Accounts Payable Webcycle Supplier Email

This guide covers the various types of emails that are sent from LMP2P to Suppliers regarding invoices and Webcycle items. It also helps decipher any actions that may be necessary for the intended recipient(s).

Subject: ZEIC_LM_INV_REDUCTION_TEXT

Attn: <Supplier Name>

Invoice XXXXXXXXXX has been short paid by Lockheed Martin Corporation. The invoice amount has been reduced to match purchase order XXXXXXXX.

For additional information, please go to: www.myexostar.com, click the link labeled "MAG" under Products & click "Login". Click "ok" & enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the application you would like to open. You will be signed into the LM P2P Vendor Portal. From the Home tab, click the "Accounts Payable" link on the left & from the dropdown, choose "Accounts Payable FAQ's" or refer to the Lockheed Martin Purchase Order for further details.

Thank You

Lockheed Martin Corporation

Accounts Payable

Recipient: Supplier

Action: There is no action for the supplier unless they do not agree with the short payment. Then, they would contact the LM buyer on the PO for further assistance.

Need More Help? Access online help directly from the transaction to see detailed walkthroughs of common procedures.

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05/31/2012

Accounts Payable Webcycle Supplier Email

Subject: ZEIC_LM_REJECTION_TEXT

Attn: <Supplier Name>

Your Invoice XXXXXXXXXX has been rejected by Lockheed Martin Corporation for PO XXXXXXXXXX

For additional information, please go to: www.myexostar.com, click the link labeled "MAG" under Products & click "Login". Click "ok" & enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the application you would like to open. You will be signed into the LM P2P Vendor Portal. From the Home tab, click the "Accounts Payable" link on the left & from the dropdown, choose "Accounts Payable FAQ's" or refer to the Lockheed Martin Purchase Order for further details.

Thank You

Lockheed Martin Corporation

Accounts Payable

Recipient: Supplier

Action: May be a supplier action depending on the rejection reason. At the very bottom of the email, there will be a rejection reason/verbiage as to why LM rejected the document.

Need More Help? Access online help directly from the transaction to see detailed walkthroughs of common procedures.

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05/31/2012

Accounts Payable Webcycle Supplier Email

Subject: ZEIC_LM_REJECT_ERS_TEXT

Attn: <Supplier Name>

Your Invoice XXXXXXXXXX has been Rejected by Lockheed Martin Corporation. This Purchase Order Line item is set-up as Evaluated Receipt Settlement/Invoice less. No invoice is required.

For additional information, please go to: www.myexostar.com, click the link labeled "MAG" under Products & click "Login". Click "ok" & enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the application you would like to open. You will be signed into the LM P2P Vendor Portal. From the Home tab, click the "Accounts Payable" link on the left & from the dropdown, choose "Accounts Payable FAQ's" or refer to the Lockheed Martin Purchase Order for further details.

Thank You

Lockheed Martin Corporation

Accounts Payable

Recipient: Supplier

Action: No action required from supplier.

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05/31/2012

Accounts Payable Webcycle Supplier Email

Subject: ZEIC_LM_REJECT_TEXT	**Recipient**: Supplier
Attn: <Supplier Name>	**Action**: Supplier needs to resubmit an invoice with a valid PO Line Item # on the invoice.

Your Invoice XXXXXXXXXX has been Rejected by Lockheed Martin Corporation. The PO Line Item could not be determined from your invoice. Please resubmit with a valid PO line item #.

For additional information, please go to: www.myexostar.com, click the link labeled "MAG" under Products & click "Login". Click "ok" & enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the application you would like to open. You will be signed into the LM P2P Vendor Portal. From the Home tab, click the "Accounts Payable" link on the left & from the dropdown, choose "Accounts Payable FAQ's" or refer to the Lockheed Martin Purchase Order for further details.

Thank You

Lockheed Martin Corporation

Accounts Payable

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05/31/2012

Accounts Payable Webcycle Supplier Email

Subject: ZEIC_LM_REJ_PCARD_TEXT

Attn: <Supplier Name>

Your Invoice XXXXXXXXXX has been Rejected by Lockheed Martin Corporation. The Purchase Order XXXXXXXXXX references a PCRD (procurement or credit card) payment. No invoice is required.

For additional information, please go to: www.myexostar.com, click the link labeled "MAG" under Products & click "Login". Click "ok" & enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the application you would like to open. You will be signed into the LM P2P Vendor Portal. From the Home tab, click the "Accounts Payable" link on the left & from the dropdown, choose "Accounts Payable FAQ's" or refer to the Lockheed Martin Purchase Order for further details.

Thank You

Lockheed Martin Corporation

Accounts Payable

Recipient: Supplier

Action: No action required from supplier.

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05/31/2012

Accounts Payable Webcycle Supplier Email

Subject: ZEIC_LM_SHORT_PAY_TEXT

Attn: <Supplier Name>

Your Invoice XXXXXXXXXX has been Short Paid by Lockheed Martin Corporation. You have billed for unplanned or unauthorized delivery of freight charges according to the Purchase Order XXXXXXXXXX.

For additional information, please go to: www.myexostar.com, click the link labeled "MAG" under Products & click "Login". Click "ok" & enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the application you would like to open. You will be signed into the LM P2P Vendor Portal. From the Home tab, click the "Accounts Payable" link on the left & from the dropdown, choose "Accounts Payable FAQ's" or refer to the Lockheed Martin Purchase Order for further details.

Thank You

Lockheed Martin Corporation

Accounts Payable

Recipient: Supplier

Action: No action required from supplier unless they don't agree with the short payment of the freight charges. They will need to contact the LM Buyer for further assistance.

Need More Help? Access online help directly from the transaction to see detailed walkthroughs of common procedures.

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05/31/2012