STEPS IN WORKDAY

1. Log in to your Workday account.

2. Go to Notification icon

3. Find the notification called "New Procurement Card Transactions".

Verify Procurement Card Transac...

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*, Purchase Order number (if applicable), Spend Category and attach the itemized receipt. Then click submit.

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.