View or Edit a Supplier Invoice Request

This How-To Guide covers how to **view** and **edit** supplier invoice requests in Workday.

View Invoices

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. In the search box, enter and select **My Supplier Invoice Requests**.
5. Adjust the parameters as needed. Select **Ok**.
   - **Note:** You can search by the fields listed, including request number if you know it, or leave the fields blank and search based on the date.
6. The **Request Status** column will show you the status.
7. Select the **magnifying glass** to see more details.
   - You can also select **Process History** from this page.

Edit an Invoice

Note: You can edit invoices as long as it's **a draft/in progress**.

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6. Identify the draft invoice you were looking for. Select the **related actions button** for the invoice by hovering your mouse next to the magnifying glass:
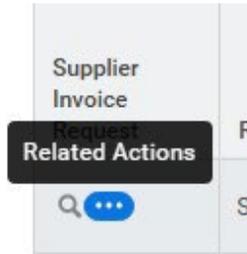
7. Select **Supplier Invoice Request** then **Edit**.
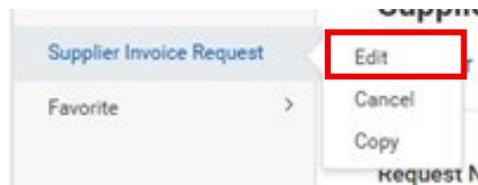
Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.