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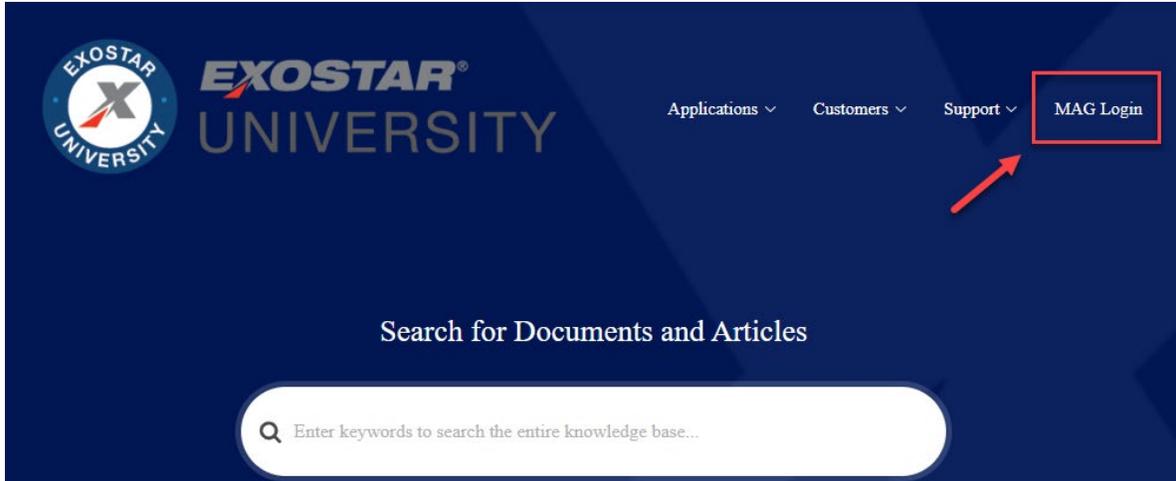


LM Procure to Pay Quick Reference Guide For Suppliers

Locating payment details in
LM eInvoicing

Procedure

This quick reference guide navigates through the process of locating payment details within the LM eInvoicing Application.



<i>Step</i>	<i>Action</i>
1.	Log into Exostar at https://portal.exostar.com/ When the screen above appears, click on the MAG LOGIN link at the top right of the page

Log in

Email/User ID

[Login Using Company Credential \(EAG\)](#) [Login Using Badge or Certificate](#)

NEXT

Don't have an account? [Register](#)

Unauthorized access to this system may constitute a criminal offense.

runyanp_7209

Enter Your Password

Password

This is your Exostar account password

[Use a different email/user ID](#) [Forgot password?](#)

NEXT

<i>Step</i>	<i>Action</i>
2.	Enter your User ID and click Next Enter your Password and click Next *For issues logging in or help with user ID/Password, contact Exostar support at: https://www.myexostar.com/?page_id=32

Applications

My Applications Open Applications Request Applications

Exostar LLC

Partner Information Manager
 Status: ✔ Active
 Last Access: 03/20/2023 02:03 PM

Launch

[Details](#) ▼

Lockheed Martin

Lockheed Martin Procure to Pay Service
 Status: ✔ Active
 Last Access: 03/20/2023 02:03 PM

Launch

[Details](#) ▼

Lockheed Martin

LM eInvoicing Application
 Status: ✔ Active
 Last Access: 03/20/2023 02:03 PM

Launch

[Details](#) ▼

<i>Step</i>	<i>Action</i>
3.	Click the Launch button under LM eInvoicing Application

Two-Step Verification

Send a code to your phone

Number ending in XXXX

Send text
 Send voice message

CANCEL
SEND

Two-Step Verification

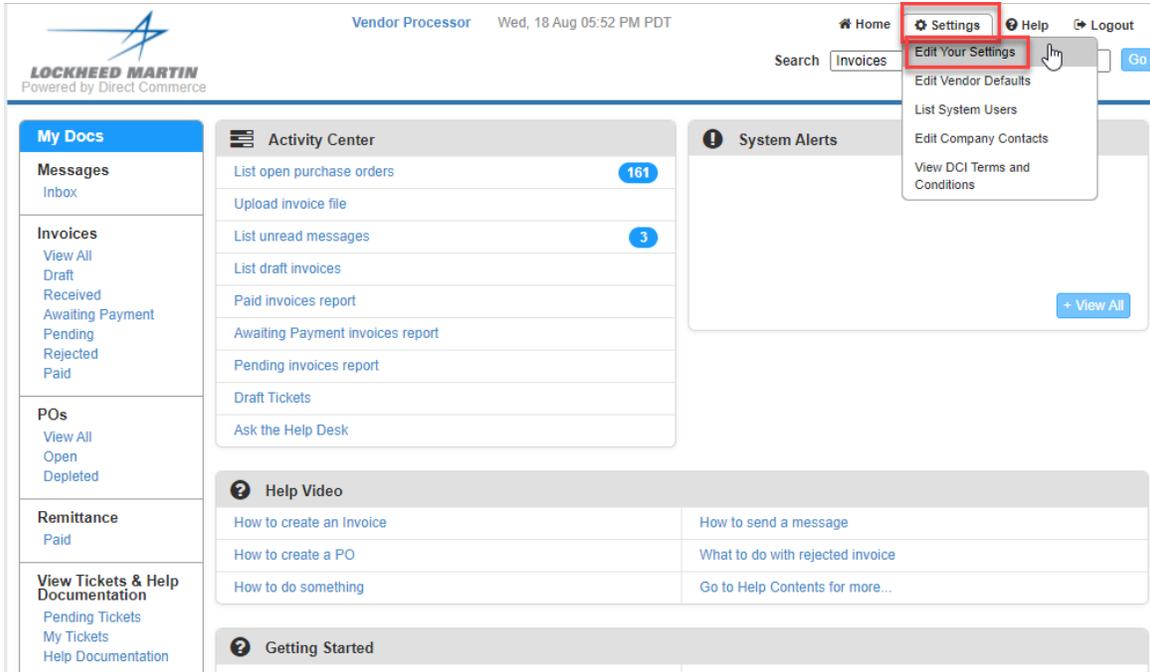
A verification code has been sent to your phone.

Enter code

Enter the code sent to your phone

[Resend verification code](#)
CANCEL
NEXT

<i>Step</i>	<i>Action</i>
4.	Authenticate using a One-Time-Password (OTP). Select Phone from the drop down and click Send . Enter Verification Code sent to your phone and click on Next .



<i>Step</i>	<i>Action</i>
5.	First time users will be asked to update User Information
6.	Click Settings>Edit Your Settings . Update name, email address and phone number.

Transaction Detail

Transaction Date: Fri Mar 13 2015 03:21:00 GMT-0400 (EDT)

Account: [REDACTED]

BAI Code.: 142

Transaction Description: ACH Credit Received

Credit/Debit: C

Amount: 16,776.00

Bank Reference: 055262745

Customer Reference: 0

Reference Text: AC-LOCKHEED 0654 - PO/REMI 2001038584 PAYR

TRACE NUMBER: 2001094758PAYR

TRACE NUMBER: 2001094758

OX: 08614730100000163

PROCESS DATE: 05/20/2015

ORIGINATOR: LM ENTERPRISE BU

RECEIVER: [REDACTED]

REMITTANCE INFORMATION:

LINE	INVOICE NUMBER	INVOICE AMOUNT	NET AMOUNT PAID
00001	5202672675	\$7,500.00	\$7,500.00

DETAILS:

Payments (count : 1)

Search By: payment: (2001038584)

Payment Number	Status	Payment Date	Invoices Paid	Currency	Amount	Payment Type
2001038584	Paid	2015-03-12	1	USD	16,776.00	ACH - Domestic

<i>Step</i>	<i>Action</i>
7.	<p>You can locate payment details by utilizing the Transaction Details received from your bank remittance advice. The PO/Remit Number, Trace Number or PAYR # are payment identification details that can be used to locate details of a payment within the LM eInvoicing Application.</p> <ul style="list-style-type: none"> From the Search menu (top right of screen) choose Payments and then enter the PO/Remit Number, Trace Number or PAYR # in the Doc # field and click “GO”. <i>If the details also contain an invoice number, you can search by the invoice number using the Search menu and choose Invoices.</i> Click on the Payment number to view the details of the payment.

5

Payment Number 2001038584

Status: Paid

Total Payment Amount USD 16,776.00
 Payment Date 2015-03-12
 Total Invoices Paid 1
 Payment Type ACH Payments

Remit To

Paid Invoices

Invoice Number	PO Number	Invoice Amount	Discount Amount	Tax Paid	Withholding Amount	Net Amount
5202547785	4101737890	\$23,300.00	\$0.00	\$0.00	\$(6,524.00)	\$16,776.00

Step	Action
8.	Once inside the Payment document, information on the specifics of the payment are provided in the middle of the screen

Vendor Processor Wed, 18 Aug 06:11 PM PDT

Home Settings Help Logout

Search Invoices Doc # Go

My Docs

- Messages (161)
- Invoices (3)
 - View All
 - Draft
 - Received
 - Awaiting Payment
 - Pending
 - Rejected
 - Paid
- POs
 - View All
 - Open
 - Depleted

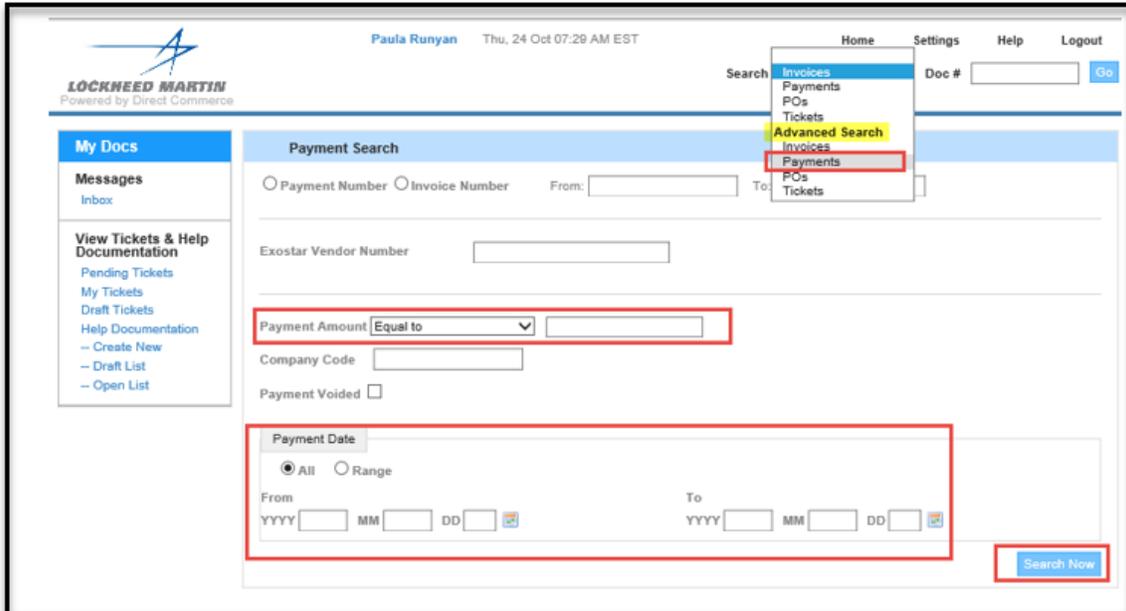
Activity Center

- List open purchase orders
- Upload invoice file
- List unread messages
- List draft invoices
- Paid invoices report
- Awaiting Payment invoices report
- Pending invoices report
- Draft Tickets
- Ask the Help Desk

System Alerts

Help Video

Step	Action
9.	<p>Payment details can also be seen by using the Paid Invoices Reports located from the home page. The Paid Invoices report will contain invoices with status “Paid” and will show paid invoice data for the past 30 days, based on the Paid date</p> <p><i>*Note: this report can be downloaded into Excel by clicking the Download Data button</i></p>



<i>Step</i>	<i>Action</i>
10.	<p>You may also use the “Payments” option under the Advanced Search located in the Search Field to filter your search or run a custom report. Under the Payment Amount, choose the “Equal to” in the drop down and then enter the exact payment amount received.</p> <p>You can also run a custom report under Payment Date to see all payments received in a specific range. Click the radial button next to Range and use the calendar icons to enter the From and To dates and click on Search Now</p> <p>You can also choose ALL to see all payments issued to your company.</p> <p>*Note: these reports can be downloaded into Excel by clicking the Download Data button</p>

Frequently Asked Questions

What is the process for generating Evaluated Receipt Settlement (ERS) Invoice numbers?

- ERS Invoice numbers are systematically generated upon receipt of goods/materials and will not match your company's invoice number. ERS Invoice numbers are typically 10 digits and start with a 52 (i.e.: 52xxxxxxx). Payment details are available within the LM eInvoicing Application. You can search for payment details by entering the Lockheed Martin generated invoice number (52xxxxxxx) in the quick search or by searching by the Purchase Order (PO) number.

Help Documentation can be located under View Tickets and Help Documentation or under the "Ask the Help Desk" link.

- Narrow your Help Search by category
- Create a ticket that will route to the LMP2P Help Desk and be answered within 24 business hours

What is the ticketing tool (Ask the Help Desk) and why do I want to use it?

- The ticketing tool is an easy way to get quick answers to your questions. There are multiple FAQ's and Help Documents posted in the eInvoicing Application. If the help documents do not answer your question, you can create a ticket that is routed to the LMP2P Help Desk. It is the fastest way for you to get a response from Lockheed Martin. However, you need to make sure you have completed your contact information under Settings.

More FAQ's:

LM eInvoicing Supplier Frequently Asked Questions

[LM eInvoicing FAQs](#)

LM Accounts Payable Frequently Asked Questions

[LM Accounts Payable FAQs](#)