

SUBMITTING A CONTRACT INVOICE

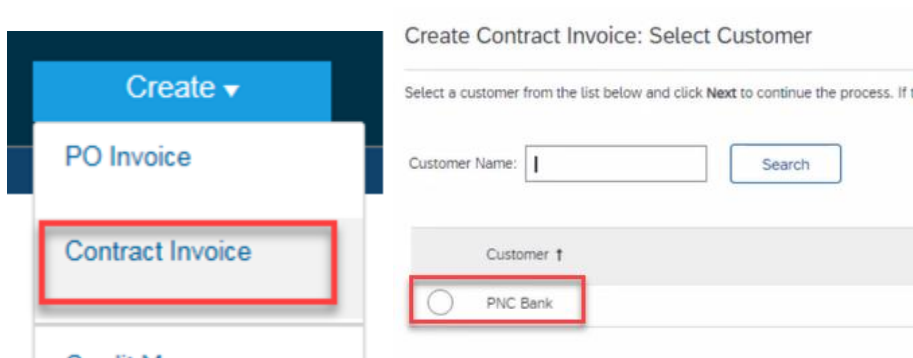
This guide explains how to submit your invoices to PNC against an **Ariba Compliance Contract (C####)** electronically through the Ariba Network.

SUBMITTING A CONTRACT INVOICE

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

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

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



The screenshot shows the 'Create Contract Invoice: Select Customer' form. On the left, a 'Create' dropdown menu is open, showing 'PO Invoice' and 'Contract Invoice' (highlighted with a red box). On the right, the form has a 'Customer Name' search field and a 'Search' button. Below that, a 'Customer' list shows 'PNC Bank' (highlighted with a red box).

Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the p



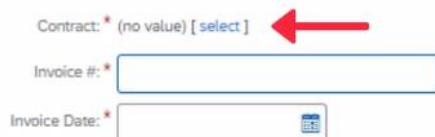
The screenshot shows the 'Contract Invoice: Select Customer Contract Site' form. It has a 'Business Unit Address' list with 'SYSID' selected (highlighted with a red box).

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

Locate the Contract and click Select

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an *



The screenshot shows the 'Create Contract Invoice: Select Contract' form. It has three fields: 'Contract: * (no value) [select]' (highlighted with a red box and a red arrow), 'Invoice #: *', and 'Invoice Date: *' (with a calendar icon).

Choose Value for Contract

ID

ID	Title	Effective Date	Expiration Date	Status	
C321	(CW2243522) Contract for Invoicing Demo - All Line Types	Mon, 1 Mar, 2021	Sun, 8 Mar, 2026	Open	<input type="button" value="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.

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk.

Contract: * C321 [select]

Invoice #: * TESTINV2345

Invoice Date: * Wed, 08 Mar, 2023

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.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$0.00 USD

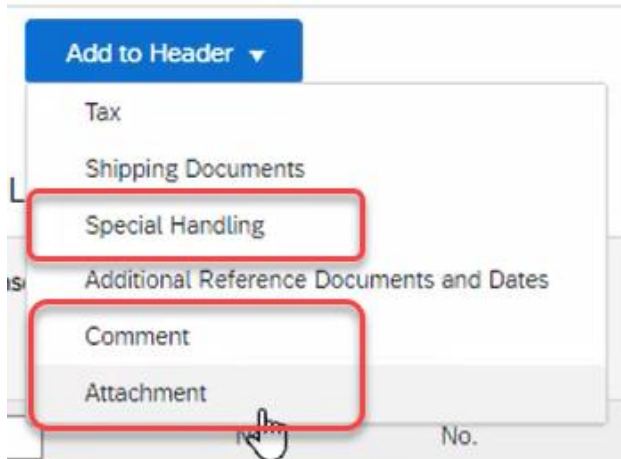
Tax Rate Type:

Rate(%):

Tax Amount:

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**

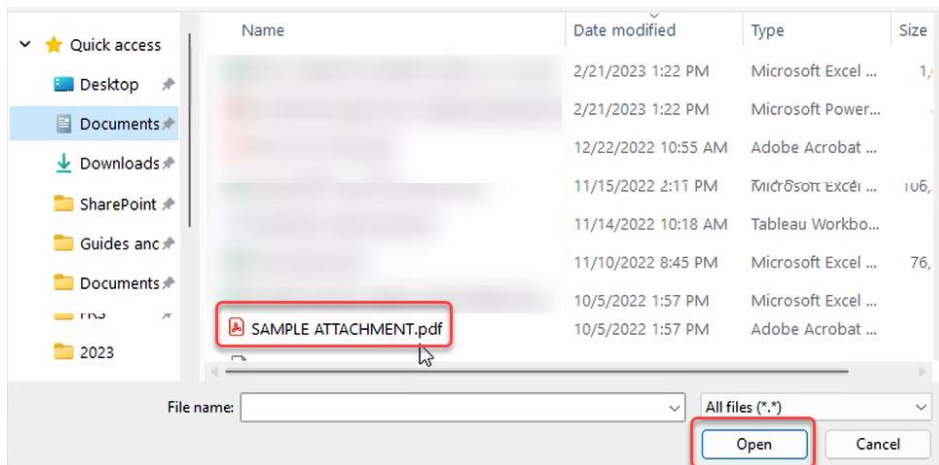
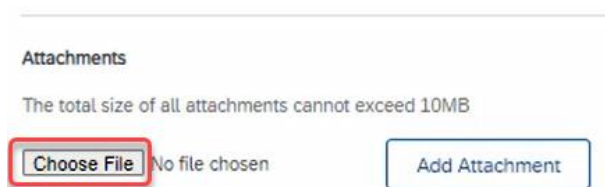


To add attachments, click the '**Add to Header**' button and select Attachment

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



Attachments

The total size of all attachments cannot exceed 10MB

SAMPLE ATTACHMENT.pdf

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.

Line Items

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	No.	No.	Include	Type	Part #
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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**.

Create Contract Invoice: Add Contract Item

Contract: C321-V2

All Categories Search by part #, supplier name, or keyword

3 Item(s) found View: Sort by: Relevance

<input type="checkbox"/>	 Recurring Line Item Supplier: PNC Standard Account-TEST Supplier Part #: Fixed Price Available in: 7 Day(s) \$2,500.00 USD / each Qty: <input type="text" value="1"/> <input type="button" value="Add Item"/>	<input type="checkbox"/>	 Fixed Price Line Item Supplier: PNC Standard Account-TEST Supplier Part #: Lump Sum Available in: 7 Day(s) \$450,000.00 USD / each Qty: <input type="text" value="1"/> <input type="button" value="Add Item"/>
<input type="checkbox"/>	 Variable Price Line Item Supplier: PNC Standard Account-TEST Supplier Part #: Variable Price Available in: 7 Day(s) \$1.00 USD / each Qty: <input type="text" value="1"/> <input type="button" value="Add Item"/>		

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

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:
 Shipping Documents
 Special Handling
 Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Fixed Price	Recurring Line Item		1	EA	\$2,500.00 USD	\$2,500.00 USD
		Shipping			Ship From: PNC Standard Account Pittsburgh, PA United States	Ship To: ONE PNC PLAZA PITTSBURGH, PA United States Deliver To: ONE PNC PLAZA		View/Edit Addresses	
		Shipping Cost			Shipping Amount:*	<input type="text" value="\$0.00 USD"/>	Shipping Date: <input type="text"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Lump Sum	Fixed Price Line Item		1	EA	\$450,000.00 USD	\$450,000.00 USD
		Shipping			Ship From: PNC Standard Account Pittsburgh, PA United States	Ship To: ONE PNC PLAZA PITTSBURGH, PA United States Deliver To: ONE PNC PLAZA		View/Edit Addresses	
		Shipping Cost			Shipping Amount:*	<input type="text" value="\$0.00 USD"/>	Shipping Date: <input type="text"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Variable Price	Variable Price Line Item		1	EA	\$1.00 USD	\$1.00 USD
		Shipping			Ship From: PNC Standard Account Pittsburgh, PA United States	Ship To: ONE PNC PLAZA PITTSBURGH, PA United States Deliver To: ONE PNC PLAZA		View/Edit Addresses	
		Shipping Cost			Shipping Amount:*	<input type="text" value="\$0.00 USD"/>	Shipping Date: <input type="text"/>		

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

A **Recurring Line** is often used for Time and Material as well as when the invoicing schedule lists recurring 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.

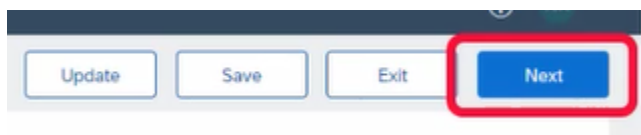
Create Contract Invoice: Change Items

Line Items Show Details

<input type="checkbox"/>	No. 1	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount	
<input type="checkbox"/>	1	Fixed Price	Recurring Line Item	Yes	10	each	\$2,500.00 USD	\$25,000.00 USD	▶ More
<input type="checkbox"/>	2	Lump Sum	Fixed Price Line Item	Yes	0.5	each	\$450,000.00 USD	\$225,000.00 USD	▶ More
<input type="checkbox"/>	3	Variable Price	Variable Price Line Item	Yes	9,578	each	\$1.00 USD	\$9,578.00 USD	▶ More

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.



SAP Business Network - Standard Account Get enterprise account TEST MODE NIC

Create Invoice

Standard Invoice

Invoice Number: DEMOINVOICE2023	Subtotal: \$259,578.00 USD
Invoice Date: Wednesday 21 Jun 2023 3:30 AM GMT-07:00	Total Tax: \$0.00 USD
Contract Number: C321	Total Shipping: \$0.00 USD
	Total Gross Amount: \$259,578.00 USD
	Total Net Amount: \$259,578.00 USD
	Amount Due: \$259,578.00 USD