

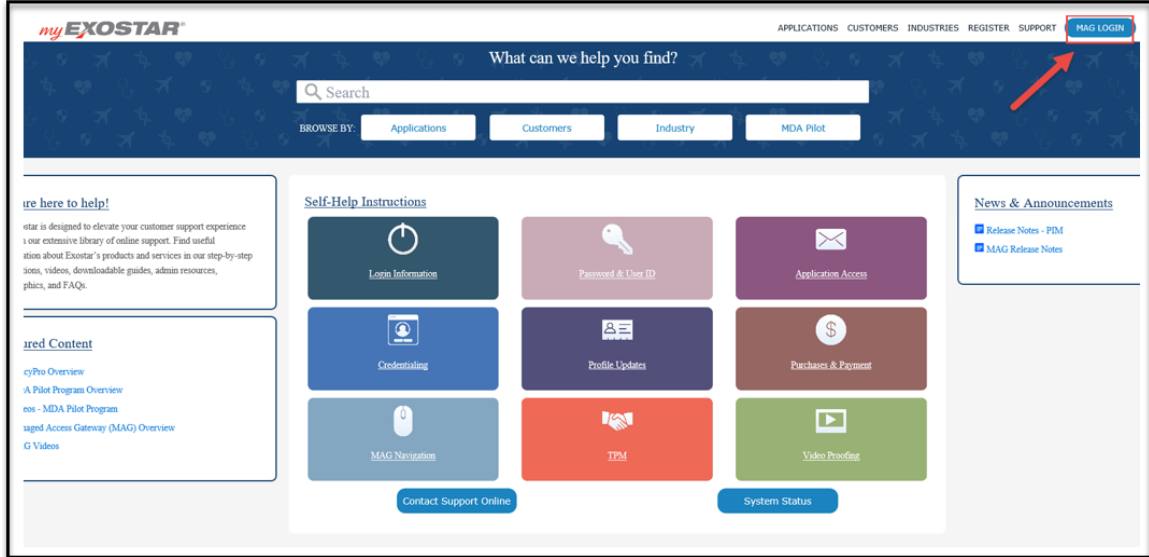


# ***LM Procure to Pay*** Quick Reference Guide For Suppliers

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 <a href="https://my.exostar.com/">https://my.exostar.com/</a> When the screen above appears, click on the <b>MAG LOGIN</b> 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**

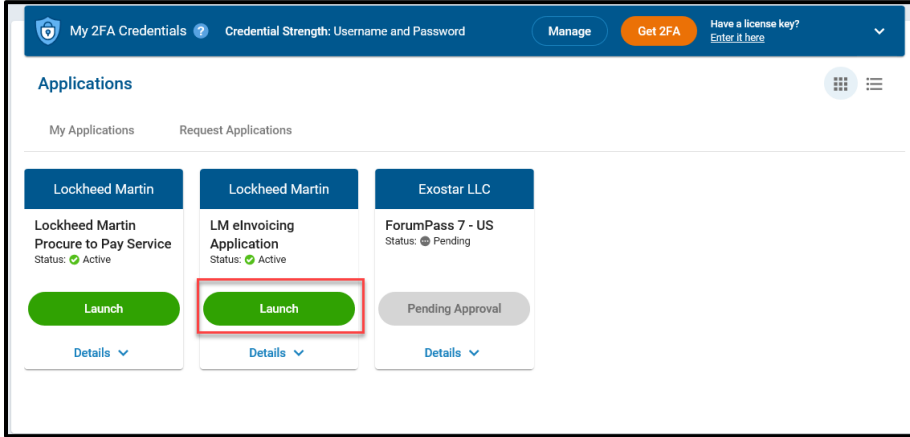
Password

This is your Exostar account password

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

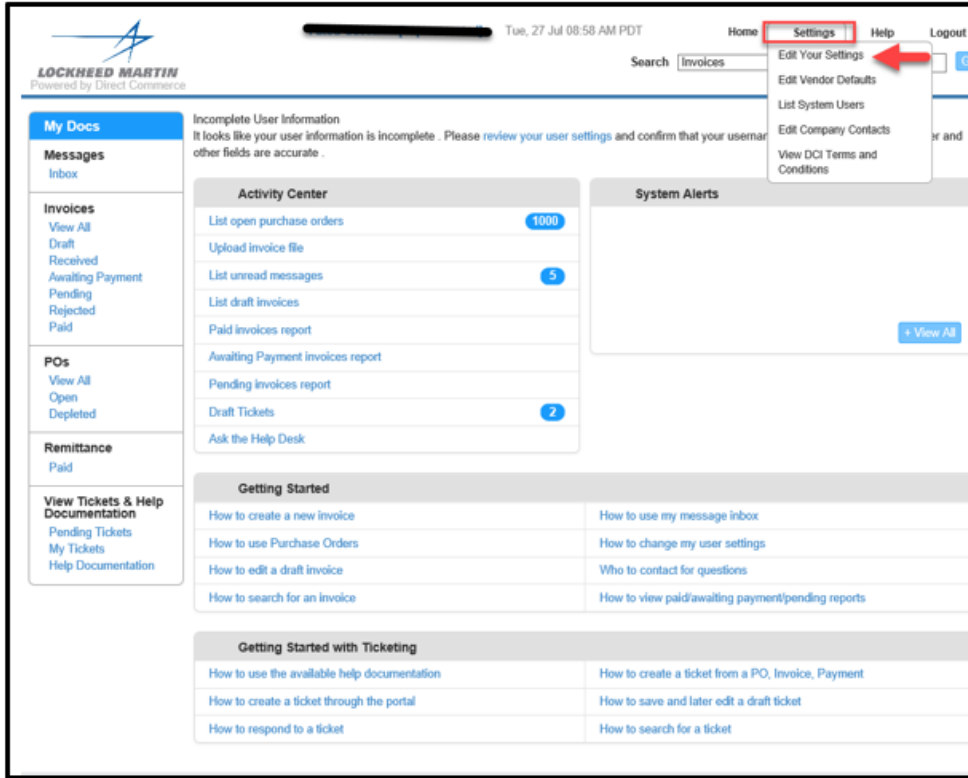
**NEXT**

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

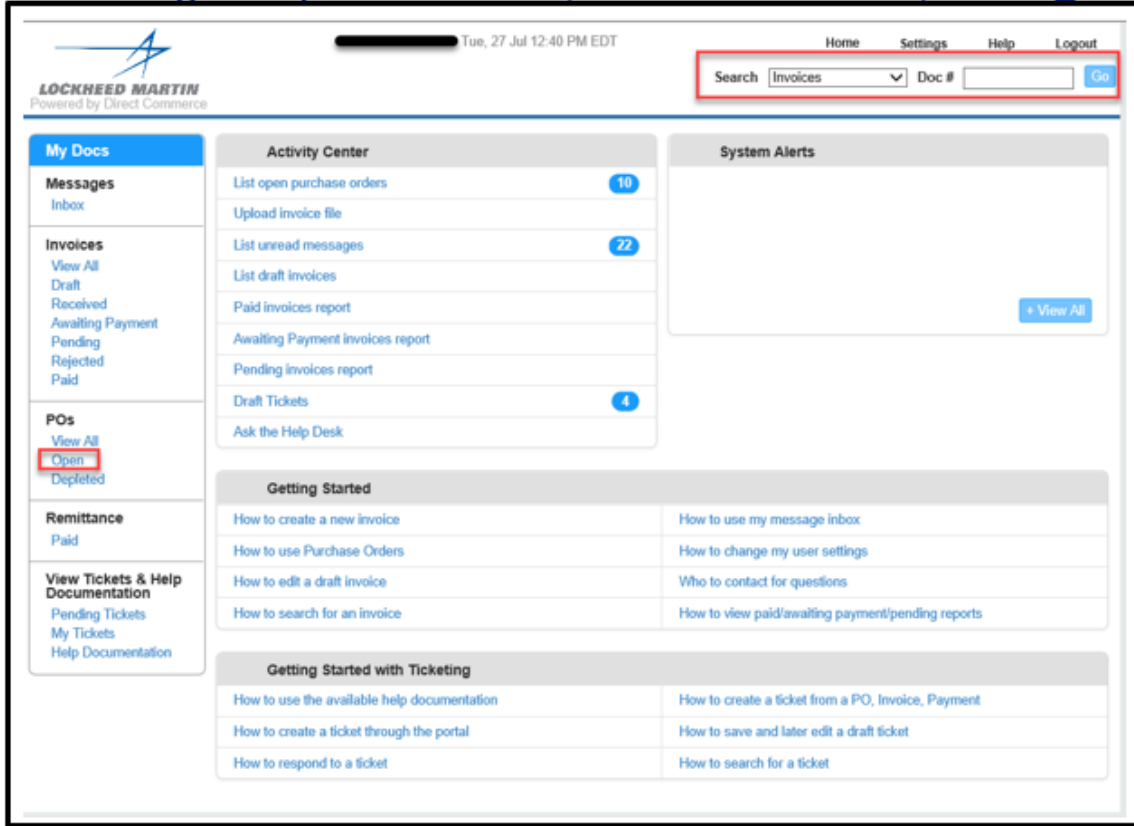


<i>Step</i>	<i>Action</i>
3.	Click the <b>Launch</b> button under LM eInvoicing Application

<i>Step</i>	<i>Action</i>
4.	Authenticate using an approved credential (e.g. Hardware token, Mobile ID, etc.) Complete 2FA login and click on <b>Next</b> .



<i>Step</i>	<i>Action</i>
5.	First time users will be asked to update User Information
6.	Click <b>Settings</b> > <b>Edit Your Settings</b> . 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 <b>List Open Purchase Orders</b> or you can click the <b>Open</b> link under the POs List.</p> <p>In addition, if you know the PO number, you can also use the <b>Search</b> at the top of the page. Type in the PO number in the Doc# field, change the drop down to "POs" and click <b>Go</b>.</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	\$692.38
4101043896	Lockheed Martin Corporation	01-14-2014	Open	USD	\$325.00	\$325.00

<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 <b>PO #</b> column.

The screenshot displays the Lockheed Martin procurement system interface. At the top, it shows the user 'LMC\_84141 Lockheed\_vendor' and the date 'Wed, 16 Dec 05:36 AM GMT+08:00'. The interface includes a search bar with 'Invoices' selected and a 'Go' button. On the left, there is a navigation menu with sections for 'My Docs', 'Messages', 'Invoices', 'POs', 'Remittance', and 'View Tickets & Help Documentation'. The main content area is titled 'Purchase Order Number BBM005GB9' and shows a 'Status: Open'. Below this, there is a 'Remit To' field which is redacted with a black box. A list of purchase order details is provided, including 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), and Currency (USD). At the bottom, a 'Line Item Detail' table is shown with columns for Line, Tax Rate, Type, and Value (Total, Invoiced, Remaining). The table contains one line item (0001) with a tax rate of 0.000%, type of Service, a total value of 213,872.08, an invoiced value of 188,043.45, and a remaining value of 25,828.63. The description for this line item is 'LABORACI-SUBCONTRACT LABOR, AC' and the ship-to address is '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

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

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

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

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	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

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

Step	Action
15a.	<p>Invoicing for a <b>Down payment Line Item (LMP2P)</b></p> <ul style="list-style-type: none"> <li>• Click the “Down payment Invoice” box</li> <li>• Click the “Remove” button to remove any line(s) from your invoice that you are not invoicing for currently</li> <li>• Enter the Down payment amount</li> <li>• Click the Save button</li> <li>• Add attachment (attachment must match what you are invoicing for)</li> </ul> <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

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"/>
<b>Invoice Total:</b>	<b>25,128.00</b>

Recalculate

Help Desk Submit Save View Delete Cancel

Attachments ^

<i>Step</i>	<i>Action</i>
15b.	Invoicing for a Down payment Line Item – <b>Material Invoice</b> (deliverable) Line Items (LMP2P) <ul style="list-style-type: none"> <li>Remove any line items that you are not invoicing for currently</li> <li>Update the Quantity</li> <li>Click Save</li> <li>Add attachment (attachment must match what you are invoicing for)</li> </ul>

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

Step	Action
15d.	<p>Invoicing for a Down payment - <b>One Aero Purchase Order</b></p> <ul style="list-style-type: none"> <li>• Enter Invoice Number</li> <li>• Click the “Down Payment Invoice” box</li> <li>• Enter Invoice Date</li> <li>• Enter Down Payment Amount</li> <li>• Click <b>Save</b></li> <li>• Add attachment (attachment must match what you are invoicing for)</li> </ul> <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"/>
<b>Invoice Total:</b>	<b>3,137.00</b>
	<input type="button" value="Recalculate"/>

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

Browse...

- 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

Upload File

**Fax Attachment**

Print Fax Cover Sheet
Refresh This Page

- 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>
17.	<p>To add an <b>attachment</b>,</p> <ul style="list-style-type: none"> <li>Click on the <b>Browse</b> button to find the file on your computer</li> <li>Click on document to Add</li> <li>Click on <b>Upload File</b></li> </ul> <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 <b>Submit</b> to submit invoice to Lockheed Martin <ul style="list-style-type: none"> <li>If submitting a Down Payment Invoice, ensure the “Downpayment” box is checked</li> <li>If the invoice is for the material, the “Downpayment” box <b>should not</b> be checked and a quantity should have been added to show liquidation.</li> </ul>

**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 <b>Submit Invoice</b> <ul style="list-style-type: none"> <li>Return to Invoice if you need to make any changes</li> </ul>

## 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](#)