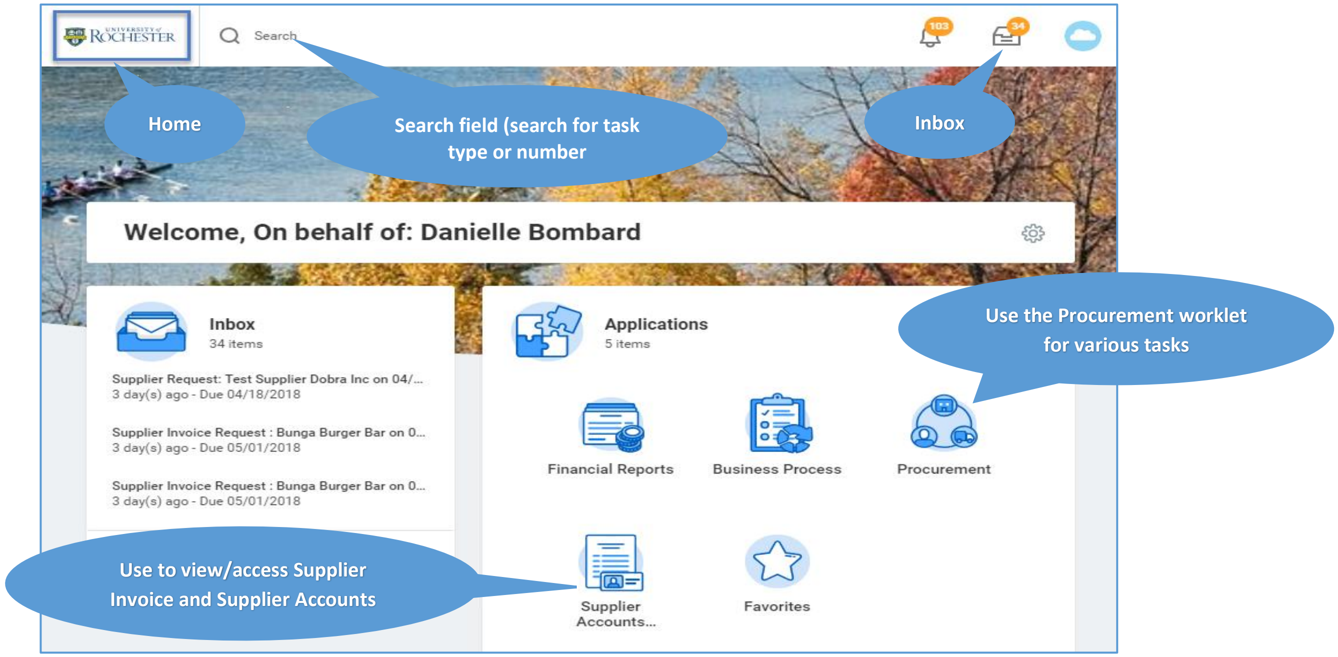
UR Procurement – Supplier Invoice Request (F4/request for payment replacement)

Implementation Tenant - https://wd5-impl.workday.com/rochester3

<table>
<tr><th>Instructions</th><th>Details and Screenshots</th></tr>
<tr><td>Home page:
Use the UR logo to return to this Home screen
Use the Search field with keywords
Use the Inbox for Workday messages
Use the Supplier Accounts dashboard for frequently used tasks and reports</td><td>
</td></tr>
<tr><td>Rules</td><td>Before initiating the Supplier Invoice Request, be sure you are familiar with Acceptable Usage.
It is best practice to search for an invoice/payment prior to creating a Supplier Invoice Request to prevent duplicate payment
Find Supplier Invoice Lines (NCL) URF0992
Find Supplier Invoice Requests</td></tr>
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<tr><th>Instructions</th><th>Details and Screenshots</th></tr>
<tr><td>Select the <Supplier Accounts> dashboard

Select <Create Supplier Invoice Request> from the Tasks area.
You can also search for ‘create supplier invoice request’ in the global search box and select <Create Supplier Invoice Request>
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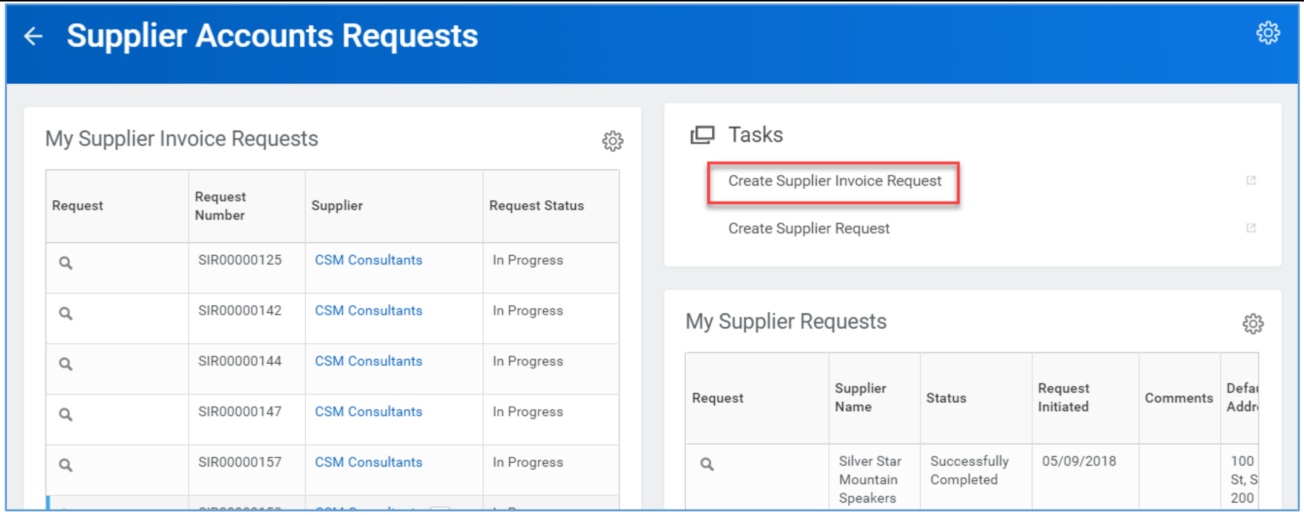
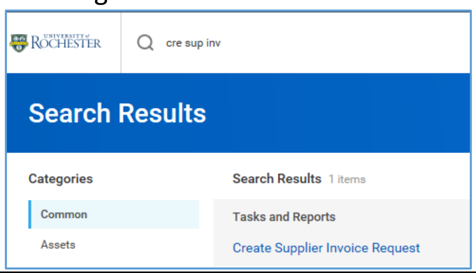


Or use global search...



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After selecting <Create Supplier Invoice Request> you will be prompted to complete the request form. Header information:

- Invoice Date. This defaults today’s date so be sure to select the actual invoice date from the invoice.
- Company
- Supplier Name
- Control Total Amount
- Supplier’s Invoice Number (if applicable)
- Ship-To Address – Ignore since this is only used on requisitions/purchase orders
- Payment Terms – Default Payment Terms for the supplier populate when the supplier is selected. Keep in mind you will need to explain on the Questionnaire if you feel payment is needed differently than the default.
- Handling Code
- Memo – Keep in mind anything you type here will be forwarded to the supplier in the remittance information provided on their check stub or ACH confirmation

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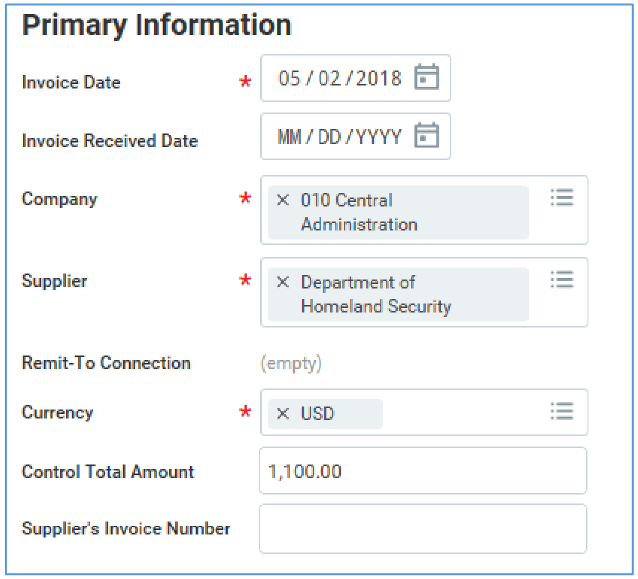

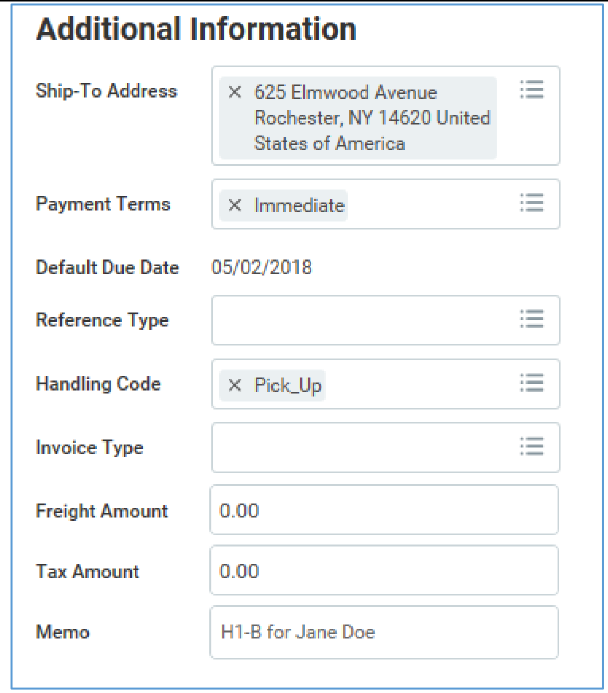

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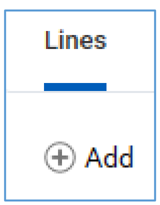
Next enter Line information

Select Goods or Services Line as appropriate and enter the details:
Item Description
Spend Category
Quantity
Unit of Measure
Unit Cost
Additional Worktag: Enter your FAO and select <enter>. The other required worktags will automatically populate. Do NOT enter the Company for FAO, Cost Center or Fund individually.
Memo – Line Memo
Internal Memo – enter the business purpose for the request. Can also be used to enter tracking information for your department's internal reporting (e.g. 4th digit of the subcode)
Additional lines can be added for different items or to charge different FAOs or Spend Categories by clicking on the Add button



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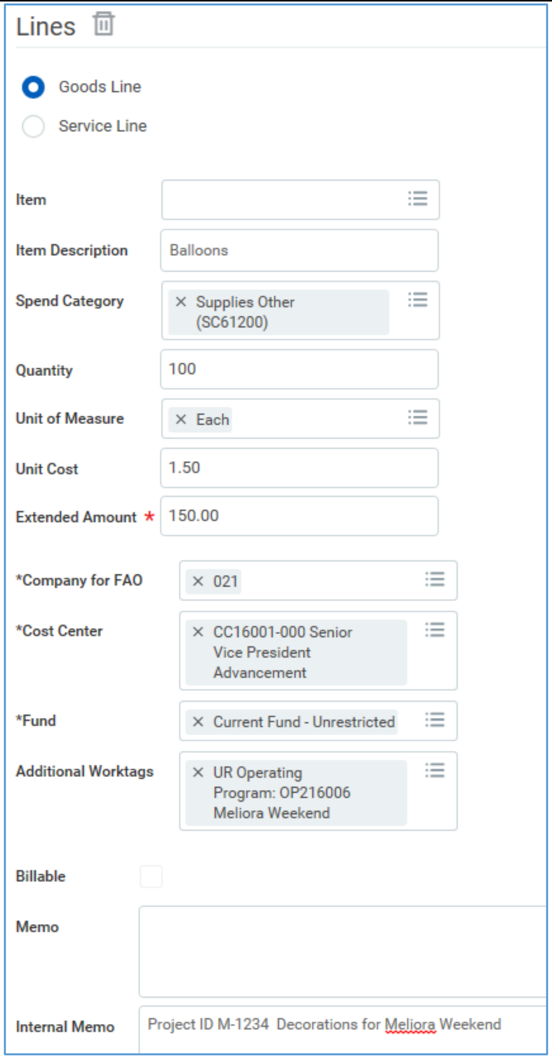

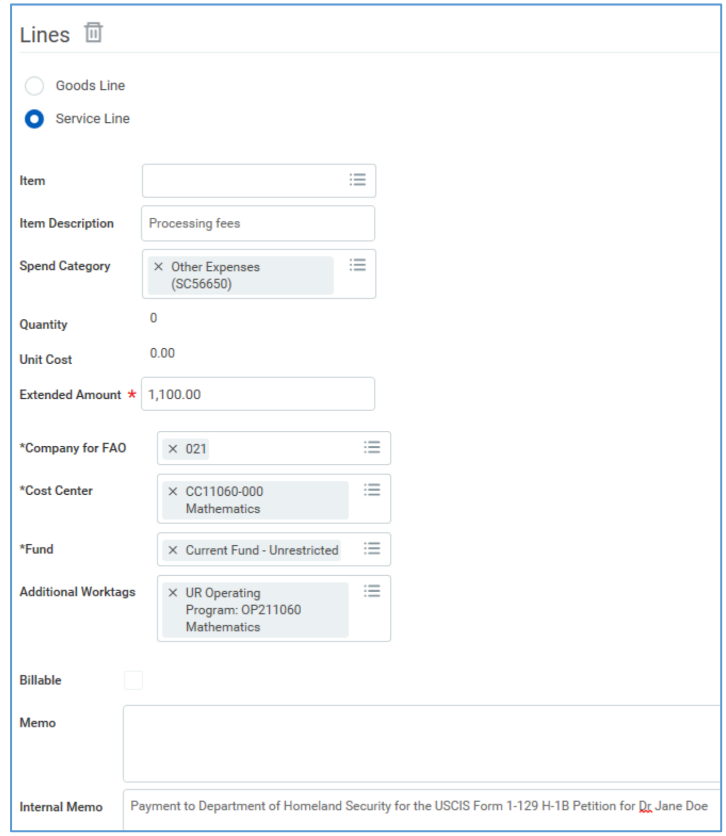

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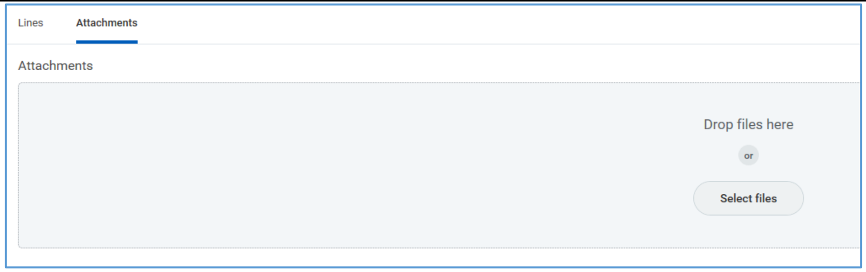
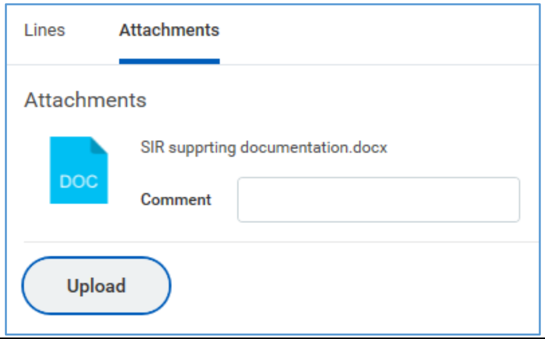
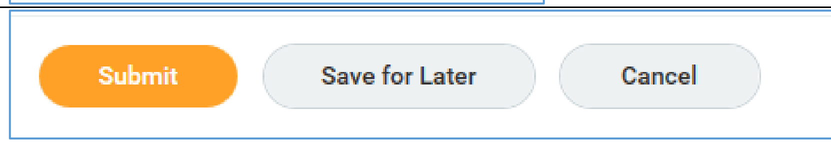
Instructions	Details and Screenshots
• Attachments are almost always required. The only exception is for study participation payments when a W9 is not required.	 
• Select Submit when you have finished • Select Save for Later if you do not have time to complete the required fields or need to research something before finishing • Select Cancel if you determine the SIR should not be submitted	

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- Several custom validation are in place to ensure correct entries.
- Select View All for guidance on what data needs to be corrected

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- Once you Submit you will see a confirmation screen
- You can view the Details entered and Process information
- Click on <**Complete Questionnaire**>. It is required before the SIR moves on for any approvals/reviews.

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- Complete the Questionnaire
- The questions are designed to ensure proper usage of the SIR and provide additional instruction
- If you answer <**Disagree**> to any SIR question, you may be required to explain or justify your response through a comment or follow up question.

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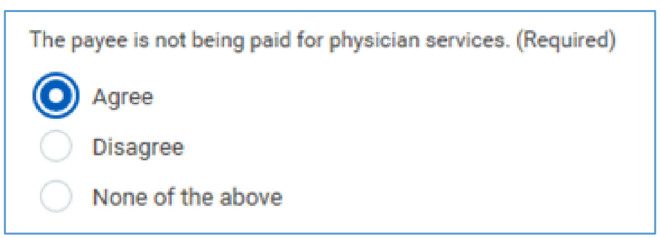

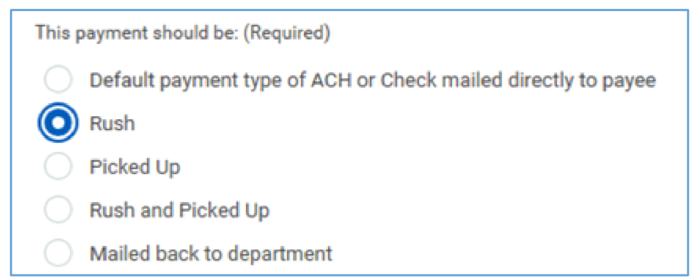

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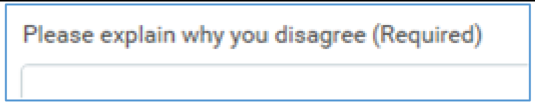
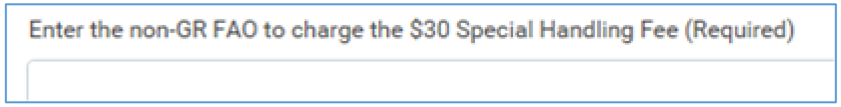
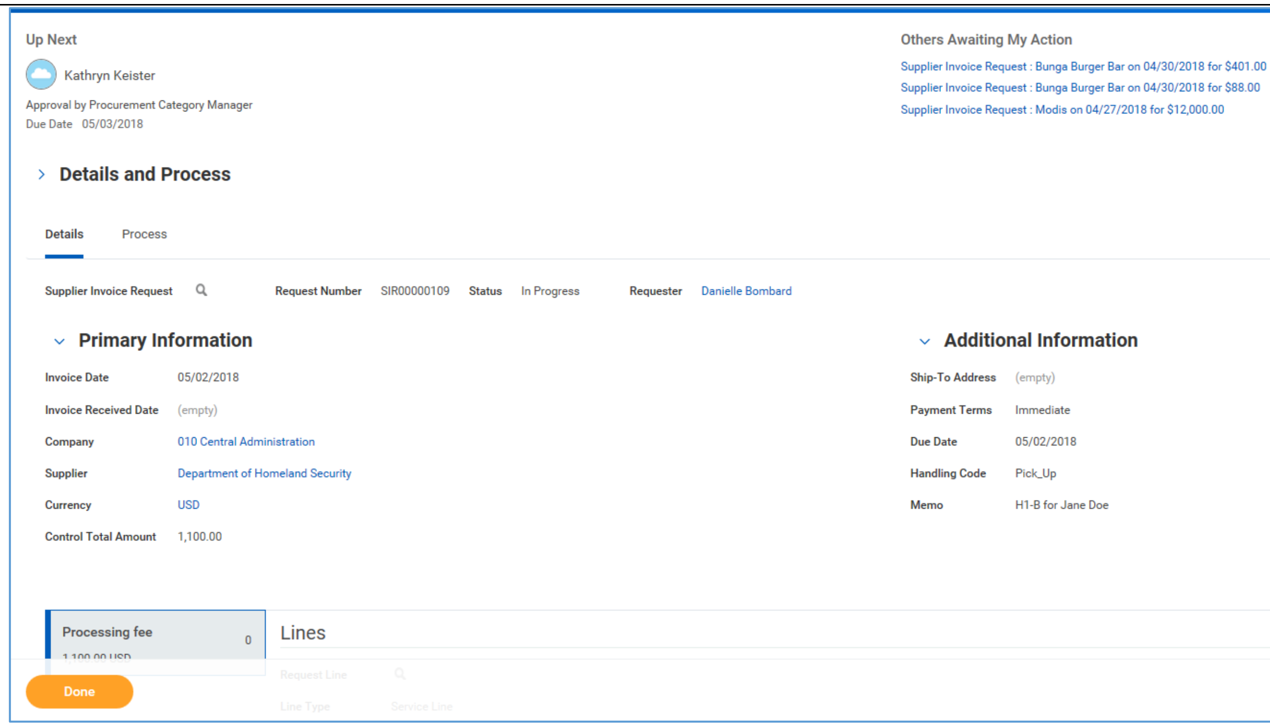
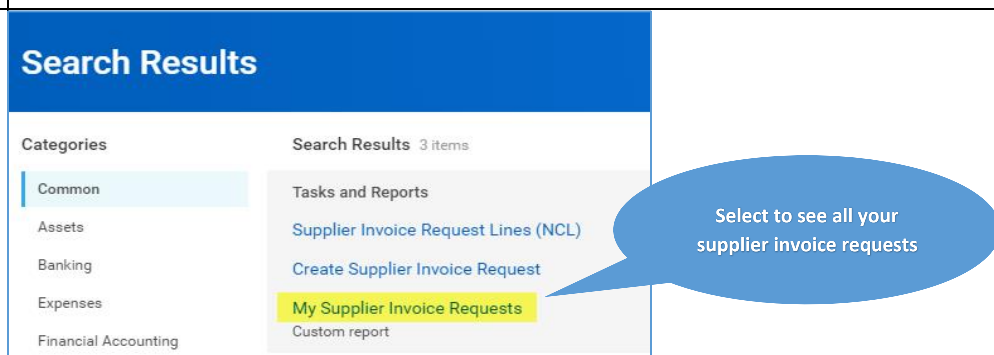
Instructions	Details and Screenshots
• Branching questions and/or attachments are required for some responses	 
• Select **Submit** when you have finished	
• Once you Submit you will see a confirmation screen • You can view the Details entered and Process information • Others Awaiting My Action is a listing of other SIR Questionnaires that are not started or incomplete (saved for later) • Note who is Up Next in the process. In this example the Spend Category is marked for Procurement Usage • The Procurement Category Manager may coach you to use preferred purchasing methods in the future or let you know they are cancelling your SIR and you must submit a	

Instructions	Details and Screenshots
Requisition for the invoice to be matched/paid • The Accounts Payable 1099 Analyst may contact you for a W9, to clear up Independent Contractor paperwork, or clarify other tax reporting issues • Approvers cannot edit your submission. If changes are needed they will Send Back to you and when you re-submit with corrected information it will re-start the approval process. • Note that the Workday Invoice Number (SPI #) is assigned upon Accounts Payable submission when the Supplier Invoice is created.	
To find your supplier invoice request: • Go to the Supplier Accounts dashboard to see your pending and completed Supplier Invoice Requests • You can also use the global search box and search on <Supplier Invoice Requests> ○ Select My Supplier Invoice Requests	

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- To see all your supplier invoice requests, select <OK>
- You can also narrow the search by selecting additional filters.

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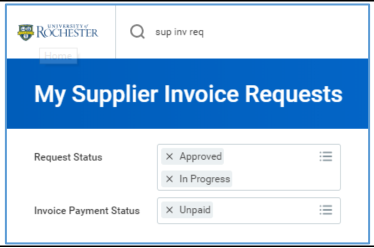

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- Locate the supplier invoice request in question and notice the Status.
- If it's In Progress, select the supplier invoice request record and view the Process History section to see who is responsible for the next business process step.

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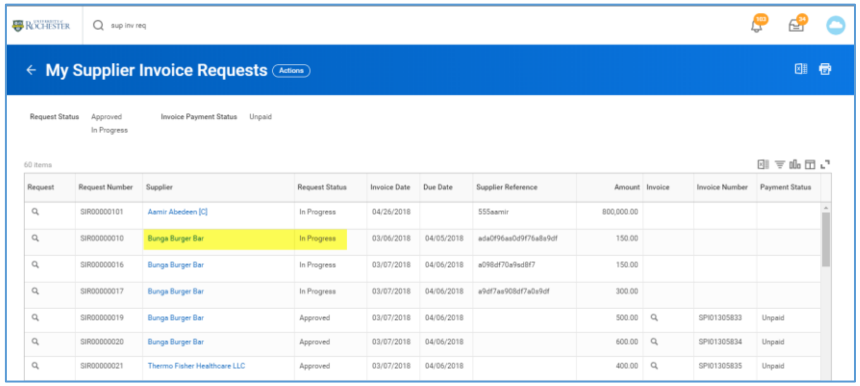

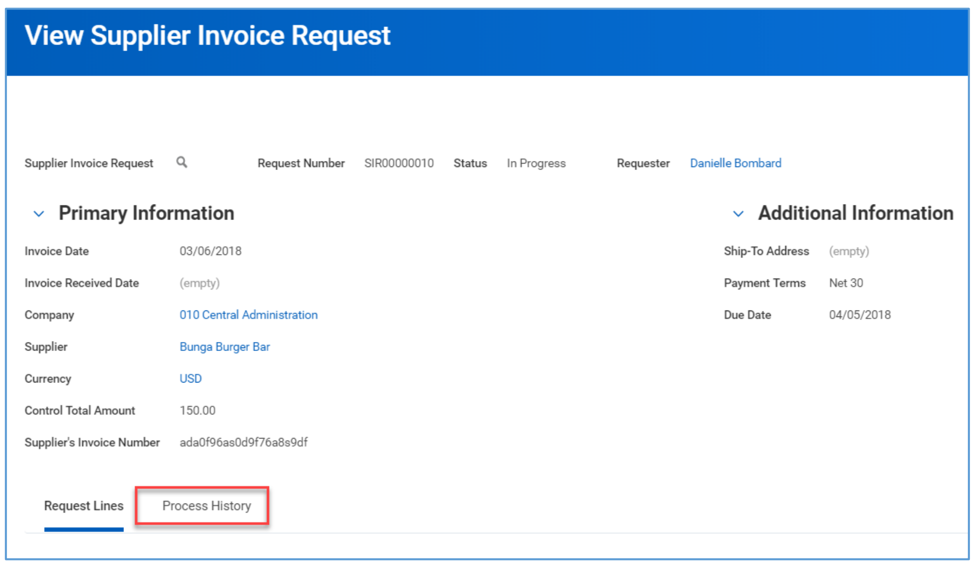

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- The process history tab will show where the SIR is in the approval cycle.

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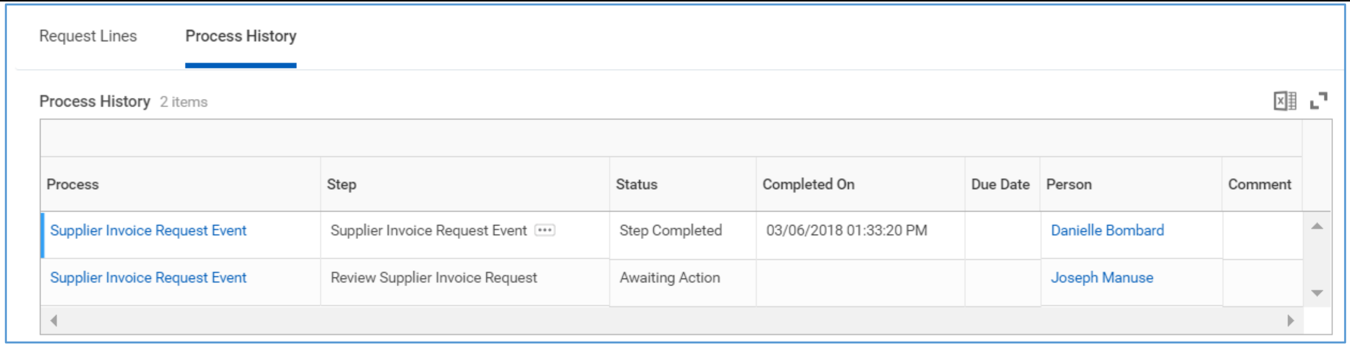

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