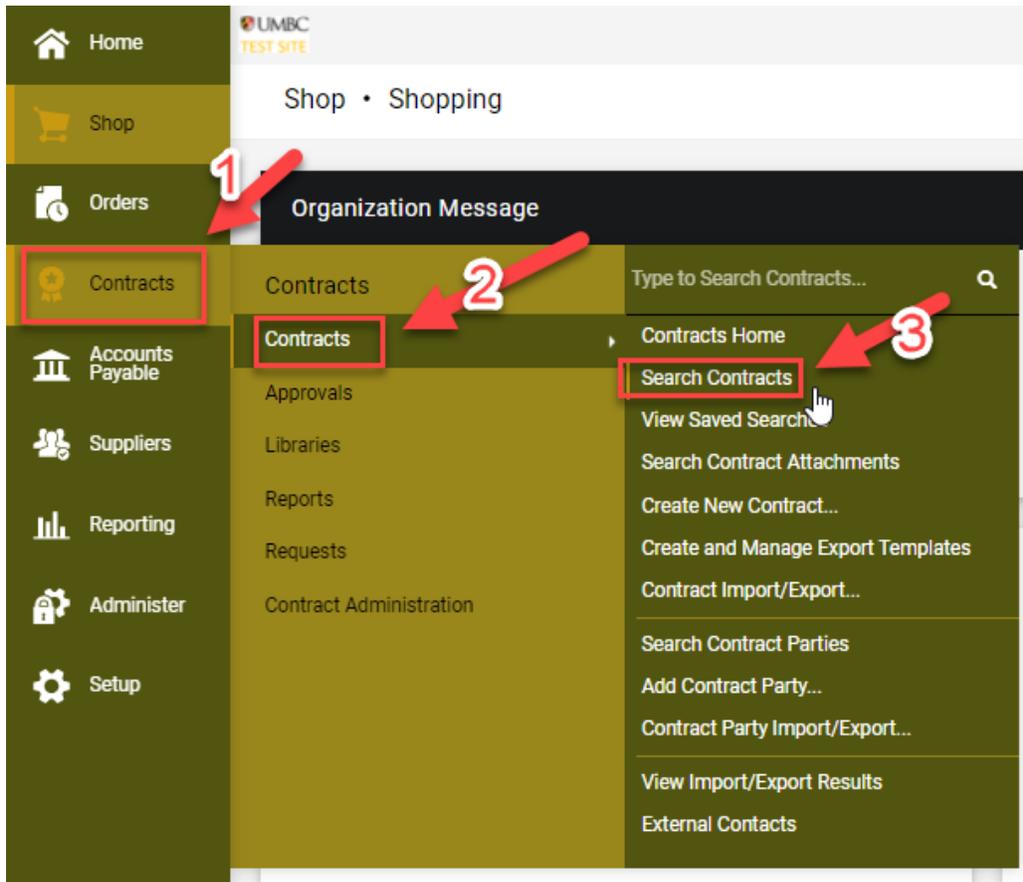


# Invoicing Against a Contract

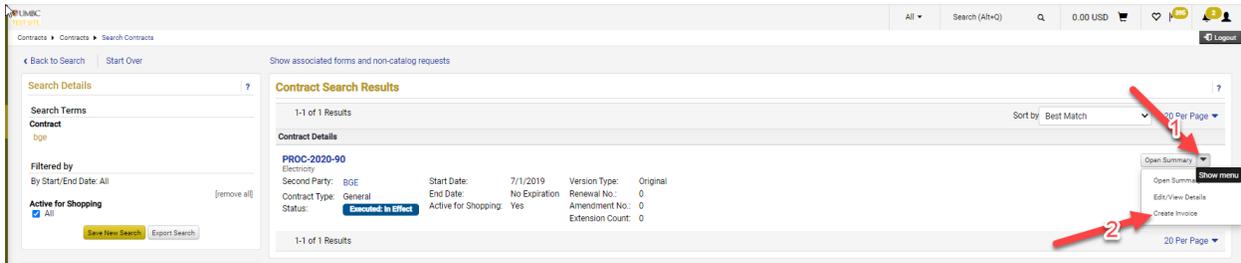
To find a contract, use the menu on the left to go to **Contracts** -> **Contracts** -> **Search Contracts**.



You can search by the contract name, supplier name, or other relevant information. Use the dropdowns below the search bar to narrow down your search.

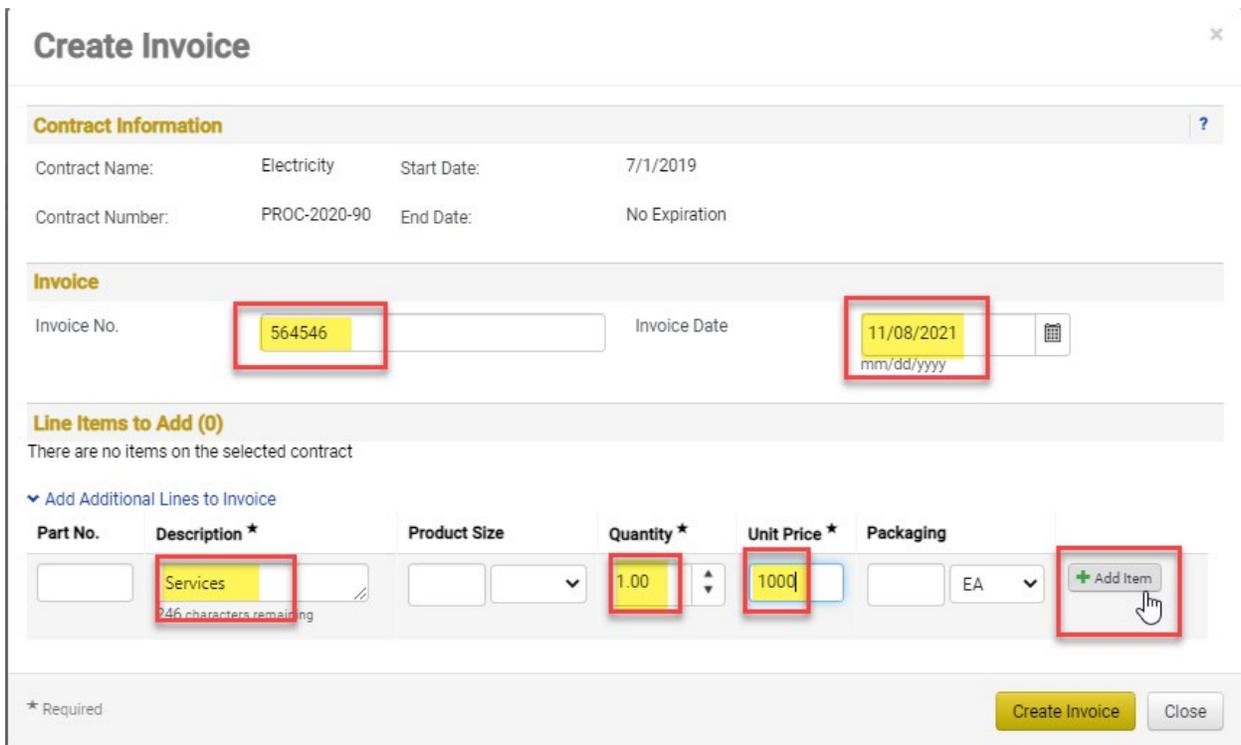


Once you find the contract, click the contract name to view the contract summary. Click the dropdown menu and click **Create Invoice**.



For **each line of the invoice**, you must include a description, quantity, and unit price. Click the **Add Item** button on the right to add the line to the invoice.

If you have multiple lines on your invoice, you must add the additional lines **prior** to clicking Create Invoice.



Click **Create Invoice**.

# Create Invoice

**Contract Information**

Contract Name: Electricity    Start Date: 7/1/2019  
 Contract Number: PROC-2020-90    End Date: No Expiration

**Invoice**

Invoice No.     Invoice Date

mm/dd/yyyy

**Line Items to Add (1)**

There are no items on the selected contract

▼ Add Additional Lines to Invoice

Part No.	Description *	Product Size	Quantity *	Unit Price *	Packaging	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add Item"/>
	254 characters remaining				EA	
	Services		1	1000	EA	<input type="button" value="Remove"/>

\* Required

In order to finish your invoice, you must address the missing items as shown below including the attachment of your invoice.

Invoice • 2011099

Entry Summary Matching Supplier Messages Comments Attachments History

**Discount, tax, shipping & handling**

Allocation: Sum of All

	Header-level	Sum of lines
Discount	0.00	0.00 USD
Tax 1	0.00	0.00 USD
Tax 2	0.00	0.00 USD
Shipping	0.00	0.00 USD
Handling	0.00	0.00 USD

**Codes**

LINE	Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1		no value	no value	no value	no value	no value	no value
		<span style="color:red">● Required</span>	<span style="color:red">● Required</span>	<span style="color:red">● Required</span>	<span style="color:red">● Required</span>		

**1 Line**

-No PO Number-

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Services		EA	1,000.00	1	1,000.00

**Draft**

● Correct these issues. You are unable to proceed until addressed.

- Required: Fund: Line
- Required: Dept: Line
- Required: Account: Line
- Required: Prog Fin: Line
- Required: Commodity Code (Line 1)

**BGE**

Supplier Invoice No. 564546

**Total (1,000.00 USD)**

Subtotal	1,000.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>1,000.00</b>

**What's next?**

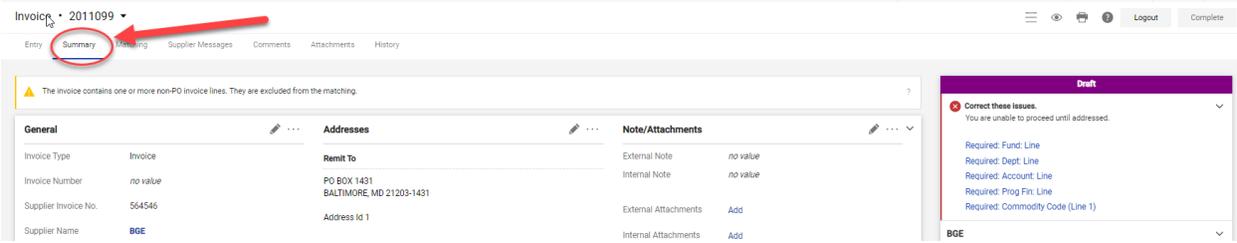
Next Step: No Department Approver

Approvers: Approver, Annie Espinoza, Rafael

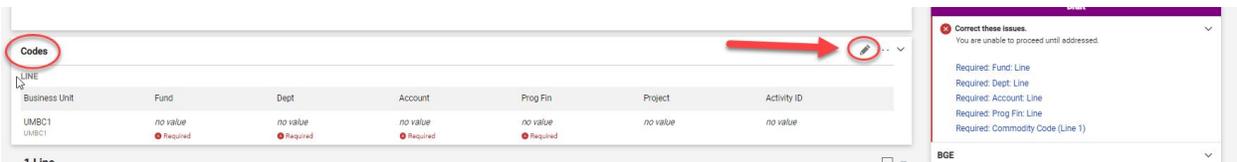
Workflow:  Show skipped steps

**Draft** Active

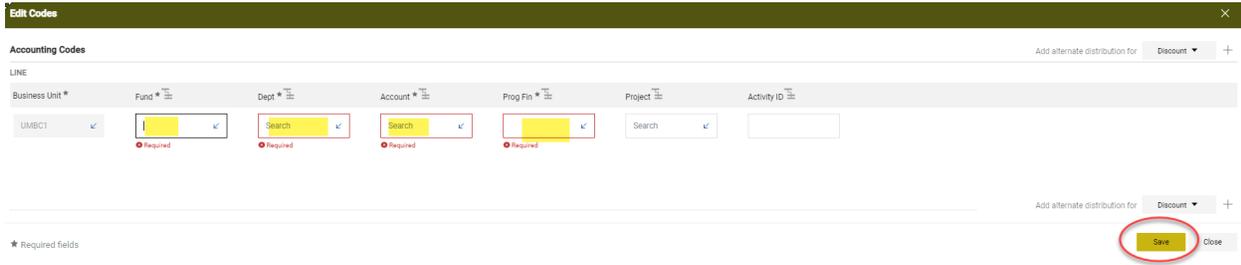
Switch to the **Summary** Tab to populate your accounting codes and commodity code.



Click the Edit Pencil to populate your accounting codes



Click **Save**.



Scroll down to locate the Commodity Code area. Click **Required** (Red Letters).

**1 Line**

**<No PO Numbers>**

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Services		EA	1,000.00	Qty: 1 EA	1,000.00

**ITEM DETAILS**

Contract: PROC-2020-90 External Note no value  
 PO Number no value Internal Note no value  
 PO Department Procurement (Procurement) External Line Attachments Add  
 Substitute Item ✗ Internal Line Attachments Add  
 Taxable ✗  
 Capital Expense ✗  
 Line Match Status Unmatched

Matching Summary

	Ordered	Received	Net Invoiced
Quantity		--	--
Ext. Price	--	--	0.00 USD

Related Documents 0

Contract No. PROC-2020-90

Commodity Code **no value** **Required**

**Draft**

Correct these issues. You are unable to proceed until addressed.  
 Required: Commodity Code (Line 1)

BGE  
 Supplier Invoice No. 554546

**Total (1,000.00 USD)**

Subtotal 1,000.00  
 Discount 0.00  
 Tax1 0.00  
 Tax2 0.00  
 Shipping 0.00  
 Handling 0.00  
**1,000.00**

**What's next?**

Next Step Department Approver  
 Approvers Espinoza, Rafael  
 Moss, Elizabeth

Workflow  
 Show skipped steps

**Draft**  
 Active Rafael Espinoza

**Initial Validation**  
 Future

If you know the correct commodity code, enter inside the red box. Otherwise, you may search for it.

**Edit Line 1: Item Details**

Services EA \$1,000.00 1 EA 1,000.00

Contract: PROC-2020-90 Select Contract External Note  
 PO Number no value Internal Note  
 PO Department Procurement (Procurement)  
 Substitute Item ✗  
 Taxable   
 Capital Expense   
 Line Match Status Unmatched

Matching Summary

	Ordered	Received	Net Invoiced
Quantity		--	--
Ext. Price	--	--	0.00 USD

Related Documents 0

Contract No. PROC-2020-90

Commodity Code \*  **Required**

**Save** **Close**

Enter your description and click **Filter**

## Commodity Code Search



Code starts with...

consulting

Filter

Clear All Filters



Page

1

of 18

1-20 of 342 Results

20 Per Page

Code	↑	Description	
0110010		Athletic Equipment	+
0110020		Athletic Officials	+
0110030		Athletics Uniforms Apparel & Accessories	+
0110210		Game Equipment	+
0130030		Athletic Game Guarantees	+
0130040		Athletic Recruiting	+
0130050		Athletic Training & Medical Supplies	+
0130060		Athletics Facilities Rental	+
0130070		Athletics Ticketing Services	+
0130550		Fitness Equipment	+
0131210		Sports Equipment, Supplies and Accessories	+
0131240		Trainers	+
0210040		Audio Visual Supplies	+
0270020		Audio Video Consulting Services	+
0270030		Audio Video Installation	+
0270040		Audio Video Repair	+

Close

Click the **Plus + Sign** to add your Commodity Code.

**Commodity Code Search** ✕

Code starts with...  Filter

Clear All Filters

Code	↑	Description	
0270020		Audio Video Consulting Services	+
0830620		Human resources consulting	+
3670130		Consulting Services	+
3870180		IT Consulting	+

+ 

Close

Click **Save**.

**Edit Line 1: Item Details** ✕

Services EA 1,000.00 1 EA 1,000.00

Contract: PROC-2020-90  
[Select Contract](#)

External Note   
1000 characters remaining [expand](#) [clear](#)

PO Number no value

PO Department Procurement (Procurement)

Internal Note   
1000 characters remaining [expand](#) [clear](#)

Substitute Item ✕

Taxable

Capital Expense

Line Match Status Unmatched

**Matching Summary**

	Ordered	Received	Net Invoiced
Quantity		-	-
Ext. Price	-	-	0.00 USD

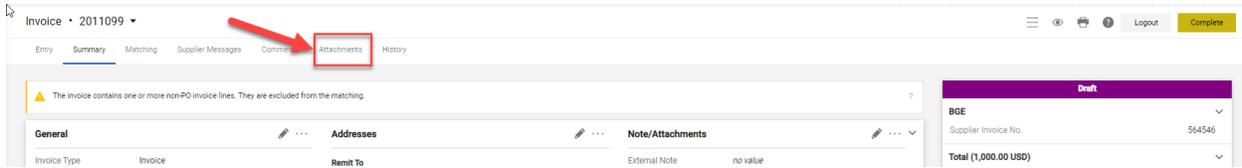
Related Documents 0

Contract No. PROC-2020-90

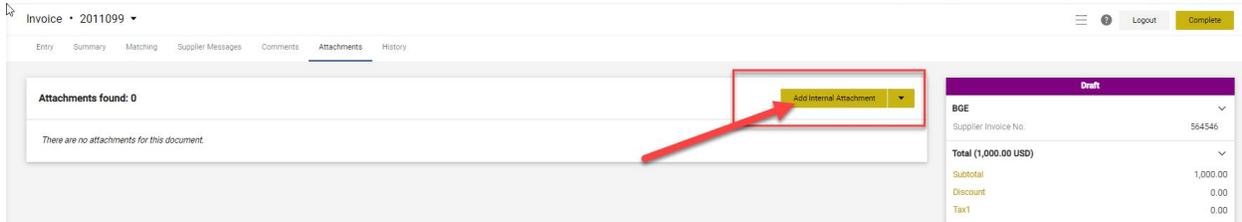
Commodity Code \* 3870180  Click here to search for a commodity code

Save Close 

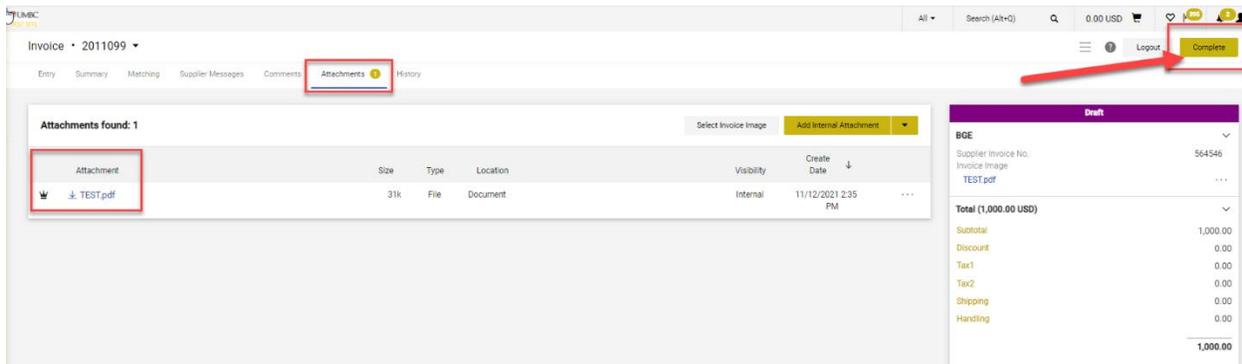
Click the **Attachments** tab.



Click **Add Internal Attachments** and upload your invoice (PDF Format).



Click **Complete**.



 invoice Submitted**Summary**[Create New](#)

---

Invoice number	JT001521
Invoice Status	Pending
Supplier Invoice No.	564546
Invoice name	2021-11-12 BT37893 05
Invoice date	11/8/2021
Invoice total	1,000.00 USD
Number of line items	1