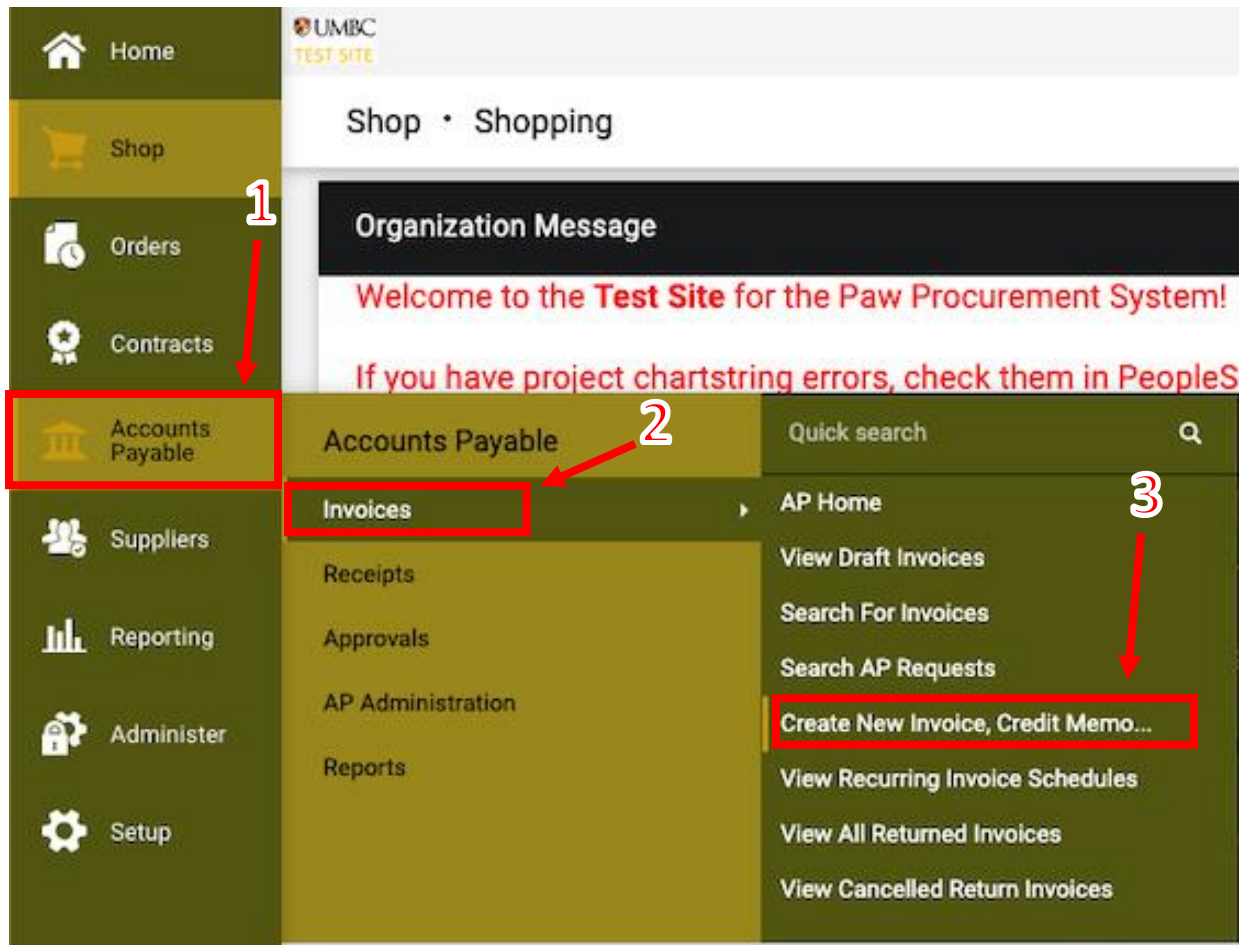


Invoicing Against a Contract

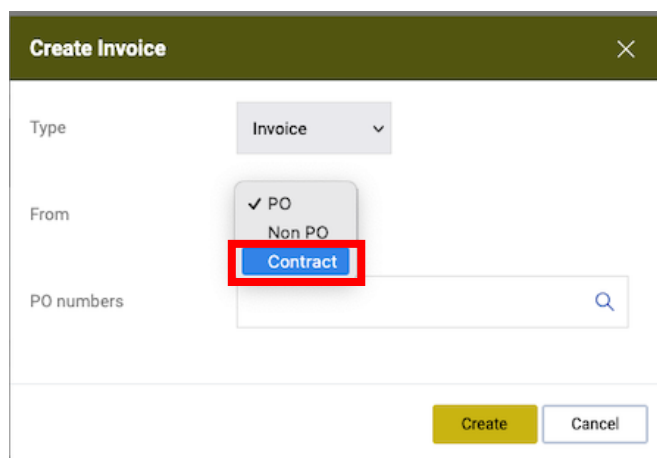
To find a contract, use the menu on the left to go to **Accounts Payable -> Invoices -> Create New Invoice, Credit Memo**.



In the “Type” field, select “Invoice”

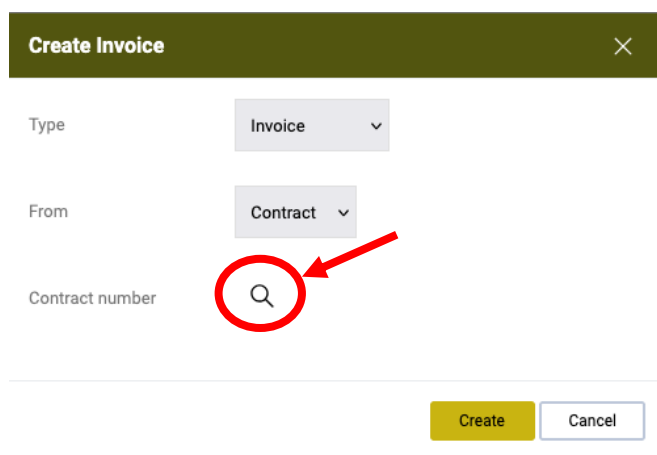
A screenshot of the 'Create Invoice' form. The form has a title bar 'Create Invoice' with a close button. It contains the following fields: 'Type' (a dropdown menu with 'Invoice' selected and highlighted with a red box, and 'Credit Memo' as an option), 'From' (a dropdown menu with 'PO' selected), and 'PO numbers' (a text input field with a search icon). At the bottom right, there are two buttons: 'Create' (yellow) and 'Cancel' (white).

In the “From” field, select “Contract”



The screenshot shows the 'Create Invoice' form. The 'Type' dropdown is set to 'Invoice'. The 'From' dropdown menu is open, showing three options: 'PO' (checked), 'Non PO', and 'Contract'. The 'Contract' option is highlighted with a red rectangle. Below the dropdown is a search bar labeled 'PO numbers' with a magnifying glass icon. At the bottom right are 'Create' and 'Cancel' buttons.

Click on the magnified glass to search for the contract.



The screenshot shows the 'Create Invoice' form. The 'Type' dropdown is set to 'Invoice'. The 'From' dropdown is set to 'Contract'. Below it is a search bar labeled 'Contract number' with a magnifying glass icon. A red circle and arrow point to the magnifying glass icon. At the bottom right are 'Create' and 'Cancel' buttons.

You can search by the contract name, supplier name, or other relevant information. Once you find the contract, click the “+” at the right side of the screen to invoice against the contract.

Search Contracts

Quick search

Add Filter

Include Archived

Status: Amended, Compl...

<

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Page 1

of 8

1-10 of 80 Results

10 Per Page

Contract Number	Contract Name	Status	Contract Type	Version Type	Version	Start Date	End Date	
102-2019-15	On-Call Multi-Trade	Complete	Facilities On-Call Contracts	Original	Renewal 0, Amendment 0	6/21/2019 12:00:00 AM	6/21/2020 11:59:59 PM	+
102-2020-25	Trash Bags	Complete	Facilities On-Call Contracts	Original	Renewal 0, Amendment 0	7/10/2019 12:00:00 AM	7/9/2020 11:59:59 PM	+
102-2020-33	janitorial services	Complete	Procurement	Original	Renewal 0, Amendment 0	8/3/2017 12:00:00 AM	9/1/2019 11:59:59 PM	+
103-2020-53	Kognito	Complete	Software	Original	Renewal 0, Amendment 0	9/14/2019 12:00:00 AM	6/17/2020 11:59:59 PM	+
103-2020-85	eRezLife	Complete	Software	Original	Renewal 0, Amendment 0	7/1/2019 12:00:00 AM	6/30/2020 11:59:59 PM	+
105-2020-56	gas services	Executed: In Effect	Consulting	Original	Renewal 0, Amendment 0	9/14/2019 12:00:00 AM	9/13/2025 12:00:59 AM	+
105-2020-81	renewals	Complete	FM	Original	Renewal 0, Amendment 0	10/15/2019 12:00:00 AM	10/19/2019 11:59:59 PM	+
105-2020-81	renewals	Complete	FM	Renewal	Renewal 1, Amendment 0	10/20/2019 12:00:00 AM	11/19/2019 11:59:59 PM	+
105-2021-115	wharton	Executed: In Effect	Task Order	Original	Renewal 0, Amendment 0	11/6/2020 12:00:00 AM	no value	+
105-2021-118	Data Depot	Executed: In Effect	Consulting	Original	Renewal 0, Amendment 0	12/1/2020 12:00:00 AM	no value	+

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Page 1

of 8

1-10 of 80 Results

10 Per Page

Close

Once the contract is selected, click “Create”

Create Invoice

Type

Invoice

From

Contract

Contract number

105-2021-115

Create

Cancel

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 Information

Contract Name: Electricity Start Date: 7/1/2019

Contract Number: PROC-2020-90 End Date: No Expiration

Invoice

Invoice No. 564546 Invoice Date 11/08/2021

Line Items to Add (0)

There are no items on the selected contract

Add Additional Lines to Invoice

Part No.	Description *	Product Size	Quantity *	Unit Price *	Packaging	
	Services		1.00	1000	EA	+ Add Item

* Required

Create Invoice Close

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"/>
	<small>254 characters remaining</small>					
	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

Simple
Logout
Save
Complete

Entry
Summary
Matching
Supplier Messages
Comments
Attachments
History

Discount, tax, shipping & handling

Allocation: Sum of All

	Header-level	Sum of lines
Discount	<input type="text" value="0.00"/>	0.00 USD
Tax 1	<input type="text" value="0.00"/>	0.00 USD
Tax 2	<input type="text" value="0.00"/>	0.00 USD
Shipping	<input type="text" value="0.00"/>	0.00 USD
Handling	<input type="text" value="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
		Required	Required	Required	Required		

1 Line

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
1,000.00

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.

Invoice: 2011099

Summary | Draft | Supplier Messages | Comments | Attachments | History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General		Addresses		Note/Attachments	
Invoice Type	Invoice	Remit To		External Note	no value
Invoice Number	no value	PO BOX 1431		Internal Note	no value
Supplier Invoice No.	564546	BALTIMORE, MD 21203-1431		External Attachments	Add
Supplier Name	BGE	Address Id 1		Internal Attachments	Add

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

Click the Edit Pencil to populate your accounting codes

Codes

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
UMBC1	no value	no value	no value	no value	no value	no value

1 Line

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

Click **Save**.

Edit Codes

Accounting Codes

LINE

Business Unit *	Fund *	Dept *	Account *	Prog Fin *	Project	Activity ID
UMBC1						

★ Required fields

Save Close

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

1 Line

<No PO Number>

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

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. 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
1,000.00
What's next?
Next Step Department Approver
Approvers Espinoza, Rafael
Moss, Elizabeth
Workflow
Show skipped steps
Draft
Action 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

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

PO Number: no value

PO Department: Procurement (Procurement)

Substitute Item: ✖

Taxable: ☐

Capital Expense: ☐

Line Match Status: Unmatched

Matching Summary

EA

0,000.00

1

EA

1,000.00

External Note:

1000 characters remaining

expand clear

Internal Note:

1000 characters remaining

expand clear

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

Related Documents

Contract No.: PROC-2020-90

Commodity Code *

Required

Save

Close

Enter your description and click **Filter**

Commodity Code Search ×

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...

consulting

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

Contract: PROC-2020-90
Select Contract

PO Number: no value

PO Department: Procurement (Procurement)

Substitute Item: ✖

Taxable: ☐

Capital Expense: ☐

Line Match Status: Unmatched

Matching Summary

EA

1,000.00

1 EA

1,000.00

External Note: 1000 characters remaining
expand / clear

Internal Note: 1000 characters remaining
expand / clear

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

Related Documents

Contract No.: PROC-2020-90

Commodity Code #: 3870180
IT Consulting
Required

Click here to search for a commodity code

Save

Click the **Attachments** tab.

Invoice • 2011099

Entry Summary Matching Supplier Messages **Attachments** History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General

Addresses

Note/Attachments

Invoice Type: Invoice

Remit To

External Note: no value

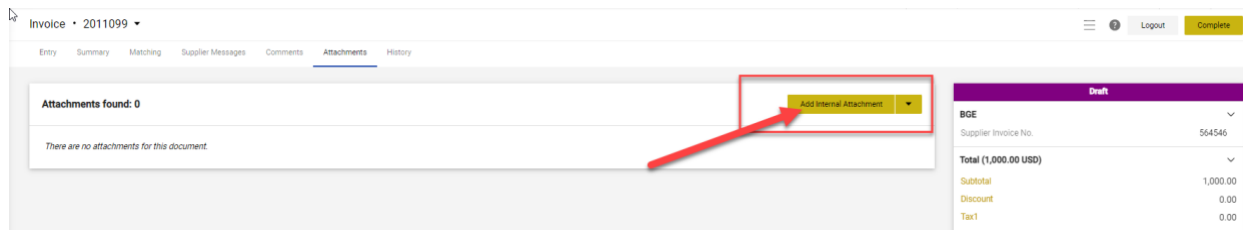
Draft

BGE

Supplier Invoice No: 564546

Total (1,000.00 USD)

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



Click **Complete**.

