Assigning a Contract to an Invoice

On an invoice, the option to assign a **Contract** to lines is available at the header level. This option will associate all applicable lines on the invoice document to one contract (blanket order).

- **Step 1:** Select all Line Items on the invoice
- **Step 2:** From the “For selected line items” dropdown, select “Assign Contract to Selected Lines” and click on “Go”

- **Step 3:** Select an Available Contract
- **Step 4:** Always select “All Selected Lines” in the Assign Contract To field
- **Step 5:** Click on Assign Contract to Lines

If lines are successfully tied to Contract. The contract number will be visible under the Note/Attachments section in the **Contract No.** field.