Last Updated 08/18/21 Last Reviewed 5/24/2022

LOCKNEED MARTIN



LM Procure to Pay Quick Reference Guide For Suppliers

Locating the status of an Invoice in LM eInvoicing

Procedure

This quick reference guide navigates through the process of locating the status of an invoice within the LM eInvoicing Application.

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5 0 7 4 9 5 0 4 9 5 7 6 4 9 5 0 7 4 9 5 9 5 0 7 4 9 5 9	W Search BROWSE BY: Applications	That can we help you find? Customers Industry	MDA Pilot	
tre here to help! otar is designed to devate your customer support experience is our estimive ibrary of online support. Find weld biosa down Experts yourders and express in our step-by-step ison, videos, downloadable guide, admin resources, phice, and FAQ. <u>pred Content</u>	Self-Help Instructions	Parameter & Uner ID Base	Application Access	News & Announcements Release Notes - PIM MAG Release Notes
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Step	Action
1.	Log into Exostar using Internet Explorer at <u>https://my.exostar.com/</u> When the screen above appears, click on the MAG LOGIN link at the top right of the page

Log in	runyanp_7209
Email/User ID	Enter Your Password
	Password 🔍
Login Using Company Credential (EAG) Login Using Badge or Certificate	This is your Exostar account password
	Use a different email/user ID NEXT Forgot password?
Don't have an account? <u>Register</u>	

Step	Action
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: <u>https://my.exostar.com/display/TE/Support</u>

Applications				
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My Applications Request	t Applications			
Lockheed Martin	Lockheed Martin	Exostar LLC		
Lockheed Martin Li Procure to Pay Service Al Status: Q Active Sta	M elnvoicing pplication atus: 📀 Active	ForumPass 7 - US Status: Pending		
Launch	Launch	Pending Approval		
Details 🗸	Details 🗸	Details 🗸		

Step	Action
3.	Click the Launch button under LM eInvoicing Application

Two-Step Verification		Two-Step Verificati	on
Send a code to your phone		A verification code has b	een sent to your phone.
Number ending in	•	Enter code	
Send text		Enter the code sent to your phon	e
O Send voice message		Resend verification code	CANCEL
CANCEL	SEND		

Step	Action
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 .

LOCKHEED MARTIN Powered by Direct Commerce	Vendor Processor Wed, 18 Aug 05:52 PM PDT	# Home Search Invoices	Settings
My Docs	Activity Center	System Alerts	Edit Company Contacts
Messages	List open purchase orders (161)		View DCI Terms and Conditions
Inbox	Upload invoice file		
Invoices	List unread messages 3		
View All Draft	List draft invoices		
Received	Paid invoices report		+ View All
Pending Rejected Paid	Awaiting Payment invoices report		
	Pending invoices report		
POs View All	Draft Tickets		
	Ask the Help Desk		
Open			
Depieted	Help Video		
Remittance	How to create an Invoice	How to send a message	
1 010	How to create a PO	What to do with rejected invoice	
View Tickets & Help Documentation	How to do something	Go to Help Contents for more	
Pending Tickets My Tickets Help Documentation	Getting Started		
Help Documentation			

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

LOCKHEED MARTIN owered by Direct Commerce	Vendor Processor Wed, 18 Aug 05:52 PM PDT	# Home Settings Help Logout Search Invoices Doc #
My Docs	Activity Center	System Alerts
Messages	List open purchase orders (161)	
Inbox	Upload invoice file	
Invoices View All Draft Received Awaiting Payment Pending Rejected Paid	List unread messages 3	
	List draft invoices	
	Paid invoices report	+ View All
	Awaiting Payment invoices report	
	Pending invoices report	
	Draft Tickets	
POs View All Open Depleted	Ask the Help Desk	

Step	Action
7.	 To locate the status of an invoice: You can search using the various statuses under Invoices located on the left-hand side of the screen. If you know the Invoice number, you can also use the Search at the top of the page. Type the Invoice number in the Doc# field, change the drop down to "Invoice" and click Go. You can also search for invoices under a Purchase Order by changing the drop-down search to PO and entering the PO number. This will display all invoices under that Purchase Order.

LOCKHEED MARTIN owered by Direct Commerce	6				Search Inv	oices	✓ Doc #	1703-MS00042
My Docs	Invoices (c	:ount : 1)						
Messages Inbox	Search Results :	1 [Total = 4,961.21 US	D]					Modify Sea
View Tickets & Holp	Invoice#	Vendor	PO#	CR	Date (Inv)	Date (Paid)	Status	Amount
Vew Increase Interp Documentation Pending Tickets My Tickets Draft Tickets Help Documentation - Create New - Draft List - Open List	1703-MS00042 Download Da	ta	4102461777		01/22/2017	02/22/2017	Paid	4,961.21 USD

Step	Action
8.	Once you locate the invoice, click on the Invoice Number to get to the invoice details

ockheed Martin invoice appr artin Buyer for this PO.	oval required for payment. For approv	val status or to resolve an approval issue, p	lease contact your Lockheed
Pending invoice			
			G Help
Status: Pending - Waiting	for Approval	Remit To	
O Number	906905S		
urrency	USD		
redit Memo	No		
voice Date	2012-12-20		
ource	DCI	If the remit to address listed above is	incorrect, please review your
MC Docno	0000000911545	Martin Buyer	Tor contact your Lockneed
Line Item Detail			
Line	Tax Rate	Value	ତ୍ / ପ୍
0002	0.000 %	10,000.00	Q

Step	Action
9.	 The invoice status displays at the top of the invoice Pending Invoices will give a pending reason and corrective action required to clear the issue.

Invoice Number INV	/OICEI07919				
Status: Paid		Remit To			
PO Number	4104526728				
Currency	USD				
Credit Memo	No				
Invoice Date	2020-06-30				
Due Date	2020-09-15	If the remit to address listed above is incorrect, please review your vendor profile in http://myexostar.com or contact your Lockheed Martin Buyer			
Source	DCI				
	00000040504070				
LMC Docno	0000010501679				
Related Documen	0000010501679 ts				
Related Documen	ts Type	Date		Amount	
Related Documen Document # 4104526728	ts Type Purchase Order	Date	0-04-21	Amount USD 63,224.27	
LMC Documen Related Documen Document # 4104526728 2002182159	ts Type Purchase Order Payment	Date 202 202	0-04-21 0-12-02	Amount USD 63,224.27 USD 33,789.95	
LMC Documen Related Documen Document # 4104526728 2002182159 Attachments	ts Type Purchase Order Payment	Date 202 202	0-04-21 0-12-02	Amount USD 63,224.27 USD 33,789.95	
EMC Documen Related Documen Document # 4104526728 2002182159 Attachments Doc Name	ts Type Purchase Order Payment Posted By	Date 202 202 File Size	0-04-21 0-12-02 Time Stamp	Amount USD 63,224.27 USD 33,789.95	

Step	Action
9a.	 The invoice status displays at the top of the invoice Paid Invoices will show payment details by clicking into the Payment Document number located under Related Documents.

Status: Paid				Remit	То	
Total Payment Amount USD 33,789.95						
Payment Date	2020-12-0)2				
Fotal Invoices Paid	3					
Payment Type	ACH Dave					
-, ,,	AGRIPAYI	ments				
Paid Invoices	PO Number	Invoice Amount	Discount Amount	Tax Paid	Withholding Amount	Net Amoun
Paid Invoices Invoice Number 108211	PO Number 4103873764	Invoice Amount \$24,604.95	Discount Amount \$0.00	Tax Paid \$0.00	Withholding Amount	Net Amount \$24,604.99
Paid Invoices Invoice Number 108211 INVOICE107917	PO Number 4103873764 4104526728	Invoice Amount \$24,604.95 \$6,200.00	Discount Amount \$0.00 \$0.00	Tax Paid \$0.00 \$0.00	Withholding Amount \$0.00 \$0.00	Net Amount \$24,604.99 \$6,200.00

Step	Action
10.	Inside the Payment document, information on the specifics of the payment are provided.

LOCKHEED MARTIN	Vendor Processor Wed, 18 Aug 06:11 PM PDT	off Home O Settings O Help → Logout Search Invoices V Doc #
My Docs	E Activity Center	System Alerts
Messages	List open purchase orders (161)	
Inbox	Upload invoice file	
Invoices	List unread messages 3	
View All Draft	List draft invoices	
Received	Paid invoices report	+ View All
Pending Payment	Awaiting Payment invoices report	
Rejected	Pending invoices report	
e conte	Draft Tickets	
POs View All Open	Ask the Help Desk	
Depleted	Help Video	

Step	Action
11.	 Invoice Status can also be seen by using the Paid, Awaiting Payment and Pending Invoices Reports located from the home page: The Paid Invoices report will contain invoices with status "Paid" and will provide paid invoice data for the past 30 days, based on the Paid date The Pending Invoices report will contain invoices with status "Pending" and "Received" The Awaiting Payment Invoices report will contain invoices with statuses of "Awaiting Payment" *Note: these reports can be downloaded into Excel by clicking the Download Data button

Helpful Tips and Frequently Asked Questions

Why hasn't my invoice status changed?

Current invoice status is updated overnight. For example, if you submit an invoice in the morning, the status will not change from "received" until the next business day.

I submitted an invoice on Friday at 6pm EST; why is the received date reflecting the following Monday?

Invoices submitted after 3 pm EST will not be picked up until the following business day. If submitted on Friday after 3pm the invoice will not show as received until the following Monday.

What if my invoice gets rejected via the LM eInvoicing Application?

If you have questions about why an invoice was rejected, create a ticket via the ticketing tool to the LMP2P Help Desk asking for the reason. The help desk will get back to you within 24 business hours of your request. Some typical reasons why your invoice might be rejected include:

- Supplier submitted the wrong invoice amount.
- Lockheed Martin considers the invoice a duplicate of an invoice previously submitted

If you can't locate your Purchase Order within the LM eInvoicing Application:

Check to make sure that your user id is associated to the same vendor number that your Purchase Order has been issued to

You can see what vendor number you are logged into by clicking on the Home Tab in LMP2P. Your vendor number and vendor name will be listed in the center of the page (LMxxxxxx)

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 a

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.

An Invoice in a "Draft" Status has not been submitted to LMCO for payment and is not visible to Accounts Payable.

To submit: click on "Draft" under Invoices and then click on submit from within the invoice.

My Docs
Messages
Inbox
Invoices
View All
Draft
Received
Awaiting Payment
Pending
Rejected
Paid
POs
View All
Open
Depleted
Remittance
Paid
View Tickets & Help Documentation
Pending Tickets
My Tickets
Help Documentation

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.: 52xxxxxx). Payment details are available within the LM eInvoicing Application. You can search for payment details by entering the Lockheed Martin generated invoice number (52xxxxxx) in the quick search or by searching by the Purchase Order (PO) number. *Note: when searching by PO, if no invoices appear and material has been shipped*,

Note: when searching by PO, if no invoices appear and material has been shipped, please contact your LM buyer and provide them with Proof of Delivery (POD).

More FAQ's: LM eInvoicing Supplier Frequently Asked Questions LM eInvoicing FAQs

LM Accounts Payable Frequently Asked Questions LM Accounts Payable FAQs