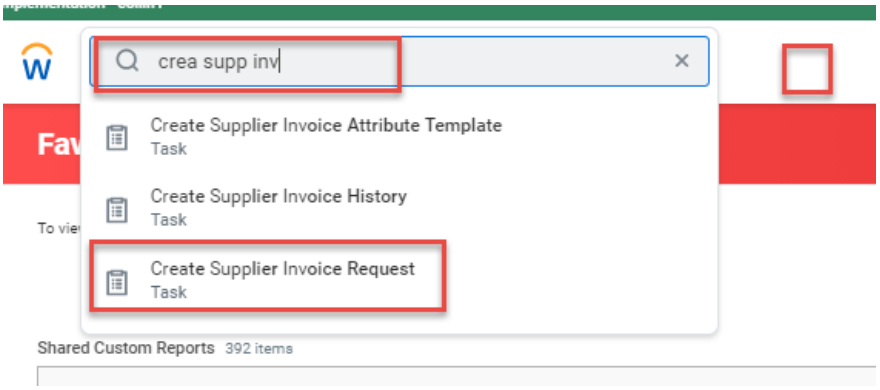
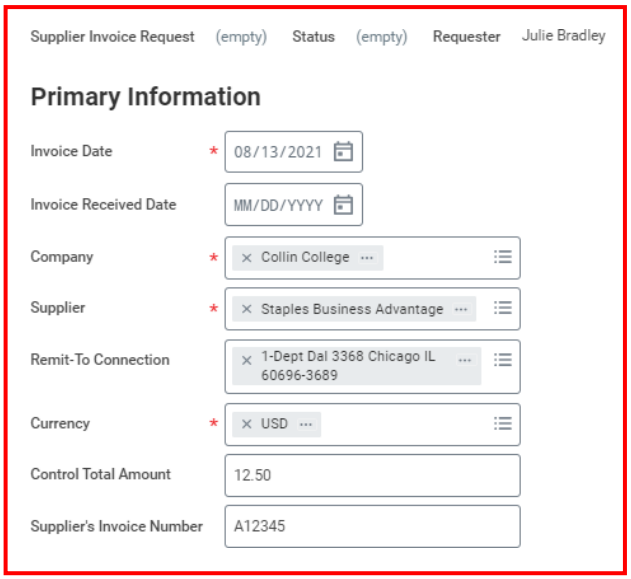
Supplier Invoice Request

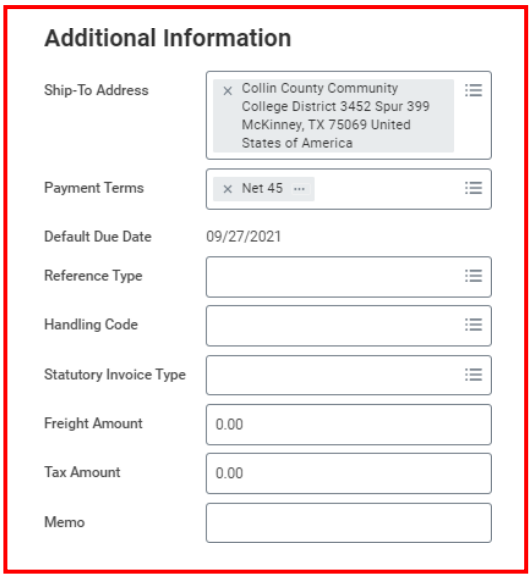
The Supplier Invoice Request replaces a check request. Note: Local travel and employee reimbursements will NOT be reimbursed with a Supplier Invoice Request. These will be entered into WorkDay as a Non-Travel Expense Report.

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



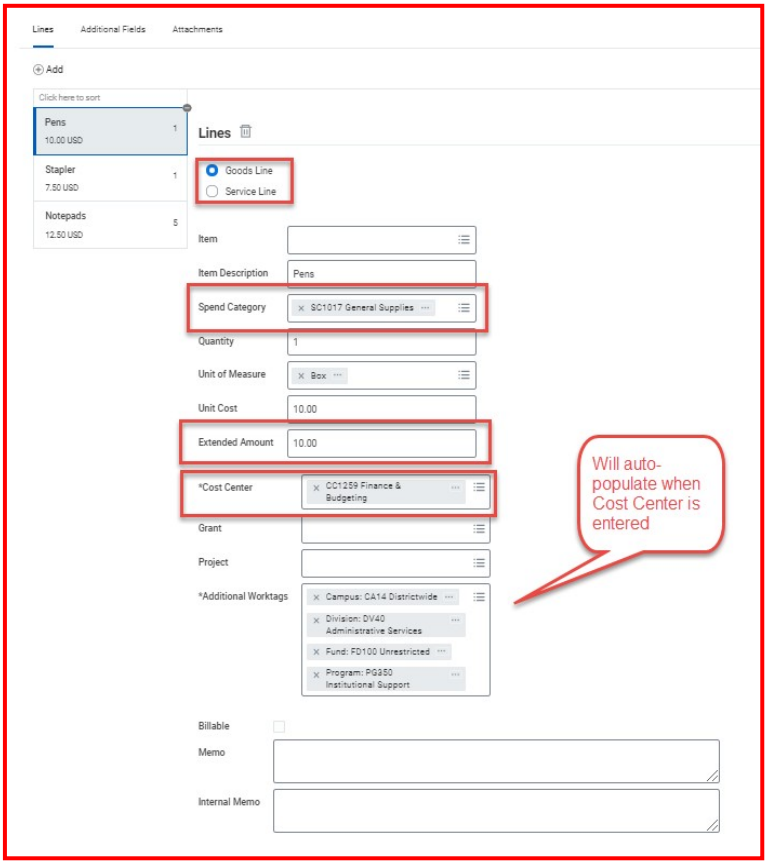
2. Complete Primary information by entering:
   - **Invoice Date -** will default to current date - change to actual date of invoice.
   - **Invoice Received Date** - enter actual date invoice was received in office.
   - **Company -** defaults to Collin College.
   - **Supplier -** click icon to search 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.)



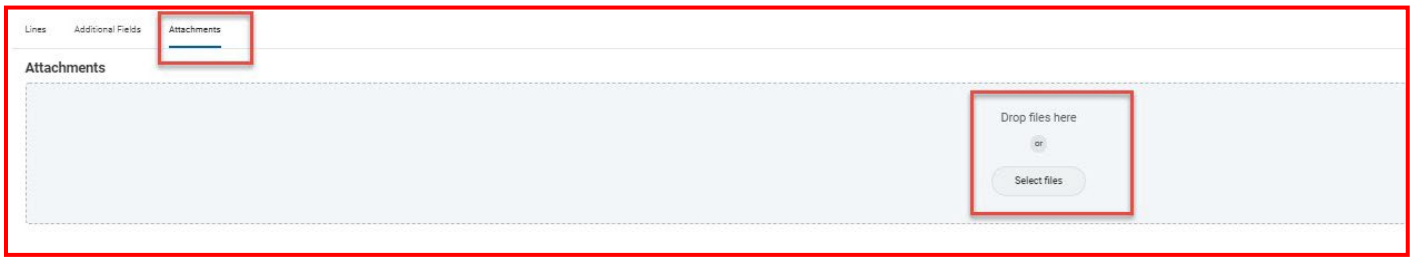


3. Complete Additional Information:
   - **Ship-To Address -** will default to campus - need to verify if correct.
   - **Payment Terms -** this should NOT be changed.
   - **Handling code -** choose option from drop down menu.
   - **Freight Amount**
   - **Memo -** add any necessary comments.

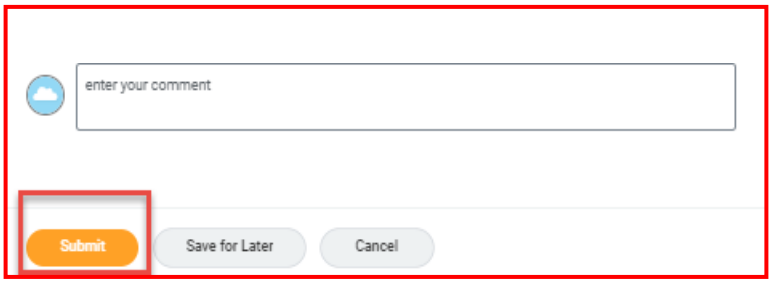
4. Scroll down to Line section and enter:
   - **Goods** or **Service Line -** Open Purchase Orders will use Service Line.
   - **Item -** Skip this data field-leave blank.
   - **Item Description** - Add brief description of item.
   - **Spend Category** – Enter appropriate Spend Category or type in 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



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.