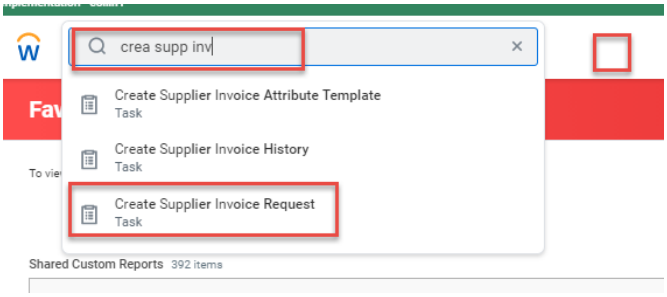
COLLIN COLLEGE | Administrative Services

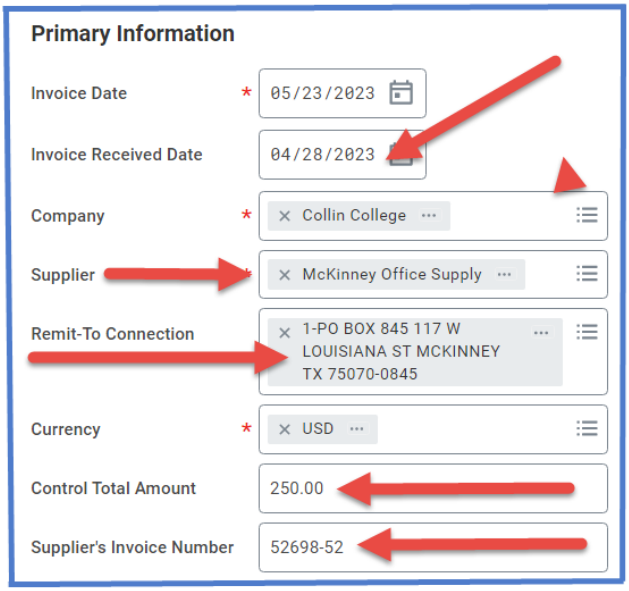
Supplier Invoice Request

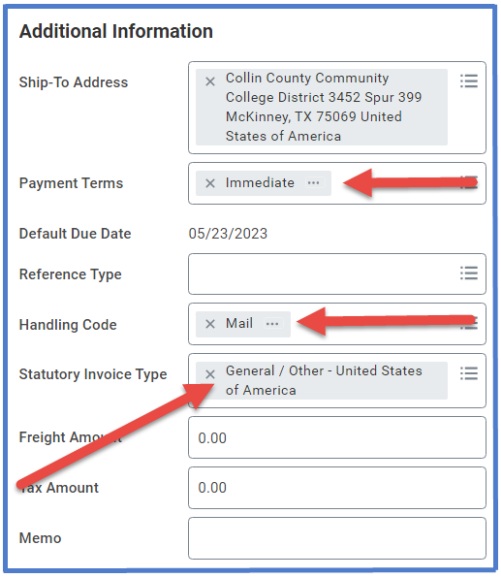
The Supplier Invoice Request replaces a check request. Note: Local travel and employee reimbursements will NOT be reimbursed with a Supplier Invoice Request. These are entered into WorkDay as a Non-Travel Expense Report.

1. Search and select **Create Supplier Invoice Request**.



2. Complete Primary information by entering:
   - **Invoice Date -** will default to current date.
   - **Invoice Received Date** - enter actual invoice date.
   - **Company -** defaults to Collin College.
   - **Supplier -** click icon to search and select appropriate supplier, or enter Supplier's name. If Supplier is not found in system, then complete a Supplier Request.
   - **Remit-To-Connection** – Verify address selected matches remit to address on invoice.
     Note: AP does not have access to change remit to addresses. If address section is blank or does not match, then complete the Supplier Request to add or change the address.
   - **Control Total Amount –** Enter total amount of invoice.
   - **Supplier's Invoice Number** – Required field - Enter number from supplier's invoice or use format from AP Invoice Numbering System.

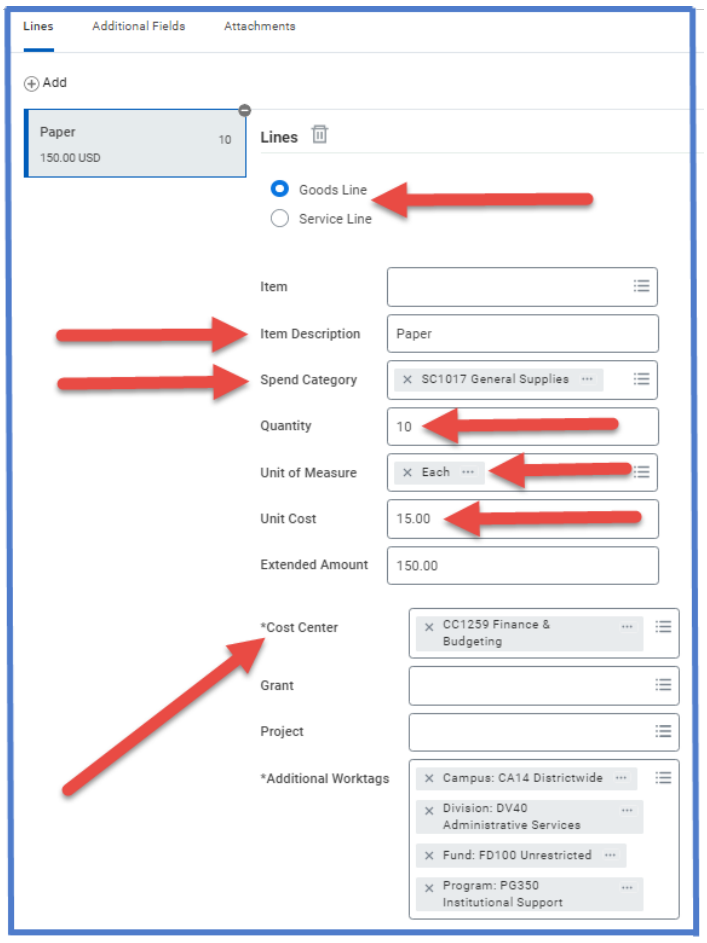




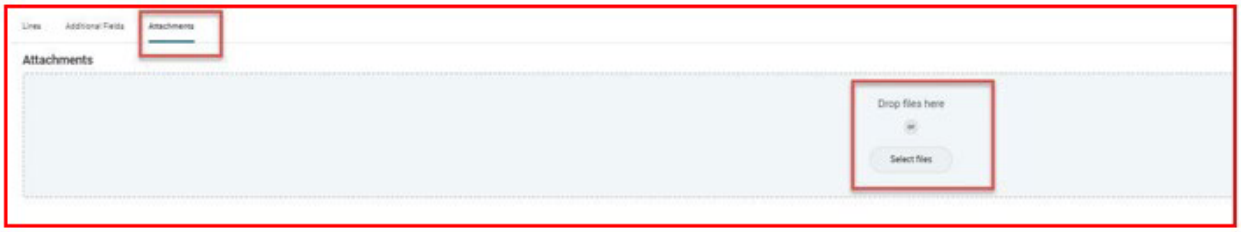
Note: If duplicate invoice number is used, then system gives a hard stop.

3. Complete Additional Information:
   - **Ship-To Address -** will default to campus - need to verify if correct.
   - **Payment Terms – c**hange to immediate.
   - **Handling code -** choose option from drop down menu.
   - **Statutory Invoice Type** – choose from two options:
     - Contract Labor (use only if Contract Labor form is attached – approval flow will route to Purchasing so no need for Purchasing Director's signature.)
     - General (use for everything other than Contract Labor)
   - **Freight Amount**
   - **Memo -** add any necessary comments.

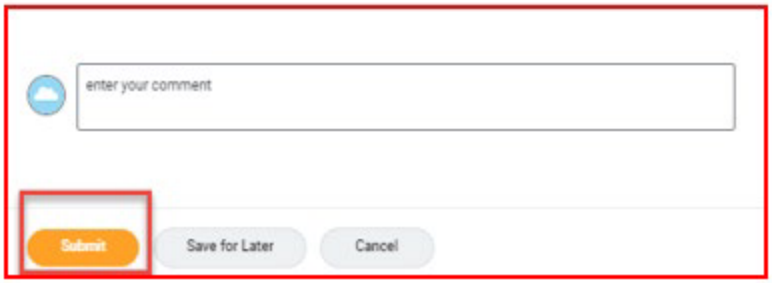
4. Scroll down to Line section and enter:
   - Choose either - **Goods Line** or **Service Line**
   - **Item -** Skip this data field-leave blank.
   - **Item Description -** Add description of item.
   - **Spend Category** - Enter appropriate Spend Category.
   - **Quantity**
   - **Unit of Measure -** Choose from drop down list – usually Each.
   - **Unit Cost** - Cost of individual item.
   - **Extended Amount -** Will auto calculate.
   - **Cost Center -** Enter appropriate cost center number.
   - **Additional Worktags** - will auto-populate based on cost center – <u>DO NOT CHANGE.</u>



5. Add the Supplier Invoice by clicking on attachments and adding invoice.



6. Submit Supplier Invoice Request – this will save the request and route to approver.



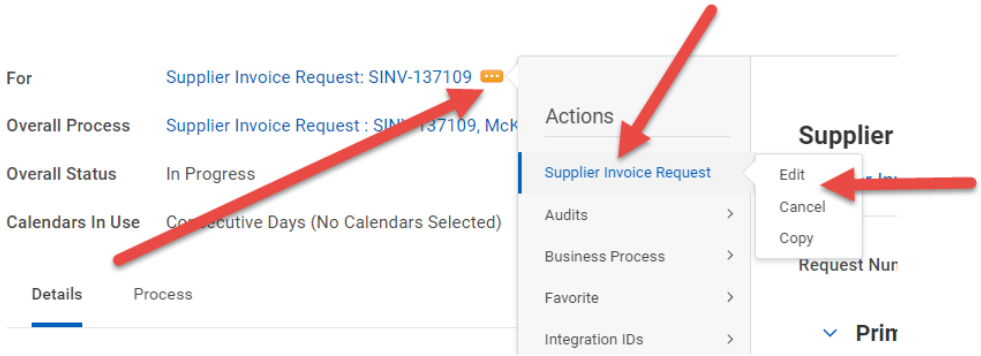
7. Requestor and Approver will both receive a notification in their inbox after submission.

To find the Supplier Invoice Request number (Example – SINV-137109, look on the blue bar located at the top of the screen.

To determine the status of the Supplier Invoice Request, enter the SINV number into the search bar and open up the invoice. Click on Process. This shows who needs to approve, who has approved, and any notes the approver wrote regarding the invoice.

To Edit or Cancel the Supplier Invoice Request:

1. Open up the invoice.
2. Click on the action items (box with three dots). This brings up a menu.
3. Hover over the words Supplier Invoice Request. This brings up another menu.
4. Click on the work edit or cancel depending on what needs to be done.



- If making changes to the invoice – make changes then click the orange submit button. Report will go back through approvals.
- If canceling the report – make sure to hit the orange OK button or the report will not be canceled.