

CREATE A SUPPLIER INVOICE REQUEST

This process is for the emergency purchase of goods or services where a supplier provides an invoice to be paid where an existing Purchase Order does not exist. After entering the required information, the request will route to the accounts payable for approval and completion.

1. Use the Workday search field to find the **Create Supplier Invoice Request** task.
2. Complete the **Primary Information** and **Additional Information** sections

Primary Information	Additional Information
Invoice Date * 2021-09-05	Ship-To Address x 6095 Nurseries Road Vancouver, BC V6T 2A3 Canada
Invoice Received Date YYYY-MM-DD	Payment Terms x Net 30
Company * x TRIUMF	Default Due Date 2021-10-05
Supplier * x Atlas-Apex Roofing (BC) Inc	Reference Type
Remit-To Connection (empty)	Statutory Invoice Type
Currency * x CAD	Freight Amount 0.00
Control Total Amount 4,000.00	Tax Amount 0.00
Supplier's Invoice Number 12345	Memo

3. Add either a **Goods** or **Service** and complete the required information including selecting an appropriate **Spend Category**.

Lines	Additional Fields	Attachments
+ Add		
Building - Repair & Maintenance 4,000.00 CAD		
Lines		
<input type="radio"/> Goods Line		
<input checked="" type="radio"/> Service Line		
Item		
Item Description		
Spend Category	x Building - Repair & Maintenance	
Quantity	0	
Unit Cost	0.00	
Item Identifiers	(empty)	
Item Tags	(empty)	
Extended Amount	4,000.00	



Note: Please ensure the **Extended Amount** and **Control Total Amount** are equal.

Expenses: Create Supplier Invoice Requests

- 4. The Fund and Cost Centre will automatically be filled in when you select the appropriate **Program, Grant, or Project**

*Fund	<input type="text" value="× National Research Council Fund"/>
*Cost Center	<input type="text" value="× OPS_FACILITIES ..."/>
Program	<input type="text" value="× PRG_1024 SITE CLEANUP & MAINTENANCE"/>
Grant	<input type="text"/>
Project	<input type="text"/>



Note: If a Project Task needs to be selected, please select the Project first, and related Fund and Cost Center will populate. Then select the Project Task.

- 5. Enter any additional information in the memo field
- 6. Attach the invoice in the attachments tab
- 7. Click: **Submit**
- 8. To review your submitted requests search for the **My Supplier Invoice Requests** report

My Supplier Invoice Requests

Supplier	<input type="text"/>
Supplier's Invoice Number	<input type="text"/>
Request Number	<input type="text"/>
Request Status	<input type="text"/>
Invoice Date On or After	<input type="text" value="2021-08-08"/>
Invoice Date On or Before	<input type="text" value="YYYY-MM-DD"/>
Due Date On or After	<input type="text" value="YYYY-MM-DD"/>
Due Date On or Before	<input type="text" value="YYYY-MM-DD"/>
Approved By Workers	<input type="text"/>