HOW TO CREATE A SUPPLIER INVOICE REQUEST

Creating a supplier invoice request allows Workday users to communicate with Accounts Payable the need to pay an invoice which are not part of the purchase order process (formally Process Form for Payment). Connect to Workday from the Google Apps icon within Email or Calendar.

Create a Supplier Invoice Request

1. Go to your search bar and enter **Create Supplier Invoice Request**. Under tasks select Create Supplier Invoice Request.
2. Fill in required fields *.
3. Utilizing Add button (+), click on the field and fill in the line item information for the Goods or Service. Fill in as much information as possible.
4. Enter a Cost Center, Gift, Grant, Program, or Project. Ensure that information populated is correct. Note: this is required to complete the process.
5. Memo Line can be used to communicate any specific information to Accounts Payable.
6. Select **Attachments**. Add a copy of invoice.
7. When complete, click **Submit**.
8. Click **Done**.

Note: Contact the Accounts Payable Department if you have questions.