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.

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:

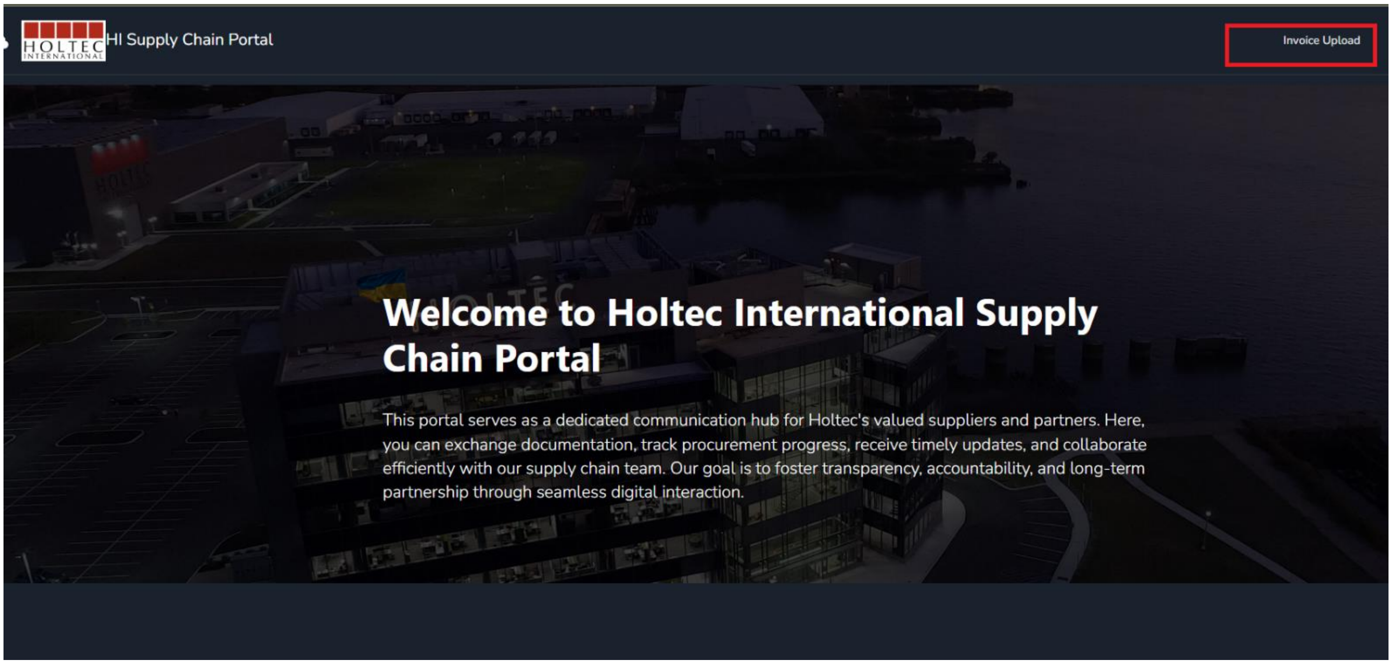
Benefit	Portal Submission	Email Submission
1. Faster Processing	Automated data extraction via AI accelerates invoice intake and validation.	Manual handling may delay processing.
2. Error Reduction	AI-driven OCR reduces data entry errors; validation checks prompt user corrections.	Manual transcription 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.

Step 1: Visit the Portal

Go to https://holtecsupplychain.com/

Step 2: Click on Invoice Upload link

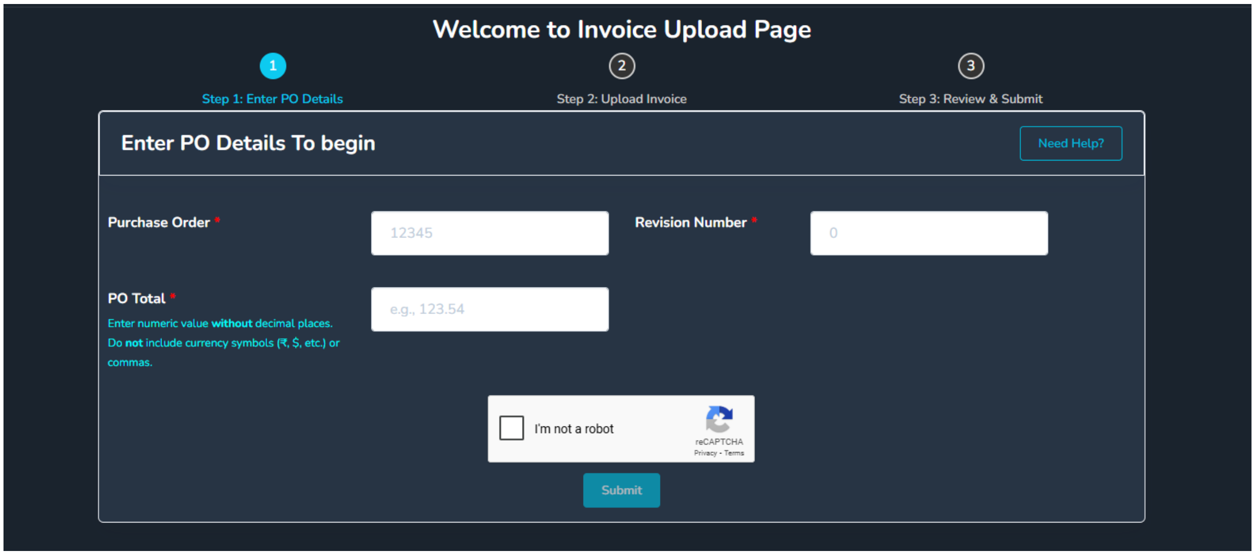


Step 3: Enter basic information

On the next page, fill in the following fields:

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

Complete the CAPTCHA to proceed.

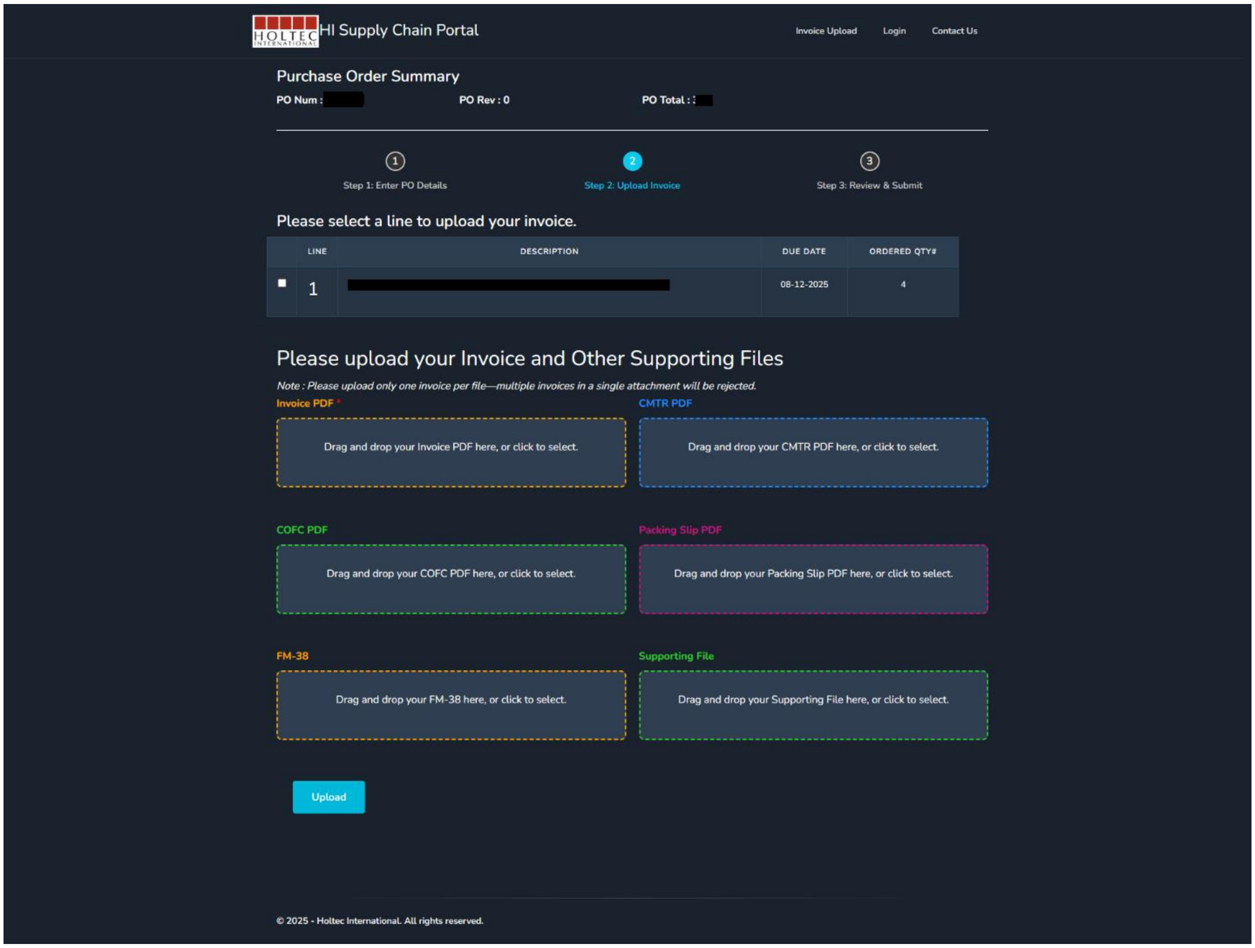


Step 4: Select PO Line, Upload Invoice and Supporting Documents

There are different options to upload an invoice and support documents

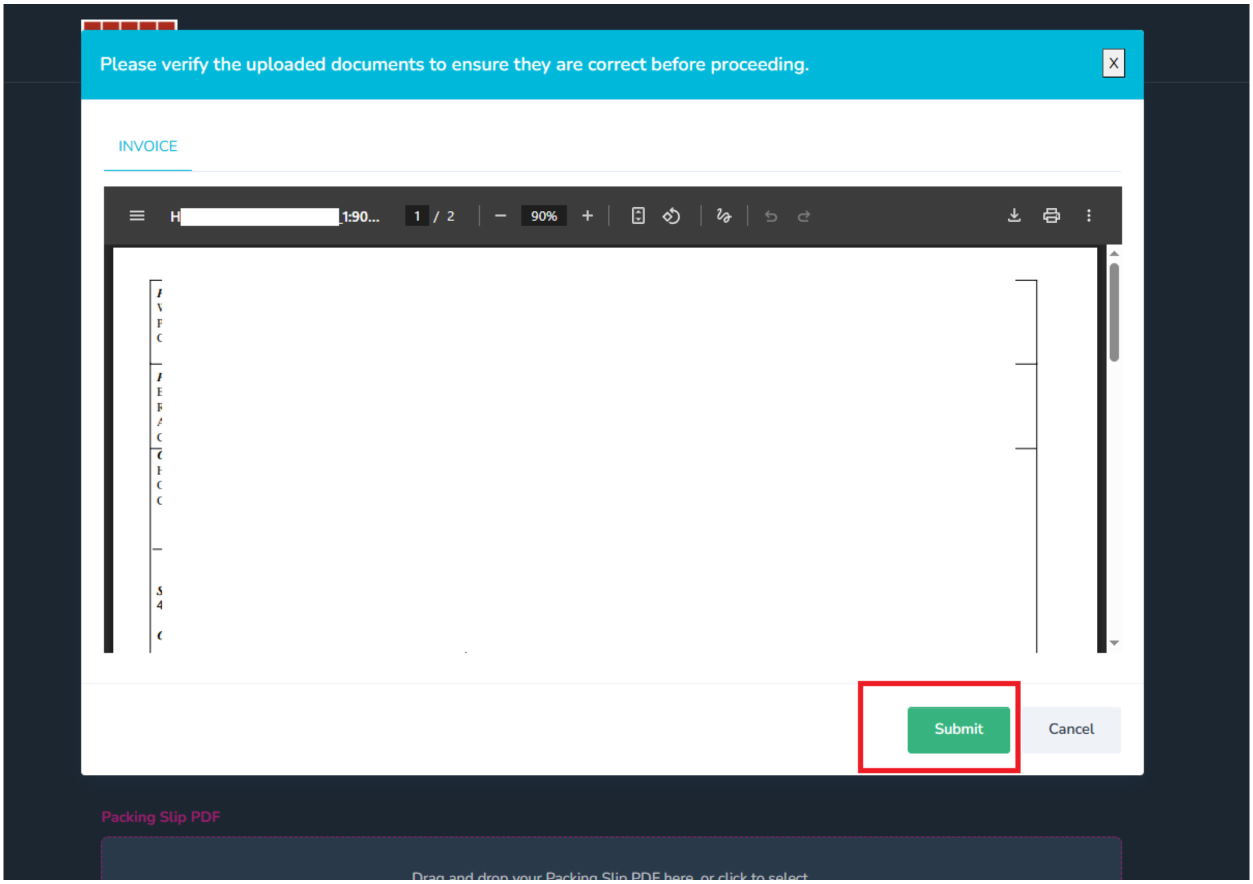
1. Invoice PDF – It is mandatory to upload invoice PDF
2. CMTR
3. COFC
4. Packing Slip
5. FM-38
6. Supporting File

We currently support only PDF files up to 10MBs.



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.



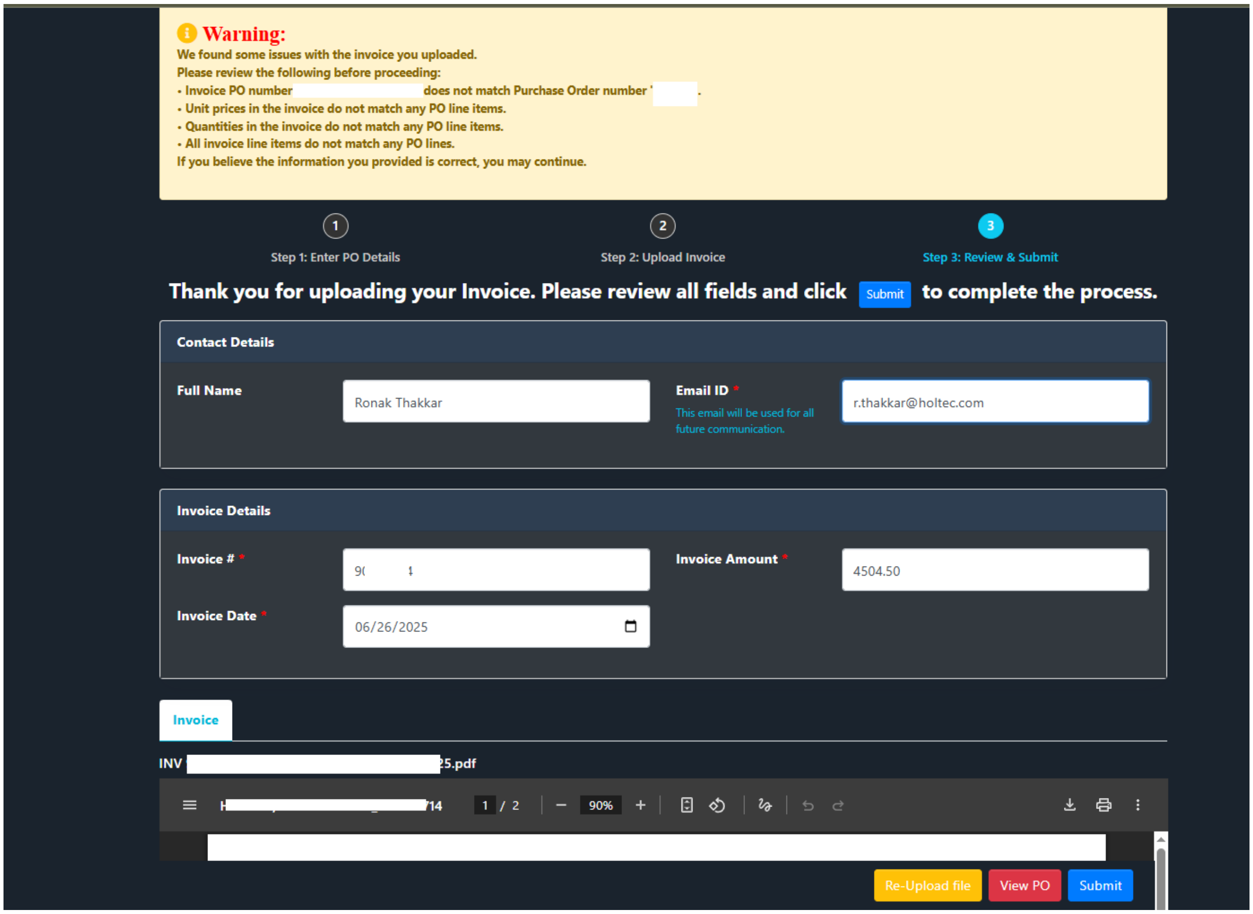
Step 5: Confirm and Submit

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.



Step 6: Receive Confirmation

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

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.

Invoice Received.

HOLTEC INTERNATIONAL

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	9 4
PO Number	
Invoice Amount	$ 4,504.50

To review or track your invoice submission, please **Click here**.

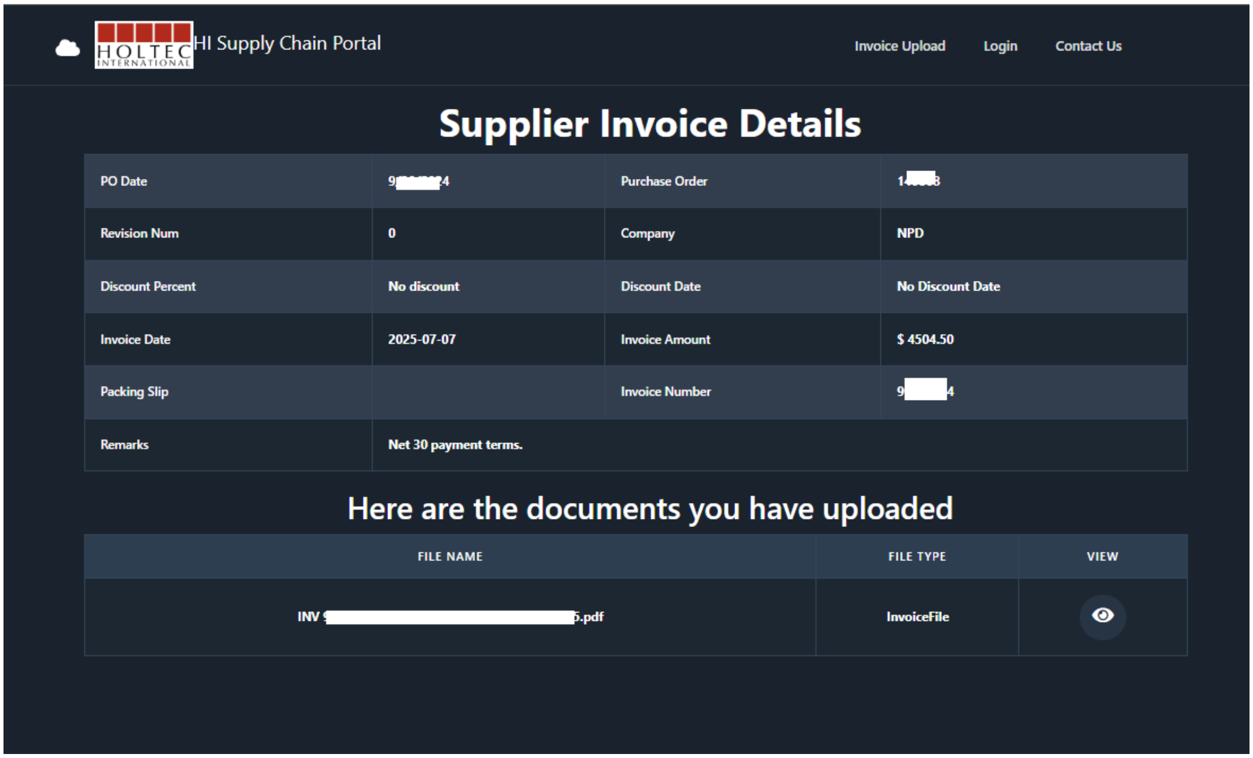
The Holtec team will review your submission and get back to you shortly.
If you have any questions, please contact HoltecSupplyChainSupport@holtec.com for further assistance.

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

This email contains a link to view submitted invoice.



HI Supply Chain Portal — Invoice Upload | Login | Contact Us

Supplier Invoice Details

PO Date	9[redacted]4	Purchase Order	1[redacted]8
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[redacted]4
Remarks	Net 30 payment terms.		

Here are the documents you have uploaded

FILE NAME	FILE TYPE	VIEW
INV [redacted]5.pdf	InvoiceFile	

Need Help?

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