

## Supplier Invoice: Create a Supplier Invoice Request

Create Supplier Invoice Request is a task in Workday that allows you to create a payment request for goods or services without a Purchase Order also known as "Payment Enclosed".

### CREATE A SUPPLIER INVOICE

Follow these steps to begin the process.

1. Type **Create Supplier Invoice Request**, in the **Search Bar**.
2. Select **Create supplier Invoice Request Task**.

After you select Create Supplier Invoice Request task the invoice information screen opens. Complete the following:

3. Change **Invoice Date** (if needed) otherwise it will default to current date. If you get an error the posting date is closed for this period.
4. Select the **Company**, it should default in based on the worker (if not use the dropdown list).
5. Select the **Supplier**.
6. Select accepted **Currency**, will default in based on supplier (if not use the dropdown list).
7. Enter the **Control Total Amount** - the total amount of the payment to be made.
8. Enter in **Supplier Invoice Number** (Required).

9. Change the **Payment Terms** to Immediate.
10. Scroll down the page to complete the invoice lines.
11. Choose **Goods Line** or **Service Line**.
12. Enter the **Item Description**.
13. Select **Spend Category**.
14. If Goods - Enter **Quantity, Unit of Measure & Unit Cost**. If Service - Enter **Extended Amount**.
15. Enter a Driver Worktags – Designated, Grant, Program or Project if applicable. If not enter a **Cost Center**. The rest should default.
16. Make sure there is an **AASIS Code, Fund** and **NACUBO Function**.
17. Add an **Attachment**, required for all invoices.
18. Click **Submit**, if finished or **Save for Later**.