



## Approving Supplier Invoice Requests

This guide will explain how to approve a supplier invoice request in Workday. The **Cost Center Manager** needs to approve to approve the **Supplier Invoice Request**. If the request is over **10K**, then the **Cost Center Director** will also need to approve.

The **Cost Center Manager** accesses their **Inbox** to approve the invoice.

1. Go to the **Inbox** to view **Actions**.
2. Review details to verify worktags, spend category, and required documentation.
3. Click **Approve** to approve the Invoice.



**Review**

Supplier Invoice Request : INVREQ-00000068, AMBROSIA CATERING on 02/01/2022 for \$1,500.00

40 second(s) ago - Due 04/09/2022

For Supplier Invoice Request: INVREQ-00000068

Overall Process Supplier Invoice Request : INVREQ-00000068, AMBROSIA CATERING on 02/01/2022 for \$1,500.00

Overall Status In Progress

**Details to Review**

Supplier Invoice Request	Request Number	Status
Requester Sandy Ritch (007)	INVREQ-00000068	In Progress

**Primary Information**

Invoice Date	02/01/2022
Invoice Received Date	04/07/2022
Company	Vanderbilt University Medical Center
Supplier	AMBROSIA CATERING
Remit-To Connection	0000201786_1_RT
Currency	USD

**Additional Information**

Ship-To Address	1161 21ST AVE S., SUITE D3300 MCN Nashville, TN 37232 United States of America
Payment Terms	Net 45
Due Date	03/18/2022

**Approve** Send Back Deny Cancel