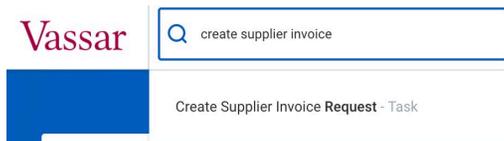


Creating an Invoice Request

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 the supplier doesn't come up in your search, they will need to complete and submit the online form for new suppliers. Send them the link to the "Vendor/Individual Payee Form" that's listed on the Accounting Services website (<https://accounting.vassar.edu/forms/>).
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.