Invoicing Against a Contract

To find a contract, use the menu on the left to go to **Contracts -> Contracts -> Search Contracts**.
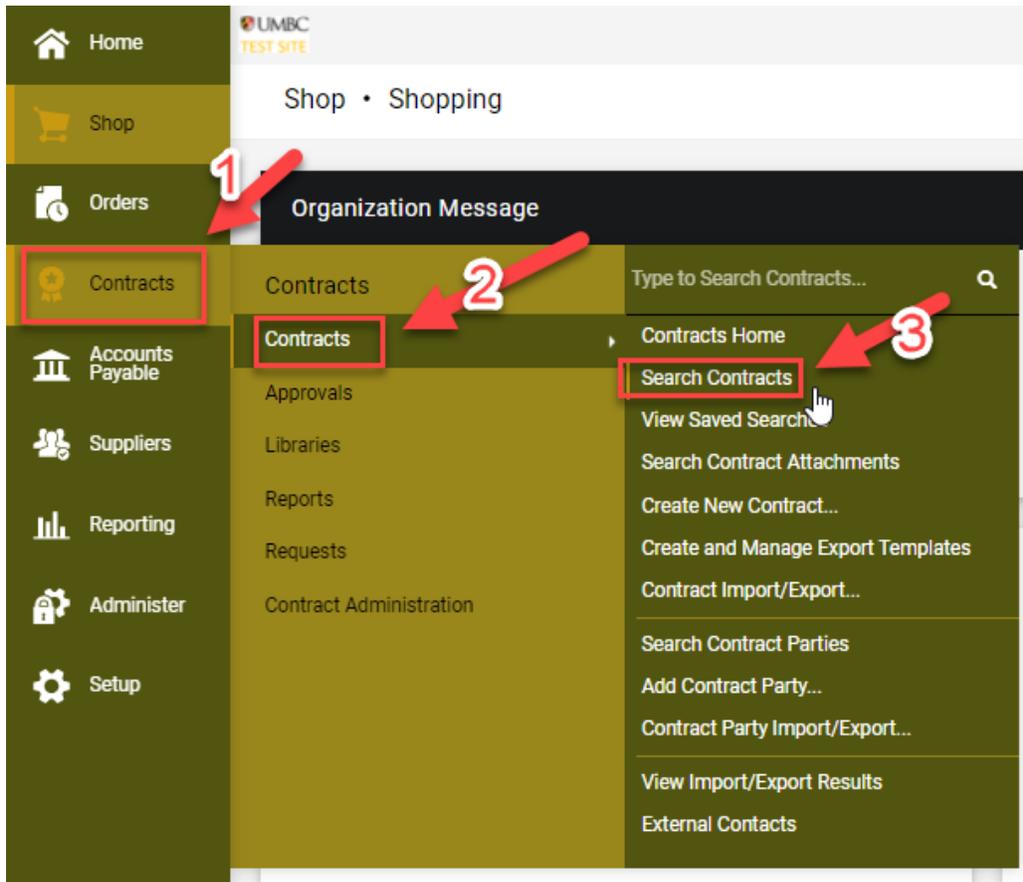
You can search by the contract name, supplier name, or other relevant information. Use the dropdowns below the search bar to narrow down your search.

Once you find the contract, click the contact name to view the contract summary. Click the dropdown menu and click **Create Invoice**.
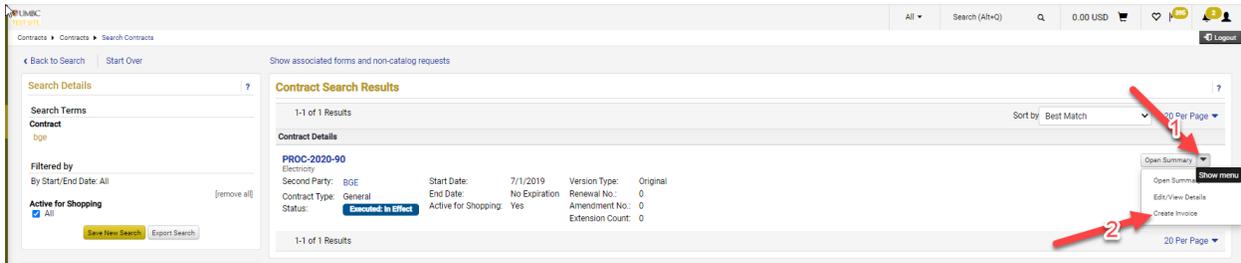
For **each line of the invoice**, you must include a description, quantity, and unit price. Click the **Add Item** button on the right to add the line to the invoice.

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

Click **Create Invoice**.

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

Switch to the **Summary** Tab to populate your accounting codes and commodity code.
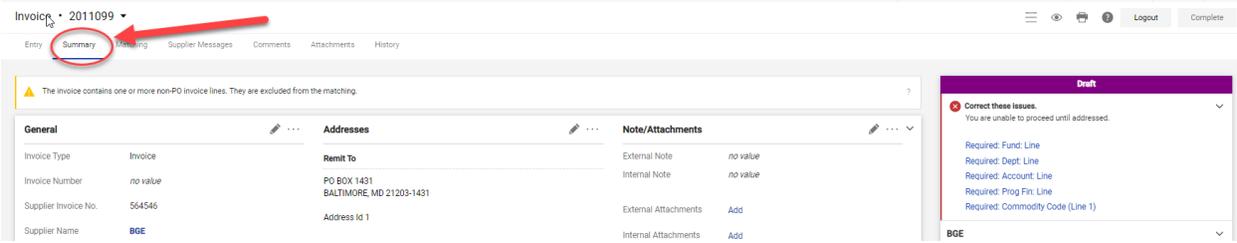
Click the Edit Pencil to populate your accounting codes
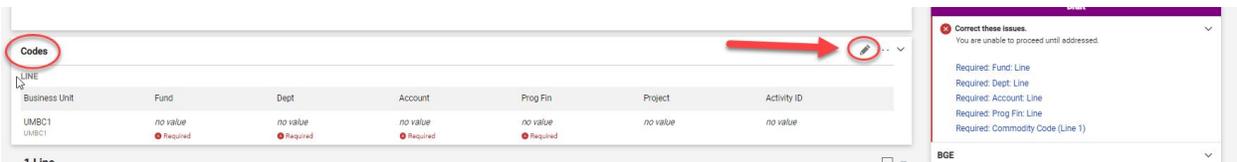
Click **Save.**
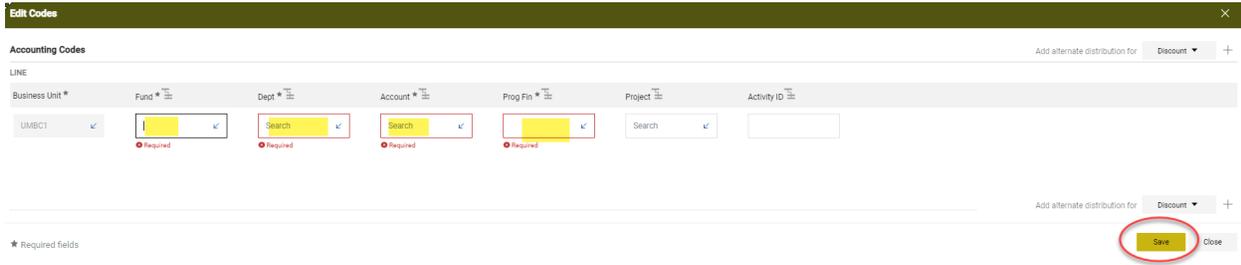
Scroll down to locate the Commodity Code area. Click **Required** (Red Letters).

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

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.

Click **Save.**

Click the **Attachments** tab.
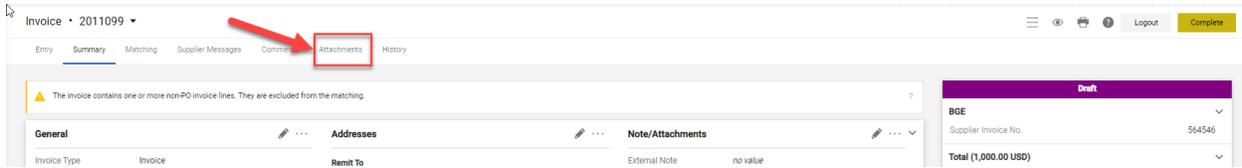
Click **Add Internal Attachments** and upload your invoice (PDF Format).
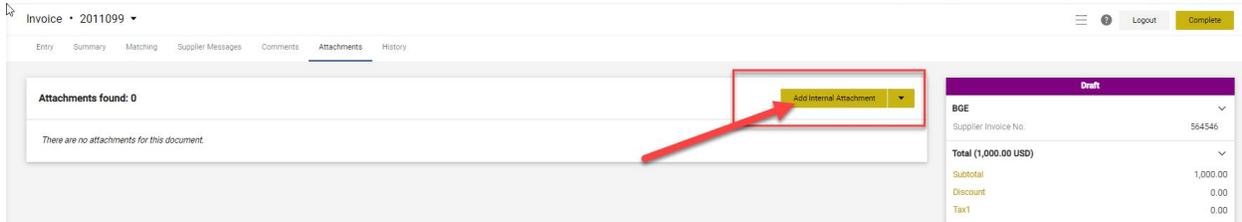
Click **Complete.**
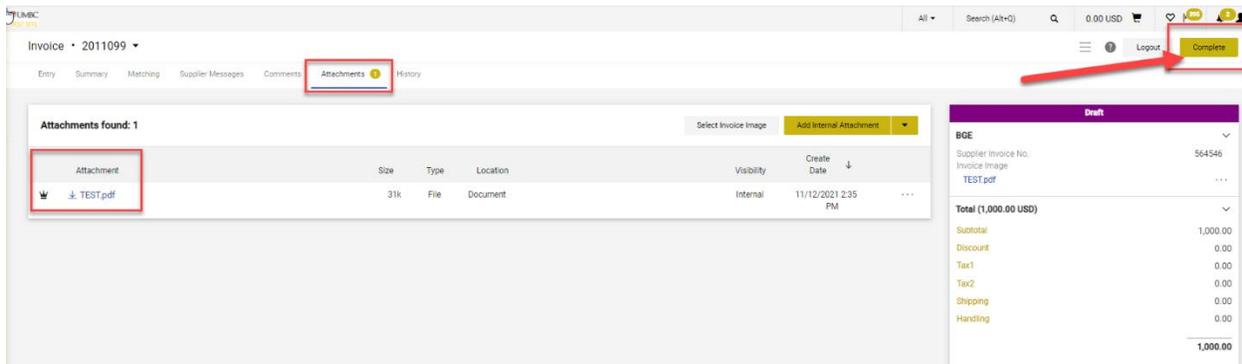
✓ invoice Submitted

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