Getting Started:

Find/Edit Supplier Invoice Request

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.

Q	Find My
	Find My Supplier Invoice Requests Report

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	:=					
Supplier's Invoice Number						
Request Number						
Request Status	:=					
Invoice Date On or After	12/13/2018					
Invoice Date On or Before	MM/DD/YYYY					
Due Date On or After	MM/DD/YYYY					
Due Date On or Before	MM/DD/YYYY					
Approved By Workers	:=					

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.**

Supplier Invoice Request	Request Number	Company	Req	uest Status	Supplier		Supplier's
۹				***			
Q	Actions		Supplie	r Invoi	ce Request	t	E
Q	Supplier Invo	pice Request >	Supplier I	nvoice	Request: SIR	-004972	
Q	Integration I	Ds >	Request Num	ber SIR	-004972 Status	Approve	d
Q	Reporting	>	Requester	Melanie S	ilva		

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

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	Actions	Supplier Invoice Request	×		
Invoice D	Supplier Invoice Request \rightarrow \langle	Edit ier Invoice Request: SIR-000085			
	Favorite >	Cancel			
1836 items	Integration IDs >	Copy Hamber Sikebooks etake Dian			
Supplier Invoice	Reporting >	Requester Melanie Silva			



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Employees