

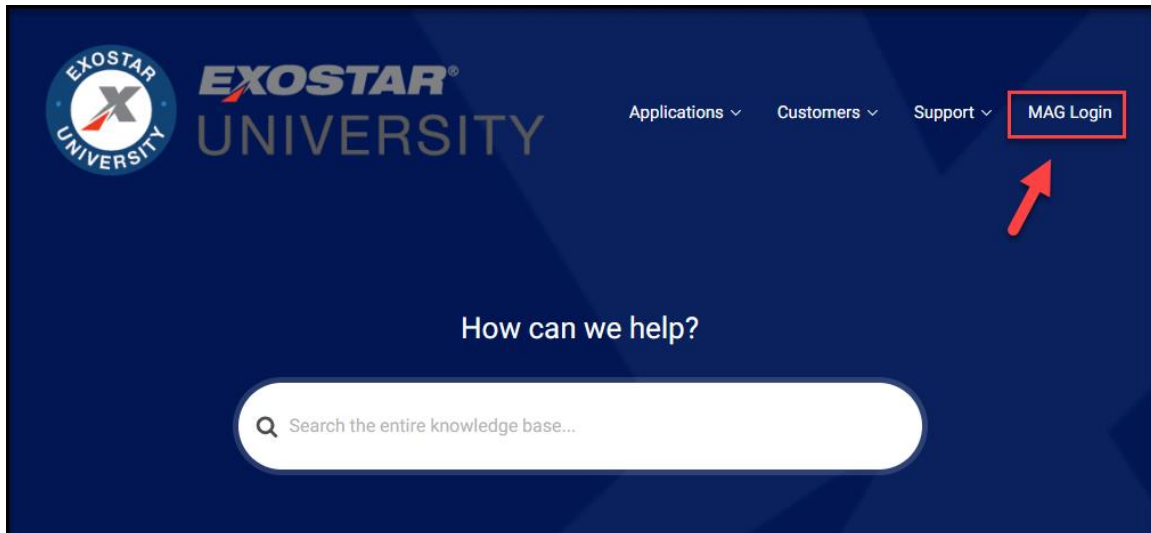


LM Procure to Pay Quick Reference Guide For Suppliers

Creating an invoice in
LM eInvoicing

Procedure

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

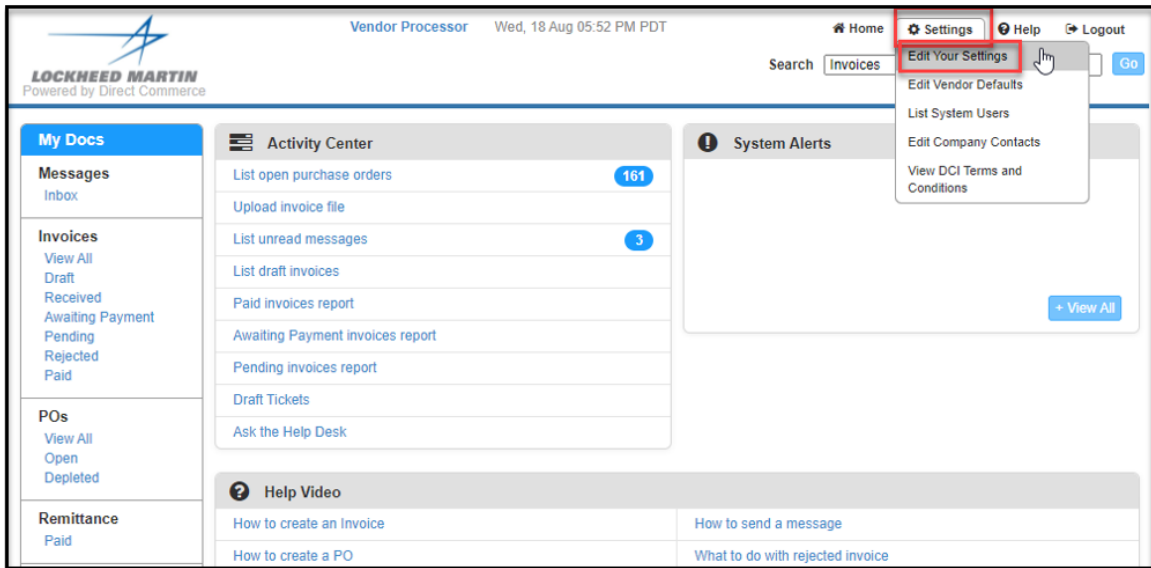


<i>Step</i>	<i>Action</i>
1.	Log into Exostar at https://my.exostar.com/ When the screen above appears, click on the MAG LOGIN link at the top right of the page

<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

<i>Step</i>	<i>Action</i>
3.	Click the Launch 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 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.

The screenshot shows the Vendor Processor interface. At the top, there is a search bar with a dropdown menu set to "POs" and a "Go" button. Below the search bar, the "Activity Center" is visible, with the option "List open purchase orders" highlighted with a red box. To the left, the "My Docs" sidebar shows the "POs" section with an "Open" link also highlighted with a red box. The "System Alerts" section on the right is currently empty.

Step	Action
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>

The screenshot shows the Vendor Processor interface displaying a list of Purchase Orders (POs). The search bar at the top is set to "Invoices". The "POs" section in the sidebar has the "Open" link highlighted with a red box. The main content area shows a table of POs with the following data:

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 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: [Redacted]

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 'Vendor Processor' and the date 'Wed, 18 Aug 05:55 PM PDT'. The Lockheed Martin logo is on the left. A search bar contains 'Invoices' and 'Doc #'. A navigation bar includes buttons for 'Help Desk', 'Create Invoice' (highlighted with a red box), 'Create Credit Memo', 'Print', 'Send Copy', and 'Create Ticket'. The main content area shows a 'Purchase Order Number 4102000908' with a 'Status: Open' label. A table of order details is visible, including Order Date, LMC Vendor #, Exostar Vendor #, Buyer Name, Buyer Code, Buyer Group, Buyer Email, Buyer Phone, Company Code, Terms, and Currency. A 'Remit To' field is partially visible and blurred. A 'Downpayment Indicator' section contains the text: 'Please note: this Purchase Order is subject to downpayments.' A sidebar on the left lists 'My Docs' categories: Messages, Invoices, POs, Remittance, and View Tickets & Help Documentation.

<i>Step</i>	<i>Action</i>
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.

Line Item Detail

Line	Tax Rate	Value
0001	0.000 %	25828.63

PO Line Description
LABORACI-SUBCONTRACT LABOR, AC

Invoice Line Description

Remove Save

Line	Tax Rate	Value
0002	0.000 %	1863.65

PO Line Description
TRAVEL-TRAVEL EXPENSE

Invoice Line Description

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

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 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

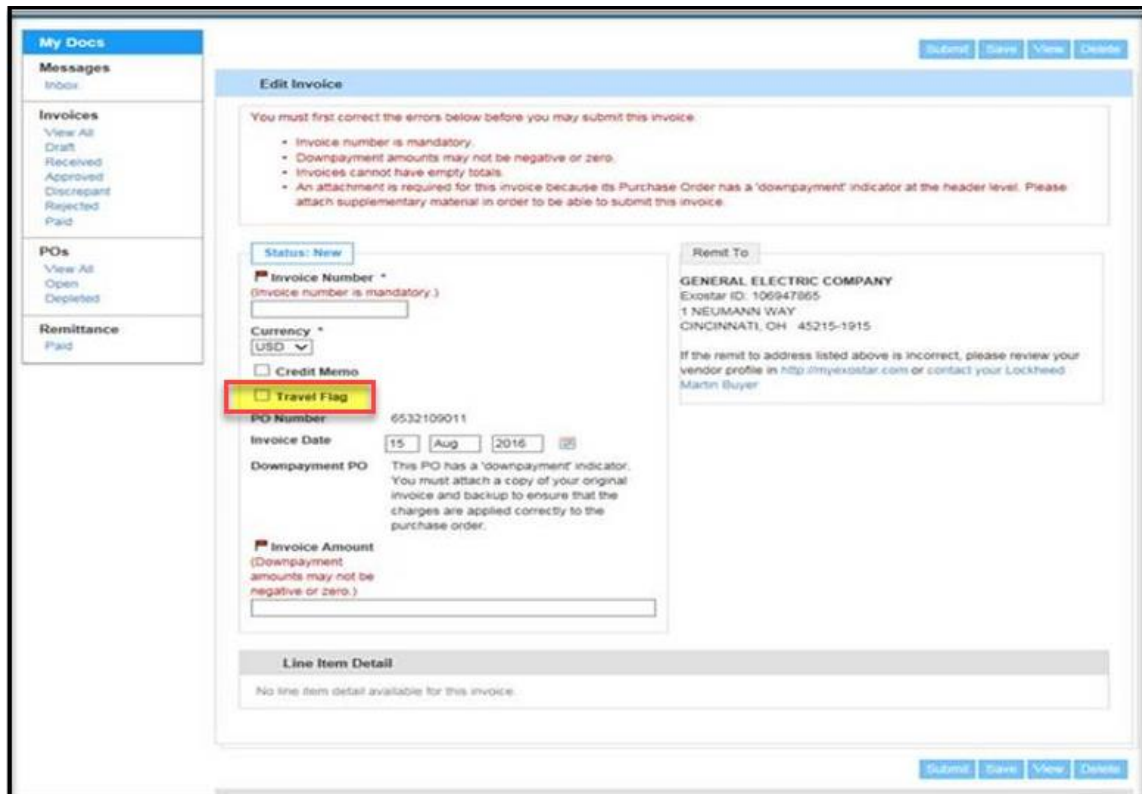
Condition #	Code	Description	Value
1	R190	R Service	0

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 Celling 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

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>
16e.	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>

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
	<input type="button" value="Recalculate"/>

<i>Step</i>	<i>Action</i>
17.	Enter the tax on the invoice, if necessary Click on Recalculate <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>

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>
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

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

<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	
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>
20.	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.

More FAQ's:

[LM eInvoicing FAQs](#)

[LM Accounts Payable FAQs](#)