SUBMITTING A CONTRACT INVOICE

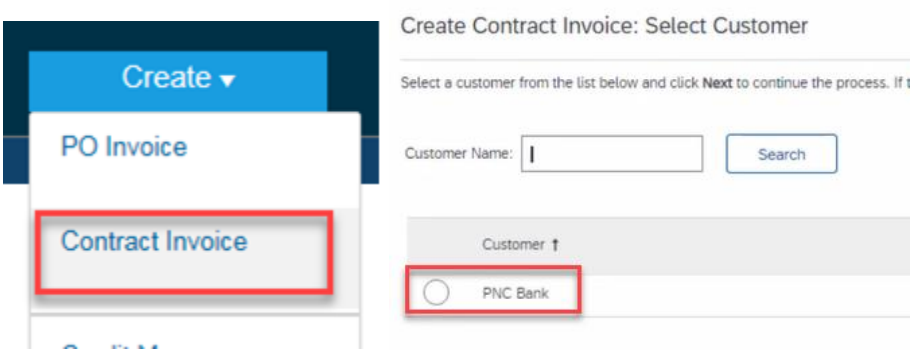
This guide explains how to submit your invoices to PNC against an **Ariba Compliance Contract** (*C####*) electronically through the Ariba Network.

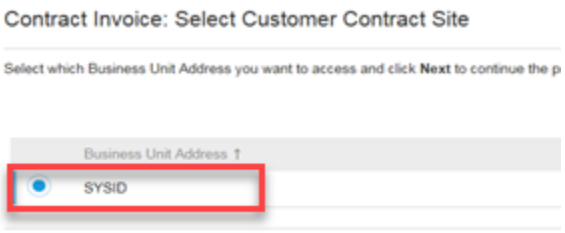
SUBMITTING A CONTRACT INVOICE

In the top right of the page, Click on **Create** and then choose **Contact Invoice**

Select **PNC Bank** from your list of Customers and click Next.

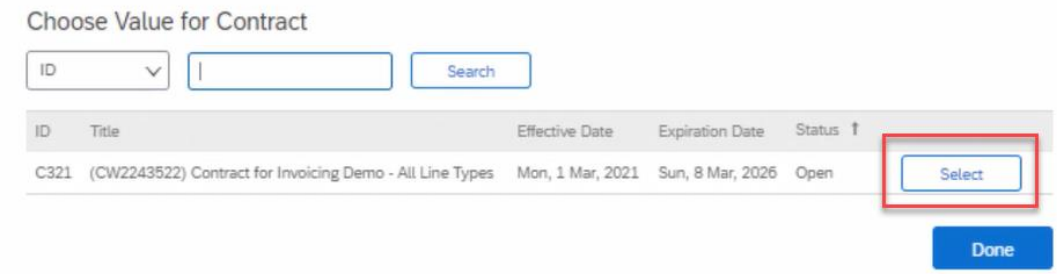
Select **SYSID** for the Customer Contract Site and click Next.





Click on the **'Select'** link to choose the Contact ID that you want to invoice against.

Locate the Contract and click Select



INVOICE HEADER INFORMATION

Enter an **Invoice Number** which is your organization's unique number for invoice identification. Invoice numbers can be alpha-numeric and must contain UPPER CASE letters only. There can be no special characters, spaces or periods and it cannot exceed 30 characters

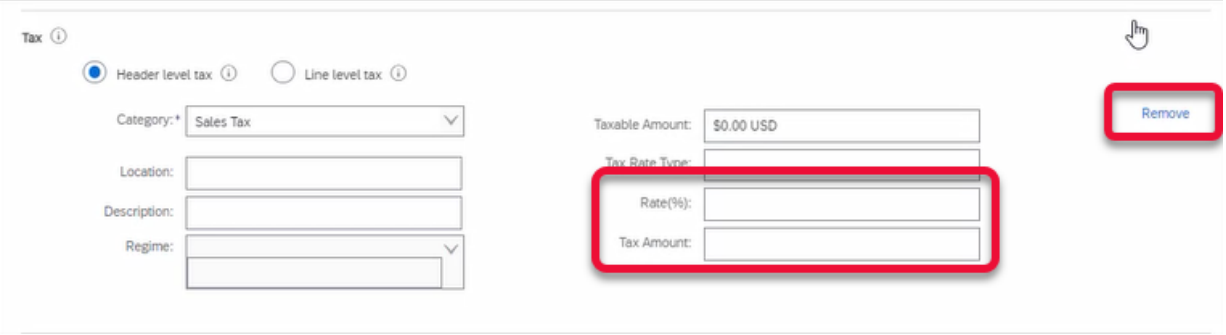
Enter the **Invoice Date**. Invoices can be backdated up to 5 calendar days.

TAX CHARGES

Tax charges are to be entered at the **Header Level** of the invoice.

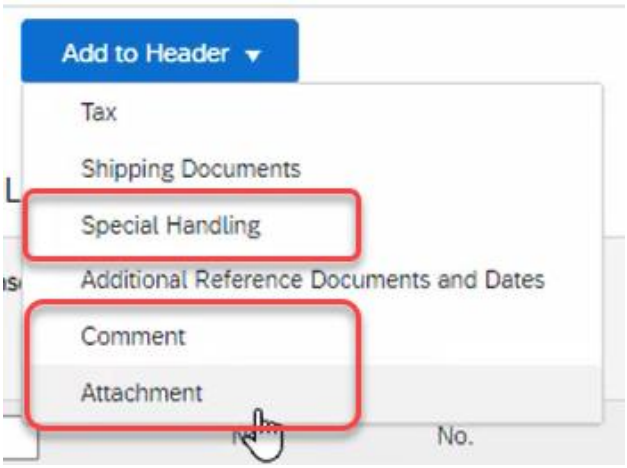
Enter either the **Tax Rate** or **Tax Amount** in their respective field. The other field will auto-calculate when the invoice is refreshed.

If there is no Tax applicable, you can remove the Tax section from the invoice by clicking **'Remove'** on the right side of the section.



ADDING ATTACHMENTS AND ADDITIONAL HEADER INFORMATION

You can add additional information to the Header section of the invoice such as **Shipping and Handling, Comments, Attachments**

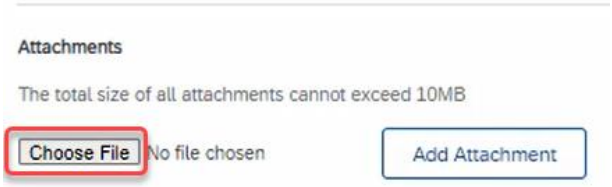


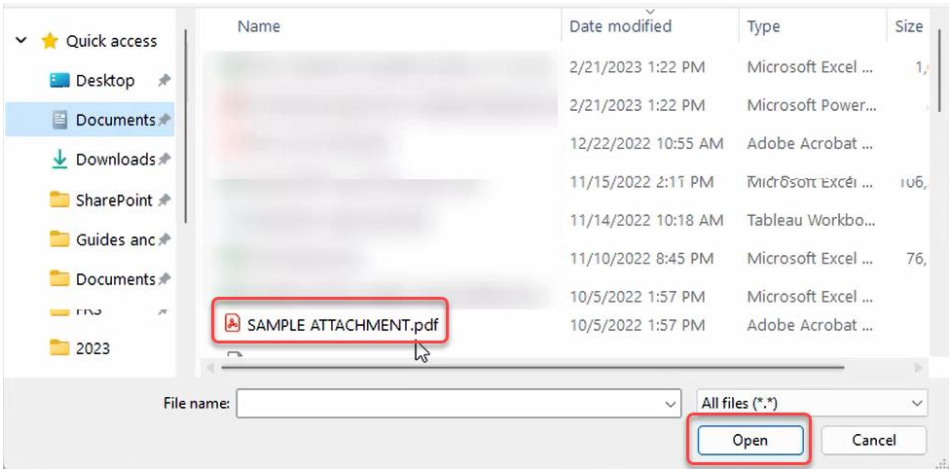
To add attachments, click the **'Add to Header'** button and select Attachment

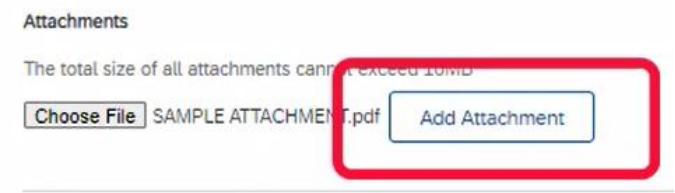
In the newly added Attachments section, select **Choose File**

Browse your computer for the document to upload, then select **Open**

Click the **Add Attachment** button to add the attachment to the invoice



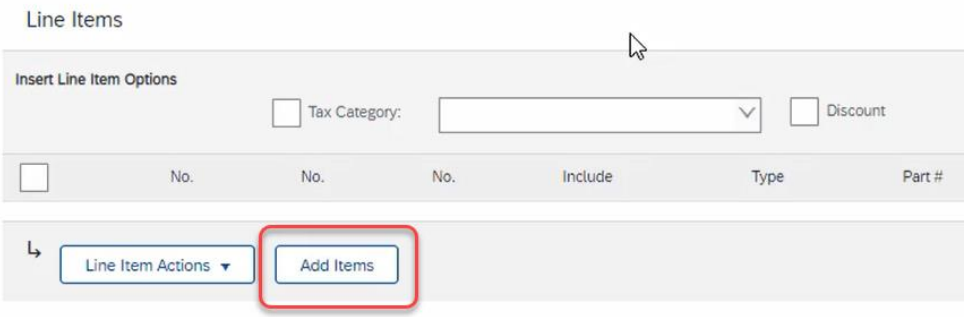




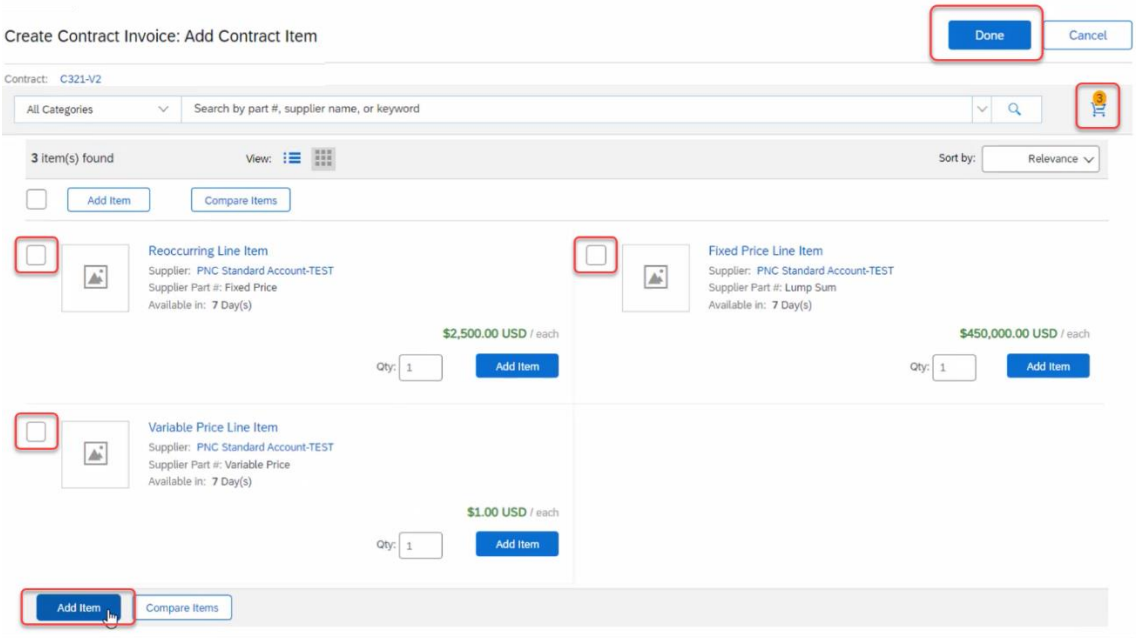
ADDING AND ADJUSTING LINE ITEMS

The **Line Items** section will be blank initially. Compliance Contacts require the supplier to add in the line items manually.

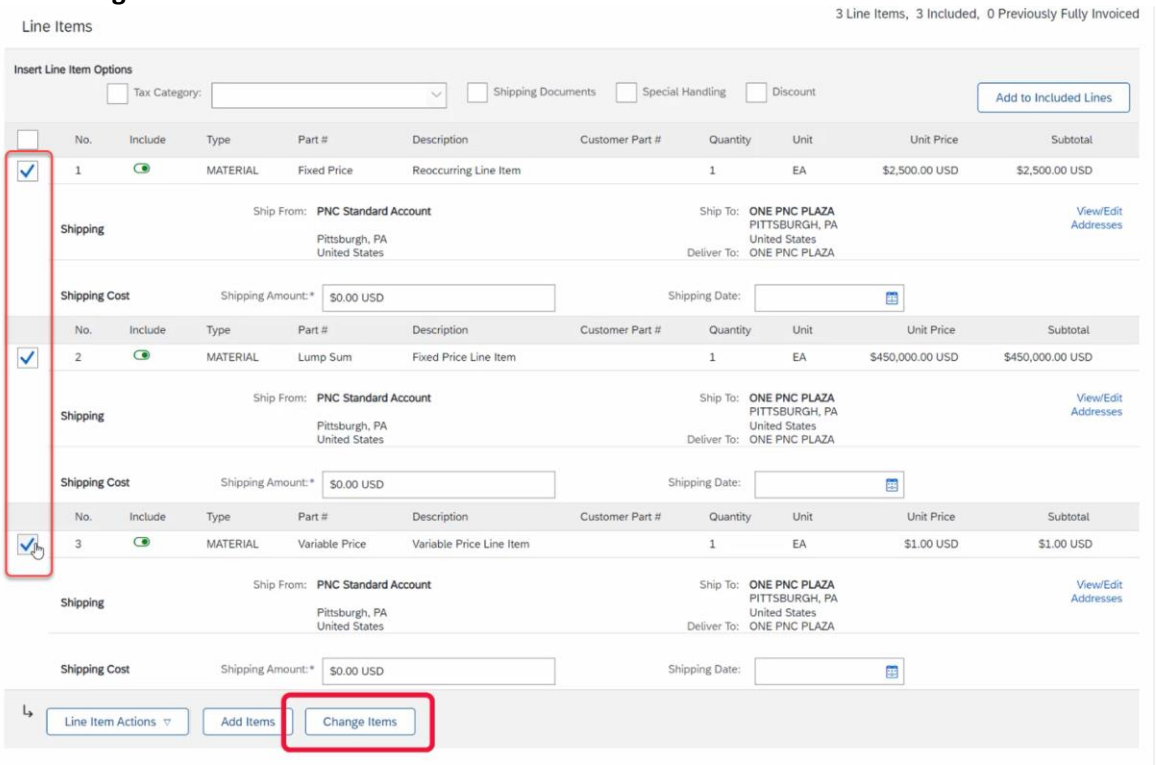
Click on the **'Add Items'** button while will bring up the line-item menu.



You can adjust the line items later, on a separate page. **Select the Line Items** you want to add to your invoice and click **Add Item**. The Items will be displayed in the cart. Then click **Done**.



Now that the line items are added to the invoice, you can **select the line items** that you need adjust and click **Change Items**.

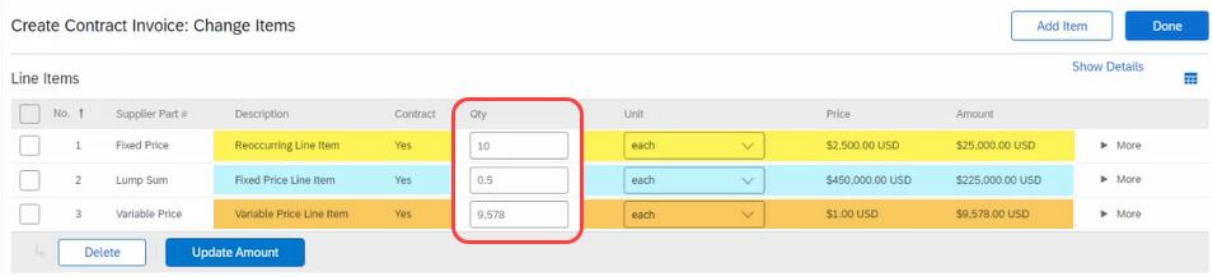


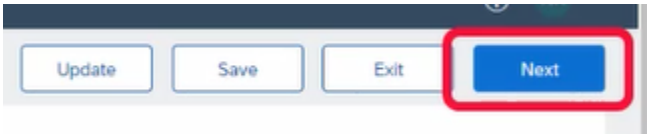
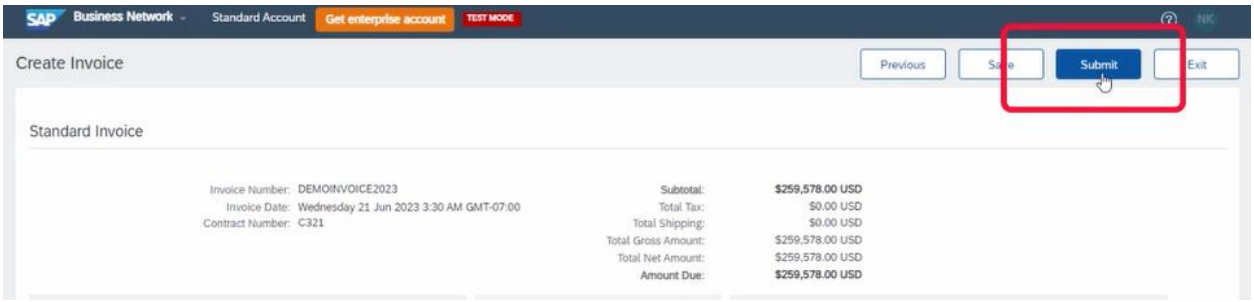
PNC will typically set up line-items in the 3 ways shown here with either a *Reoccurring Line*, a *Fixed Price Line*, Or a *Variable Price Line*. **The line-item price is locked and cannot be edited.**

A **Reoccurring Line** is often used for Time and Material as well as when the invoicing schedule lists reoccurring charges on a scheduled interval with no changes to the unit price. **Enter the quantity that you are invoicing for in the Quantity field.** The line-item amount will calculate when you click Update Amount.

A **Fixed Price Line** is used when PNC is expecting a line item to be invoiced one item for the full amount of the line. **In the event a Fixed Price Line needs to be partially invoiced, you will need to enter a decimal into the quantity field** to get the line item to calculate the subtotal correctly. You can find this by dividing your invoice amount by the line-item amount.

A **Variable Price Line** is used when the invoicing amount and schedule is unknown. The line will display a price of $1 and provides the most flexibility when invoicing. **Enter in the amount you are invoicing for into the Quantity field.** When calculated, the line-item amount will match your invoice.



Once your line item subtotals have been updated, click **Done** and **Next** to go to the invoice review screen

Verify all the amounts and information displayed is accurate. Click 'Back' to make any necessary changes or click the blue **Submit** button to transmit the invoice to PNC for approval and payment scheduling.