

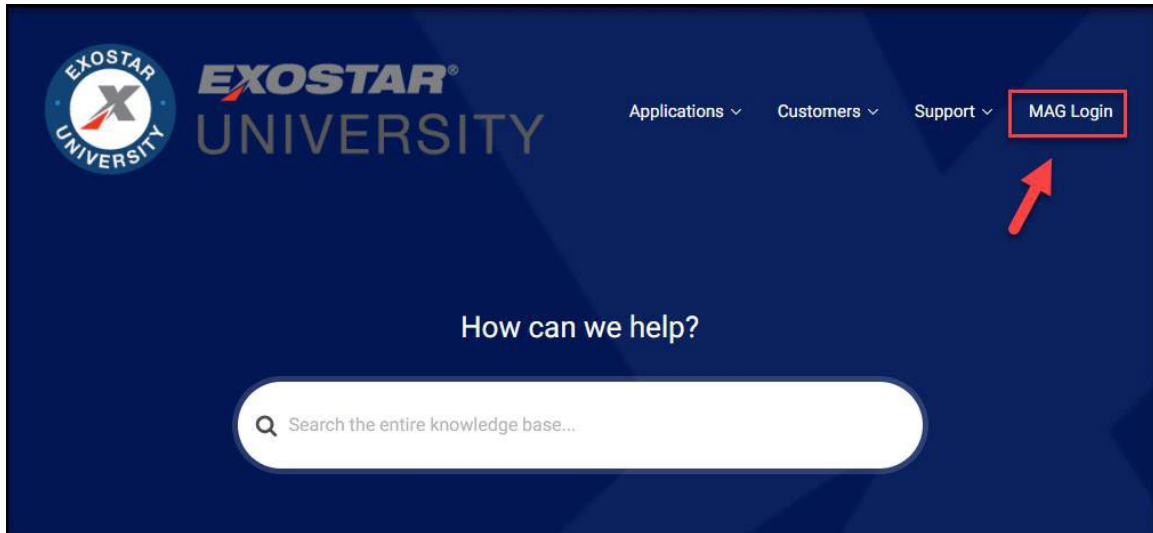


LM Procure to Pay Quick Reference Guide For Suppliers

Creating an invoice in LM eInvoicing

Procedure

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



<i>Step</i>	<i>Action</i>
1.	Log into Exostar at https://my.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

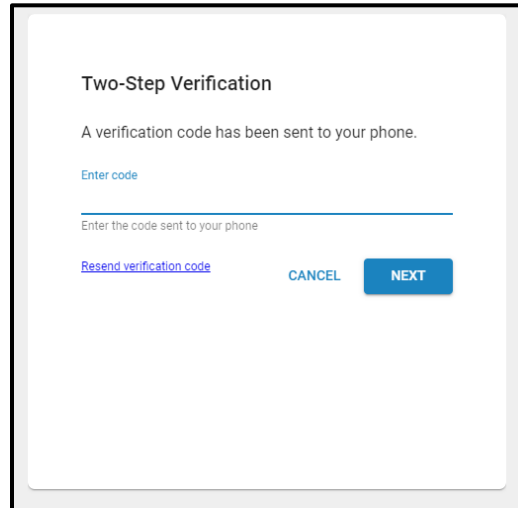
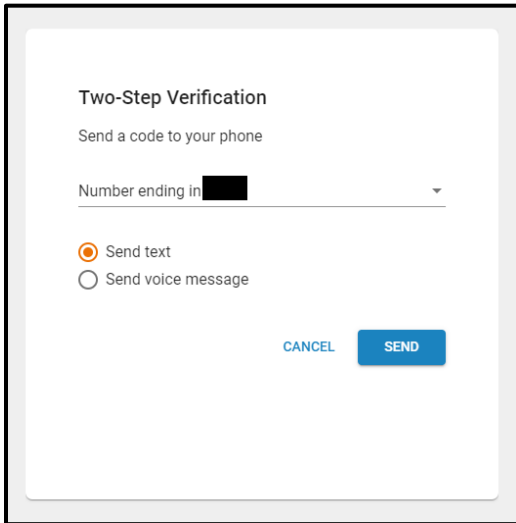
This is your Exostar account password

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

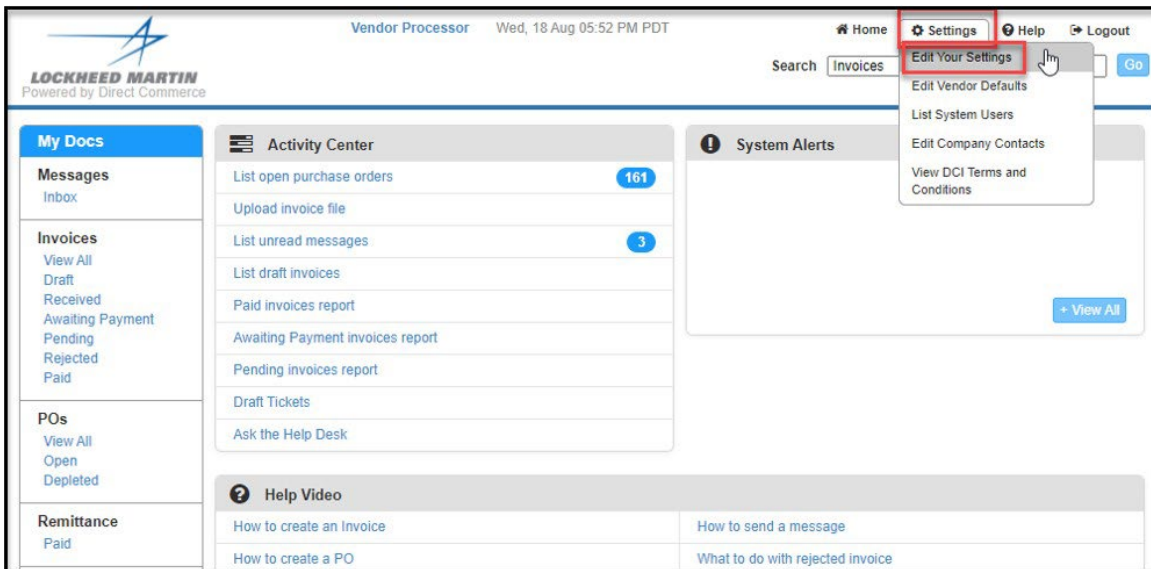
<i>Step</i>	<i>Action</i>
2.	Enter your User ID and click Next Enter your Password and click Next *For issues logging in or help with user ID/Password, contact Exostar support at: https://my.exostar.com/display/TE/Support

The screenshot shows the 'My Applications' page in the Exostar portal. At the top, there are navigation options for 'My 2FA Credentials', 'Credential Strength: Username and Password', 'Manage', 'Get 2FA', and 'Have a license key? Enter it here'. Below this, the 'Applications' section is visible, with tabs for 'My Applications' and 'Request Applications'. Three application cards are shown: 'Lockheed Martin Procure to Pay Service' (Active), 'LM eInvoicing Application' (Active, with a red box around the 'Launch' button), and 'Exostar LLC ForumPass 7 - US' (Pending). Each card has a 'Details' dropdown menu.

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

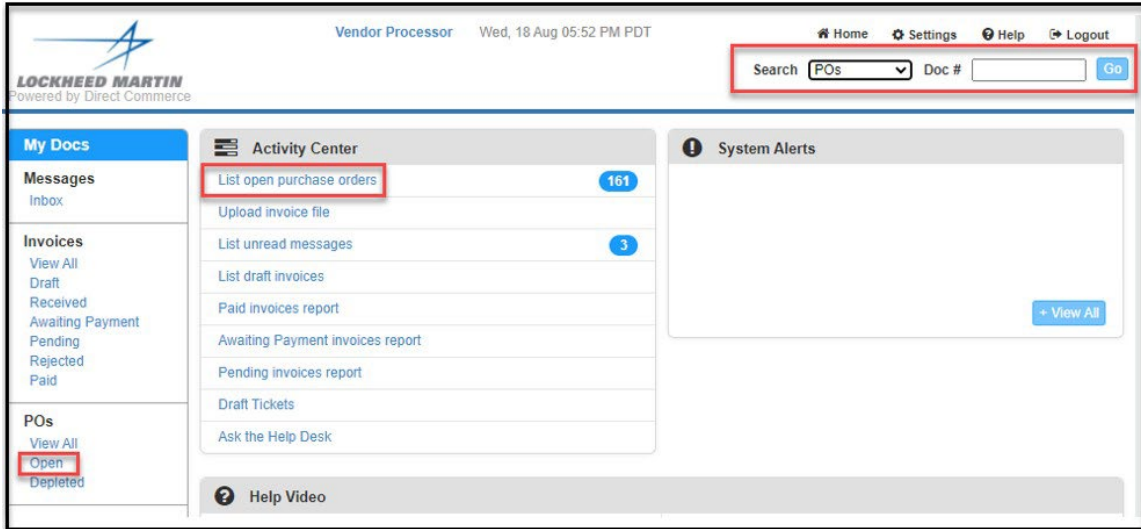


<i>Step</i>	<i>Action</i>
4.	Authenticate using a One-Time-Password (OTP). Select Phone from the drop down and click Send . Enter Verification Code sent to your phone and click on Next .



<i>Step</i>	<i>Action</i>
5.	First time users will be asked to update User Information

<i>Step</i>	<i>Action</i>
6.	Click Settings>Edit Your Settings . Update name, email address and phone number.



<i>Step</i>	<i>Action</i>
7.	To locate a PO to bill as an invoice, you can either click on the link in the Activity Center List Open Purchase Orders or you can click the Open link under the POs List. In addition, if you know the PO number, you can also use the Search at the top of the page. Type in the PO number in the Doc# field, change the drop down to "POs" and click Go .

LOCKHEED MARTIN
Powered by Direct Commerce

Vendor Processor Wed, 18 Aug 05:54 PM PDT

Home Settings Help Logout

Search Invoices Doc # Go

My Docs

Messages
Inbox

Invoices
View All
Draft
Received
Awaiting Payment
Pending
Rejected
Paid

POs
View All
Open
Depleted

Remittance
Paid

POs (count : 161)

Search Results : 161 [Total = 105,341,412.18] [Modify Search](#)

PO #	Sender	Date ↑	Status	Currency	Amount	Remaining
4900074311	Lockheed Martin Corporation	05-02-2016	Open	USD	\$750.00	\$750.00
4900074312	Lockheed Martin Corporation	05-02-2016	Open	USD	\$750.00	\$750.00
4900069435	Lockheed Martin Corporation	12-03-2015	Open	USD	\$1,513.00	\$1,513.00
4102066576	Lockheed Martin Corporation	07-13-2015	Open	USD	\$488,408.00	\$244,204.00
4102000908	Lockheed Martin Corporation	06-03-2015	Open	USD	\$38,985,888.81	\$1,538,657.97
4101986640	Lockheed Martin Corporation	05-26-2015	Open	USD	\$4,365,203.27	\$896,356.13
4101936964	Lockheed Martin Corporation	04-23-2015	Open	USD	\$650,000.01	\$241.08
4101605612	Lockheed Martin Corporation	09-30-2014	Open	USD	\$2,257,341.92	\$196,255.14
41U1472621	Lockheed Martin Corporation	07-10-2014	Open	USD	\$121,019.11	\$121,019.11
4101247257	Lockheed Martin Corporation	02-24-2014	Open	USD	\$12,865,717.90	\$0.08

<i>Step</i>	<i>Action</i>
8.	Here you will see the purchase orders from Lockheed Martin which are open and ready for invoice submittal. To select a PO, click on the link in the PO # column.

Vendor Processor Wed, 18 Aug 05:55 PM PDT

Home Settings Help Logout

Search Invoices Doc #

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

Purchase Order Number 4102000908

Status: Open

Order Date: 2015-06-03
 LMC Vendor #: LM0062984
 Exostar Vendor #: 224
 Buyer Name: GRAHAM, KRISTIN M
 Buyer Code: 1BQ
 Buyer Group: LMP1
 Buyer Email: KRISTIN.M.GRAHAM@LMCO.COM
 Buyer Phone: 410-682-0634
 Company Code: 65V1 - MS2 - Baltimore
 Terms: Net 30 Days
 Currency: USD

Remit To

Downpayment Indicator
Please note: this Purchase Order is subject to downpayments.

Line Item Detail

Line	Tax Rate	Type	Part #	Quantity			UOM	Unit Price	Remaining	Q / Q
				Total	Invoiced	Remaining				
0001	0.000 %	Material	7104060-39/USNG	21.00	21.00	0.00	EA	8,611.0000	0.00	Q
Description CCA, FIBER OPTIC TRAN										

<i>Step</i>	<i>Action</i>
9.	The top of the screen displays the PO header information.
10.	The lower half of the screen displays the PO line information.

Create Invoice Create Credit Memo Print Send Copy Create Ticket

History

What	Who	When	Why
PO Upload	LMC E-Invoicing System	2012-08-28 10:40:38 AM GMT+08:00	Initial System Upload

Related Documents

Document #	Type	Date	Amount
0987654321	Invoice (Draft Complete)	2016-04-12	USD 505.00
1216-IS00477	Invoice (Received)	2012-04-20	USD 3,143.20

<i>Step</i>	<i>Action</i>
11.	The History section shows the history of the PO, which are all the changes that have been made to this PO by the Buyer.
12.	The Related Documents section shows all invoices that have been submitted against this PO.

The screenshot shows the Lockheed Martin Vendor Processor interface. At the top, it displays the Lockheed Martin logo and 'Powered by Direct Commerce'. The page title is 'Vendor Processor' and the date is 'Wed, 18 Aug 05:55 PM PDT'. There are navigation links for Home, Settings, Help, and Logout. A search bar is present with 'Invoices' selected and a 'Doc #' field. On the left, there is a 'My Docs' sidebar with sections for Messages, Invoices, POs, Remittance, and View Tickets & Help Documentation. The main content area shows a 'Purchase Order Number 4102000908' with a status of 'Open'. A 'Create Invoice' button is highlighted with a red box. Below the purchase order details, there are sections for 'Remit To' and 'Downpayment Indicator' with a note: 'Please note: this Purchase Order is subject to downpayments.'

<i>Step</i>	<i>Action</i>
13.	When you are ready to submit an invoice, click on the Create Invoice button

Vendor Processor Wed, 18 Aug 05:57 PM PDT

LOCKHEED MARTIN
Powered by Direct Commerce

Search Invoices Doc # Go

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

Help Desk Submit Save View Delete

Edit Invoice

You must first correct the errors below before you may submit this invoice.

- Invoice number is mandatory.
- An attachment is required for this invoice because its Purchase Order has a 'downpayment' indicator at the line-item level. Please attach supplementary material in order to be able to submit this invoice.

Status: New

Invoice Number *
(invoice number is mandatory.)

Currency *
USD

Credit Memo

Downpayment Invoice

PO Number 4102000908

Invoice Date 2021 08 18

Remit To

If the remit to address listed above is incorrect, please review your vendor profile in <http://myexostar.com> or contact your Lockheed Martin Buyer

Downpayment Indicator

Please note: this Purchase Order is subject to downpayments

<i>Step</i>	<i>Action</i>
14.	<p>Follow these steps to submit an invoice:</p> <ul style="list-style-type: none"> • Input the invoice number in the Invoice Number field • Currency will default to US Dollars, but can be changed using the drop down if needed • If the invoice is a credit, check the Credit Memo box • Enter the invoice date. This field defaults to the current date but can be modified using the calendar icon.

Line Item Detail

Line	Tax Rate	Value
0001	0.000 %	25828.63
PO Line Description LABORACI-SUBCONTRACT LABOR, AC Invoice Line Description <input type="text"/>		
		Remove Save
Line	Tax Rate	Value
0002	0.000 %	1863.65
PO Line Description TRAVEL-TRAVEL EXPENSE Invoice Line Description <input type="text"/>		
		Remove Save

Step	Action
15.	<p>Remove the line items that you do not want to appear on your invoice.</p> <ul style="list-style-type: none"> Click the “Remove” button to remove any line(s) from your invoice

Line Item Detail

Line	Quantity	UOM	Unit Price	Extended
0001	0.00	EA	3.250000000	0.00
PO Line Description CAPP SWIFT MAT Invoice Line Description <input type="text"/>				
• The value for line 0001 cannot be zero				
				Remove Save

Step	Action
16.	<p>Enter Quantity or Value on each line item you are invoicing for For Material (deliverable) Line Items</p> <ul style="list-style-type: none"> Enter the Quantity Click Save

Line Item Detail

Line	Value
0001	3137.00

PO Line Description
MAINTENANCE STAFF

Invoice Line Description

Remove Save

Step	Action
16a.	<p>For Service Line Items</p> <ul style="list-style-type: none"> • Verify the total in the Value box • Update if necessary • Click Save <p><i>*Note: Value will default to the full value of the line and will need to be updated if necessary.</i></p>

Line Item Detail

Line	Quantity	UOM	Unit Price	Extended
0001	0.00	EA	0.010000000	0.00

PO Line Conditions

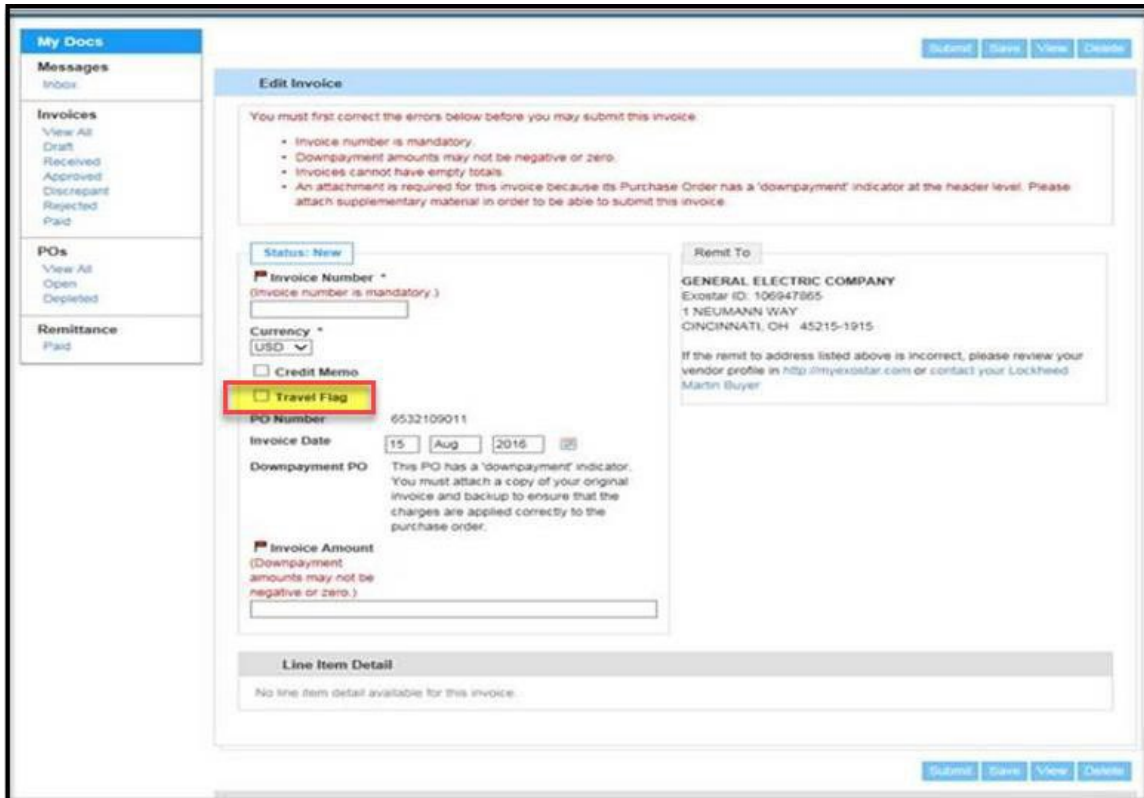
Condition #	Code	Description	Value
1	R190	R Service	0

PO Line Description
NONRECURRING EFFORT

Invoice Line Description

Remove Save

<i>Step</i>	<i>Action</i>
16b.	<p>For Line Items with Conditions</p> <ul style="list-style-type: none"> • Input the Quantity • Input the condition Value • Click Save <p><i>*If invoicing for the Condition Only, enter the Quantity as 0.00</i></p>



<i>Step</i>	<i>Action</i>
16c.	<p>For LM Aero PO's with Travel Expenses</p> <ul style="list-style-type: none"> • Check the Travel Flag button • Upload all backup receipts

Status: Draft Incomplete

Invoice Number *
YPLINETEST

Currency *
USD

Credit Memo

Downpayment Invoice

PO Number 4104277760

Invoice Date 2021 06 07

Remit To
[Redacted]

If the remit to address listed above is incorrect, please review your vendor profile in <http://myexostar.com> or contact your Lockheed Martin Buyer

Downpayment Indicator

Please note: this Purchase Order is subject to downpayments

Line Item Detail

Line	Tax Rate	Quantity	UOM	Unit Price	Extended
0001	0.000 %	91	EA	50,256.00	4,573,296.00

PO Line Description
YOKE, GIMBAL

Notification
This PO line is marked for 'Downpayment'.
You must enter in the amount and attach a copy of your original invoice and backup to ensure that the charges are applied correctly to the purchase order.

Special Payment Indicator PB
Advance Ceiling Percentage 50%
Liquidation Percentage 50%
Unliquidated Downpayment 1,432,296.00

Downpayment Line Amount 1000.00

Remove Save

Line Item Subtotal: 1,000.00
Tax: 0
Invoice Total: 1,000.00

Recalculate

Step	Action
16d.	<p>Invoicing for a Down payment Line Item (LMP2P)</p> <ul style="list-style-type: none"> • Click the “Down payment Invoice” box • Click the “Remove” button to remove any line(s) from your invoice that you are not invoicing for currently • Enter the Down payment amount • Click the Save button • Add attachment (attachment must match what you are invoicing for) <p><i>*Down payment invoices must be invoiced separately from invoices with materials or services.</i></p>

Line Item Detail

Line	Tax Rate	Quantity	UOM	Unit Price	Extended / Value
0001	0.000 %	1	EA	50,256.00	50,256.00 / 0.00

PO Line Description
YOKE, GIMBAL.

Notification
This PO line is marked for 'Downpayment'.

You must enter in the amount and attach a copy of your original invoice and backup to ensure that the charges are applied correctly to the purchase order.

Special Payment Indicator	PB
Advance Ceiling Percentage	50%
Liquidation Percentage	50%
Unliquidated Downpayment	1,432,296.00

Remove Save

Notice that the Invoice Total reflects the line item amount less liquidation

Line Item Subtotal :	50,256.00
Liquidation:	25,128.00
Tax:	<input style="width: 50px;" type="text" value="0"/>
Invoice Total:	25,128.00

Recalculate

Help Desk Submit Save View Delete Cancel

Attachments ^

<i>Step</i>	<i>Action</i>
16c.	Invoicing for a Down payment Line Item – Material Invoice (deliverable) Line Items (LMP2P) <ul style="list-style-type: none"> Remove any line items that you are not invoicing for currently Update the Quantity Click Save Add attachment (attachment must match what you are invoicing for)

Line Item Detail						
Line	Tax Rate	Type	Value			Q/Q
			Total	Invoiced	Remaining	
0001	0.000 %	Service	347,261.00	0.00	347,261.00	Q
Description E9/1 LED RETROFIT PROJECT - CAPITAL Ship To LMP1 ES 100 GLOBAL INNOVATION CIR ORANGE Orlando, FL 32825-5003						
This PO line is designated as a 'downpayment' line.						
Special Payment Indicator				MI		
Advance Ceiling Percentage				50%		
Liquidation Percentage				50%		
Unliquidated Downpayment				0.00		

Step	Action
16f.	Invoicing for a Service Line Item on a Down Payment PO (LMP2P) <ul style="list-style-type: none"> Remove any line items that you are not invoicing for currently Update the dollar amount Click Save Add attachment (attachment must match what you are invoicing for) <p><i>* Do not click the Down Payment Invoice box for Service Items *</i></p>

Edit Invoice

You must first correct the errors below before you may submit this invoice.

- Invoice number is mandatory.
- An attachment is required for this invoice because its Purchase Order has a 'downpayment' indicator at the header level. Please attach supplementary material in order to be able to submit this invoice.

Status: New

Invoice Number * (invoice number is mandatory.) 1

Currency * USD

Credit Memo

Travel Flag

Downpayment Invoice 2

PO Number 6533801341

Invoice Date 3

(invoice date is mandatory)

Downpayment PO
 This PO is marked for 'Downpayment'. You must enter in the amount and attach a copy of your original invoice and backup. Note: the values within the backup documentation must match the values on the LM elnvoicing Pro-Forms or the invoice will be rejected, and you will be required to reinvoice correctly.

Invoice Amount 4

Remit To
 NORTHROP GRUMMAN SPACE & MISSION SYSTEMS CO
 Exostar ID: 106964974
 15120 INNOVATION DR
 SAN DIEGO, CA 92128-3402

If the remit to address listed above is incorrect, please review your vendor profile in <http://myexostar.com> or contact your Lockheed Martin Buyer

Downpayment Indicator

Please note: this Purchase Order is subject to downpayments

Special Payment Indicator	PB
Advance Ceiling Percentage	88%
Liquidation Percentage	88%
Unliquidated Downpayment	37,244,775.55

Line Item Detail

No line item detail available for this invoice.

ERS Lines					
Line	Tax Rate	Quantity	UOM	Unit Price	Extended
00020					

Notification
 This is an ERS line. Invoices are not required for these PO lines. Payments will be made according to PO terms upon receipt of the goods/materials/services.

Step	Action
16g.	<p>Invoicing for a Down payment - One Aero Purchase Order</p> <ul style="list-style-type: none"> • Enter Invoice Number • Click the “Down Payment Invoice” box • Enter Invoice Date • Enter Down Payment Amount • Click Save • Add attachment (attachment must match what you are invoicing for) <p><i>*Note: One Aero Down payment Invoices – there is no need to remove the lines on PO, invoicing is done at the header level.</i></p>

Line	Tax Rate	Type	Part #	Quantity			UOM	Unit Price	Remaining	/
				Total	Invoiced	Remaining				
0002	0.000 %	Material	CECI9-500-992S	1.00	0.00	1.00	EA	68.0000	68.00	
<p>Description S/W SUN RAY LICENSE P</p> <p>Ship To LOCKHEED MARTIN CORP 1300 S LITCHFIELD RD MARICOPA GOODYEAR, AZ 85338-1610</p> <p style="border: 1px solid red; padding: 2px;">This PO line is designated as 'ERS-only'. Invoices are neither necessary nor accepted for this PO line.</p>										
Line	Tax Rate	Quantity	UOM	Unit Price	Extended					
0002										
<p>Notification This is an ERS line. Invoices are not required for these PO lines. Payments will be made according to PO terms upon receipt of the goods/materials/services.</p>										

<i>Step</i>	<i>Action</i>
16h.	For Evaluated Receipt Settlement (ERS) line items <ul style="list-style-type: none"> Invoices are not required nor accepted The system will generate an invoice upon receipt of goods/materials

Line Item Subtotal:	3,137.00
Tax:	0
Invoice Total:	3,137.00
	Recalculate

<i>Step</i>	<i>Action</i>
17.	Enter the tax on the invoice, if necessary Click on Recalculate <p style="margin-top: 10px;"><i>*Note: If tax amount billed differs from the PO calculated tax amount, you will receive a soft warning. You may continue to submit your invoice or save the invoice and contact your buyer.</i></p>

Attachments

<input type="checkbox"/>	Doc Name	Posted By	File Size	Time Stamp
There are no attachments for this invoice.				

Attachment Documents

Add PDF File

- Only PDF attachments permitted
- Supported PDF versions include: PDF 1.0, PDF 1.1, PDF 1.2, PDF 1.3, PDF 1.4 and PDF 1.5
- Maximum size of each PDF attachment: 20MB (multiple files can be attached)
- Maximum number of attachments for each invoice: 15 PDF files
- Maximum total aggregated size of all attachments (for one invoice): 100 MB

Fax Attachment

- You do not need to fax attachments that you have already uploaded with the ADD ATTACHMENT feature.
- Print your fax cover sheet (cover sheet can only go with this invoice).
- Send your fax with cover sheet!
- Allow 15 minutes for transmission to complete.
- Return to this invoice and refresh page to verify fax attachment has arrived.

<i>Step</i>	<i>Action</i>
18.	To add an attachment , <ul style="list-style-type: none"> Click on the Browse button to find the file on your computer Click on document to Add Click on Upload File

Line Item Subtotal : 50.00

Tax:

Invoice Total: 50.00

Attachments

<input type="checkbox"/>	Doc Name	Posted By	File Size	Time Stamp
<input type="checkbox"/>	Avaya CMS.pdf	LMC_84141 Lockheed_vendor	11 KB	2020-12-16 06:29:42

<i>Step</i>	<i>Action</i>
19.	Click Submit to submit invoice to Lockheed Martin

Submit Invoice

This is not submitted yet.

Status: Draft Complete

PO Number	BBM03GB10
Currency	USD
Credit Memo	No
Invoice Date	2020-12-16
Source	DCI
LMC Docno	Not set

Remit To

If the remit to address listed above is incorrect, please review your vendor profile in <http://myexostar.com> or contact your Lockheed Martin Buyer

Line Item Detail

Line	Tax Rate	Value	
0002	0.000 %	50.00	/
<p style="font-size: small; margin: 0;">PO Line Description TRAVEL-TRAVEL EXPENSE</p> <p style="font-size: small; margin: 0;">Invoice Line Description ---</p>			

Line Item Subtotal: 50.0000

Tax: 0.00

Invoice Total: 50.0000

Return To Invoice

Submit Invoice

<i>Step</i>	<i>Action</i>
20.	<p>Review invoice for accuracy, click Submit Invoice</p> <ul style="list-style-type: none"> Return to Invoice if you need to make any changes

Frequently Asked Questions

What if I submit an incorrect invoice amount?

If you have submitted an incorrect invoice create a ticket via the ticketing tool to the LMP2P Help Desk and ask for the invoice to be rejected. Funds will be added back to the PO once the invoice status is changed to rejected (typically the next business day).

Can I submit more than one invoice against a PO?

You can submit invoices until the PO is depleted. (A depleted PO means that there are no remaining funds on the PO, or it has been closed by Lockheed Martin.) Once the PO line items are depleted, the PO becomes closed and you will no longer be able to create invoices from the PO; however, you will be able to apply credits to the PO.

How do I know if my invoice was successfully submitted?

You can tell if the invoice status changes from “draft” to “received” on the eInvoicing application. There is no notification that is emailed to you after an invoice is submitted. In addition, you can check the history section at the bottom of the invoice to see when the invoice was submitted to Lockheed Martin.

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.

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 FAQs](#)

[LM Accounts Payable FAQs](#)