



## **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 <u>non-PO payments.</u> Invoices against purchases orders must be sent to Accounts payable. For fastest processing, e-mail them to <u>GA AcctsPay@bentley.edu</u>
- If the supplier is not currently in Workday, e-mail the invoice and support to Accounts Payable for processing <u>GA\_AcctsPay@bentley.edu</u>
- This function should not be used to reimburse Faculty or Staff. Faculty and Staff should seek reimbursement through the <u>Create Expense Report</u> 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.

Supplier Invoice Request	(empty) Status (empty) Requester Nancy Antunes	
Primary Informat	on	Additional Information
Invoice Date	* 10/02/2017	Ship-To Address
Company	*	Payment Terms
Supplier	*	Default Due Date (empty)
Remit-To Connection		Handling Code
Currency	*	Invoice Type
Control Total Amount	0	Freight Amount 0
Supplier Reference Numb	er	Tax Amount 0
		A reference # is required to prevent duplicate payments

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.

Additional Inf	ormation	
Ship-To Address		:=
Payment Terms	bearch	:=
	2% 10 Net 20	
Default Due Date	2 % 10, Net 30	
Handling Code	Immediate	
Invoice Type	Net 10	
Freight Amount	Net 30	
Tax Amount		
Memo		
Mento		
l		

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

ltem	:=
Item Description	
Spend Category	× Supplies
Quantity	0
Unit Cost	0
Extended Amount ★	100
*Cost Center	× 1208 Finance
Gift	
Grant	:
Project	:=
*Additional Worktags	× Program: 100 Instruction
	★ Fund: 1100 Operating Fund - E&G
	× Division: Division of Academic Affairs - Business

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.