libya	25	LY38021001000000123456789
Liechtenstein	21	LI21088100002324013A A
Lithuania	20	LT121000011101001000
Luxembourg	20	LU280019400644750000
Macedonia	19	MK07250120000058984
Malta	31	MT84MALT011000012345MTLCAST001S
Mauritania	27	MR1300020001010000123456753
Mauritius	30	MU17BOMM0101101030300200000MUR
Moldova	24	MD24AG000225100013104168
Monaco	27	MC5811222000010123456789030
Montenegro	22	ME25505000012345678951
Netherlands	18	NL91ABNA0417164300
North Macedonia	19	MK07200002785123453
Norway	15	NO9386011117947
Pakistan	24	PK36SCBL0000001123456702
Palestinian Territory	29	PS92PALS000000000400123456702
Poland	28	PL61109010140000071219812874
Portugal	25	PT50000201231234567890154
Qatar	29	QA01 QNBA 0000 0000 1234 1234 1234 1
Romania	24	RO49AAAA1B31007593840000
Saint Lucia	32	LC14BOSL123456789012345678901234
San Marino	27	SM86U0322509800000000270100
Sao Tome and Principe	25	ST230002000000289355710148
Saudi Arabia	24	SA0380000000608010167519
Serbia	22	RS35260005601001611379
Seychelles	31	SC52BAHL01031234567890123456USD
Slovakia	24	SK3112000000198742637541
Slovenia	19	SI56263300012039086
Spain	24	ES9121000418450200051332
Sudan	18	SD8811123456789012
Sweden	24	SE4550000000058398257466
Switzerland	21	CH9300762011623852957
Timor-Leste	23	TL380010012345678910106
Tunisia	24	TN5910006035183598478831
Turkey	26	TR330006100519786457841326
Ukraine	29	UA903052992990004149123456789
United Arab Emirates	23	AE070331234567890123456
Virgin Islands	24	VG96VPVG0000012345678901

Table 2 – Bank Routing Number Field - Country Specific Rules for Selected Countries

Country	ISO 2 Character Code	Bank Account Number Rules	Bank Routing Number Rules
Australia	AU	Maximum length of 9, alpha-numeric, no spaces	Length must be exactly 6, numeric, no spaces

Country	ISO 2 Character Code	Bank Account Number Rules	Bank Routing Number Rules
Brazil	BR	Maximum length of 15, alpha-numeric, no spaces	Maximum length of 9, numeric, no spaces
Canada	CA	Maximum length of 12, alpha-numeric	Maximum length of 10, alpha-numeric
Denmark	DK	Maximum length of 10, numeric without spaces	Maximum length of 4
France	FR	Length must be exactly 11, no spaces	Length must be exactly 10, numeric, no spaces
Germany	DE	Maximum length of 14, numeric, no spaces	Length must be exactly 8, numeric, no spaces
Israel	IL	No rules are defined	Maximum length of 11, alpha-numeric, no spaces/blanks
Italy	IT	Maximum length of 12, no spaces	Length must be exactly 10, numeric, no spaces
Japan	JP	Maximum length of 8, numeric, no spaces	Length must be exactly 7, numeric, no spaces
New Zealand	NZ	Maximum length of 16, no spaces	Length must be exactly 2, numeric, no spaces
Portugal	PT	Maximum length of 11, numeric, no spaces	Length must be exactly 8, numeric, no spaces
Russia	RU	Maximum length of 18, numeric, no spaces	Length must be exactly 9, numeric, no spaces
Singapore	SG	Maximum length of 10	Length must be exactly 4, numeric
Spain	ES	Maximum length of 10, no spaces	Length must be exactly 8, numeric, no spaces
Sweden	SE	Maximum length of 11, no spaces	Length must be exactly 4, numeric
Switzerland	CH	Maximum length of 18	Maximum length of 7, numeric, no spaces
Taiwan	TW	Maximum length of 15	Maximum length of 11, alpha-numeric, no spaces
United Kingdom	GB	Maximum length of 8, alpha-numeric, no spaces	Maximum length of 6, numeric, no spaces
United States	US	Maximum length of 17, numeric	Length must be exactly 9, numeric, no spaces

Section 3: Credit Information

Where you enter / view other miscellaneous information related to Payments / Remittance. See table 3 for details on each field in this section.

Table 3 – Credit Information Section

Field Name	Field Description	Required/Optional	Input Rules
Will your company accept a credit card for payment of Lockheed Martin invoices?	A question asking if your company will accept a credit card as form of payment.	Required	Select Yes or No

Field Name	Field Description	Required/Optional	Input Rules
ERS Participant Flag	<p>Will company participate in the Evaluated Receipts Settlement (ERS) process, for Lockheed Martin to pay upon receipt with no invoicing requirement? Please contact your LM Buyer / SCA about participating in this process. They will work with the LMP2P Accounts Payable administrators to get your vendor profile updated.</p>	Required. Not available for a vendor user.	<p>Select Yes or No. A vendor organization administrator cannot enter/update this field. To be setup for ERS please contact your LM Procurement representative or LM Accounts Payable department.</p>
PCARD Primary Flag	<p>Flag that identifies this vendor profile as being the primary one to use for PCARD purchases. It's applicable in situations when a vendor has multiple vendor profiles (per Address/DUNS#) – in some cases sharing the same federal tax id.</p>	Optional. Not available for a vendor user.	Check or uncheck
PCARD Vendor Name	<p>PCARD vendor name – in most cases is the same as the primary vendor name displayed on the Organization Summary page. Defaults to primary vendor name at creation time.</p>	Required. Not available for a vendor user.	Free format text – if user is authorized
Payment Terms	<p>Terms of payment at the vendor profile level. Can be overridden at individual purchase order level. Note to Vendor Organization Administrators: Please contact your LM Buyer/Sub-contract Administrator (SCA) if you want to have this field changed.</p>	Required – defaults to 'Net 30 days'. Not available for a vendor user.	<p>Select from drop-down list. Only specific LM users (LM Corporate Vendor Admin., Accounts Payable (AP) vendor admin, etc...) have access to enter/update this field.</p> <p>Also, only a LM user with role of LM Corporate Vendor Administrator or AP Vendor Administrator can select the 'CAPP' value.</p>

Field Name	Field Description	Required/Optional	Input Rules
Freight Terms	Freight terms at vendor level – Always set to 'FOB – See PO text for routing URL' on vendor profile.	Not available – view only.	n/a

Acronyms:

1. CAPP=Card-less Account Payment Program
2. IBAN=International Bank Account Number
3. ISO=International Standards Organization
4. LM=Lockheed Martin
5. PCARD=Purchasing card program
6. SCA=Sub-Contract Administrator