Contract Invoice Entry

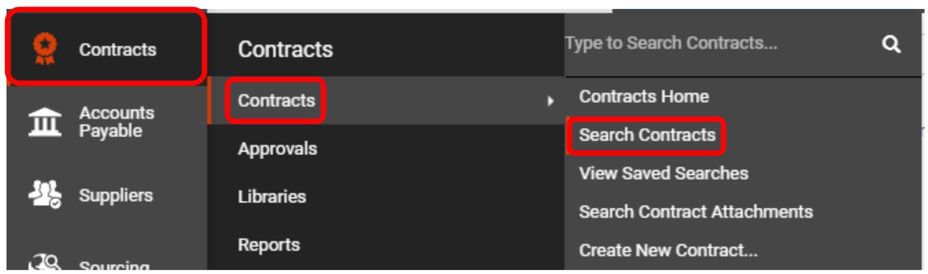
What is a Contract Invoice?

A contract invoice is one that is associated with a contract that has been setup in BennyBuy.

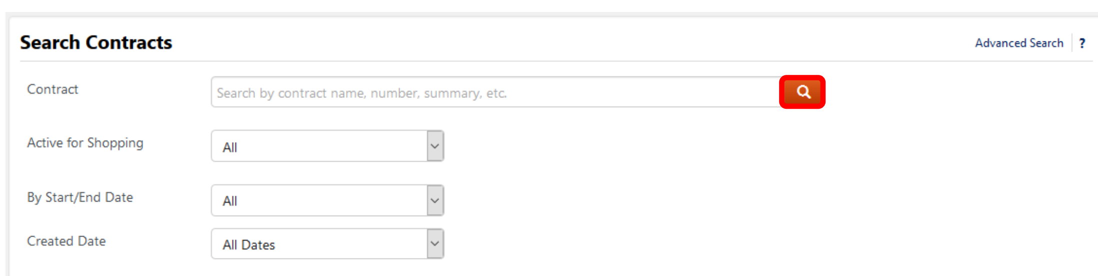
To process an invoice against a contract, the supplier must be active in the system and the contract needs to have a status of one of the following: **Executed: In Effect, Superseded, Expired, Complete**.

Creating an Invoice from a Contract

1. From the BennyBuy home page, click the **Contracts** tab on the left hand side menu**,** go to **Contracts,** and select **Search Contracts**.

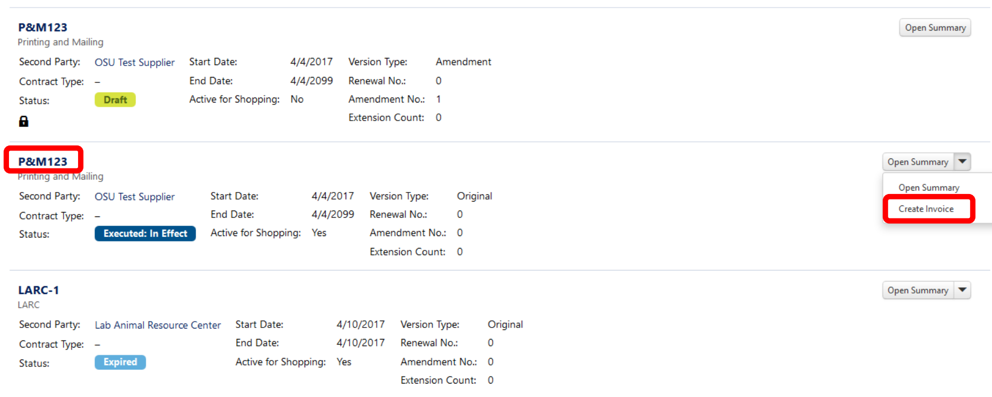


2. If you are searching for a specific contract you can use the search features available under the simple or advanced searches to narrow your results. If you know your contract number, you can add it to the Contract search bar and select the search **Icon** .



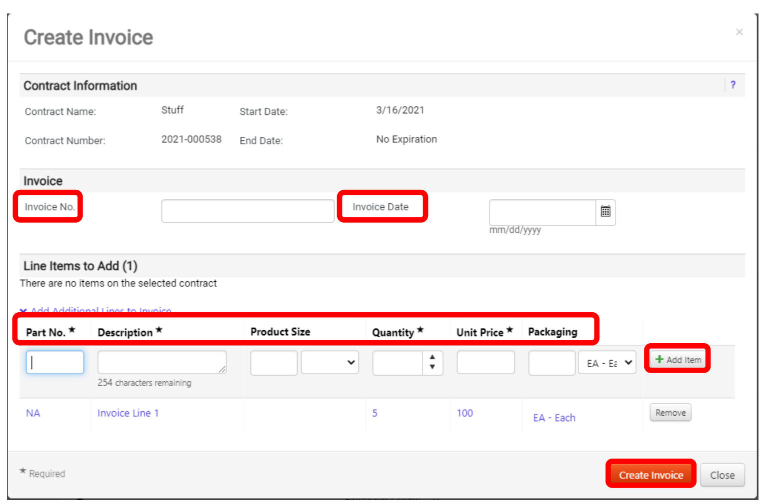
Contract Invoice Entry

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



4. The **Create Invoice** window will open. Enter the **Invoice No.** and **Invoice Date**. In the **Line Items to Add** section, note that **Part No.**, **Description**, **Quantity**, and **Unit Price** are required fields. If you do not have a **Part No.**, you can use NA.

   Once you have added the information for an invoice line, select the **Add Item** button. Repeat this process as needed to add additional invoice lines. Once all lines have been added, select **Create Invoice.**



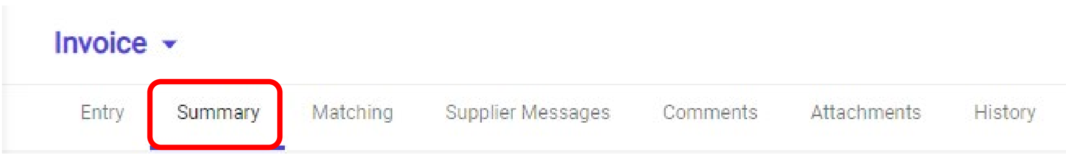
5. After selecting **Create Invoice**, you will be taken to the invoice entry screen. Please see the Non-PO Invoice Entry tip sheets for step-by-step instructions on how to complete the invoice.

Contract Invoice Entry

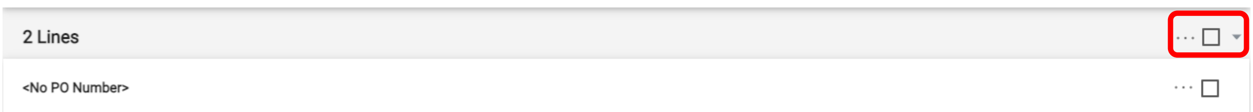
Adding a Contract to Your Invoice

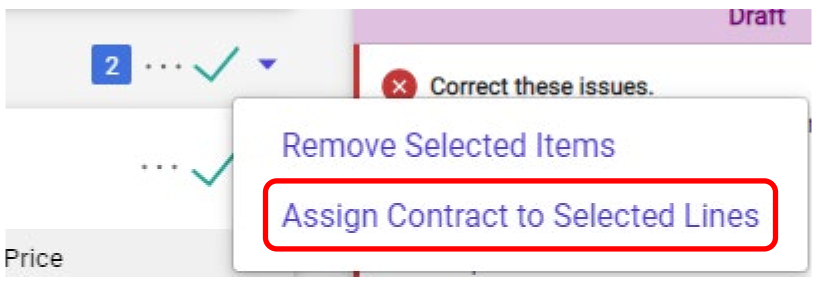
1. Begin by creating a Non-PO invoice as per the Non-PO Invoice Entry tip sheet. Make sure the supplier you choose is the one associated with the contract.

2. After adding your invoice line items, select the **Summary** tab at the top of the page.

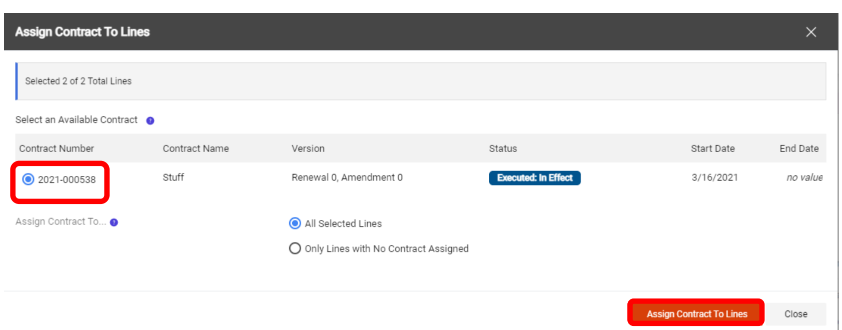


3. Scroll down to where the invoice lines are listed. Select the check box at the top to select all invoice lines. Then, select the dropdown arrow and choose **Assign Contract to Selected Lines.**





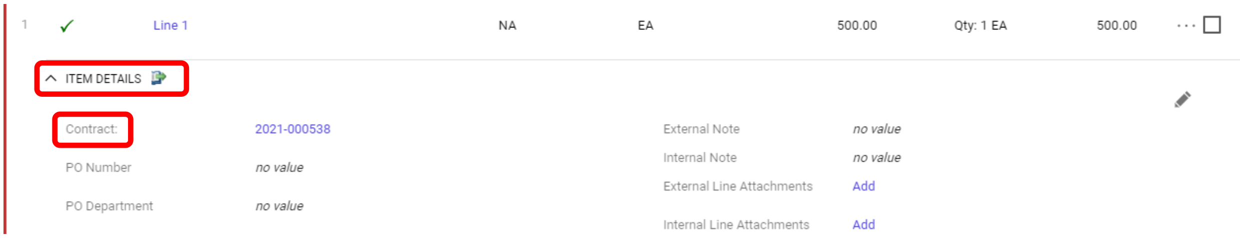
4. A popup box will open and a list of available contracts for that supplier will appear. Select the contract you wish to apply and then click **Assign Contract To Lines.**



Oregon State University

Contract Invoice Entry

5. The contract will now be associated with all invoice lines. This be confirmed by viewing the **Contract** field under the **Item Details** section of the invoice line items.



6. Review the invoice as needed and select the **Complete** button to finalize the invoice and move it to approval workflow.