BRYN MAWR COLLEGE

PATH to Workday

Create Supplier Invoice Request

This How-To Guide covers how to create a supplier invoice request.

Note: a **Supplier Invoice Request** is used to process **Non-Purchase Order supplier invoices** for payment.

- If you are unable to find a supplier in the search field, you must submit a **Supplier Request** before creating the invoice request. Please reference the **Create Supplier Request** article for the necessary steps.

To submit a Supplier Invoice Request, you will need:

- A **Supplier** in Workday.
- A digital copy of the **invoice.**
- **Accounting information**, such as:
    - **Spend Category**
    - **Cost Center**
    - **Grant**, **Project**, or other **additional worktags** when applicable

Start Here

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. Type **Create Supplier Invoice Request** in the **Workday search bar** and select it.
5. Complete the following required items in **Primary Information**:
    - **Invoice Date:** Date of the invoice (this will most likely be on the top of the invoice).
    - **Company:** Bryn Mawr College is entered automatically.
    - **Supplier:** Use the menu to search by specific criteria or start typing the name (or part of the name) of your supplier. If you cannot find the supplier, you must request the supplier to be created. Please reference the **Create Supplier Request** article for the necessary steps.

Note – When you select a supplier, some other fields, such as **Remit-To Connection**, **Currency** and **Payment Terms**, will automatically populate.

- **Control Total Amount:** Enter the total amount of the invoice.
- **Supplier Invoice Number:** This should match the invoice number on the invoice.
    - If the supplier **did not** provide an invoice number, use the date of the invoice in the format **MMDDYYYY** (ex 10152025).
    - The invoice number will display on the **check stub** or **EFT remittance**.

6. **Additional Information:**
    - **Ship To Address:** Leave default
    - **Payment Terms:** Leave default
    - **Handling Code:** Select **Pick Up Check** or **Special Address Handling.**
        - Use these options to alert Accounts Payable to hold a check or confirm the mailing address.
        - Use the **comments** box (at the very bottom of the screen) to input the name of the employee picking up the check or the desired address. Photo ID is required when picking up check payments.
        - **Freight Amount:** Enter the amount of shipping (or other special) charges in this field.
        - **Tax Amount:** The College is tax exempt for sales. This field is not required but could be used for non-exempt taxes.
        - **Memo:** Describe the details of the service(s) or good(s) provided. The memo will display on the check stub or EFT remittance.
7. In the bottom section of the request, select the **Lines** tab. Fill out the line-item details of the invoice.
    - **Good or Service:** Select whether the invoice line item is a Good or a Service.
    - **Item and Item Description:** Not required, but you can enter a description of the line item if desired.
    - **Spend Category:** Use the drop-down menu to search by hierarchy group or type the name of a spend category or a keyword to narrow the search.
    - **Quantity:** For Goods only, enter the quantity of the order on the invoice.

- **Unit of Measure:** For Goods only, use the drop-down to select the appropriate unit of measure.
- **Unit Cost:** For Goods only, enter the cost per unit of measure.
- **Extended Amount:**
    - For **Goods**, Workday will calculate the extended amount. Double check this matches the invoice.
    - For **Services**, use this field to enter the total amount for the line item.

8. Fill in the following **worktag** fields when you only want to charge one budget line. If you want to split the costs between worktags, see step 10.
    - **Grant or Project:** If the invoice line is being charged to a grant or capital project, search the appropriate box to locate the name. Other worktags will default once a selection is made. Do not adjust these defaulted worktags.
    - **Cost Center:** When not charging this line to a grant or capital project, use this **drop-down** or type in the appropriate cost center by name.
    - **Additional worktags**: **Functional Classification** and **Fund** will auto-populate when a grant, project or cost center is selected (do not update). Use this dropdown to add additional worktags only if you need to associate this expense with one of the following:
        - **Activity**: ex. Operational project, special event
        - **Gift**
        - **Employee**: required if charging a travel pool
        - **Location:** if purchasing capital items
        - **Roll Forward**: ex. reserves and club fundraising
        - **Travel**: required if a travel spend category is selected
9. **Memo**: a line memo is required for foreign travel; enter the name of the country (or countries) in this field. This is a free-text field and does not display on the supplier's check stub or EFT remittance. It may also be used to provide additional details for the line item, if desired.

10. To split the costs for this invoice, use the **(+) Splits** button on the top-right of the Lines section.

- In the pop-up box choose **Amount** or **Quantity**, add the desired number of splits by using the **Plus** sign in the grey bar.
- Use the **percent** box to split by percent OR the **amount** box to split by exact amount.
- In the top right corner, you can keep track of the totals.
- See Step 8 to populate budget worktags (you may need to scroll right).

11. To add additional lines, scroll to the top and use the **(+) Add** button.
12. Use the **Attachment** tab to add the invoice and other supporting documents to the request. You can drag and drop a file or use the **Select Files** prompt to navigate to the file you wish to attach.
13. When you have entered all lines, select **Submit**.
14. Your request will be routed for **approvals**. Once fully approved, it will flow to the Accounts Payable Data Entry Specialist for review.
15. To review the status of your request, use the **search** bar on the Workday homepage and type **My Supplier Invoice Requests**. Enter filter criteria and select **OK** to see relevant requests.
    - The status will display in the **Request Status** column. Use the **magnifying glass** in the first column to navigate directly to the request. From there, you can review the **Process History** tab.
    - Navigate to completed requests using your **My Tasks** icon. You can find and select a Supplier Invoice Request in the **Archive** section.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.