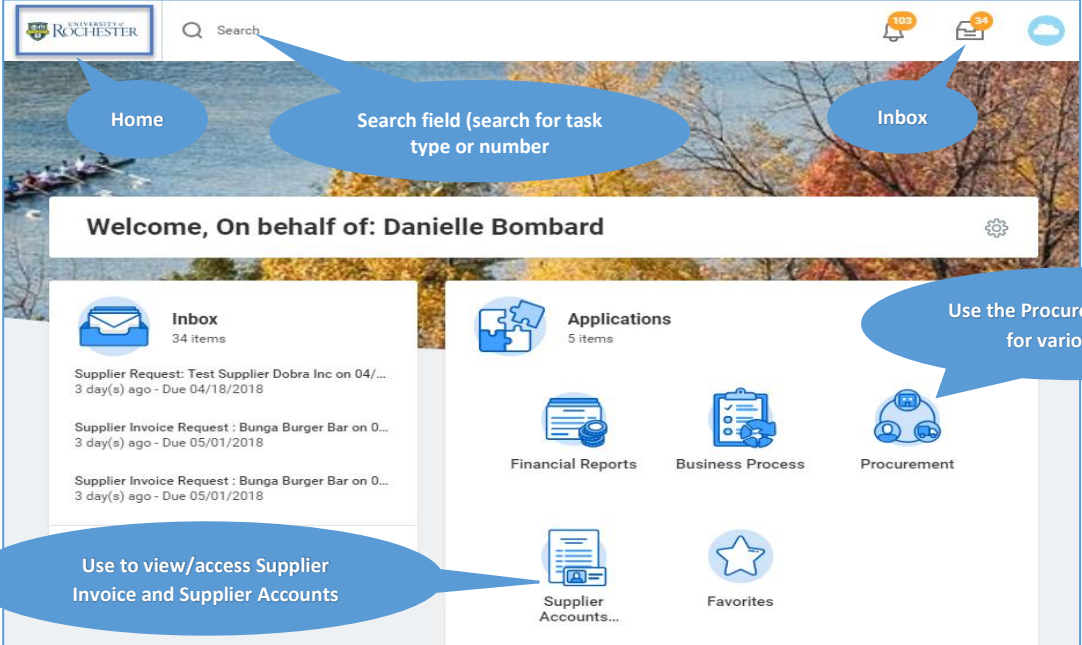


## UR Procurement – Supplier Invoice Request (F4/request for payment replacement)

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

Instructions	Details and Screenshots
<p>Home page:</p> <ul style="list-style-type: none"><li>• Use the UR logo to return to this Home screen</li><li>• Use the Search field with keywords</li><li>• Use the Inbox for Workday messages</li><li>• Use the <b>Supplier Accounts</b> dashboard for frequently used tasks and reports</li></ul>	 <p>The screenshot shows the UR Procurement Home page. At the top left is the University of Rochester logo. Next to it is a search bar labeled 'Search'. In the top right corner, there are notification icons for '103' and '34'. The main header area says 'Welcome, On behalf of: Danielle Bombard' with a settings gear icon. Below this, the page is divided into two main sections. On the left is the 'Inbox' section, titled 'Inbox 34 items', which lists three items: 'Supplier Request: Test Supplier Dobra Inc on 04/...', 'Supplier Invoice Request : Bunga Burger Bar on 0...', and 'Supplier Invoice Request : Bunga Burger Bar on 0...'. On the right is the 'Applications' section, titled 'Applications 5 items', which contains icons for 'Financial Reports', 'Business Process', 'Procurement', 'Supplier Accounts...', and 'Favorites'. A callout bubble points to the 'Home' button (UR logo) with the text 'Home'. Another callout bubble points to the search bar with the text 'Search field (search for task type or number)'. A third callout bubble points to the 'Inbox' icon with the text 'Inbox'. A fourth callout bubble points to the 'Supplier Accounts...' icon with the text 'Use to view/access Supplier Invoice and Supplier Accounts'. A fifth callout bubble points to the 'Procurement' icon with the text 'Use the Procurement worklet for various tasks'.</p>
<p>Rules</p>	<ul style="list-style-type: none"><li>• Before initiating the Supplier Invoice Request, be sure you are familiar with Acceptable Usage.</li><li>• It is best practice to search for an invoice/payment prior to creating a Supplier Invoice Request to prevent duplicate payment<ul style="list-style-type: none"><li>○ Find Supplier Invoice Lines (NCL) URF0992</li><li>○ Find Supplier Invoice Requests</li></ul></li></ul>

Instructions

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>

Details and Screenshots

**Supplier Accounts Requests**

My Supplier Invoice Requests

Request	Request Number	Supplier	Request Status
Q	SIR00000125	CSM Consultants	In Progress
Q	SIR00000142	CSM Consultants	In Progress
Q	SIR00000144	CSM Consultants	In Progress
Q	SIR00000147	CSM Consultants	In Progress
Q	SIR00000157	CSM Consultants	In Progress

Tasks

Create Supplier Invoice Request

Create Supplier Request

My Supplier Requests

Request	Supplier Name	Status	Request Initiated	Comments	Defai Addr
Q	Silver Star Mountain Speakers	Successfully Completed	05/09/2018		100 St, S 200

Or use global search...

Search Results

Categories











Common



Assets

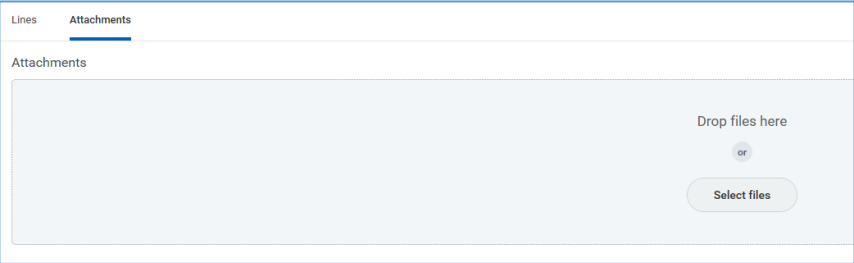
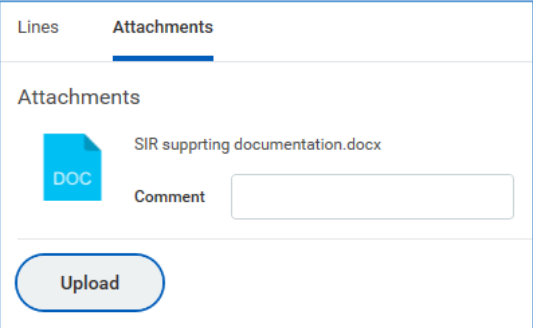
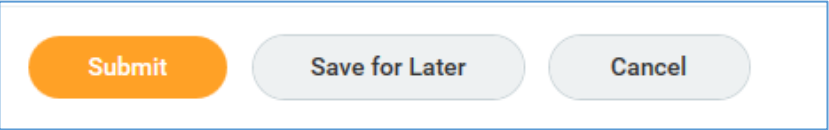
Search Results 1 items



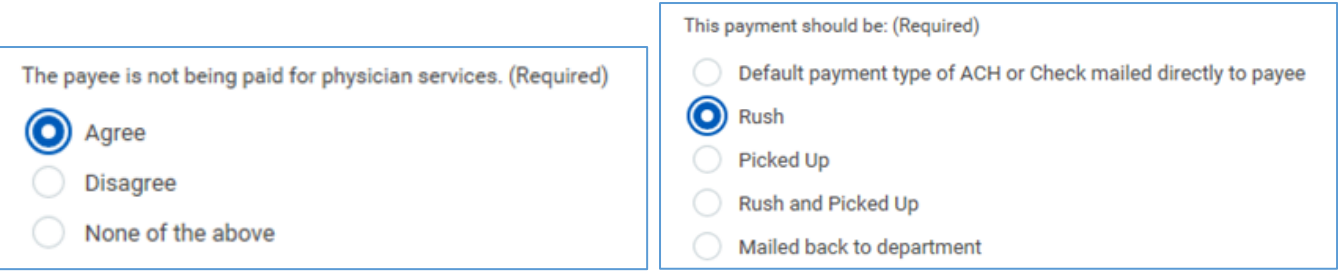
Tasks and Reports

Create Supplier Invoice Request

Instructions	Details and Screenshots
<p>After selecting &lt;Create Supplier Invoice Request&gt; you will be prompted to complete the request form. Header information:</p> <ul style="list-style-type: none"> <li>• Invoice Date. This defaults today's date so be sure to select the actual invoice date from the invoice.</li> <li>• Company</li> <li>• Supplier Name</li> <li>• Control Total Amount</li> <li>• Supplier's Invoice Number (if applicable)</li> <li>• Ship-To Address – Ignore since this is only used on requisitions/purchase orders</li> <li>• 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.</li> <li>• Handling Code</li> <li>• 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</li> </ul>	<div data-bbox="567 251 1188 820"> <h3>Primary Information</h3> <p>Invoice Date * 05 / 02 / 2018 </p> <p>Invoice Received Date MM / DD / YYYY </p> <p>Company * X 010 Central Administration </p> <p>Supplier * X Department of Homeland Security </p> <p>Remit-To Connection (empty)</p> <p>Currency * X USD </p> <p>Control Total Amount 1,100.00</p> <p>Supplier's Invoice Number</p> </div> <div data-bbox="1226 136 1816 820"> <h3>Additional Information</h3> <p>Ship-To Address X 625 Elmwood Avenue Rochester, NY 14620 United States of America </p> <p>Payment Terms X Immediate </p> <p>Default Due Date 05/02/2018</p> <p>Reference Type </p> <p>Handling Code X Pick_Up </p> <p>Invoice Type </p> <p>Freight Amount 0.00</p> <p>Tax Amount 0.00</p> <p>Memo H1-B for Jane Doe</p> </div>

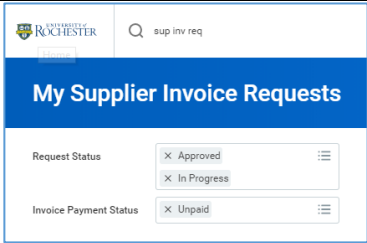
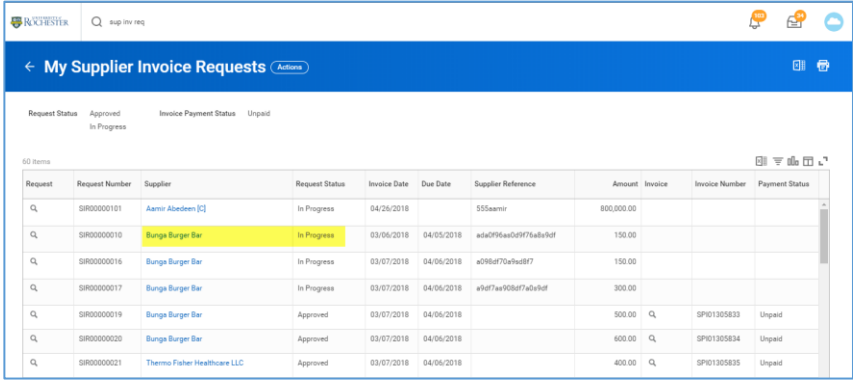
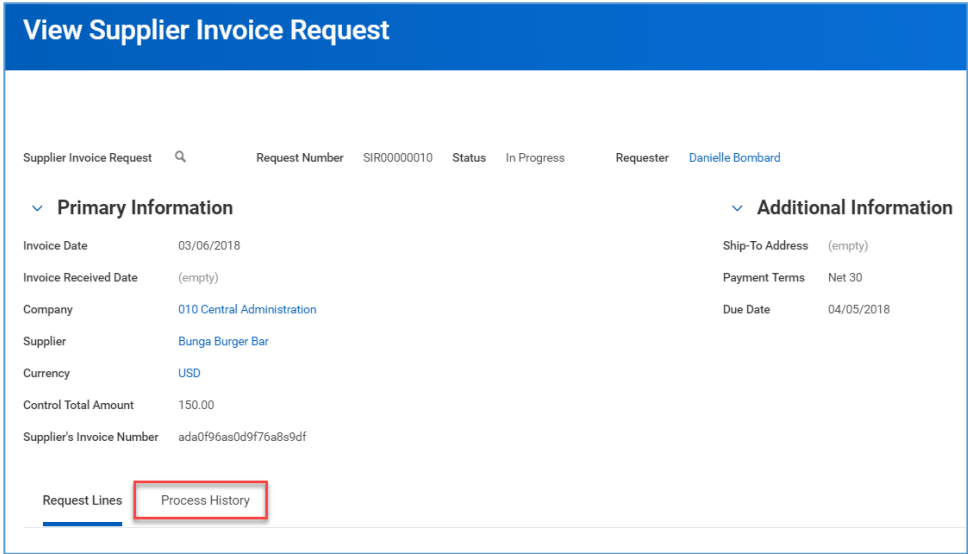
Instructions	Details and Screenshots
<p>Next enter Line information</p> <ul style="list-style-type: none"> <li>Select Goods or Services Line as appropriate and enter the details:</li> <li>Item Description</li> <li>Spend Category</li> <li>Quantity</li> <li>Unit of Measure</li> <li>Unit Cost</li> <li>Additional Worktag: Enter your FAO and select &lt;enter&gt;. The other required worktags will automatically populate. <b>Do NOT</b> enter the Company for FAO, Cost Center or Fund individually.</li> <li>Memo – Line Memo</li> <li><b>Internal Memo</b> – enter the <i>business purpose</i> for the request. Can also be used to enter tracking information for your department’s internal reporting (e.g. 4<sup>th</sup> digit of the subcode)</li> <li>Additional lines can be added for different items or to charge different FAOs or Spend Categories by clicking on the Add button</li> </ul> <div data-bbox="138 1185 289 1375"> <div>Lines</div> <div>+</div> <div>Add</div> </div>	<div data-bbox="562 134 1104 1182"> <div>Lines </div> <div> <input checked="" type="radio"/> Goods Line           <input type="radio"/> Service Line         </div> <div> <div>Item</div> <div>Item Description</div> <div>Spend Category</div> <div>Quantity</div> <div>Unit of Measure</div> <div>Unit Cost</div> <div>Extended Amount *</div> <div>*Company for FAO</div> <div>*Cost Center</div> <div>*Fund</div> <div>Additional Worktags</div> <div>Billable</div> <div>Memo</div> <div>Internal Memo</div> </div> <div> <div>Balloons</div> <div>× Supplies Other (SC61200)</div> <div>100</div> <div>× Each</div> <div>1.50</div> <div>150.00</div> <div>× 021</div> <div>× CC16001-000 Senior Vice President Advancement</div> <div>× Current Fund - Unrestricted</div> <div>× UR Operating Program: OP216006 Meliora Weekend</div> <div><input type="checkbox"/></div> <div></div> <div>Project ID M-1234 Decorations for <u>Meliora</u> Weekend</div> </div> </div> <div data-bbox="1140 358 1850 1182"> <div>Lines </div> <div> <input type="radio"/> Goods Line           <input checked="" type="radio"/> Service Line         </div> <div> <div>Item</div> <div>Item Description</div> <div>Spend Category</div> <div>Quantity</div> <div>Unit Cost</div> <div>Extended Amount *</div> <div>*Company for FAO</div> <div>*Cost Center</div> <div>*Fund</div> <div>Additional Worktags</div> <div>Billable</div> <div>Memo</div> <div>Internal Memo</div> </div> <div> <div></div> <div>Processing fees</div> <div>× Other Expenses (SC56650)</div> <div>0</div> <div>0.00</div> <div>1,100.00</div> <div>× 021</div> <div>× CC11060-000 Mathematics</div> <div>× Current Fund - Unrestricted</div> <div>× UR Operating Program: OP211060 Mathematics</div> <div><input type="checkbox"/></div> <div></div> <div>Payment to Department of Homeland Security for the USCIS Form 1-129 H-1B Petition for <u>Dr.</u> Jane Doe</div> </div> </div>

Instructions	Details and Screenshots
<ul style="list-style-type: none"> <li>Attachments are almost always required. The only exception is for study participation payments when a W9 is not required.</li> </ul>	 
<ul style="list-style-type: none"> <li>Select Submit when you have finished</li> <li>Select Save for Later if you do not have time to complete the required fields or need to research something before finishing</li> <li>Select Cancel if you determine the SIR should not be submitted</li> </ul>	

Instructions	Details and Screenshots
<ul style="list-style-type: none"> <li>Several custom validation are in place to ensure correct entries.</li> <li>Select View All for guidance on what data needs to be corrected</li> </ul>	
<ul style="list-style-type: none"> <li>Once you Submit you will see a confirmation screen</li> <li>You can view the Details entered and Process information</li> <li>Click on <b>&lt;Complete Questionnaire&gt;</b>. It is required before the SIR moves on for any approvals/reviews.</li> </ul>	
<ul style="list-style-type: none"> <li>Complete the Questionnaire</li> <li>The questions are designed to ensure proper usage of the SIR and provide additional instruction</li> <li>If you answer <b>&lt;Disagree&gt;</b> to any SIR question, you may be required to explain or justify your response through a comment or follow up question.</li> </ul>	

Instructions	Details and Screenshots
<ul style="list-style-type: none"> <li>Branching questions and/or attachments are required for some responses</li> </ul>	<div data-bbox="567 138 1087 232"> Please explain why you disagree (Required) </div> <div data-bbox="567 276 1390 373"> Enter the non-GR FAO to charge the \$30 Special Handling Fee (Required) </div>
<ul style="list-style-type: none"> <li>Select <b>Submit</b> when you have finished</li> </ul>	<div data-bbox="594 557 816 630"> Submit </div>
<ul style="list-style-type: none"> <li>Once you Submit you will see a confirmation screen</li> <li>You can view the Details entered and Process information</li> <li>Others Awaiting My Action is a listing of other SIR Questionnaires that are not started or incomplete (saved for later)</li> <li>Note who is Up Next in the process. In this example the Spend Category is marked for Procurement Usage</li> <li>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</li> </ul>	<div data-bbox="567 682 1829 1393"> <div> <div> Up Next <div> Kathryn Keister </div> <div> Approval by Procurement Category Manager Due Date 05/03/2018 </div> </div> <div> Details and Process </div> <div> <div>DetailsProcess</div> <div> Supplier Invoice Request Request NumberSIR00000109StatusIn ProgressRequesterDanielle Bombard </div> <div> <div>Primary Information</div> <div> Invoice Date05/02/2018  Invoice Received Date(empty)  Company010 Central Administration  SupplierDepartment of Homeland Security  CurrencyUSD  Control Total Amount1,100.00 </div> </div> <div> <div>Additional Information</div> <div> Ship-To Address(empty)  Payment TermsImmediate  Due Date05/02/2018  Handling CodePick_Up  MemoH1-B for Jane Doe </div> </div> <div> <div>Processing fee0</div> <div>Lines</div> <div> Request Line Line TypeService Line </div> </div> <div> Done </div> </div> <div> Others Awaiting My Action <div> Supplier Invoice Request : Bunga Burger Bar on 04/30/2018 for \$401.00  Supplier Invoice Request : Bunga Burger Bar on 04/30/2018 for \$88.00  Supplier Invoice Request : Modis on 04/27/2018 for \$12,000.00 </div> </div> </div> </div>

Instructions	Details and Screenshots
<p>Requisition for the invoice to be matched/paid</p> <ul style="list-style-type: none"> <li>• The Accounts Payable 1099 Analyst may contact you for a W9, to clear up Independent Contractor paperwork, or clarify other tax reporting issues</li> <li>• 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.</li> <li>• Note that the Workday Invoice Number (SPI #) is assigned upon Accounts Payable submission when the Supplier Invoice is created.</li> </ul>	
<p>To find your supplier invoice request:</p> <ul style="list-style-type: none"> <li>• Go to the Supplier Accounts dashboard to see your pending and completed Supplier Invoice Requests</li> <li>• You can also use the global search box and search on &lt;Supplier Invoice Requests&gt; <ul style="list-style-type: none"> <li>○ Select My Supplier Invoice Requests</li> </ul> </li> </ul>	<div data-bbox="548 849 1186 1198"> <h3>Search Results</h3> <div> <div>Categories</div> <div> Common Assets Banking Expenses Financial Accounting </div> </div> <div> <div>Search Results 3 items</div> <div> Tasks and Reports Supplier Invoice Request Lines (NCL) Create Supplier Invoice Request My Supplier Invoice Requests Custom report </div> </div> </div> <div data-bbox="1150 995 1535 1146"> <p>Select to see all your supplier invoice requests</p> </div>

Instructions	Details and Screenshots
<ul style="list-style-type: none"> <li>To see all your supplier invoice requests, select &lt;OK&gt;</li> <li>You can also narrow the search by selecting additional filters.</li> </ul>	
<ul style="list-style-type: none"> <li>Locate the supplier invoice request in question and notice the Status.</li> <li>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.</li> </ul>	<div data-bbox="562 415 1409 792">  </div> <div data-bbox="562 867 1524 1417">  </div>

Instructions

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

Details and Screenshots

Request Lines

Process History

Process History 2 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Supplier Invoice Request Event	Supplier Invoice Request Event	Step Completed	03/06/2018 01:33:20 PM		Danielle Bombard	
Supplier Invoice Request Event	Review Supplier Invoice Request	Awaiting Action			Joseph Manuse	