



SUBMITTING INVOICES

ContractURL™ follows a three-step process for invoicing: (a) record charges and expenses incurred in the provision of a service, (b) aggregate recorded charges into an invoice and (c) attach support documentation, if any, to an invoice.

In this guide, we will show how to create an invoice with the charges you have already entered, attach any supporting documents, and then submit the invoice for review and payment.

SUBMITTING AN INVOICE: Create Invoice from Submitted Charges.

Billings > Create Invoice

Navigate to the “Billings” module	<ul style="list-style-type: none">• Select the Invoices module and click Create Invoice on the top right of the page.
Select the Contract	<ul style="list-style-type: none">• Select the contract you want to submit the invoice for• NOTE: Only Active Contracts will be displayed
Add Billing Details	<ul style="list-style-type: none">• Select the billing period.• Select the billing cycle• Add any Comments you want to send along with the Invoice (Optional)
Review Charges to Be Billed & Add supporting documentation	<ul style="list-style-type: none">• For each Line item, you will see the total charges amount, the number of charges as well as the number of documents associated with it.• To view all the charges, click on “View Details” and all the charges will be listed below. If you want to remove or add charges already entered, you can do that here.• To Add a Document, click on “View Details” and then click the Add Document button in the Documents section.• If you had previously uploaded the invoice document, click “Select from Invoice Documents”• NOTE: You are able to submit the invoice without the required documents and upload them later in the Invoice Documents module.

SUBMITTING AN INVOICE: Create Invoice from Submitted Charges.

“Save” OR “Submit” Invoice

- Click on the “Save Draft” button at the bottom of the screen to save all the changes you made to the invoice. If the Invoice is in DRAFT status, it is not visible to the Contract Administrators for processing.
- Click on the “Save & Submit Invoice” button to submit the invoice. This will submit the invoice for review.
- Click on the “Cancel” to go back to the Invoices module.