

NRM LEM Submission Guidelines for Suppliers

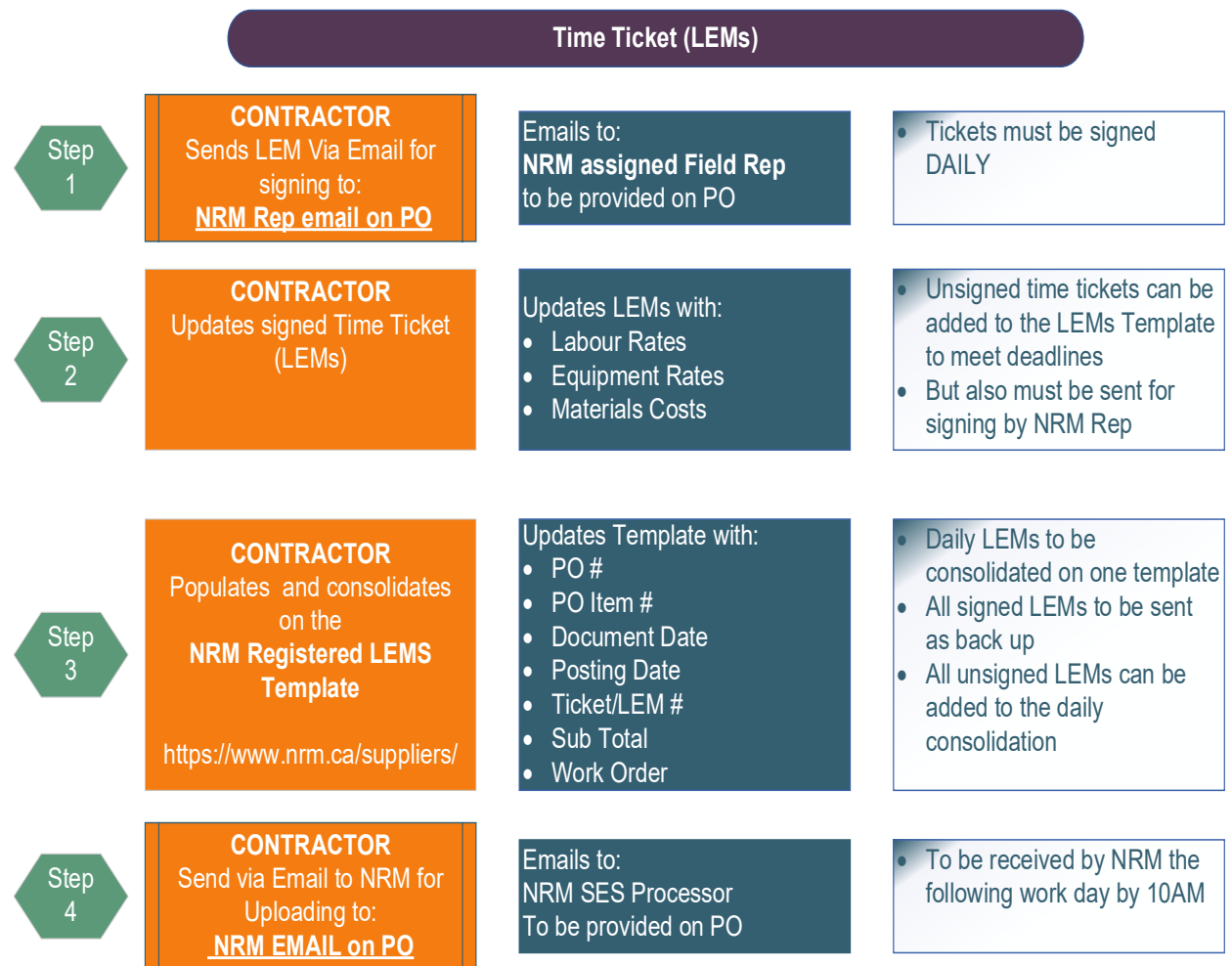
NorthRiver is on a “New” journey to adopt tools to streamline the LEMs / Time Tickets entry into our ERP system SAP S/4 HANA.

We value our supplier relationships, and as we move from a traditional paper or manual environment to an electronic process, we want to ensure we efficiently processing valid LEMs in a timely manner and ensuring payments on invoices are made as per our contractual arrangements.

Below is a reference guide on submitting LEMs for work verification and validation for payment. Please ensure that you follow the appropriate steps based on your contract requirements.

Submitting Your LEMs (Time Tickets, DWR)

The instructions below are designed to give you the information required for submitting your LEMs (Time Tickets) via the “**NRM Registered Upload Template**” for approval and processing.



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NRM Registered Upload Template Instructions

All LEMs / Time Tickets are required to have the following minimum information to be included on the upload template:

- Purchase Order and Line #
- Work Order, Cost Center or WBS Element
- Includes costs for all:
 - Labour
 - LOA, Travel and /or Meals
 - Material Costs, including back up
 - Equipment Costs
 - 3rd Party Costs, including back up

Important Key Points

- All Upload templates must include, signed (if applicable) time tickets, required receipts as indicated above.
- Credits will be on their own ticket & submitted on their own invoice.
- Additional Charges after the original LEMs, will be submitted as a new ticket and upload sheet. DO NOT Revise the original tickets, unless instructed by NRM.
- Total value of the subtotal lines on the upload must match the daily total of the attached back up.
- Packing slips and other supporting documents will be used as back up until the invoice is received.
- If you have more than 300 tickets or entry lines, please submit on 2 templates.

Registered Upload template is available via the following link - [NRM Supplier Portal](#)

Consolidated LEMs templates are to be sent to the **email address listed on your Purchase Order (PO)** and are to be sent in per your contractual requirements (daily or weekly). Please work with your Procurement Rep for more details on your contract requirements.

IMPORTANT NOTE: Any LEMs, or templates with incomplete or invalid information will be sent back for completion or changes, this may delay submitting invoices or processing payments.