

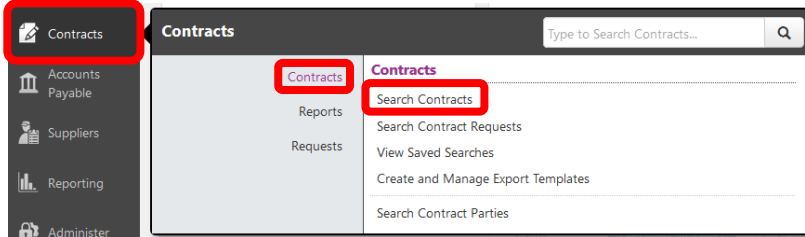
# Creating an Invoice from a Contract


[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.

<b>P&amp;M123</b> Printing and Mailing	Open Summary
Second Party: OSU Test Supplier Start Date: 4/4/2017 Version Type: Amendment	
Contract Type: - End Date: 4/4/2099 Renewal No.: 0	
Status: <b>Draft</b> Active for Shopping: No Amendment No.: 1	
Extension Count: 0	
<b>P&amp;M123</b> Printing and Mailing	Open Summary
Second Party: OSU Test Supplier Start Date: 4/4/2017 Version Type: Original	
Contract Type: - End Date: 4/4/2099 Renewal No.: 0	
Status: <b>Executed: In Effect</b> Active for Shopping: Yes Amendment No.: 0	<b>Create Invoice</b>
Extension Count: 0	
<b>LARC-1</b> LARC	Open Summary
Second Party: Lab Animal Resource Center Start Date: 4/10/2017 Version Type: Original	
Contract Type: - End Date: 4/10/2017 Renewal No.: 0	
Status: <b>Expired</b> Active for Shopping: Yes Amendment No.: 0	
Extension Count: 0	

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

# Creating an Invoice from a Contract

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

\* 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. 34354545453

Remit To [ ]  
Remit To Location List edit

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

# 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**.

The screenshot shows the 'Simple Manual Entry' interface for an invoice. On the left, a sidebar menu has 'Invoice' and 'Summary' highlighted with red boxes. The main area displays invoice details:

- Invoice:** 2019-06-27 andersm5 02
- Supplier Invoice No.:** Testing 627
- Supplier:** Alex's Awesome ...
- Status:** Draft
- Document Total:** 1,048.01 USD

Below the sidebar, the 'General' section is expanded, showing fields for Invoice Number, Invoice Date (6/27/2019), Due Date (7/27/2019), Invoice Owner (Michele Andersen), Supplier Name (Alex's Awesome Air Balloons), and Supplier Account No. (Testing 627).

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

The screenshot shows the 'Lines' section of the invoice. A table lists line items, with the first item highlighted:

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Testing Contract 1		EA	33.22 USD	1 EA	33.22 USD	<input type="checkbox"/> edit

Below the table, a pop-out window for line 1 is visible, showing fields for PO Number, PO Department, Substitute Item, Taxable, Line Match Status, and Matching Summary. A red box highlights the 'edit' button in the table.

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

The screenshot shows the 'Edit Line' pop-out window. The 'Unit Price' field is highlighted with a red box, and a 'select contract...' button is visible next to it. The window also displays fields for External Note, Internal Note, and tax/shipping/handling amounts.

# Creating an Invoice from a Contract

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

The contracts listed were all effective on the date listed in Invoice Date field of the Invoice. These may include contracts that have since expired or have been renewed. If the Invoice Date is blank, then the currently effective contracts will be displayed.

Contract	Effective Dates	Active
<input type="radio"/> No Contract		
<input type="radio"/> 2019-000186 (Diana's testing again)	2/28/2019 - 2/13/2020	✓
<input type="radio"/> 2019-000197 (Test Contract)	4/1/2019 - 3/31/2020	✓
<input type="radio"/> 2019-000204 (Test Contract)	5/30/2019 - 6/27/2019	✓
<input type="radio"/> 2019-000232 (PaCS Testing 1 contract)	5/3/2019 - 6/27/2019	✓
<input type="radio"/> 2019-000278 (Test Contract for Adobe Esign)	5/1/2019 - 6/27/2019	✗
<input type="radio"/> 2019-000278 (Test Contract for Adobe Esign)	5/1/2019 - 6/27/2019	✗
<input type="radio"/> 2019-000278 (Test Contract for Adobe Esign)	5/1/2019 - 6/27/2019	✓
<input type="radio"/> 2019-000280 (CCA testing 7 contract)	5/4/2019 - 6/30/2019	✓
<input type="radio"/> 2019-000280 (CCA testing 7 contract)	5/4/2019 - 6/30/2019	✗
<input type="radio"/> 2019-000281 (Service Agreement)	6/1/2019 - 1/18/2020	✓
<input type="radio"/> 2019-000308 (updated fields)	6/19/2019 - 6/27/2019	✓
<input type="radio"/> 2019-000312 (search issues)	5/31/2019 - 6/27/2019	✓
<input type="radio"/> 2019-000314 (new contract)	6/5/2019 - 6/30/2019	✗
<input type="radio"/> 2019-000314 (new contract)	6/5/2019 - 7/30/2019	✓
<input checked="" type="radio"/> 2019-000320 (PaCS Testing 27)	6/7/2019 - 6/27/2019	✓
<input type="radio"/> 2019-000353 (webalte design overhaul)	6/12/2019 - 1/15/2040	✓
<input type="radio"/> 2019-000363 (Karol Test 3)	6/14/2019 - 6/28/2019	✓
<input type="radio"/> 2019-000422 (DL Skywalker Resort Substantial Completion)	6/20/2019 - 6/27/2019	✓
<input type="radio"/> 2019-OSU1-000161 (diana's test contract)	12/13/2018 - 6/27/2019	✓

- 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.

Contract: 2019-000320  
select contract...

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓	Testing Contract 1		EA	33.22	1	EA 33.22 USD

- 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.

Lines Add Lines from Contract Add new PO Add Non-PO Item Hide Line Details Selected Line Item Actions

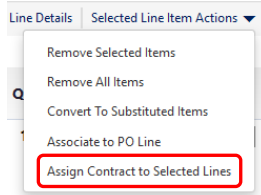
<No PO Number>

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓	Testing Contract 1 more info...		EA	33.22 USD	1 EA	33.22 USD <input checked="" type="checkbox"/> edit

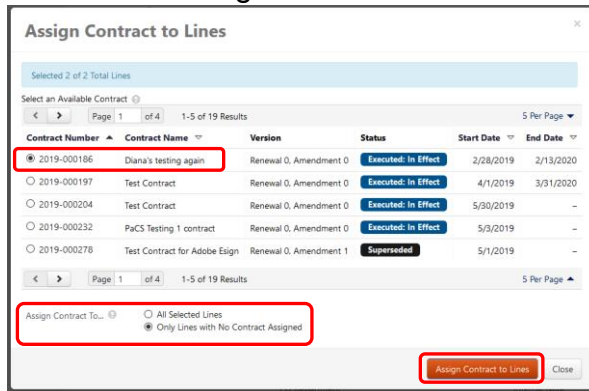
PO Number no value External Note no note

# Creating an Invoice from a Contract

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.