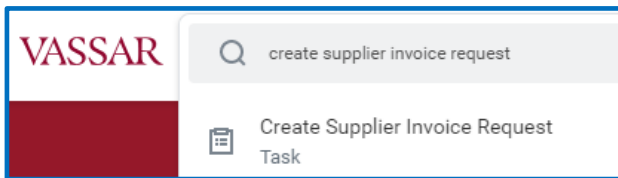## Creating a Supplier Invoice Request

This is a payment request and will replace the direct payment (DP)/long form in Banner.

1. Type "**Create Supplier Invoice Request**" in the Workday search bar.

2. In the **Company** field, select Vassar College.

3. In the Supplier field, select supplier from the dropdown menu or by typing the supplier's name. If you cannot find your supplier from the list, you will first need to complete a "**Create Supplier Request**."

4. The **Currency** field will default to U.S. dollars (USD).

5. Enter the **Control Total Amount**, this is the amount of the invoice.

6. Required: Enter **Supplier Invoice Number** into field. If the invoice does not have an invoice number, then use the invoice date with a memo. e.g. Piano Tuning 12/15/20

7. Under the **Lines** heading, choose whether the invoice request is for Goods or Service.

8. Enter an Item Description.

9. Select a Spend Category from the menu prompt (e.g. consulting, lectures, honorarium, etc.).

10. In the Quantity field, if the item is a good, enter the amount received. If the item is a service, the quantity will default to zero.

11. If a goods, you will need to select a Unit of Measure. If a service, there is no unit of measure.

12. For goods, enter the unit cost and the extended amount will auto populate. For service, only enter extended amount.

13. Complete the fields for **Cost Center**, **Fund**, and **Function**.

14. Optional: Use the Additional Worktags field to indicate corresponding grant, gift, program, event, etc. If a worktag is used the budget fields will auto-populate: **Function**, **Cost Center**, **Fund**).

15. Optional: **Internal Memo** can be used for special instruction for AP.

16. Optional: To add additional line items to the invoice request, click the **"+"** (Add) button next to the **Lines** header on the left side of the page.

17. Click on the **Attachments** tab (just above the Lines header). On the **Attachments** screen, add copy of invoice along with any relevant files or documents (e.g. quotes, contracts, etc.) by dragging and dropping the file(s) into the box or by clicking Select files and browsing for them on your computer.

18. At the bottom of the page, click **Submit**.

| Lines | Additional Fields | Attachments |

⊕ Add

| Piano Tuning | 1 |
| 0.00 USD | |

Lines 🗑

○ Goods Line
○ Service Line

Item		☰
Item Description	Piano Tuning	
Spend Category	✕ Piano Tuning and Maintenance (SC6025) ···	☰
Quantity	1	
Unit of Measure	✕ Each ···	☰
Unit Cost	0.00	
Extended Amount	0.00	

*Cost Center	✕ CC3010 Accounting Services ···	☰
*Fund	✕ FD1000 Current Operating Fund ···	☰
*Function	✕ 50 Institutional Support ···	☰
Custom Fin Worktags for Spend		☰
Additional Worktags		☰