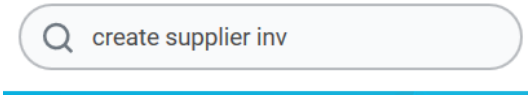
CREATE A SUPPLIER INVOICE REQUEST

How to Access: Search "Create Supplier Invoice Request" in the search bar

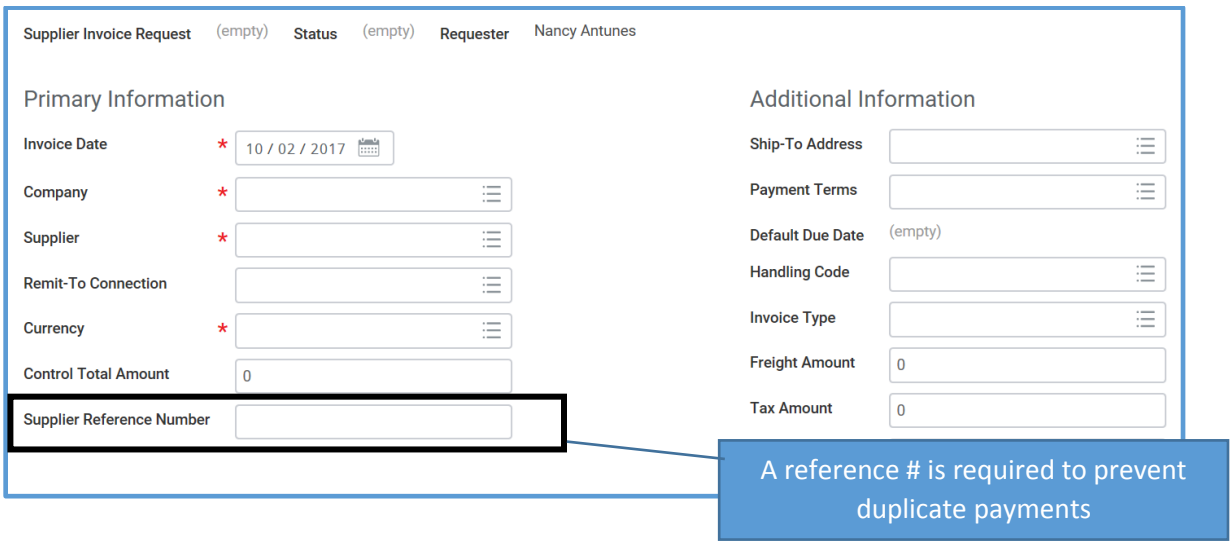
Helpful Hints:

- The Supplier Invoice Request replaces the Check Request
- Supplier invoice request are used for all **non-PO payments.** Invoices against purchases orders must be sent to Accounts payable. For fastest processing, e-mail them to GA_AcctsPay@bentley.edu
- If the supplier is not currently in Workday, e-mail the invoice and support to Accounts Payable for processing GA_AcctsPay@bentley.edu
- This function should not be used to reimburse Faculty or Staff. Faculty and Staff should seek reimbursement through the **Create Expense Report** function.

1. Search "Create supplier invoice request" in the search bar.

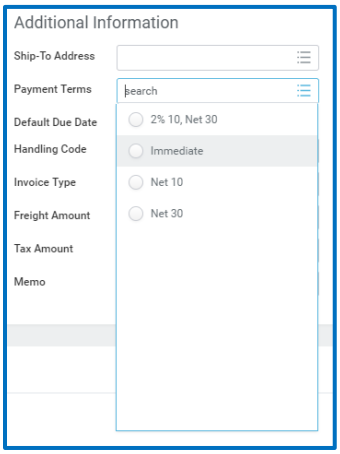


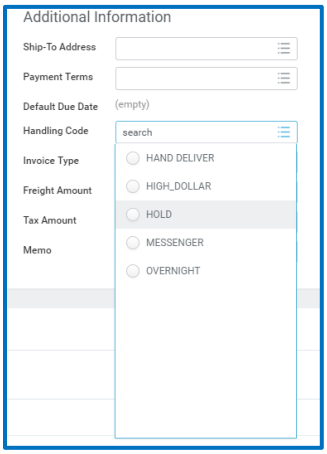
2. Complete **Company, Supplier, Currency** and **Supplier Reference Number** in the primary information section.



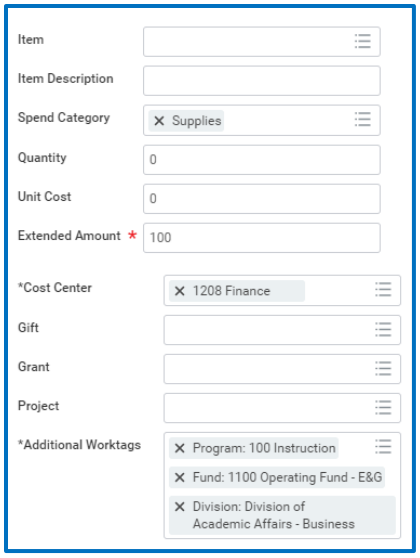
The **Supplier Reference Number** should be the invoice number provided by the supplier. If there is not an invoice create one using logic that will be recognizable to you or the supplier (Date of Service: 07172017)

3. If you need the payment made in the next check run or you need the check held, please indicate these items as noted below.





4. Indicate the charge instructions under the "**Lines"** section, fill out **Spend Category, Extended Amount, Cost Center, and other Worktags, as needed.**



5. Under the **Attachments** section, include a copy of the supplier invoice. If the supplier has not provided an invoice, you must attach sufficient documentation to support the reimbursement request.

   Note: Faculty and Staff should not be reimbursed through a supplier check request. Use the Expense Reimbursement function **"Create Expense Report"**

6. Click **Submit,** your request will then be sent to Accounts Payable to create the invoice. Once created, the invoice will be sent to the appropriate cost center manager for approval.