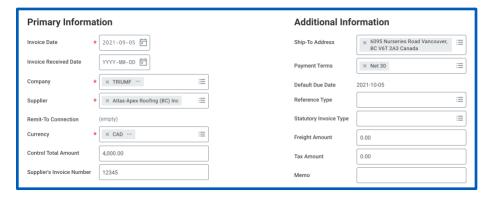
Expenses: Create Supplier Invoice Requests

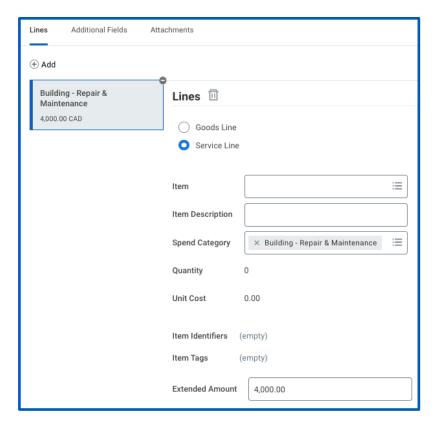
CREATE A SUPPLIER INVOICE REQUEST

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.

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



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

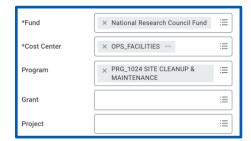


Note: Please ensure the Extended Amount and Control Total Amount are equal.



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**





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



