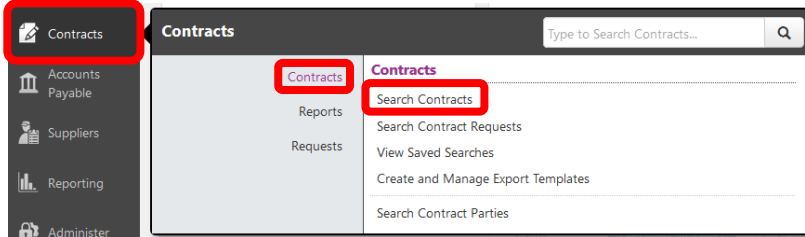# Creating an Invoice from a Contract

[Creating an Invoice form a Contract](#)   [Adding a Contract to your Invoice](#)

Creating an Invoice from a Contract

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click **Contracts,** go to **Contracts,** and select **Search Contracts**.

3. If you are searching for a specific contract you can use the search features available under the simple or advanced searches to narrow your results. If you know your contract number, you can add it to the Contract search bar and select the search **Icon** .

4. Select the **Contract Number** you are creating the invoice off of to review or use the drop down menu to the right-hand side to select the **Create Invoice** option.

Note: If the contract does not have the option it is because invoicing is not an available action.

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5. A Create Invoice window will open and from there you can enter the supplier invoice number, invoice date, as well as your line Item information. Part number, description, quantity, and unit price are required fields. To add additional line items, select the **+Add Item.** Click **Create Invoice**.

Create Invoice ×

Contract Information

| Contract Name: | Printing and Mailing | Start Date: | 4/4/2017 |
| Contract Number: | P&M123 | End Date: | 4/4/2099 |

Invoice

Invoice No. [   ]   Invoice Date [   ] 🖩 mm/dd/yyyy

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	
[ ]	[ ]	[ ] [˅]	[ ] ▲▼	[ ]	[ ] EA - Ea [˅]	**+ Add Item**
	254 characters remaining					

★ Required   **Create Invoice** Close

*Note: If you do not complete the commodity information and +**Add Item** before selecting create invoice, the contract will not stay with the invoice you are creating and you will have to add it back in. If you do not have a part number you can use "NA".*

6. You will be taken back to the normal invoice entry screen to complete the final details.

Simple Manual Entry   Document Actions ▼   History 🖨

Invoice Number	*no value*
Invoice Date	6/27/2019 🗓 mm/dd/yyyy
Due Date	7/12/2019 ☐ Override due date
Invoice Owner	Michele Andersen Select a different user...
Supplier Name	OSU Test Supplier 🐷 more info...
Supplier Account No.	[ ]
Supplier Invoice No.	3435454545453
Remit To	
Remit To Location List	edit

Note: See PO/Non PO Invoice Entry for step-by-step instructions.

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Creating an Invoice from a Contract

Adding a Contract in your Invoice

1. Start an invoice as per the Invoice Entry tip sheet. After adding in your line items. select the **Summary** view under **Invoice**.

2. Scroll down to Lines and click the Edit Button on the line item that is associated with a contract.

3. Within the **Edit Line** pop-out, click **Select Contract…** located under Unit Price.

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Creating an Invoice from a Contract

4. Select the desired contracts **Radio Button** and click **OK** at the bottom of the box.

5. The contract number will populate above the **Select Contract**… link, Click **Save**. Repeat steps 2-5 for each line that needs to reference a contract.

6. If all of the lines on the purchase order are associated with the same contract, you can check the **Ext. Price** box under **Lines** and click the **Selected line item Actions** drop-down.
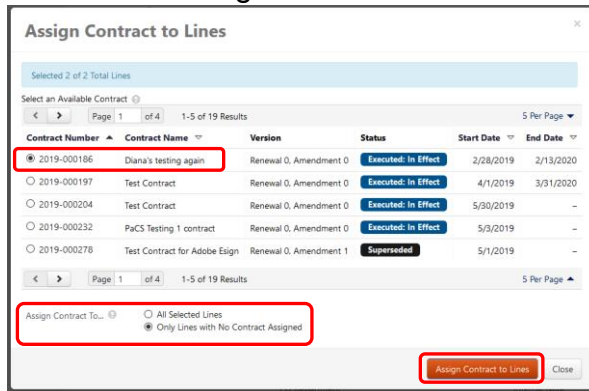
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7. Select the **Assign Contract to Selected Lines** option.
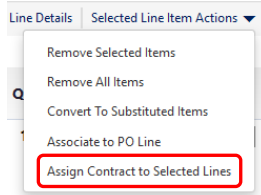
8. Select the **Radio Button** associated with the contract you need to assign. Under the **Assign Contract To…** section select the **Radio Button** for the line options available to assign the contract. Click **Assign Contract to Lines**.

9. Complete your invoice.