LM Procure to Pay

Quick Reference Guide
For Suppliers

LMP2P Accounts Payable
Supplier FAQ's

LMP2P Accounts Payable Supplier FAQ's

Contacting LMP2P Helpdesk

How do I contact the Lockheed Martin P2P Helpdesk?
A convenient ticketing tool is available via the LM eInvoicing Application which is the preferred method of contact. There are many Help documents available through the application allowing you to self-serve. In addition, you may open a ticket within the application which will be answered by the LMP2P Helpdesk.
Or, you may contact the LMP2P Helpdesk directly by emailing
inquiries.supplier@lmco.com.

eInvoicing

What are the benefits of electronic invoicing to my company?
- Fast and accurate invoice submission
- View Purchase Orders
- View invoice and payment status
- Reconcile payments
- Receive payments faster
- Submit credit memos
- Get questions answered quickly via online help documents and access to the LMP2P Helpdesk via the ticketing tool
- There is no cost to your company!

I do not have permissions to invoice Lockheed Martin. How do I set up an account through Exostar to access eInvoicing?
To obtain a user account, you may either contact your company's Organization Administrator, or go to https://portal.exostar.com/userRegistration and complete the online registration form. The Exostar Organization ID for your company will be required to start the registration process. If you do not know who your Organization Administrator is, or you do not know your Exostar Organization ID, please contact Exostar Support.
There are two roles available for LM eInvoicing:
LM eInvoicing - "Full Access" Requires 2 Factor Authentication (2FA)
LM eInvoicing – "View Only" Does not require 2 Factor Authentication (2FA)

What is the LM eInvoicing "View Only" role?
Lockheed Martin provides a "View Only" role for suppliers who do not already have access to our eInvoicing application. The "View Only" access gives suppliers permission into our eInvoicing supplier portal via Exostar without 2FA registration and will provide suppliers beneficial information about status of their payments and invoices. Suppliers will be able to retrieve their own Supplier Paid and Unpaid Status Reports at any time. Reports can be pulled daily and with any date range allowing improved accessibility to data and faster reconciliation of payments via the LM eInvoicing Application. This role will not provide access to the LMP2P Portal or allow for any updating within the eInvoicing application.

   Below are some helpful links to assist with "View Only" access questions.
   [LM eInvoicing Supplier FAQs](#)
   [Requesting access to LM eInvoicing](#)
   Exostar Support

Where can I get more information about Lockheed Martin's eInvoicing tool including how to get started, logging in, how to use the application, etc.?

   [LM eInvoicing Supplier FAQs](#)

Evaluated Receipt Settlement (ERS)

What is Evaluated Receipt Settlement (ERS)?
- Items delivered by a supplier are received into Lockheed Martin's system
- Receiving transactions creates an invoice in the Accounts Payable system
- Accounts Payable system will generate payments based upon due dates according to Purchase Order terms
  Please Note: Invoices should never be submitted to Lockheed Martin for ERS type orders.

How do I know if my PO line/s are set up as ERS and I do not need to submit an invoice?
   ERS lines on a purchase order are set up on a contractual agreement and indicated in the "Bill To" section of your Purchase Order. Invoice lines designated as ERS in the LM eInvoicing Application will be marked with a message stating, "This PO line is designated as 'ERS – only'. Invoices are neither necessary nor accepted for this PO line." If you try to submit an invoice against an ERS line, the system will give you a notification stating, "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."

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

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

About My Payments

What is an Electronic Funds Transfer Payment?
Lockheed Martin's standard method of payment is Electronic Funds Transfer (EFT) also referred to as ACH. An electronic fund's file will be transmitted on due date of invoice and should be available in your account within two business days. Lockheed Martin supplies your bank with remittance details, which include the purchase order number, invoice number/reference number and dollar amount. You must verify that your bank will provide you with these payment details and that your account accepts EFT.
Payment details are also available on the "Paid invoices report" located on the Home page within the LM eInvoicing Application.

How can I sign up to receive Electronic Funds Transfers (EFT) directly to my bank account?
Your Organization Administrator will need to update your vendor profile thru Exostar. If you do not know who your Organization Administrator is, please contact Exostar Support.
- Go to http://www.myexostar.com
- Click the "MAG Log In" button at the top of the page
- Enter your credentials
- Click on My Account
- Click on View Organization Details
- Click on the hyperlink "View in TPM"
- Click on the "Payment/Remittance" Tab
- Update your payment type to ACH
- Add your bank account information
- Click on Save

How do I check payment status of my invoices?
- Go to http://www.myexostar.com
- Click the button labeled "MAG LOG IN" at the top of the page

- Enter your credentials. At the next screen, on the "Applications" tab, click the link labeled "Open Application" next to the LM eInvoicing Application.
- Use quick search to find the invoice number
- Click on the invoice number to view the status

How do I locate remittance information in the LM eInvoicing Application?
> You can search for this data using Advanced Search or clicking on the PAID link in the left navigation.

How do I locate payment details in LM eInvoicing from information off my bank statement?
> Using payment details from your bank statement, locate the pay ID 2000 series number (10 digits, if 9 digits add a '0' in front to make 10 digits) and use the quick search to find the payment details. Using invoice/reference details from your bank statement, locate the invoice/reference number (sometimes 5200 series number (10 digits) for ERS invoices) and use the quick search to find the payment details.

Available Training

Is additional training available?
> The LMP2P Help Desk hosts monthly supplier trainings. You can contact the help desk at: inquiries.supplier@lmco.com to get signed up for a future training session. Scheduled training dates are available at the following link:
> > Supplier Training Sessions