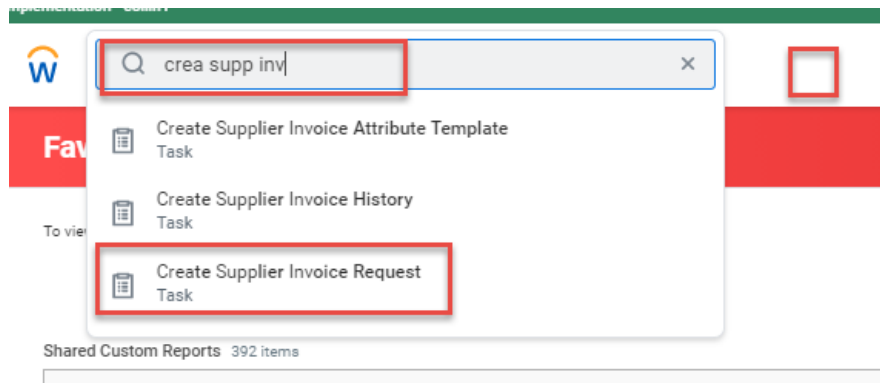


# Supplier Invoice Request

The Supplier Invoice Request replaces a check request. Note: Local travel and employee reimbursements will NOT be reimbursed with a Supplier Invoice Request. These will be 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 - change to actual date of invoice.
- **Invoice Received Date** - enter actual date invoice was received in office.
- **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.
- **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.)

Supplier Invoice Request (empty) Status (empty) Requester Julie Bradley	
<b>Primary Information</b>	
Invoice Date *	08/13/2021
Invoice Received Date	MM/DD/YYYY
Company *	Collin College
Supplier *	Staples Business Advantage
Remit-To Connection	1-Dept Dal 3368 Chicago IL 60696-3689
Currency *	USD
Control Total Amount	12.50
Supplier's Invoice Number	A12345

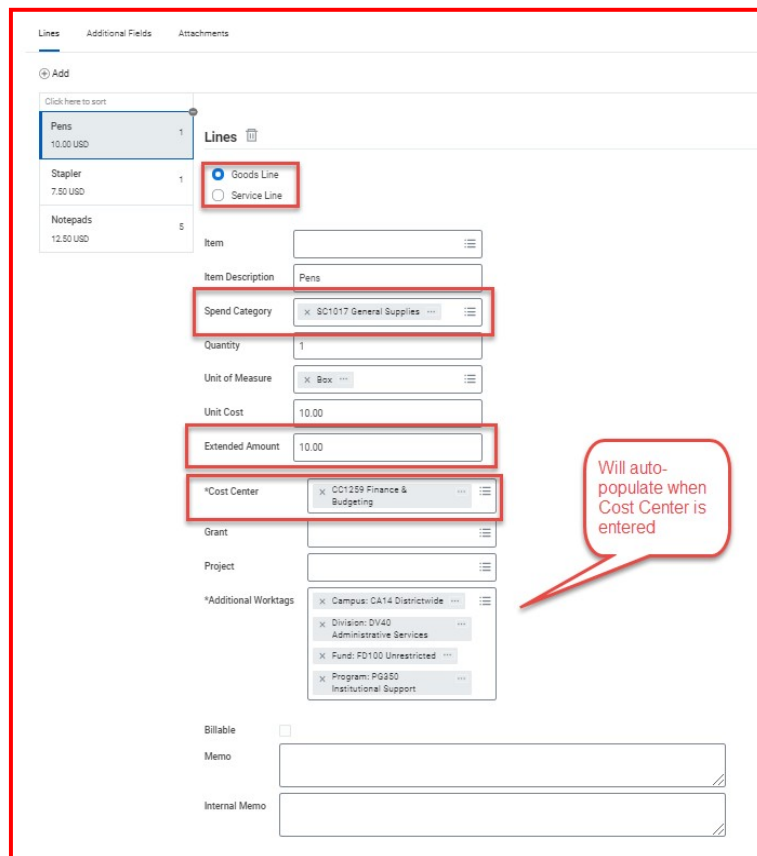
Additional Information	
Ship-To Address	Collin County Community College District 3452 Spur 399 McKinney, TX 75069 United States of America
Payment Terms	Net 45
Default Due Date	09/27/2021
Reference Type	
Handling Code	
Statutory Invoice Type	
Freight Amount	0.00
Tax Amount	0.00
Memo	

### 3. Complete Additional Information:

- **Ship-To Address** - will default to campus - need to verify if correct.
- **Payment Terms** - this should NOT be changed.
- **Handling code** - choose option from drop down menu.
- **Freight Amount**
- **Memo** - add any necessary comments.

### 4. Scroll down to Line section and enter:

- **Goods or Service Line** - Open Purchase Orders will use Service Line.
- **Item** - Skip this data field-leave blank.
- **Item Description** - Add brief description of item.
- **Spend Category** – Enter appropriate Spend Category or type in name.  
(Account number in Banner).
- **Quantity**
- **Unit of Measure** - Choose from drop down list.
- **Unit Cost** - Cost of individual item.
- **Extended Amount** - Will auto calculate.
- **Cost Center** - Enter appropriate cost center number or type name.  
(Organization in Banner).
- **Additional Worktags** - will auto-populate based on cost center - verify information

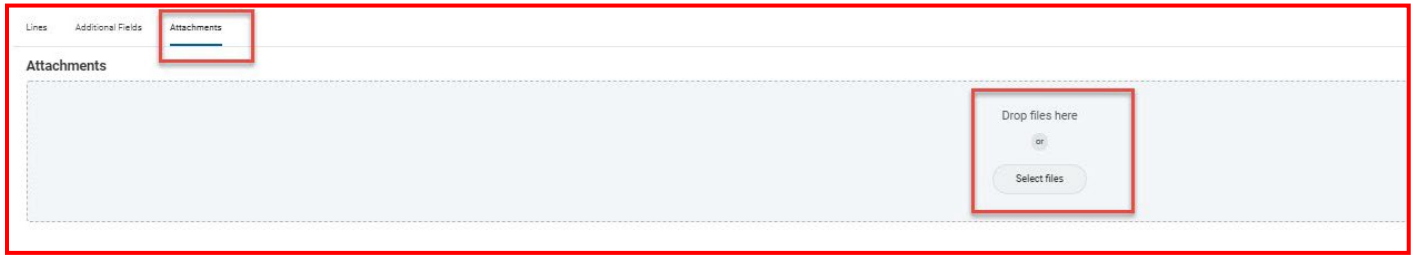


The screenshot displays the 'Lines' section of a Workday interface. On the left, a list of items is shown: Pens (10.00 USD), Stapler (7.50 USD), and Notepads (12.50 USD). The main form area is titled 'Lines' and contains the following fields:

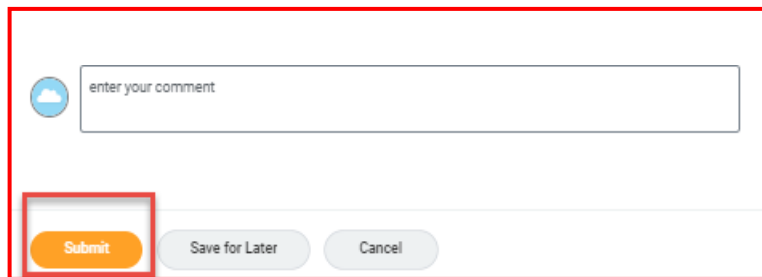
- Item:** A text input field.
- Item Description:** A text input field containing 'Pens'.
- Spend Category:** A dropdown menu showing 'SC1017 General Supplies'.
- Quantity:** A text input field containing '1'.
- Unit of Measure:** A dropdown menu showing 'Box'.
- Unit Cost:** A text input field containing '10.00'.
- Extended Amount:** A text input field containing '10.00'.
- \*Cost Center:** A dropdown menu showing '001259 Finance & Budgeting'.
- Grant:** A text input field.
- Project:** A text input field.
- \*Additional Worktags:** A list of tags including 'Campus: CA14 Districtwide', 'Division: DIV40 Administrative Services', 'Fund: FD100 Unrestricted', and 'Program: PG850 Institutional Support'.
- Billable:** A checkbox.
- Memo:** A text input field.
- Internal Memo:** A text input field.

A red callout bubble points to the 'Additional Worktags' section with the text: "Will auto-populate when Cost Center is entered".

- 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 appropriate approver.



- 7. The Requester and Approver will both receive a notification in their inbox after submission.