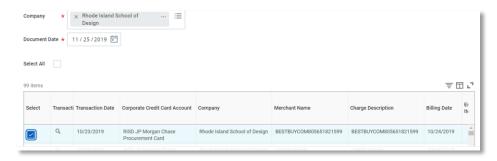
STEPS IN WORKDAY

1. Log in to your Workdayaccount.



- Go to Notification icon
- Find the notification called "New Procurement Card Transactions".
- 4. Select the Verify Procurement Card transactions button.
- 5. Select the transaction you want to verify and hit OK button.



6. Fill in the transaction details for this charge. Enter the Supplier*, Spend Category and attach the itemized receipt. Then click submit.

Verify Procurement Card Transac...



Note: The Create Supplier task is used to add suppliers for PCard, Requisitions/Purchase Orders, and Supplier Invoice Request transactions. All T&E Card transaction suppliers are added directly by the Procurement Services team. Please email epro@risd.edu for any hotel, car rental company, airline, and/or travel city you need added.

