



Create Supplier Invoice Request

Create Supplier Invoice Request

Departments **Contact** accesses the **Create Supplier Invoice Request** task from the search bar to create supplier invoice.

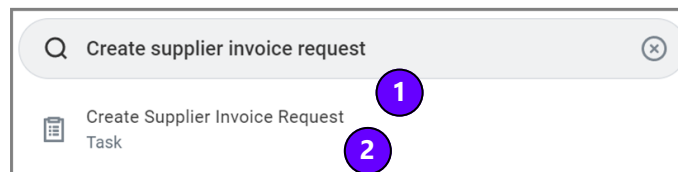
1. Type **Create Supplier Invoice Request** in the Search bar. The task will display in the search results.
2. Select the Task. The **Create Supplier Invoice Request** page will display.

On the **Create Supplier Invoice Request** page:

3. Enter the appropriate values in the **Primary Information** section:

- **Invoice Date**
- **Invoice Received Date**
- **Company**
- **Supplier**
- **Remit to Connection**
- **Control Total Amount**
- **Supplier's Invoice Number**

Note: The **Remit to Connection** and **Supplier Invoice Number** are mandatory fields. The **Currency** and **Additional Information** fields will auto populate.



Create Supplier Invoice Request

Total Amount: 0.00 USD

Supplier Invoice Request (empty) Status (empty) Requester Bra (0177638) **3**

Primary Information

Invoice Date: 02/01/2022

Invoice Received Date: 04/07/2022

Company: x Vanderbilt University Medical Center

Supplier: x AMBROSIA CATERING

Remit-To Connection: x 0000201786_1_RT

Currency: x USD

Control Total Amount: 1,500.00

Supplier's Invoice Number: 02012022

Additional Information

Ship-To Address: 1161 21ST AVE S, SUITE D3300, MCN Nashville, TN 37232 United States of America

Payment Terms: Net 45

Default Due Date: 03/18/2022

Reference Type: [empty]

Handling Code: [empty]

Statutory Invoice Type: [empty]

Freight Amount: 0.00

Tax Amount: 0.00

Memo: [empty]



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4. Scroll down to view line items and select the **Goods Line** or **Service Line** according to the requirement.
5. Enter the appropriate values:
 - **Item Description**
 - **Quantity (for goods)**
 - **Spend Category**
 - **Unit Cost**
 - **Unit of Measure**
6. Enter cost center in the **Cost Center** field. The **Extended Amount**, **Operating Entity**, **Fund**, and **Additional Worktags** fields will auto populate.

Lines

Goods Line 4

Service Line

Item 5

Item Description

Spend Category

Quantity

Unit of Measure

Unit Cost

Item Identifiers (empty)

Item Tags (empty)

Extended Amount

Gift

Grant

Project

*Cost Center 6

*Operating Entity

*Fund

Location

Additional Worktags



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7. Select the **Attachments** tab to add attachment for reference.

Note: Attachments are mandatory.

8. Drop the selected file or click **Select Files** to attach the required document.

9. Click **Submit** to submit the supplier invoice request for approval.

A **“You Have Submitted”** notification will display, and the invoice request will be sent for approval.

Lines Additional Fields Attachments **7**

+ Add

Food for Supply Chain Qrtly Meeting	1	0.00 USD
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Lines

Goods Line
 Service Line

Lines Additional Fields Attachments

Attachments

Drop files here

or

Select files

8

Lines Additional Fields Attachments

Attachments

WD Test Document.pcf
✓ Successfully Uploaded!

Comment

Upload

9

Submit Save for Later Cancel

You have submitted Supplier Invoice Request : INVREQ-00000068

Up Next

Alan TRed (010)

Approval by Manager
Due Date 04/09/2022

> **Details and Process**