

Evaluated Receipt Settlement (ERS) Supplier Operations Manual Combat Mission Systems (CMS)

November 2025

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What is ERS

- ❑ Evaluated Receipt Settlement (ERS) is an automated invoice and payment system, known as Pay-on-Receipt (POR). Invoices are generated as goods are received.

Benefits of ERS Processing

- Streamlines payment
 - ✓ Eliminates paper invoices for goods
 - ✓ Invoice(s) paid according to PO payment terms
 - ✓ Weekly e-mail notification of invoices cleared for payment
 - ✓ Use of notification to confirm or dispute payment

Key Points

- 'Pop-Up Blockers' may need to be turned off
- System will time out after 10 minutes of inactivity
- Alpha characters must be in all CAPS
- Must have active Exostar Account
- Regular iSupplier login is required to maintain an active account
 - Account is deactivated after 6 months of no activity

Exostar Login & Troubleshooting

Login

- Go to: <https://isupplier.us.baesystems.com>
- Enter credentials
- Upon authentication, automatic redirect to the Oracle E-Business Suite Landing Page

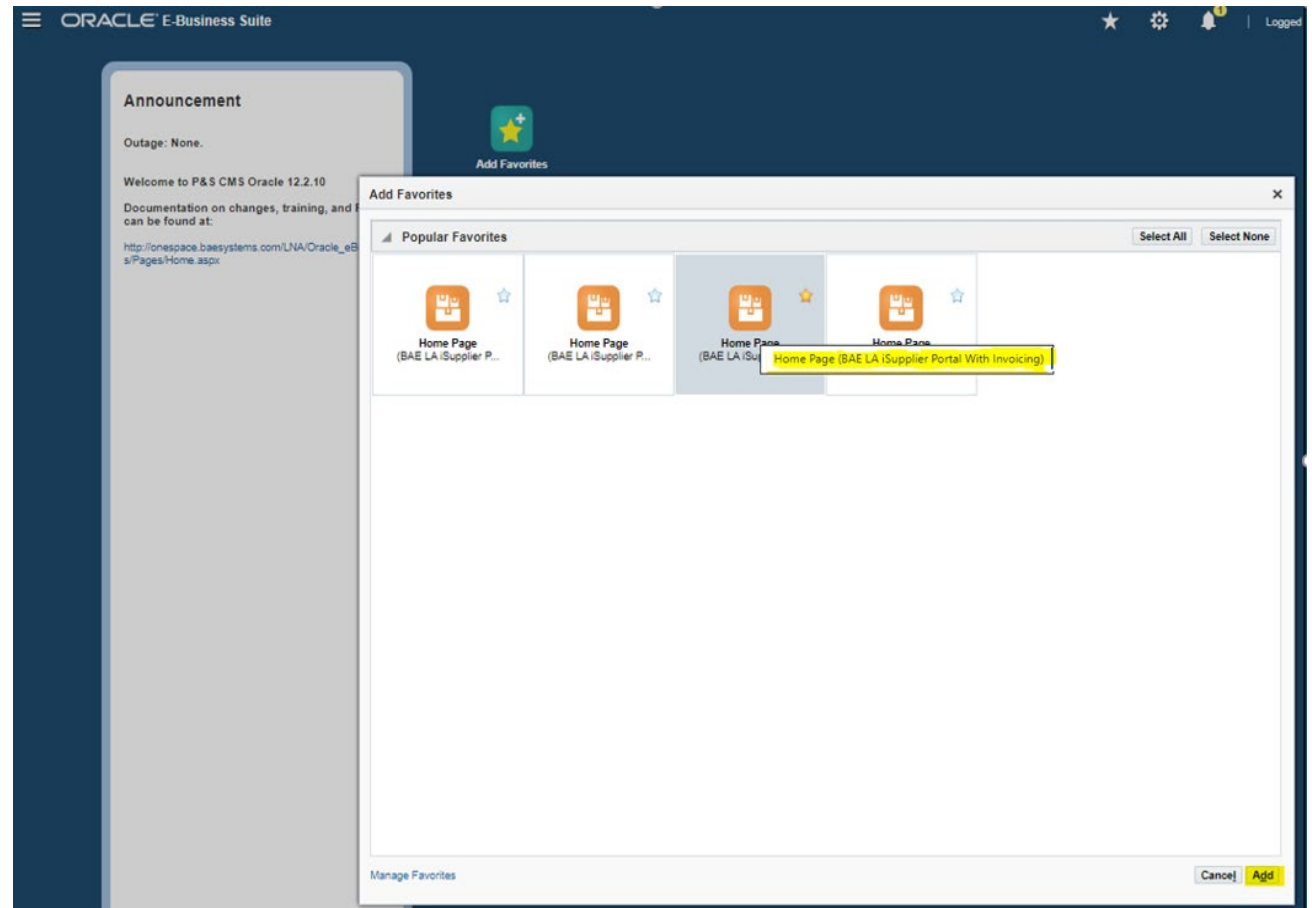
Troubleshooting

- Ensure URL has been entered as <https://isupplier.us.baesystems.com> (case sensitive)
- If still unable to login, perform the following steps:
 - Clear Cache
 - Close browser
 - Re-open browser
 - Copy and paste URL above
 - Once authenticated, redirect to iSupplier Portal will be automatic
- If login issues persist, send screen shot of entire screen including search bar to: dlpands.isuppextred@baesystems.us

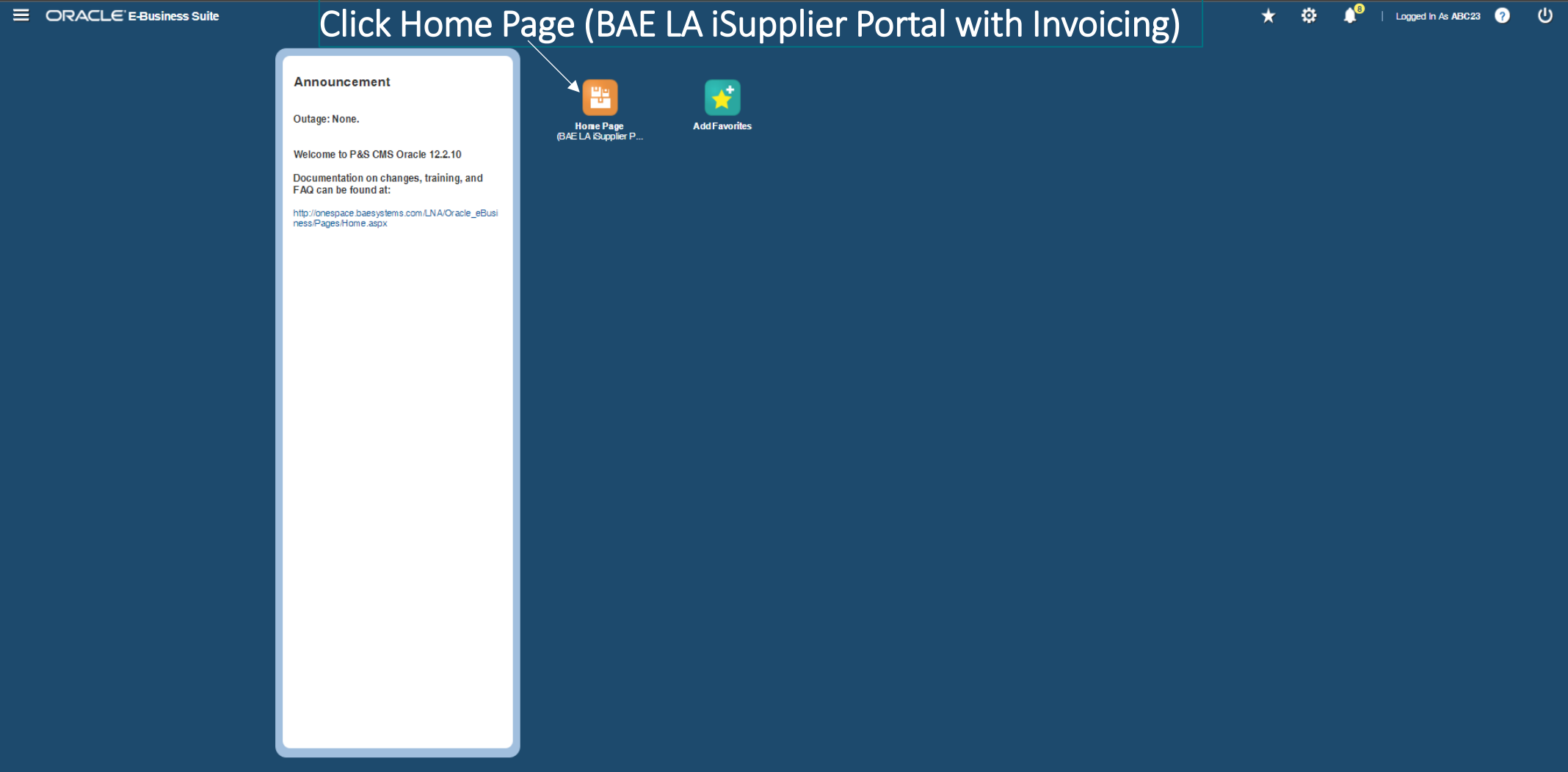
First-time Login to iSupplier Portal

To Add Favorite:

- Click Add Favorite
- Select BAE LA iSupplier Portal with Invoicing responsibility
- Click *Add* (bottom right)



Future Login to iSupplier Home Page (after favorite has been set up)



iSupplier Home Page Overview

Supplier Home [Orders](#) [Shipments](#) [Finance](#) [RFQ](#)

Search

Notifications

[Full List](#)

Subject	Date
No results found.	

Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
335359		14-Aug-2023 08:34:08
343689		14-Aug-2023 08:21:10
340645	See multiple ship to locations	14-Aug-2023 02:15:56
339287	Note multiple ship to locations	14-Aug-2023 02:14:41
334654		14-Aug-2023 02:11:35

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [Returns](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Delivery Schedules

– first link under Shipments tab

Displays PO/line/shipments which have quantity to be received; includes key information (i.e. PO data fields including Work Order, for OSP POs, Buyer, etc.).

Can be utilized for receipt verification.

- 1) Query by PO, Item, etc or click Go to retrieve all open PO shipments
- 2) Qty In Trans = quantity shipped on ASN, but not yet received
- 3) Details can be exported to Excel for analysis

ORACLE iSupplier Portal

Supplier Home Orders **Shipments** Finance RFQ.

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts

Delivery Schedules 3 Export

Simple Search

Advanced Search

Organization Item Number

PO Number Ship-To Location

Supplier Item Promised Date (20-Jun-2023)

Item Description Need-By Date (20-Jun-2023)

1 Go Clear

2

Org	PO Number	Rel Num	Rev Num	Line Num	Ship Num	Item Number	Item Revision	Item Description	Supplier Item	UOM	Qty Ord	Qty In Trans	Qty Recd	Ship-To Location	Carrier	Supplier	Supplier Location	Due Date	PO Prom Date	PO Need Date	Price	Buyer	Work Order
BAE Systems	245431		14	2	5	12307300		FRAME, BLACKOUT		Each	220	100	120	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	15-Feb-2021	15-Mar-2023	15-Feb-2021	10.5	FULLER, KELSEY	
BAE Systems	246827		9	1	4	12307301		FRAME, BLACKOUT		Each	360	0	227	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	14-Jul-2021	15-Nov-2021	14-Jul-2021	12.67	HAMME, ALEXANDER L	
BAE Systems	246827		9	1	3	12307301		FRAME, BLACKOUT		Each	333	260	73	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	16-Apr-2021	30-Nov-2021	16-Apr-2021	12.67	HAMME, ALEXANDER L	
BAE Systems	252680		58	3	8	12553568		GROMMET, RUBBER		Each	8		0	ELG - Elgin	PER ROUTING	ABC COMPANY	351-WEST LAKE	23-May-2023	23-May-2023	23-May-2023	0.67	SHIPMAN, CHRISTOPHER	
BAE Systems	252680		58	1	6	12012119		SEAL	OMC	Each	10		0	ELG - Elgin	PER ROUTING	ABC COMPANY	351-WEST LAKE	29-Mar-2023	29-Mar-2023	29-Mar-2023	2.67	SHIPMAN, CHRISTOPHER	
BAE Systems	256049		7	1	5	11578862		PAD, OBTUATOR		Each	8	8	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	27-Mar-2023	27-Apr-2023	27-Mar-2023	16.7	SHIPMAN, CHRISTOPHER	
BAE Systems	256385		2	1	4	12369946		PLATE, MENDING, RAMP SWITCH, UPPER		Each	17	17	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	12-May-2023	12-May-2023	12-May-2023	1.85	SHIPMAN, CHRISTOPHER	
BAE Systems	256919		27	1	6	12328721		SEAL, DRIVER'S HATCH		Each	17	17	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	22-May-2023	22-May-2023	22-May-2023	15.5	SHIPMAN, CHRISTOPHER	
BAE Systems	256919		27	3	4	12297571		PAD, CUSHIONING HATCH		Each	46	46	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	27-Mar-2023	27-Mar-2023	27-Mar-2023	7.25	SHIPMAN, CHRISTOPHER	
BAE Systems	256919		27	6	7	12358635		BELLOWS, PROTECTION PLENUM HOUSING		Each	45	45	0	YRK - York Production	PER ROUTING	ABC COMPANY	351-WEST LAKE	21-Mar-2023	21-Mar-2023	21-Mar-2023	31.5	SHIPMAN, CHRISTOPHER	

ERS Process

- Invoices automatically generated as goods are received into Oracle Enterprise Resource Planning (ERP) system
- ERS Invoice Summary emailed weekly to Supplier containing summary and line item detail for invoices created the previous week
- Contact dlpands.isuppextred@baesystems.us to verify and/or update email
- Remittance advice emailed to Supplier one day prior to payment date

NOTE: Upon ASN-ERS activation, do not send invoices for in-transit shipments; automated payment(s) generate via the ERS process

From Date: 01-APR-09 To: 06-APR-09
 SUPPLIER NAME: ASN DEMO SUPPLIER
 SUPPLIER NUMBER: 2948
 PAY SITE ADDRESS: 1200 S MAIN ST
 ASN, PA 17111 US

ERS Invoice Summary Example

Invoices (Summary)

INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE TYPE	SHIP TO	ON HOLD REASON	SCHD PAY DATE
10146-1	30-Mar-09	\$16.94	Manual Inv	RED-Red River Whse		29-Apr-09
10146-3	15-Mar-09	\$30.78	Manual Inv	RED-Red River Whse		14-Apr-09
16367-1	26-Feb-09	\$44.96	Manual Inv	YRK - York Production		28-Mar-09
16967-1	26-Feb-09	\$5.62	Manual Inv	BAE LETTERKENNY(LET)-ASCP		28-Mar-09
16969-1	26-Feb-09	\$5.62	Manual Inv	BAE LETTERKENNY(LET)-ASCP		28-Mar-09
16992-ppay	25-Mar-09	\$0.00	ISP	BAE LETTERKENNY(LET)-ASCP		24-Apr-09
74760-4770	13-Apr-09	(\$100.00)	RTS	YRK - York Production		13-May-09
ERS-03-APR-09-123	3-Apr-09	\$400.00	ERS	YRK - York Production		3-May-09
ERS-10146-2-161	6-Apr-09	\$91.46	ERS	RED-Red River Whse		6-May-09
ERS-12739-1-241	8-Apr-09	\$20.00	ERS	SCS - Santa Clara		8-May-09
ERS-13785-1LONGPSNUMBER-242	8-Apr-09	\$20.00	ERS	DROP SHIP (DS)		8-May-09
ERS-14438-6-243	8-Apr-09	\$169.20	ERS	YRK - York Production		8-May-09
ERS-14529-1-201	6-Apr-09	\$62.44	ERS	DROP SHIP (DS)		6-May-09
ERS-14529-1-201CORR1	8-Apr-09	(\$12.84)	ERS COR	DROP SHIP (DS)		6-May-09
ERS-14529-1-201CORR2	8-Apr-09	(\$8.70)	ERS COR	DROP SHIP (DS)		6-May-09
ERS-14661-1-222	8-Apr-09	\$5.00	ERS	YRK - York Production		8-May-09
ERS-16055-1-202	6-Apr-09	\$1,030.00	ERS	YRK - York Production		6-May-09

Invoices (Detail)

INVOICE NUMBER	TYPE	PO NUMBER	PO LINE	SHIPMENT NUMBER	RELEASE NUMBER	SHIP TO	ITEM NUMBER	DESCRIPTION	QUAN TITY	PRICE	AMOUNT	TAX CODE	COMMENTS
10146-1	ITEM	10146	1	1	2	0 RED-Red River Wh	12900574	PLUG, SHAFT	1	16.94	\$16.94		
10146-3	ITEM	10146	2	2	2	0 RED-Red River Wh	9361228	MOUNT, TIE ANCHOR	2	0.46	\$0.92		
10146-3	ITEM	10146	3	3	2	0 RED-Red River Wh	9379432	GASKET, POT	7	0.6	\$4.20		
10146-3	ITEM	10146	2	2	2	0 RED-Red River Wh	9361228	MOUNT, TIE ANCHOR	2	0.46	\$0.92		
10146-3	ITEM	10146	3	3	2	0 RED-Red River Wh	9379432	GASKET, POT	3	0.6	\$1.80		
10146-3	ITEM	10146	1	1	2	0 RED-Red River Wh	12900574	PLUG, SHAFT	1	16.94	\$16.94		
10146-3	ITEM	10146	3	3	2	0 RED-Red River Wh	9379432	GASKET, POT	10	0.6	\$6.00		
16367-1	ITEM	16367	1	1	1	0 YRK - York Producti	10916022	DECAL	4	5	\$20.00		
16367-1	ITEM	16367	2	2	1	0 YRK - York Producti	11784950	DECAL	4	6.24	\$24.96		
16967-1	ITEM	16967	1	1	1	0 BAE LETTERKENN	W211NAA0062NN155NNCG1	WASHER	50	0.1124	\$5.62		
16969-1	ITEM	16969	1	1	1	0 BAE LETTERKENN	W211NAA0062NN155NNCG1	WASHER	50	0.1124	\$5.62		
74760-4770	ITEM	16992	2	2	1	0 YRK - York Producti	12668301	COVER ACCESS	-1	100	(\$100.00)		RMA Ref TEST-RMArv comments
ERS-03-APR-09-123	ITEM	16991	1	1	1	0 YRK - York Producti	12366431	BRACKET,GUIDE ROLLER	8	50	\$400.00		
ERS-10146-2-161	ITEM	10146	2	2	2	0 RED-Red River Wh	9361228	MOUNT, TIE ANCHOR	29	0.46	\$13.34		
ERS-10146-2-161	ITEM	10146	3	3	2	0 RED-Red River Wh	9379432	GASKET, POT	102	0.6	\$61.20		
ERS-10146-2-161	ITEM	10146	1	1	2	0 RED-Red River Wh	12900574	PLUG, SHAFT	1	16.94	\$16.94		

ERS Invoice Summary

- Debit Memos are automatically created upon goods returned to Supplier
 - Credit memo not required
 - Debit memo included on email in ERS Invoices (Summary) section
 - Details of debit included in ERS Invoices (Detail) section
 - In the event an entire shipment is returned to Supplier on same day as receipt; neither Debit Memo nor Invoice will be generated
 - In the event a partial shipment is returned to Supplier on the same day as receipt; Invoice is generated for retained goods

- Corrections may be required for Receiving discrepancies and/or price changes
 - Correction details will be included in ERS Invoice (Summary & Detail) section
 - Invoice number will include 'CORR' as suffix to original invoice number signifying a correction
 - Corrected invoice(s) may be reconciled with original invoice(s) to determine net transaction amount

- ERS discrepancies
 - Validate quantity on Invoice Details matches quantity shipped
 - If BAE Systems has received less than quantity shipped, the additional quantity may be received generating an additional invoice
 - If BAE Systems has received more than quantity shipped, a correction may be processed generating a corrected invoice
 - Validate unit price on Invoice Details
 - Corrections may generate additional invoices (i.e. credit, debit)
 - Validate tax amount on Invoice Details
 - Purchase Order may need to be updated to the correct tax code generating a corrected invoice

NOTE: Procurement Representatives should be contacted for discrepancies

Searching for Invoice Information

- 1) Click 'Invoices' or 'Finance' & select View Invoices
- 2) Enter Invoice#, PO#, Payment Status, etc. to query data; click Go
 - ❖ To retrieve a complete listing of invoices, simply click Go
 - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search PO Number **1** Go

Notifications [Full List](#)

Subject	Date
BAE Systems - Standard Purchase Order 333344, 1	12-Jun-2023 16:36:16
RFQ# RFO682811 Requires Your Response	29-Mar-2023 10:05:00

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices **1**

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

View Invoices | View Payments

View Invoices

Simple Search

Invoice Number

PO Number (example: 1234)

Release Number (example: 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

2 Go Clear

3 Export

4 Advanced Search

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
ERS-TEST34ANN-923998	20-Apr-2023	Standard	USD	175.00	175.00 Approved		318719	51364	Not Paid			
ERS-TEST34YRK-923996	19-Apr-2023	Standard	USD	675.00	675.00 Approved		254196	632763	Not Paid			
ERS-TEST36AS1212YRK-923997	19-Apr-2023	Standard	USD	6.25	6.25 Approved		256662	632764	Not Paid			

Previous 1 - 25 Next 25

Searching for Payment Information

- 1) Click 'Payments' or 'Finance' & select View Payments
- 2) Enter Payment#, PO#, Status, etc. to query data; click Go
 - ❖ To retrieve a complete listing of payments, simply click Go
 - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search | PO Number | **1** | Go

Notifications [Full List](#)

Subject	Date
BAE Systems - Standard Purchase Order 333344, 1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

Orders

- Agreements
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Shipments

- Delivery Schedules
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- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments **1**

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

View Invoices | **View Payments**

View Payments [Export](#) **3** [Advanced Search](#) **4**

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number (example: 1234)

Release Number (example: 1234-2) **2**

Status

Payment Amount From To

Payment Date From (26-Jun-2023) To

Go **Clear**

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
61416	INC		15-Mar-2023	USD	2.75	Electronic	Negotiable	15-Mar-2023	CITI - Payments (111 checks)	Multiple	Multiple
61416	INC		13-Mar-2023	USD	17.00	Electronic	Negotiable	13-Mar-2023	CITI - Payments (111 checks)	Multiple	Multiple
61416	INC		09-Mar-2023	USD	0.00	Electronic	Negotiable	09-Mar-2023	CITI - Payments (111 checks)	Multiple	Multiple

Previous 1 - 25 Next 25

Searching for Receipt Information

- 1) Click 'Receipts' or 'Shipments' & select Receipts
- 2) Enter PO#, Item#, etc. to query data; click Go
 - ❖ To retrieve a complete listing of receipts, simply click Go
 - ❖ Blue Hyperlinks available to retrieve further data
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search | PO Number **1** | Go

Notifications [Full List](#)

Subject	Date
BAE Systems - Standard Purchase Order 333344, 1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

Shipments At A Glance [Full List](#)

Shipment Number	Packing Slip	Shipment Date
AS1214	TEST36AS1214ANN	11-Apr-2023 12:50:43
AS1212	TEST36AS1212YRK	11-Apr-2023 12:44:41
AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
AS1146	TEST35ANN	05-Apr-2023 15:26:41
AS1144	TEST34ANN	05-Apr-2023 15:10:15

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Receipts **1**

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts

Supplier Home > **View Receipts** [Export](#) **3**

Simple Search [Advanced Search](#) **4**

Receipt Number

PO Number

Release Number (example: 1234)

Shipment Number

Shipped (26-Jun-2023)

Organization

Item Number

Supplier Item

Item Description

Receipt Location

2 Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
63276	11-Apr-2023 12:45:44	York Production Org 9970	AS121	11-Apr-2023 12:44:41	TEST36AS	1	TEST36AS	Ryder Carrier Management Services		2566	ERS-TEST36AS	
5136	05-Apr-2023 15:11:47	Anniston VUOC Production Org 9901	AS114	05-Apr-2023 15:10:15	TEST34ANN	1	TEST34ANN	Ryder Carrier Management Services		3187	ERS-TEST34ANN	
63276	04-Apr-2023 15:46:54	York Production Org 9970	AS111	04-Apr-2023 15:44:12	TEST34YRK	1	N/A	Ryder Carrier Management Services		2541	ERS-TEST34YRK	

Searching for Debit Memo Information

- 1) Click 'Returns' or 'Shipments' & select Returns
 - ❖ To retrieve a complete listing of returns, simply click Go
 - ❖ Blue Hyperlinks available to retrieve further data
- 2) Enter PO#, RMA#, Item#, etc. to query data; click Go
- 3) Data can be downloaded to Excel by clicking Export
- 4) Advanced Search option available for additional search criteria parameters

Supplier Home | Orders | Shipments | Finance | RFQ

Search | PO Number **1** | Go

Notifications [Full List](#)

Subject	Date
BAE Systems - Standard Purchase Order 333344_1	12-Jun-2023 16:36:16
RFQ# RFQ682811 Requires Your Response	29-Mar-2023 10:05:00

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
334371	RFQ681146B	15-Mar-2023 14:59:45
334369	RFQ681146 - RFQ681146B	15-Mar-2023 14:53:34
118022		15-Mar-2023 14:41:40
334425		15-Mar-2023 13:57:33
334391		15-Mar-2023 10:55:10

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Shipment Number	Packing Slip	Shipment Date
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AS1198	TEST5DOT2ANN	11-Apr-2023 09:29:03
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AS1144	TEST34ANN	05-Apr-2023 15:10:15

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Receipts **1**

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

Supplier Home | Orders | Shipments | Finance | RFQ

Delivery Schedules | Shipment Notices | Receipts | Returns | Overdue Receipts

Supplier Home >

Returns Summary [Export](#) **3**

Simple Search [Advanced Search](#) **4**

Note that the search is case insensitive

Organization RMA Number

PO Number Item

Receipt Number Supplier Item

Shipment Number Item Description

2 Go Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Item Revision	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
BAE Systems	4561	33102	ASN6271	4032051916	28-Feb-2023 13:34:56	MS35489-154			GROMMET	Each	2	2	10-Mar-2023 11:17:54		
BAE Systems	62790	33126	ASN6260	4032051915	21-Feb-2023 15:17:07	12359522			SEAL_PLAIN	Each	4	4	03-Mar-2023 10:58:20		
BAE Systems	61696	30960	ASN6149	4032051911	30-Nov-2022 15:27:01	4359985			BOLT_DRILLED HEAD, M12X1.5, 60MM	Each	240	49	18-Jan-2023 10:35:28		

ERS Troubleshooting

- Notify Procurement Representative When:
 - Price on ERS invoice is different than expected
 - Quantity received is different than quantity shipped
 - Invoice is “On Hold” (Hold reason shown on ERS Summary Report or via the View Invoices page)
 - Invoice summary missing specific shipment
- Supplier may utilize iValua 24/7 to obtain:
 - Invoice in Process
 - Invoices Ready for Payment
 - Invoice Paid
 - Remittance Query
 - Invoice Query
- For additional invoice support - Create a Finance Case Request in iValua

Invoicing for Non-Receiveable, Expense Type Items

- Non-receivable, expense type invoices include:
 - Integrated Supply
 - Repair Charges for Return to Vendor (RTV) at BAE Expense
 - Service Related Items (tooling charges, test fees, etc that are billed separately from goods shipped)
 - Milestone or Progress payment

- Purchase Order Items include, but, not limited to:
 - REPAIR CHARGE
 - MISC COST
 - TOOLING
 - FAI
 - NRE
 - PROG PAY

- Invoice submittals must be emailed to ap.layork@baesystems.us and meet the following requirements:
 - Must be in PDF format
 - Must list a detailed description of the services delivered

NOTE: Failure to follow these instructions will cause the invoice(s) to be returned and significant delay in receiving payment.

Points of Contact

- iSupplier Portal & ASN Support - dlpands.isuppextred@baesystems.us
- iValua Invoice Support – Create a Finance Case Request in iValua 24/7
- Procurement Representative – buyer identified on Order and can also be found via the Delivery Schedule Page
- Drop Ship Coordinator - dscoordinator.landa@baesystems.us
- Exostar Help Desk – 703-793-7800
- BAE Supplier essential resources - <https://www.baesystems.com/en-us/who-we-are/platforms-and-services/supplier-center/combat-mission-systems-suppliers>
- If BAE Systems is responsible for transportation - whether small parcel, LTL, full truckload, or heavy weight air; always refer to the most current version of our Shipping and Routing Terms & Instructions. These guidelines override any routing noted on purchase orders or subcontracts. Please contact the **BAE Systems Transportation Team** at pns.transportation@baesystems.us to obtain a copy of our Shipping and Routing Terms & Instructions.