

Getting Started:

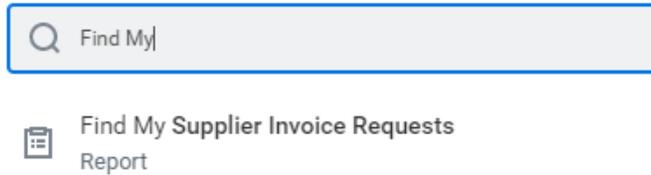
Find/Edit Supplier Invoice Request

Employees

STEPS IN WORKDAY

Find Supplier Invoice Request

1. Log in to your Workday account.
2. Type **Find My Supplier Invoice Requests** in the Workday search bar.



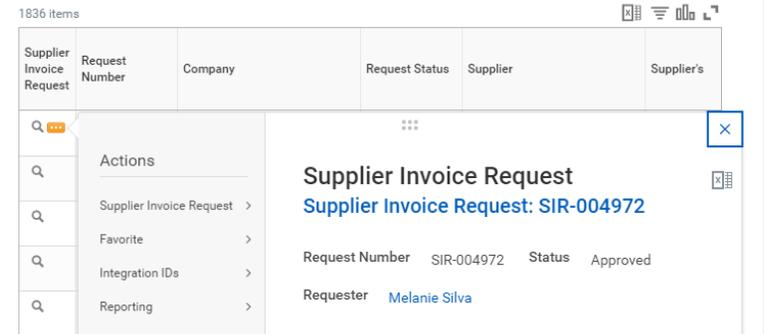
3. Select the **report**.

Select the filters you want to use to limit your search results and run the report. (If you are looking for a request that is still in process, we recommend using the "Request Status" field rather than the date fields.)

Find My Supplier Invoice Requests Actions

Supplier	<input type="text"/>
Supplier's Invoice Number	<input type="text"/>
Request Number	<input type="text"/>
Request Status	<input type="text"/>
Invoice Date On or After	<input type="text" value="12/13/2018"/>
Invoice Date On or Before	<input type="text" value="MM/DD/YYYY"/>
Due Date On or After	<input type="text" value="MM/DD/YYYY"/>
Due Date On or Before	<input type="text" value="MM/DD/YYYY"/>
Approved By Workers	<input type="text"/>

4. Once you've identified the supplier invoice request that you need to edit, hover over the magnifying glass on the far left side and then click on the orange three dot "twinkie" actions button. ****Please note that can only change requests that are in Draft or In Process status.****



5. From there, hover over the **Supplier Invoice Request** action line then click on edit in order to make changes/submit the request.

