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.
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.