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.

Search Contracts		Advanced Se
Contract 9	Search by contract name, number, summary, etc.	
Active for Shopping	All V	
By Start/End Date	All	
Created Date	All Dates 🗸	

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

M UMBC		All a	Search (AltaO)	0.00.000	e 100	
TEST SITE		00.1	Search (Mitra)	0.00 030 E	v -	
Contracts + Contracts + Search Contracts						1 Logout
Back to Search Start Over	Show associated forms and non-catalog requests					
Search Details ?	Contract Search Results					2
Search Terms Contract	1-1 of 1 Results		Sort by Be	ist Match	✓ 20 Per P	Page 🔻
bge	Contract Details					
Filtered by	PROC-2020-90 Electricity				Open Summary	-
By Start/End Date: All	Second Party: BGE Start Date: 7/1/2019 Version Type: Original				Open Summa	Show menu
[remove all] Active for Shopping	Contract Type: General End Date: No Expiration Renewal No: 0				Edit/View Det	taila
Z All	Status: Executed in Effect Active to Shopping. Yes Extension Count: 0				Create Invoio	ie.
Save New Search Export Search	1-1 of 1 Results			2	20 Per P	Page 🔻

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.

Create	Invoice			×
Contract In	formation			?
Contract Na	me: Electricity	Start Date:	7/1/2019	
Contract Nur	mber: PROC-2020-90	End Date:	No Expiration	
Invoice				
Invoice No.	564546		Invoice Date	11/08/2021
Line Items There are no i	to Add (0) tems on the selected contract onal Lines to Invoice			
Part No.	Description *	Product Size	Quantity * Unit Price	* Packaging
	Services 246 characters remaining	· · · · · · · · · · · · · · · · · · ·	1.00	EA V Add Item
* Required				Create Invoice Close

Click Create Invoice.

Create Invoice

contract in	normation							
Contract Nan	me:	Electricity	Start Date:	7/1/2019				
Contract Nur	mber:	PROC-2020-90	End Date:	No Expiration				
nvoice								
Invoice No. 564546			Invision Data		11/00/000	1.		
monce No.		564546		invoice Date		11/08/202		1
.ine Items	to Add (1) items on the select	564546		invoice Date		mm/dd/yyyy		
ine Items here are no it Add Additio Part No.	t o Add (1) items on the select onal Lines to Invoi Description *	cted contract	Product Size	Quantity *	Unit Price *	Packaging		
ine Items here are no if Add Additio Part No.	to Add (1) items on the select onal Lines to Invoi Description *	cted contract	Product Size	Quantity *	Unit Price *	Packaging	EA 🗸	Add Item
ine Items here are no it Add Additio Part No.	to Add (1) items on the select onal Lines to Invoi Description *	564546 cted contract ice emaining	Product Size	Quantity *	Unit Price *	Packaging	EA 🗸	Add Item

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

lnvoice • 20110	199 •								Simple 📄 🛱	Logout	Save	Complete
Entry Summary	Matching Supplier Mess	ages Comments Attachment	s History									
Discount, tax, shipp	ping & handling		~						-	Draft		
Allocation	Sum of All	T							Orrect these issues. You are unable to pro	ceed until addressed.		~
		Header-level	Sum of lines				_		Required: Fund: Line		I .	
Discount	0.00		0.00 USD						Required: Dept. Ellie Required: Account: I Required: Prog Fin: I Required: Commodi	Line Line ty Code (Line 1)		
Tax 1	0.00		0.00 USD						BGE			~
Tax 2	0.00		0.00 USD						Supplier Invoice No.			564546
									Total (1,000.00 USD)			~
Shipping	0.00		0.00 USD						Subtotal			1,000.00
Handling	0.00		0.00.USD						Tax1			0.00
Handing	0.00		0.00 000						Tax2			0.00
									Shipping			0.00
Codes								ø v	Handling			0.00
LINE												1,000.00
Business Unit	Fund	Dept	Account	Prog Fin	Project		Activity ID		What's pext?			~
UMBC1 UMBC1	no value Required	no value Required	no value Required	no value Required	no value		no value		Next Step No	Department Approve	r	
1 Line									Approvers App Esp	rover, Annie inoza, Rafael		
<no number="" po=""></no>									Workflow			C 🖶
Status PO Lin	ne Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Show skipped	steps		
1 🗸	Services			EA	1,000.00	1	1,000.00		O Draft			

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

Invoice • 2011099	Maturing Supplier Messages Comments	Attachments History					📃 🛞 🖶 🚱 Logout	Complete
The invoice contains	one or more non-PO invoice lines. They are excluded from	the matching.	×	Note/Attachments		?	Draft Correct these issues. You are unable to proceed until addressed.	Ý
Invoice Type	Invoice	Remit To		External Note	no value no value		Required: Fund: Line Required: Dept: Line Required: Account: Line	
Supplier Invoice No.	no value 564546	PO BUX 1431 BALTIMORE, MD 21203-1431 Address Id 1		External Attachments	Add		Required: Prog Fin: Line Required: Commodity Code (Line 1)	
Supplier Name	BGE			Internal Attachments	Add		BGE	~

Click the Edit Pencil to populate your accounting codes

Codes							Correct these issues. You are unable to proceed until addressed.	~
							Required: Fund: Line Required: Dept: Line	
Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID	Required: Account: Line	
UMBC1 UMBC1	no value Bequired	no value Required	no value Required	no value Required	no value	no value	Required: Prog Fin: Line Required: Commodity Code (Line 1)	
1 Line							BGE	~

Click Save.

Edit Codes								×
Accounting Codes								Add alternate distribution for Discount - +
LINE								
Business Unit *		Fund * =	Dept * 🗄	Account * =	Prog Fin * =	Project =	Activity ID 🗄	
UMBC1	e.	Required	Search 2	Search 2	Required	Search	۷	
								Add alternate distribution for Discount 💌 🕂
* Required fields								Close

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

lo PO Number>								… 🗆	You are unable to proceed until addressed.	
Status PO Line Item			Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Required: Commodity Code (Line 1)	
Services				EA	1,000.00	Qty: 1 EA	1,000.00	…	BGE	
∧ ITEM DETAILS									Supplier Invoice No.	56454
Contract:	PROC-2020-90			External Note	no value				Total (1,000.00 USD)	
PO Number	no value			Internal Note	no value				Subtotal	1,000
PO Department	Procurement (Procurem	nent)		External Line Attachments	Add				Tax1	0
Substitute Item	×			Internal Line Attachments	Add				Tax2	0
Tavahla	~								Shipping Handling	0
TEXEST:	^									
Capital Expense	×									1,000
Line Match Status	Unmatched								What's next?	
Matching Summary									Next Step Department Approver	
	Ordered	Received	Net Invoiced						Approvers Espinoza, Rafael Moss, Elizabeth	
Quantity		-	-						Western	F2 #
Ext. Price	-	-	0.00 USD						WORNOW	
									Show skipped steps	
Related Documents	0								Oraft Active	
Contract No.	PROC-2020-90								Ratael Espinoza	
Commodity Code	no value								Initial Validation	

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	(1,000.0D	1 EA
Contract:	PROC-2020-90 Select Contract			External Note		
PO Number	no value				1000 characters remaining	expand I clear
PO Department	Procurement (Procurement)			Internal Note		
Substitute Item	×				1000 characters remaining	expand I clear
Taxable						
Capital Expense						
Line Match Status	Unmatched					
Matching Summary						
	Ordered	Received	Net Invoiced			
Quantity		-	-			
Ext. Price	-	-	0.00 USD			
Related Documents	0					
Contract No.	PR0C-2020-90					
Commodity Code *	Required		_			

Enter your description and click Filter

ommodity Code \$	earch		
Code starts with	consulti		Filter Clear All Filters
< > Page 1	of 18 1-20 of 342	Results	20 Per Page 💌
Code	↑ Descrip	tion	
0110010	Athletic	Equipment	+
0110020	Athletic	Officials	+
0110030	Athletic	s Uniforms Apparel & Accessorie	s +
0110210	Game E	quipment	+
0130030	Athletic	Game Guarantees	+
0130040	Athletic	Recruiting	+
0130050	Athletic	Training & Medical Supplies	+
0130060	Athletic	s Facilities Rental	+
0130070	Athletic	s Ticketing Services	+
0130550	Fitness	Equipment	+
0131210	Sports B	Equipment, Supplies and Accesso	ories 🕂
0131240	Trainers	3	+
0210040	Audio V	isual Supplies	+
0270020	Audio V	ideo Consulting Services	+
0270030	Audio V	ideo Installation	+
0270040	Audio V	ideo Repair	+

Close

ommodity Code S	earch		×
Code starts with		consulting	Filter
			Clear All Filters
Code	\uparrow	Description	
0270020		Audio Video Consulting Services	+
0830620		Human resources consulting	+
3670130		Consulting Services	+
3870180		IT Consulting	•
			Close

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

Click Save.

Edit Line 1: Item Details								
Services				EA	EA	EA 1,000.00	EA 1,000.00	EA 1,000.00 1 EA
Contract:	PROC-2020-90 Select Contract			External Note	External Note	External Note	External Note	External Note
PO Number	no valve				10	1000 characters remaining	1000 characters remaining expand clear	1000 characters remaining expand clear
PO Department	Procurement (Procurement)			Internal Note	Internal Note	Internal Note	Internal Note	Internal Note
Substitute Item	×				10	1000 characters remaining	1000 characters remaining expend I clear	1000 characters remaining expend I clear
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	Q	_					
	IT Consulting Required	Click here to search for a commodity	code					
							_	

Click the **Attachments** tab.

Invoice • 2011099 •					≡ ●	Complete
Entry Summary Matching Supplier Messages Com	mer Attachments History					
A The invoice contains one or more non-PO invoice lines. They are exc	cluded from the matching.			?	BGE	Draft
General		ø	Note/Attachments	ø v	Supplier Invoice No.	564546
Invoice Type Invoice	Remit To		External Note no value		Total (1,000.00 USD)	~

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

∛ Invoice • 2011099 ▼	≡ 0	Logout Complete
Entry Summary Matching Supplier Messages Comments Attachments History		
Attachments found: 0	Draft	~
There are no attachments for this document.	Supplier Invoice No.	564546
	Subtotal	1,000.00
	Discount	0.00
	Tax1	0.00

Click Complete.

BC M					All • Search (Alt+Q)	a 0.00 USD 👻 😤 📔	24
Invoice • 2011099 -						📃 🕢 Logout	Complete
Entry Summary Matching Supplier Message	es Comments Attachments) History				-		_
Attachments found: 1			Select Invoice Image	Add Internal Attachment	• RCE	Draft	
Attachment	Size Type	Location	Visibility	Create Date	Supplier Invoice No. Invoice Image		564546
₩ 速 TEST.pdf	31k File	Document	Internal	11/12/2021 2:35 PM	Total (1,000.00 USD)		2
					Subtotal		1,000.
					Discount		0.
					Tax1		0.0
					Tax2		0.0
					Shipping		0.0
					Handling		0.0

➢ 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	