CREATE A SUPPLIER INVOICE REQUEST

From the Workday Home page:

1. Enter Create Supplier Invoice Request in the Search field
2. Click the Create Supplier Invoice Request

PRIMARY INFORMATION

3. The Invoice Date is required and defaults to the current date. It can be changed using the Calendar icon if needed
4. Select the company. This automatically populates the ship to address
5. Select an existing Supplier from the list. If the supplier is not listed, you must submit a supplier request and wait for confirmation that the supplier has been added. Then select the new supplier before submitting this form. Review the Create Supplier Request job aid to view more details about this process. Selecting the supplier automatically populates the currency and payment terms fields.
6. Enter the Supplier Invoice Number. Leave blank if you do not have a supplier invoice number.

ADDITIONAL INFORMATION

7. Enter a Freight Amount if applicable. This field should only be populated after selecting a spend category related to logistical cost (i.e. shipping costs).
8. Enter the Tax Amount, this can be located on the supplier invoice.
9. Enter any supplementary information in the lines if required

LINES

10. Specify whether this Line is for Goods or Services.
11. Select an Item if it is listed.
12. Enter an Item Description.

13. A Spend Category will be automatically populated if an item is selected. In absence of an item please chose a Spend Category.
14. Select the Quantity and specify the Unit Cost. Together these calculate the extended amount.
15. Select a Cost Center*.
16. Select Grant, Gift, Project, Program, or RISD Activity Code as applicable.
17. Function and Fund* worktags will automatically default based on the cost center. Include Additional Worktags in this field as applicable.
18. Enter a Memo or Internal Memo if applicable.

SPLITS

19. At the top right corner of the line, click Splits if the invoice request line is being split across multiple cost centers or projects.
20. Supplier invoice requests may be split by either Amount or Quantity.
21. If amount was selected, enter either the Percent or Amount. If quantity was selected, enter the value in the Quantity field.
22. Enter details in the Memo field if needed.
23. Select a Cost Center*, it is required.
24. Select a Fund* or any other Worktags in Additional Worktags field if applicable.
25. Continue adding split lines using the Add Row icon following the steps above. To remove a row of data, use the Subtract Row icon. Enter all split lines until the Remaining Amount to Split equals zero (0.00).
ATTACHMENTS
26. Click the Attachments tab.

27. Drag and Drop or Select a copy of the supplier invoice or any other supporting documentation to attach it to the request. Attachments are required.

LINES
28. Click Add to add additional lines to the request.

29. Review the information entered and click Submit.

Note: Workday routes this task for review and approval. To view the status of the process, see the section on Viewing Process History in this job aid.

MY SUPPLIER INVOICE REQUESTS
To locate supplier invoice requests that have been submitted:
1. Click the Search bar, enter Find Supplier Invoice Requests, and select the report.

2. Enter any information that would narrow the search for the invoice request or leave all fields blank and click OK.

Supplier invoice requests that have been submitted by the worker are listed here, along with the request number, company, request status, supplier, request amount, and other important information.

VIEWING THE PROCESS HISTORY
To view the process history:
1. Navigate to the Workday Inbox.
2. Click on the Archive tab.
3. Events display as either successfully complete, or in progress.
4. Click on an Event to view more details and information about its routing.
5. Click the Process tab.
6. Displayed are the steps in the process that have been either completed, are not required based on the process rules, or are awaiting action from a worker.
7. Click Remaining Process to view possible steps remaining in the process that may or may not be required based on the process rules.

Note: If a process step is awaiting action from multiple workers, the first person to complete the step will satisfy the process rule and the process will continue.