



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.

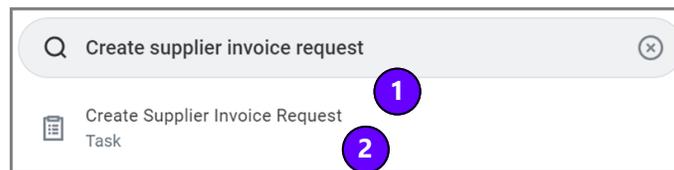
1. Type **Create Supplier Invoice Request** in the Search bar. The task will display in the search results.
2. Select the Task. The **Create Supplier Invoice Request** page will display.

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 Br (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: x Net 45

Default Due Date: 03/18/2022

Reference Type:

Handling Code:

Statutory Invoice Type:

Freight Amount: 0.00

Tax Amount: 0.00

Memo:



Create Supplier Invoice Requests

Create Supplier Invoice Request

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



Create Supplier Invoice Requests

Create Supplier Invoice Request

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.