Creating a Supplier Invoice Request

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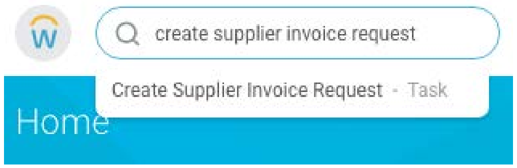
This is a payment request and will replace the direct payment (DP)/long form in Banner.

1. Type "Create Supplier Invoice Request" in the Workday search box and click on the result that is listed. The **Primary Information** screen will appear.



2. In the **Company** field, choose **Vassar College**.
3. In the **Supplier** field, choose supplier from the menu prompt or by typing supplier's name in search box.
   If you can't find your supplier from the list, you'll first need to complete a "Create Supplier Request."
4. The **Currency** field will default to U.S. dollars (USD).
5. **Required:** Enter **Supplier Reference Number** into field. This will print on the invoice. Use specific information such as a supplier invoice number or event date, etc.
6. Information entered in the **Memo** field appears as a description on the payment to the supplier.
7. Under the **Fields** heading, choose whether the invoice request is for **Goods** or **Service**.
8. Enter an **Item Description**.
9. Select a **Spend Category** from the menu prompt (e.g consulting, lectures, honoraria, etc.).
10. In the **Quantity** field, if the item is a good, enter the amount received. If the item is a service, the quantity will default to zero.
11. Enter the total invoice amount in the Extended Amount field.
12. Complete the fields for **Cost Center**, **Fund**, and **Function**.
13. *Optional: Use the **Additional Worktags** field to indicate corresponding grant, gift, program, event, etc. If a worktag is used the budget fields will auto-populate: **Function**, **Cost Center**, **Fund**).*
14. *Optional: To add additional line items to the invoice request, click the "+" (Add) button next to the **Lines** header on the left side of the page.*
15. Click on the **Attachments** tab (just above the **Lines** header). On the **Attachments** screen, add any relevant files or documents (e.g. quotes, contracts, etc.) by dragging and dropping the file(s) into the box or by clicking **Select files** and browsing for them on your computer.
16. At the bottom of the page, click **Submit**.

If this is a wire payment request, attach the wire banking information and make a note in the Memo field.