



## Find Supplier Invoice Requests

This guide will explain how to find supplier invoice requests in Workday.

The **Find Supplier Invoice Requests** report can be used to view supplier invoice requests, the **Departments**, and **Accounts Payable** team access the **Find Supplier Invoice Requests** report from the Search bar to view report.

1. Type **Find Supplier Invoice Requests** in the Search bar.

The report will display in the search results.

2. Select the report.

On the **Find Supplier Invoice Requests** page:

3. Enter the **Company** field.
4. Enter the appropriate information as required.
5. Click **OK** to view report.

Search bar: Find supplier invoice requests **1**

Search results: Find Supplier Invoice Requests Report **2**

**Find Supplier Invoice Requests**

Company **3** \* Vanderbilt University Medical Center

Supplier

Supplier's Invoice Number

Request Number **4**

Request Status

Invoice Date On or After 05/03/2022

Invoice Date On or Before MM/DD/YYYY

Due Date On or After MM/DD/YYYY

**5**

OK Cancel



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The **Find Supplier Invoice Requests** report will display.

- Click the desired supplier invoice request to view the supplier invoice request .

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Company **Vanderbilt University Medical Center** Invoice Date On or After **05/05/2022**

6 items Turn on the new tables view

Supplier Invoice Request	Request Number	Company	Request Status	Supplier	Supplier's Invoice Number	Invoice Date	Memo	Due Date	Request Amount	Currency	Created
<b>6</b>	INVREQ-00000011	Vanderbilt University Medical Center	Approved	BLOOD ASSURANCE INC	16062A	05/06/2022		06/20/2022	17,822.47	USD	Debr
Q	INVREQ-00000013	Vanderbilt University Medical Center	In Progress	CINTAS CORPORATION NO 2	May 22 Stipend	05/06/2022	May 22 Stipend	06/20/2022	4,512.00	USD	Debr
Q	INVREQ-00000021	Vanderbilt University Medical Center	Approved	AMBROSIA CATERING	ks test1-3081929	05/26/2022		07/10/2022	10,000.00	USD	Betr
Q	INVREQ-00000022	Vanderbilt University Medical Center	Approved	AMBROSIA CATERING	ks test3-0892463	05/26/2022		07/10/2022	10,000.00	USD	Betr
Q	INVREQ-00000023	Vanderbilt University Medical Center	Approved	AMBROSIA CATERING	ks test2-1149408	05/26/2022		07/10/2022	11,000.00	USD	Betr
Q	INVREQ-00000025	Vanderbilt University Medical Center	In Progress	AMBROSIA CATERING	0632022	06/03/2022	AP Lunch 5.1.2022	07/18/2022	1,200.00	USD	Bran