




SUBMITTING SUPPORT DOCUMENTS

ContractURL™ provides the flexibility to submit support documentation before, during, and after an invoice has been submitted. In this guide, we will show the steps to submit the documentation and associate it with the related contract and line item. You will also see how to link the document to an invoice that has already been submitted.

INVOICE DOCUMENTS: Upload Invoice Support Documents

Documents > Invoice Documents

Navigate to the "Documents" module	<ul style="list-style-type: none"> Select the Invoice Documents module and click Add Document on the top right of the page.
Attaching New Invoice Document	<ul style="list-style-type: none"> Select the Contract and Line Item that the support document is for. All the supporting documents that have been indicated by the Contract Manager as required will be displayed in the Document Type dropdown list. Select the document type you will be attaching. Provide a title to the document. The title is an easy way for the contract managers to search for the document, so you would want to use any file naming convention if it was provided to you. If the invoice was previously submitted, you can select the invoice from the invoice # dropdown. Drag and drop or select a file from your computer. Click "Save DRAFT" if you do not want to submit it yet for review. Click "Save and Submit" to send the document to the be processed.
Editing a Document	<ul style="list-style-type: none"> If the document was saved as Draft, you will be able to make edits prior to submitting. To edit, click on  under Actions and select Edit. Make the necessary edits. When complete, click "Save and Submit" to send the document to the be processed