Create Supplier Invoice Request

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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.

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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	Food for Supply Chain Qrtly Meeting
Spend Category	× Restaurants And Catering ···
Quantity	1
Unit of Measure	× Each ···
Unit Cost	1,500.00

Item Identifiers	(empty)
Item Tags	(empty)
Extended Amount	1,500.00
Gift	
Grant	
Project	
*Cost Center **6**	× CC02614 VUMC DISBURSEMENTS ···
*Operating Entity	Search
	× Medical Center Administration ···
*Fund	× General Fund
Location	
Additional Worktags	× Function Code: Institutional Support

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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.

The following SOP outlines appropriate use of the Supplier Invoice Request for procurement of goods or services. Most purchases should be procured by utilizing a requisition in Workday; however, there could be specific types of purchases where a purchase order cannot be utilized for payments. For these exceptions, use of the Supplier Invoice Request process. For guidance on the appropriate procurement method, please email vumcdisbursements@vumc.org for assistance. Payment Terms will default to pay Net 45 unless specified by terms on an invoice/documentation.

The following items can be acquired selecting the task Supplier Invoice Request:

- 3rd Party Clinical Services (Imaging, Testing, Dialysis)
- Advertising Costs (Non-Agency Contracts)
- Awards
- Consultants (Total Engagement Less Than $5,000-External Consultant Form required)
- Employee Assistance/Patient Assistance/Hardship Fund Payments
- Florists\Gifts
- Insurance
- Insurance & Patient Refunds
- Musicians/Performers/Theatre Groups
- Non-employee Travel & Expense Reimbursement/Payments
- Organ Procurement
- Petty Cash
- Photographers (Major Events/Ongoing Engagements Require a Purchase Order)
- Postage
- Professional Licensure/Registry/Certification/Memberships/Training
- Registration Fees
- Risk Management
- Royalties
- Settlements/Attorneys/Legal Services
- Subscriptions/Books
- Taxes
- Workers Compensation

Payments specifically excluded from being acquired using a Supplier Invoice Request:

- Professional services that involve the delivery of intellectual property such as software programming or research.
- Leasing/rental arrangements/agreements of any type.
- Temporary labor/Staffing services, including direct engagement not through an agency.
- Payment for construction services.