

LANL Supplier Guide to Entering Invoices Against Contracts

Recognizing Contracts that Allow Contract Based Invoicing

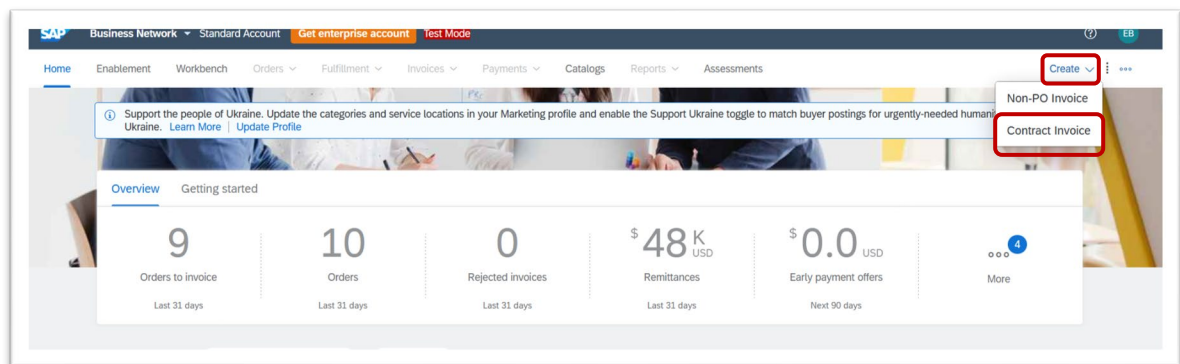
Review the bottom of the first page of your contract (contracts are typically sent electronically to the signer at your company through DocuSign and remain available in DocuSign). Use the check boxes to determine if the contract is set up as either a "Release Type Contract" or "Invoice Against Contract". If the cover sheet indicates that you will invoice against a C number, follow the instructions below to submit an invoice. If the cover sheet indicates that you will invoice against an EP number, please review the instructions posted on our [website](#) for submitting a purchase order based invoice.

<input type="checkbox"/> This is a Release Type Contract- Use the Electronic Purchase Order Number (EPXXXXX) when submitting invoices against this Contract in the Ariba Network.	<input type="checkbox"/> This is an Invoice Against Contract- Use the C number referenced above (section 1A) to submit an invoice against this Contract in the Ariba Network.
---	---

Alternatively, you may follow steps 1 – 5 in the next section to see a list of all active contracts that allow invoice against contract. (Contracts may not become available to you for invoicing on the Ariba Network until several days after the contract is signed. Contact your procurement specialist or aribasuppliers@lanl.gov if you have any questions about a contract that does not appear.)

Create a Contract Based Invoice

1. Log in to your Ariba Business Network Account.
2. In the top right corner of the screen, select **Create** > **Contract Invoice**



3. Select Los Alamos National Laboratory, then **Next**.

SAP Business Network Standard Account Get enterprise account TEST MODE Back to classic view

Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by [More](#)

Customer Name: Search

Customer ↑
<input type="radio"/> LOS ALAMOS NATIONAL LABORATORY - TEST

Next Cancel

4. Select CHILD1, then **Next**.

SAP Business Network Standard Account Get enterprise account TEST MODE Back to classic view

Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
<input type="radio"/> CHILD1	Christine Hipp

Next Cancel Previous

5. **Select** the appropriate contract.

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (

Contract: * (no value) [select](#)]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value) [select](#)]

Ship From: **COMMON**

Choose Value for Contract

ID [Search](#)

ID	Title	Effective Date	Expiration Date	Status	
C372	(CW15012) Invoice Against Contract for Lease Testing	Fri, 4 Feb, 2022	Mon, 28 Feb, 2022	Inactive	Select
C392-V11	(CW15547) Invoice Against Contract Test 2	Tue, 11 Jan, 2022	Sat, 7 May, 2022	Open	Select
C391-V6	(CW15529) Apr 22 Test Inv against Contract 1	Fri, 22 Apr, 2022	Fri, 19 Aug, 2022	Open	Select
C388	(CW15421) Real Estate Lease Contract Copy for SR002075129500002059532022	Thu, 31 Mar, 2022	Sun, 31 Mar, 2024	Open	Select

[Done](#)

6. Enter an **Invoice Number** and **Invoice Date**, then select **Next**.

Create Contract Invoice: Select Contract

[Prev](#) [Next](#) [Cancel](#)

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C392-V11 [select](#)]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: **Net 30** [select](#)]

Ship From: **COMMON**

Ship To: (no value)

[Prev](#) [Next](#) [Cancel](#)

7. Scroll down to the Line Items Section and select **Add Items**.

Line Items

No.	No.	No.	Include	Type	Pa
-----	-----	-----	---------	------	----

Line Item Actions Add Items

8. Enter quantities for the lines that you wish to invoice, and select **Add Item** to add each applicable line to your cart. On cost and expense lines, the amount displayed is the total limit for that expense (the limit does not account for any amounts you have previously invoiced). On Materials and Services lines, the amount displayed is the unit price.

Create Contract Invoice: Add Contract Item

Contract: C392-V11

Browse By Category

Machinery and Tools

Services

All Categories Search by part #, supplier name, or keyword

4 Item(s) found View: Sort by: Relevance

Add Item Compare Items

Cost and Expense 2

Supplier: EMILY TEST SUPPLIER JANUARY 31

Supplier Part #: C392-5_MiscExpenseItem

Available in: 0 Day(s)

Green:

Cost and Expense 2

\$55.0000 USD / Each

Qty: 1 Add Item

Test Item 1 - Quantity Based

Supplier: EMILY TEST SUPPLIER JANUARY 31

Supplier Part #: a1

Available in: 3 Day(s)

Green:

Test Item 1 - Quantity Based

\$7.0000 USD / Each

Qty: 1 Add Item

9. Click the cart icon and review your cart.

art #, supplier name, or keyword

INVSCAPR28C392-388 INVSCAPR28C392-388

Test Item 1 - Quantity Based 1 x \$7.0000 USD

Cost and Expense 2 1 x \$0.0000 USD

Review Cart

10. Provide an amount on any cost and expense lines, then choose **Done**.

Create Contract Invoice: Change Items

Click the **Show Details** link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the [More](#)

[Show Details](#)

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount	
1	C392-5_MiscExpenseItem	Cost and Expense 2	Yes				\$0.0000 USD	More
2	a1	Test Item 1 - Quantity Based	Yes	1	Each	\$7.0000 USD	\$7.0000 USD	More

[Delete](#) [Update Amount](#)

[Add Item](#) [Done](#)

11. Remember to add any required supporting documentation as attachments. Attachments can be added at the header level (shown below) or to an individual line.

[Update](#) [Save](#) [Exit](#) [Next](#)

* Indicates required field

[Add to Header](#)

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- [Attachment](#)

SD
SD
SD
SD
SD

12. Review your invoice for accuracy, then select **Next**.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	C392-5_MiscExpenseItem	Cost and Expense 2		1	EA	\$40.0000 USD	\$40.00 USD

Shipping

Ship From: COMMON
Santa Fe, NM
United States

Ship To: LANL Ship To
Los Alamos, NM
United States
00-0787-02U
Deliver To: LANL Ship To

[View/Edit Addresses](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	a1	Test Item 1 - Quantity Based		1	EA	\$7.0000 USD	\$7.00 USD

Shipping

Ship From: COMMON
Santa Fe, NM
United States

Ship To: LANL Ship To
Los Alamos, NM
United States
00-0787-02U
Deliver To: LANL Ship To

[View/Edit Addresses](#)

[Line Item Actions](#) [Add Items](#) [Change Items](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

13. Finally, select **Submit**.

SAP Business Network Standard Account Get enterprise account TEST MODE Back to classic view

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number:	APR28C392	Subtotal:	\$47.00 USD
Invoice Date:	Thursday 28 Apr 2022 3:30 AM GMT-07:00	Total Tax:	\$0.00 USD
Contract Number:	C392	Total Shipping:	\$0.00 USD
		Total Gross Amount:	\$47.00 USD

Questions?

For general invoicing assistance, contact Accounts Payable at 505-667-5197 or email apcustomerservice@lanl.gov.

For assistance with your contract, contact your procurement specialist, or email aribasuppliers@lanl.gov.