

## 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

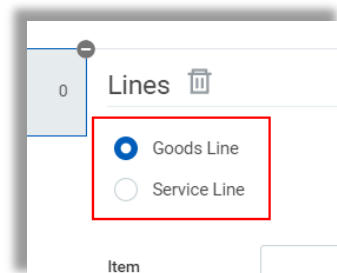
3. The **Invoice Date** is required and defaults to the current date. It can be changed using the **Calendar** icon if needed. Due date is determined by the invoice date plus payment terms.
4. Select the **company**. This automatically populates the ship to address
5. Select an existing **Supplier** 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. RISD only accepts USD in Workday.
6. Enter the **Supplier Invoice Number**. If you don't have a supplier invoice number, you may use the last date of service xx/xx/xxxx to avoid duplicate payments.

### 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. (This should typically be zero) Some invoices outside of NY, RI, MA could include tax.
9. Enter any supplementary information in the lines if required

### LINES

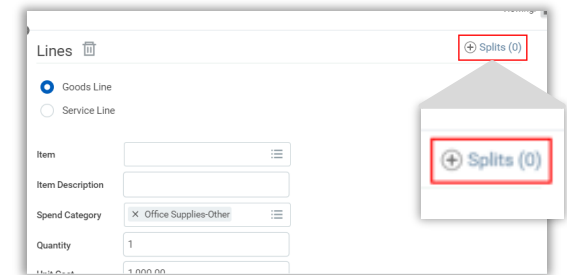
10. Specify whether this Line is for **Goods** or **Services**.
11. Select an **Item** if it is listed.
12. Enter an **Item Description**.



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.

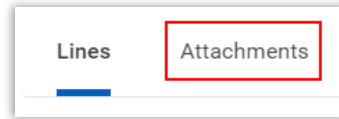
### SPLITS

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

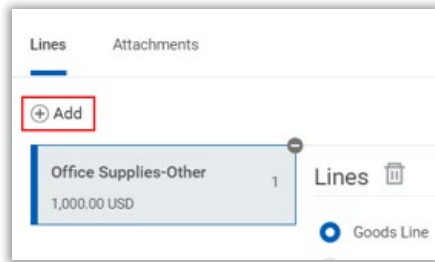
26. Click the **Attachments** tab.



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:

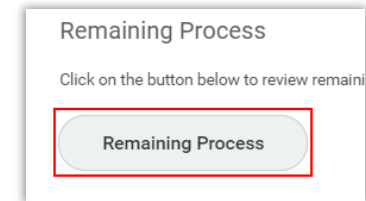
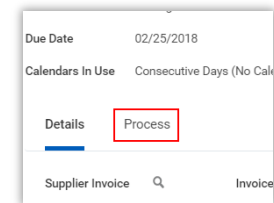
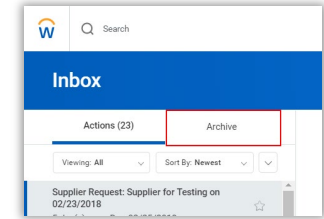
1. Click the **Search** bar, enter **Find Supplier Invoice Requests**, and select the report.
2. Enter any information that would narrow the search for the invoice request or leave all fields blank and click **OK**.

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.
8. Once the payment is processed, an "Activity Tab" will appear with the payment details (payment date, check #, etc...)



**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.