

Invoice Upload Guidelines

Preface:

To streamline our invoicing process and improve operational efficiency, Holtec International has launched an enhanced **Supply Chain Invoice Submission Portal**. This secure, web-based platform enables vendors to submit invoices and related documentation into our processing system, ensuring faster, more accurate handling of your payments.

This guide outlines a step-by-step process for using the portal to submit your invoices. We encourage all vendors to adopt this method to eliminate delays, reduce errors, and enhance transparency in the invoicing lifecycle.

Invoice Upload Steps

Benefits of Using the Invoice Submission Portal over Email Submission

Using the Holtec Supply Chain Portal offers several key advantages compared to sending invoices via email:

Benefit	Portal Submission	Email Submission
1. Faster Processing	Automated data extraction via AI accelerates invoice intake and validation.	Manual handling may delay processing.
2. Error Reduction	AI-driven OCR reduces data entry errors; validation checks prompt user corrections.	Manual transcription can lead to mis keying or missed fields.
3. Instant Confirmation	Submitters receive automated confirmation emails with a tracking link.	No standardized confirmation unless manually sent.
4. Document Management	All supporting documents can be submitted in one secure transaction.	Risk of lost or mismatched attachments.
5. Data Transparency	Users can verify extracted invoice data before final submission.	No opportunity to correct extracted data before processing.
6. Standardization	Consistent input format ensures easier downstream integration.	Varying formats from different vendors increase processing complexity.
7. Audit Trail	Submission timestamp and reference are logged automatically.	Email chains may not provide a complete audit trail.

We believe this transition will benefit both Holtec and its valued suppliers through greater visibility, accuracy, and speed in invoice processing.

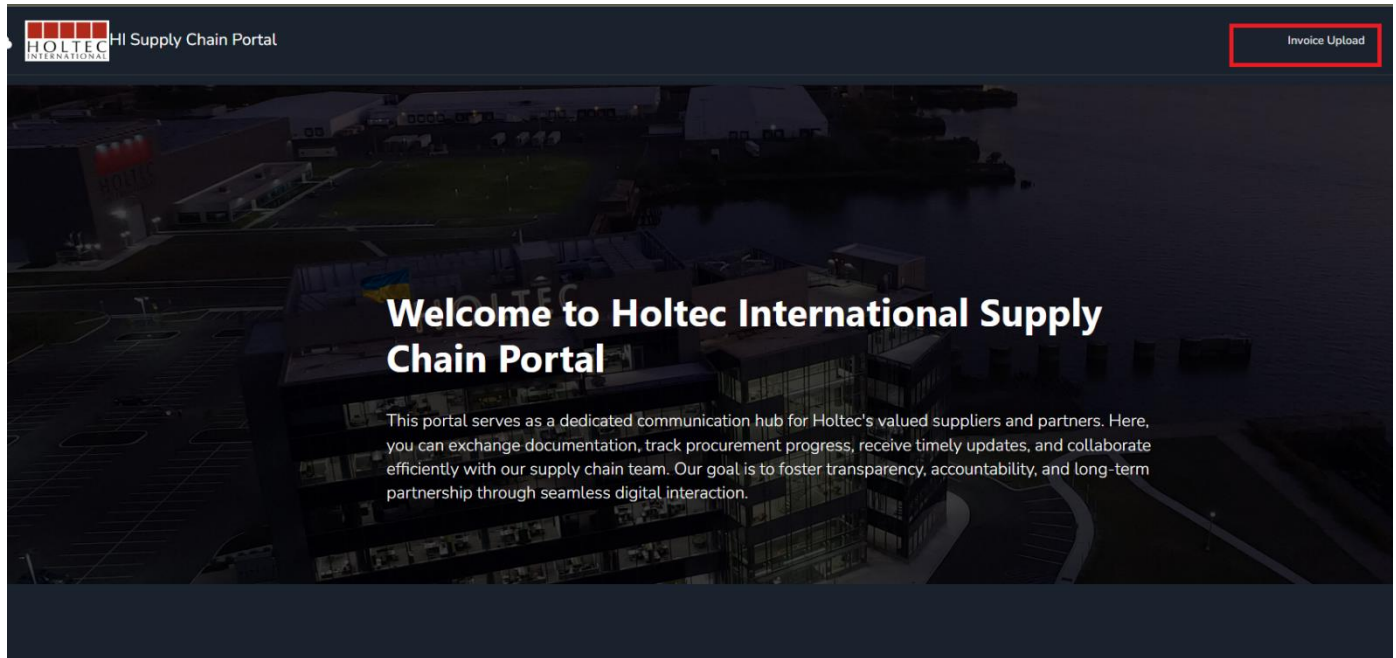
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Invoice Upload Steps

Step 1: Visit the Portal

Go to <https://holtecsupplychain.com/>

Step 2: Click on Invoice Upload link



Step 3: Enter basic information

On the next page, fill in the following fields:

- **PO#**
- **Revision#**
- **PO Amount**

Complete the CAPTCHA to proceed.

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Invoice Upload Steps

The screenshot displays the 'Welcome to Invoice Upload Page' with a three-step progress indicator at the top: Step 1 (Enter PO Details), Step 2 (Upload Invoice), and Step 3 (Review & Submit). Step 1 is currently active. The main form area is titled 'Enter PO Details To begin' and includes a 'Need Help?' link. The form contains the following fields and elements:

- Purchase Order ***: Input field with the value '12345'.
- Revision Number ***: Input field with the value '0'.
- PO Total ***: Input field with the placeholder 'e.g., 123.54'. Below this field, a note states: 'Enter numeric value without decimal places. Do not include currency symbols (€, \$, etc.) or commas.'
- reCAPTCHA**: A checkbox labeled 'I'm not a robot' next to the reCAPTCHA logo and 'Privacy - Terms' link.
- Submit**: A blue button at the bottom center of the form.

Step 4: Select PO Line, Upload Invoice and Supporting Documents

There are different options to upload an invoice and support documents

1. Invoice PDF – It is mandatory to upload invoice PDF
2. CMTR
3. COFC
4. Packing Slip
5. FM-38
6. Supporting File

We currently support only PDF files up to 10MBs.

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Invoice Upload Steps

The screenshot shows the 'HI Supply Chain Portal' with a dark blue header. The main content area is titled 'Purchase Order Summary' and displays 'PO Num : [redacted]', 'PO Rev : 0', and 'PO Total : [redacted]'. Below this is a progress bar with three steps: 'Step 1: Enter PO Details' (1), 'Step 2: Upload Invoice' (2, highlighted in blue), and 'Step 3: Review & Submit' (3). The instruction 'Please select a line to upload your invoice.' is followed by a table with columns 'LINE', 'DESCRIPTION', 'DUE DATE', and 'ORDERED QTY#'. The table contains one row with '1', a redacted description, '08-12-2025', and '4'. Below the table, the instruction 'Please upload your Invoice and Other Supporting Files' is shown, along with a note: 'Note : Please upload only one invoice per file—multiple invoices in a single attachment will be rejected.' There are six dashed boxes for file uploads, each with a label and a 'Drag and drop your [file type] here, or click to select.' prompt: 'Invoice PDF' (orange), 'CMTR PDF' (blue), 'COFC PDF' (green), 'Packing Slip PDF' (pink), 'FM-38' (orange), and 'Supporting File' (green). An 'Upload' button is at the bottom left. The footer contains '© 2025 - Holtec International. All rights reserved.'

HI Supply Chain Portal

Invoice Upload Login Contact Us

Purchase Order Summary

PO Num : [redacted] PO Rev : 0 PO Total : [redacted]

Step 1: Enter PO Details Step 2: Upload Invoice Step 3: Review & Submit

Please select a line to upload your invoice.

LINE	DESCRIPTION	DUE DATE	ORDERED QTY#
1	[redacted]	08-12-2025	4

Please upload your Invoice and Other Supporting Files

Note : Please upload only one invoice per file—multiple invoices in a single attachment will be rejected.

Invoice PDF CMTR PDF

Drag and drop your Invoice PDF here, or click to select. Drag and drop your CMTR PDF here, or click to select.

COFC PDF Packing Slip PDF

Drag and drop your COFC PDF here, or click to select. Drag and drop your Packing Slip PDF here, or click to select.

FM-38 Supporting File

Drag and drop your FM-38 here, or click to select. Drag and drop your Supporting File here, or click to select.

Upload

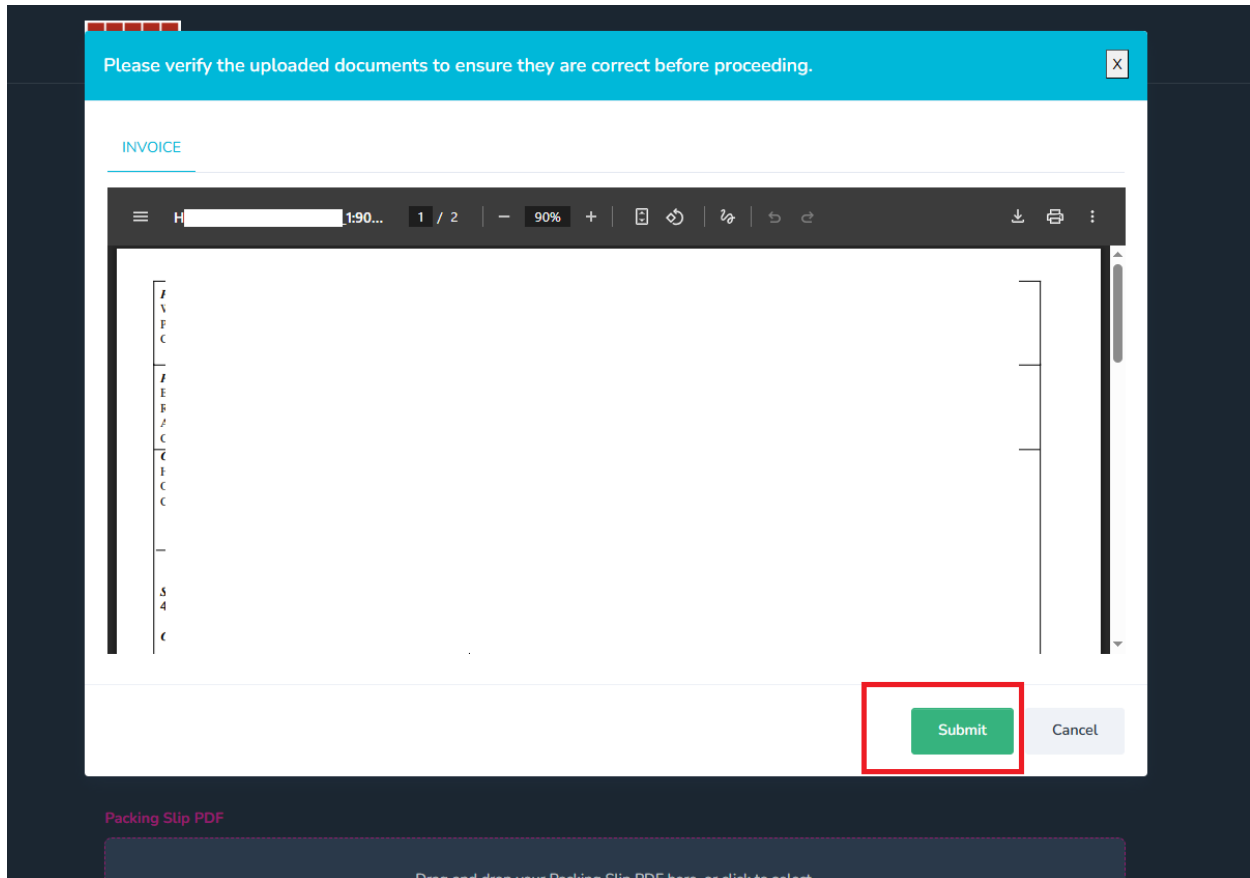
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There is an “Upload” button that shows you upload files. You can check to make sure that uploaded correct file(s) are correct. You can click on the cancel button if you want to reupload an invoice and supporting documents.

Holtec has designed AI engine to extract invoice data from the uploaded file. This engine will run as soon as you click on “Submit” button on the page.

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Invoice Upload Steps



Step 5: Confirm and Submit

Please provide your name and email address. This information will be used for confirmation emails.

Review and verify the following fields extracted by the AI engine:

- **Invoice Number**
- **Invoice Amount**
- **Invoice Date**

If any details are incorrect, you may manually update them before final submission.

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Warning:

We found some issues with the invoice you uploaded.
Please review the following before proceeding:

- Invoice PO number [redacted] does not match Purchase Order number [redacted]
- Unit prices in the invoice do not match any PO line items.
- Quantities in the invoice do not match any PO line items.
- All invoice line items do not match any PO lines.

If you believe the information you provided is correct, you may continue.

Step 1: Enter PO Details

Step 2: Upload Invoice

Step 3: Review & Submit

Thank you for uploading your Invoice. Please review all fields and click Submit to complete the process.

Contact Details

Full Name *	Ronak Thakkar	Email ID *	r.thakkar@holtec.com
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This email will be used for all future communication.

Invoice Details

Invoice # *	9001	Invoice Amount *	4504.50
Invoice Date *	06/26/2025		

Invoice

INV [redacted].pdf

[redacted] 14

1 / 2

- 90% +

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Re-Upload file

View PO

Submit

Holtec Supply Chain Portal will send you a confirmation email upon successful completion of the process as shown in the screenshot below.

Current as of Thursday, August 7, 2025

Invoice Upload Steps

Your Invoice Has Been Received.



DoNotReply@holtec.com

To  Ronak Thakkar

Cc **Holtec Supply Chain Support**

☺

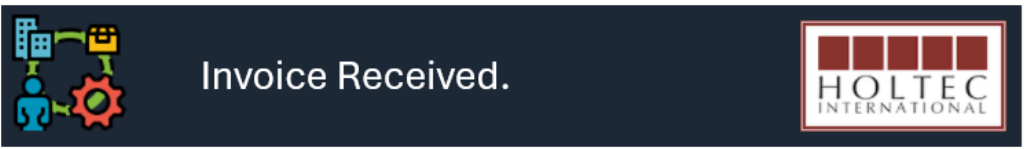
↩ Reply

↩ Reply All

➡ Forward

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Ronak Thakkar,

Thank you for submitting your invoice. We have successfully received your invoice file.
You can view the details of your submitted invoice below,

Invoice Details:

Description	Value
Invoice Number	94
PO Number	
Invoice Amount	\$ 4,504.50

To review or track your invoice submission, please [Click here](#).

The Holtec team will review your submission and get back to you shortly.
If you have any questions, please contact HoltecSupplyChainSupport@holtec.com for further assistance.

Best Regards,
Holtec International
<https://holtecinternational.com/>

This is a system generated mail. Please do not reply to this email.

Krishna P. Singh Technology Campus, 1 Holtec Boulevard, Camden, NJ08104, (856)797-0900

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This email contains a link to view submitted invoice.

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Current as of Thursday, August 7, 2025

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Invoice Upload Steps

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INTERNATIONAL

HI Supply Chain Portal

Invoice UploadLoginContact Us

Supplier Invoice Details

PO Date	9/1/2024	Purchase Order	140008
Revision Num	0	Company	NPD
Discount Percent	No discount	Discount Date	No Discount Date
Invoice Date	2025-07-07	Invoice Amount	\$ 4504.50
Packing Slip		Invoice Number	9/1/2024
Remarks	Net 30 payment terms.		

Here are the documents you have uploaded

FILE NAME	FILE TYPE	VIEW
INV 9/1/2024.pdf	InvoiceFile	

Need Help?

- For **invoice issues**, contact: **Accounts Payable** at accountspayable@holtec.com
- For **portal support**, email: holtecsupplychainsupport@holtec.com

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