

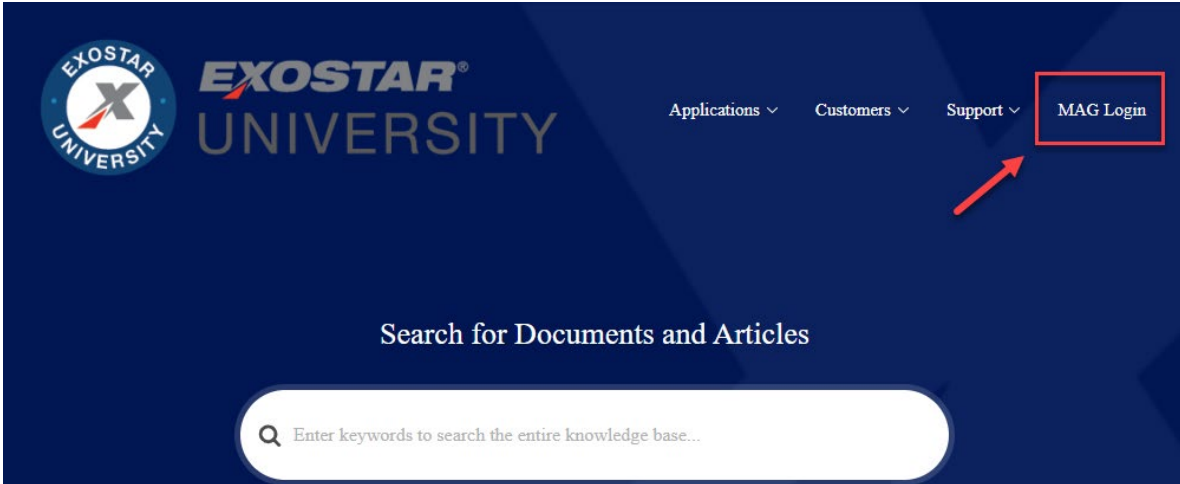


LM Procure to Pay Quick Reference Guide For Suppliers

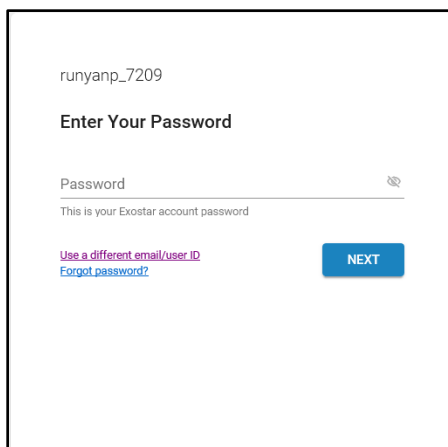
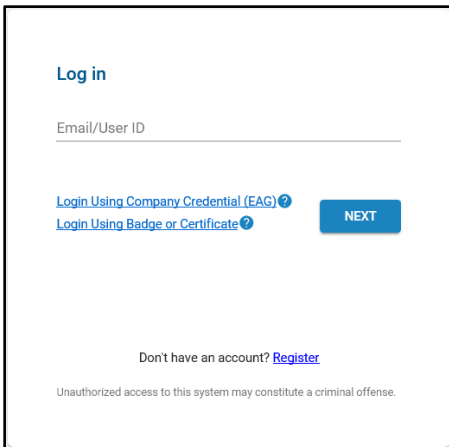
Creating an invoice for Down payments in
LM eInvoicing

Procedure

This quick reference guide navigates through the process of creating an invoice for a Purchase Order with Down payments 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



<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

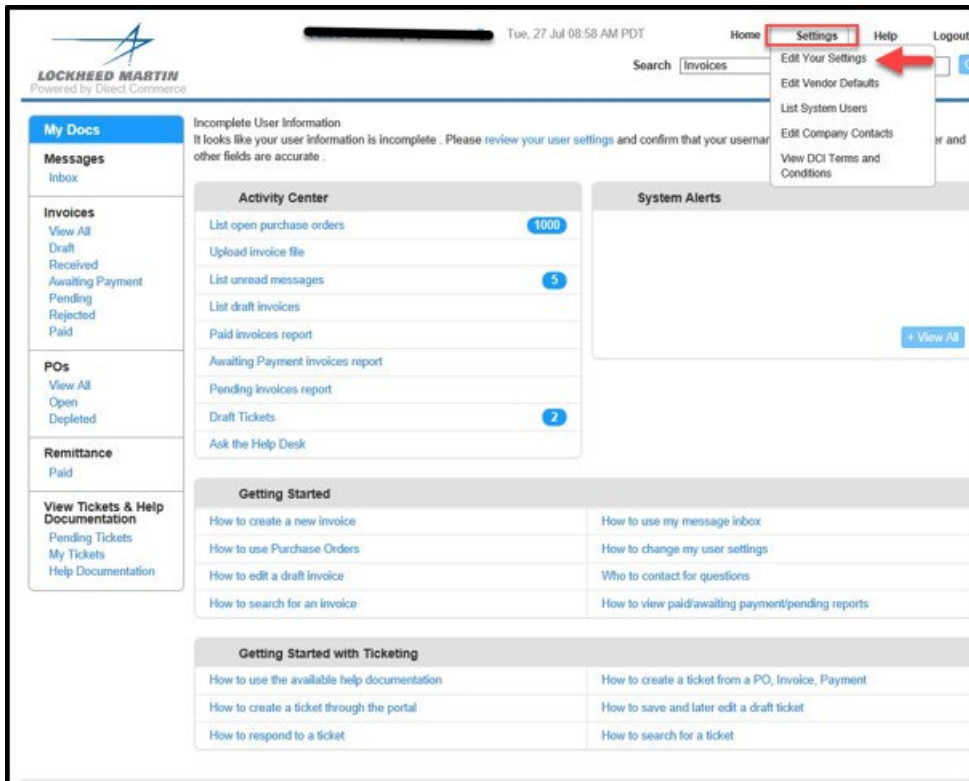
The screenshot shows three application cards under the 'Open Applications' tab. The first card is for 'Exostar LLC' with a red notification dot. The second and third cards are for 'Lockheed Martin'. The third card, 'LM eInvoicing Application', has a red rectangular box highlighting its green 'Launch' button. Each card displays 'Status: Active' and 'Last Access: 03/20/2023 02:03 PM'.

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

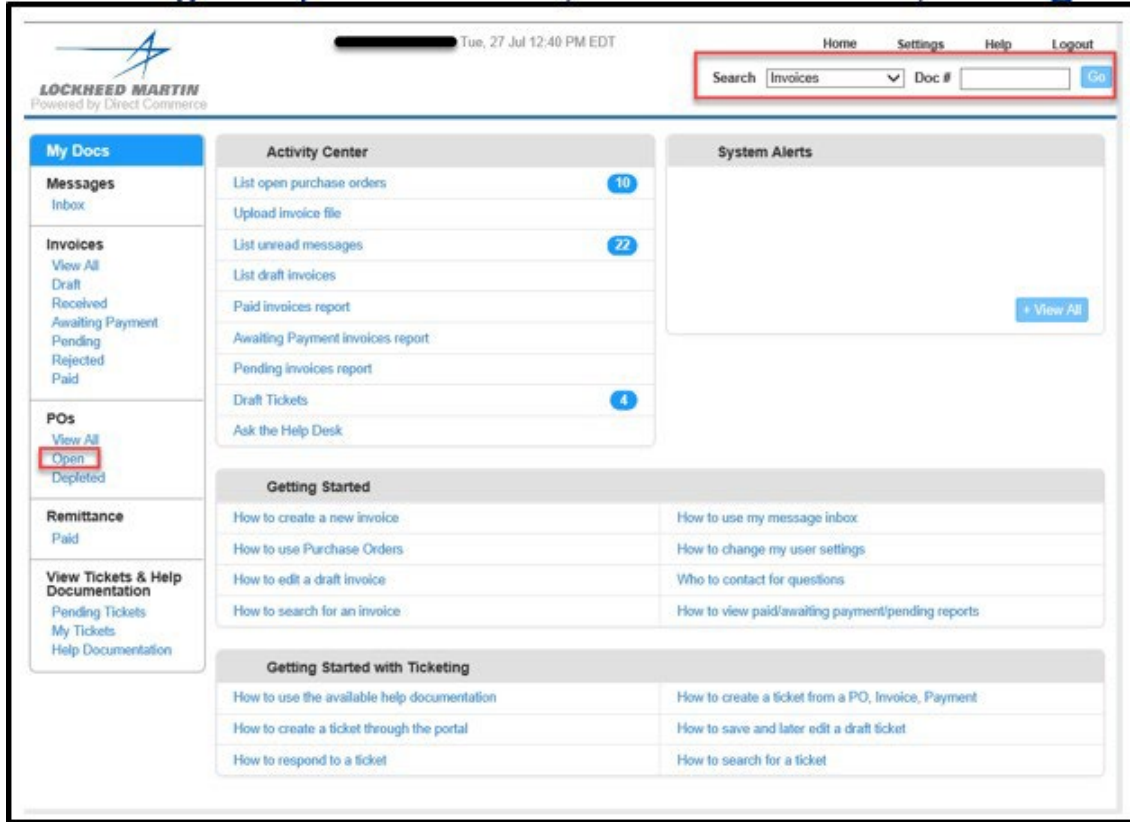
The screenshot shows a 'Two-Step Verification' screen. It prompts the user to 'Send a code to your phone'. There is a dropdown menu for 'Number ending in' with a blacked-out value. Below are two radio button options: 'Send text' (selected) and 'Send voice message'. At the bottom are 'CANCEL' and 'SEND' buttons.

The screenshot shows the next step of 'Two-Step Verification'. It states 'A verification code has been sent to your phone.' There is a text input field labeled 'Enter code'. Below the field is a 'Resend verification code' link. At the bottom right are 'CANCEL' and 'NEXT' buttons.

<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.



<i>Step</i>	<i>Action</i>
7.	<p>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.</p> <p>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.</p>

LOCKHEED MARTIN
Powered by Direct Commerce

Mon, 02 Nov 02:04 PM EST

Home Settings Help Logout

Search Doc #

My Docs

Messages
Inbox

Invoices
View All
Draft
Received
Awaiting Payment
Pending
Rejected
Paid

POs
View All
Open
Depleted

Remittance
Paid

POs (count : 30)

Search Results : 30 [Total = 54,399,985.10]

PO #	Sender	Date	Status	Currency	Amount	Remaining
4101276806	Lockheed Martin Corporation	03-13-2014	Open	USD	\$3,285,467.00	\$3,285,467.00
4101044851	Lockheed Martin Corporation	02-13-2014	Open	USD	\$2.56	\$2.56
4101215570	Lockheed Martin Corporation	02-04-2014	Open	USD	\$12,965.00	\$12,965.00
4101044218	Lockheed Martin Corporation	01-24-2014	Open	USD	\$3,137.50	\$3,137.00
4101044210	Lockheed Martin Corporation	01-23-2014	Open	USD	\$2,316,115.00	\$2,151,190.00
4101044178	Lockheed Martin Corporation	01-21-2014	Open	USD	\$3,200.00	\$1,600.00
4101044186	Lockheed Martin Corporation	01-21-2014	Open	USD	\$19.50	\$0.50
4101044159	Lockheed Martin Corporation	01-20-2014	Open	USD	\$111,000.01	\$58,000.01
4101043958	Lockheed Martin Corporation	01-20-2014	Open	USD	\$2,936.78	\$692.39
4101043896	Lockheed Martin Corporation	01-14-2014	Open	USD	\$326.00	\$326.00

<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.

Purchase Order Number BBM005GB9

Status: Open

Remit To

Order Date: 2009-10-07
 LMC Vendor #: LM0246739
 Exostar Vendor #: 84141
 Buyer Name: MATTHEW VANDER WE
 Buyer Code: ZGU
 Buyer Group: LMP4
 Buyer Email: matthew.vanderweg@lmco.com
 Buyer Phone: 303-932-4307
 Company Code: 7000 - Integrated Sys & Solution
 Terms: Net 30 Days
 Currency: USD

Line Item Detail

Line	Tax Rate	Type	Value		
			Total	Invoiced	Remaining
0001	0.000 %	Service	213,872.08	188,043.45	25,828.63

Description: LABORACI-SUBCONTRACT LABOR, AC
 Ship To: LOCKHEED MARTIN CORP, 12999 DEER CREEK CANYON RD, JEFFERSON, LITTLETON, CO 80127-5146

<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

Step	Action
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.

[Help Desk](#)
[Create Invoice](#)
[Create Credit Memo](#)
[Print](#)
[Send Copy](#)
[Create Ticket](#)

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 4104586109

Status: Open

Order Date: 2020-06-06
 LMC Vendor #: LM0240649
 Exostar Vendor #: 54316
 Buyer Name: PLUMMER, RYAN C.
 Buyer Code: 4CP
 Buyer Group: LMP3
 Buyer Email: RYAN.C.PLUMMER@LMCO.COM
 Buyer Phone: 720-563-2681
 Company Code: LMMS - LM Space Systems Company
 Terms: Pay immediately w/o deduction
 Currency: USD

Remit To: [Redacted]

[Line Item Detail](#)

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

<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.

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 Calling 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
15a.	<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> <p><i>*Do not enter tax for <u>Down payment invoices</u> (taxes (if applicable)) should be included on material invoices*</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

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

Attachments ^

<i>Step</i>	<i>Action</i>
15b.	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
15c.	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.

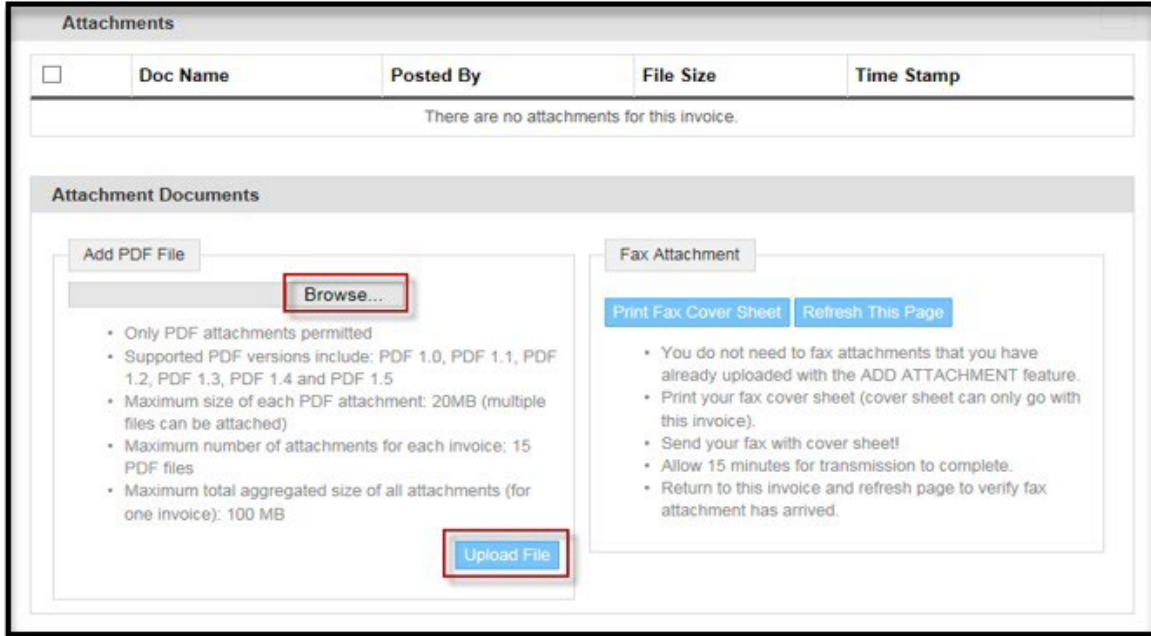
ERS Lines					
Line	Tax Rate	Quantity	UOM	Unit Price	Extended
00020					

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
15d.	<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 Item Subtotal:	3,137.00
Tax:	<input type="text" value="0"/>
Invoice Total:	3,137.00
	<input type="button" value="Recalculate"/>

<i>Step</i>	<i>Action</i>
16.	<p>Enter the tax on the invoice, if necessary Click on Recalculate</p> <p><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> <p><i>*Do not enter tax for <u>Down payment invoices</u> (taxes (if applicable)) should be included on material invoices*</i></p>



<i>Step</i>	<i>Action</i>
17.	<p>To add an attachment,</p> <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 <p><i>Note: the values within the backup documentation <u>must match</u> the values on the LM eInvoicing Pro-Forma or the invoice will be rejected, and you will be required to reinvoice correctly.</i></p>

Line Item Subtotal : 50.00
 Tax: 0
Invoice Total: 50.00

Recalculate

Submit Save View Delete Cancel

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

Remove

Step	Action
18.	Click Submit to submit invoice to Lockheed Martin <ul style="list-style-type: none"> If submitting a Down Payment Invoice, ensure the “Downpayment” box is checked If the invoice is for the material, the “Downpayment” box should not be checked and a quantity should have been added to show liquidation.

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	

PO Line Description
TRAVEL-TRAVEL EXPENSE
 Invoice Line Description

Line Item Subtotal: 50.0000
 Tax: 0.00
Invoice Total: 50.0000

Return To Invoice Submit Invoice

<i>Step</i>	<i>Action</i>
19.	Review invoice for accuracy, click Submit Invoice <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.

When should I invoice for taxes on a Down Payment Purchase Order?

- If applicable to your Purchase Order, invoice for taxes with a material or service invoice.
- Do not** invoice for taxes or VAT on a Down Payment invoice.

More FAQ's:

[LM eInvoicing FAQs](#)

[LM Accounts Payable FAQs](#)