

Cancel, Copy and Edit Supplier Invoice Request Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through the steps to cancel, copy and edit a supplier invoice request in Workday. By the end of this QRG, users will be able to successfully cancel or edit an existing supplier invoice request and copy an existing request to create a new supplier invoice request using the **My Supplier Invoice Requests** report.

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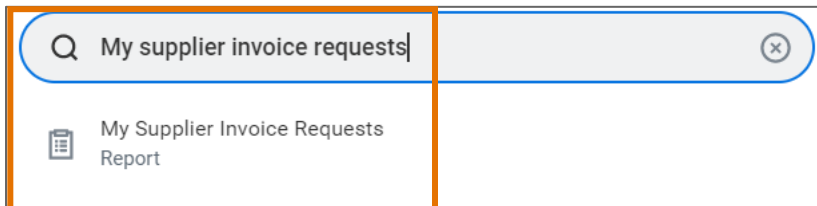
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Procedure: Cancel a Supplier Invoice Request

On the Workday **Home** screen:

1. Type **My Supplier Invoice Requests** in the search field.
2. Select the **My Supplier Invoice Requests** report from the **Search Results**.



On the **My Supplier Invoice Requests** screen:

| | |
|--|---|
|  NOTE | Specific criteria can be entered on the My Supplier Invoice Requests screen to narrow the search for the desired supplier invoice request. |
|--|---|

3. Select **OK** to display the results.

On the second **My Supplier Invoice Requests** screen:

4. Select the **Related Actions (...)** menu under the **Supplier Invoice Request** column for the supplier invoice request that you want to cancel.
5. Select **Supplier Invoice Request > Cancel**.

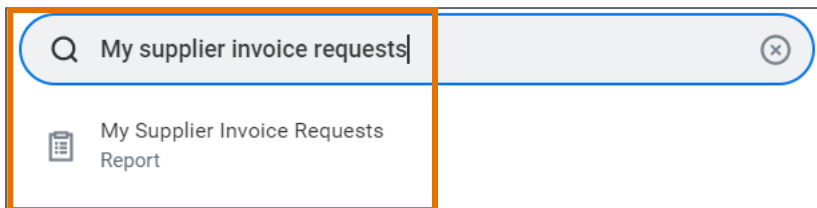
On the **Confirm Supplier Invoice Request Cancel** screen:

6. Select **OK** to confirm the cancelation of the supplier invoice request.


Procedure: Copy a Supplier Invoice Request

On the Workday **Home** screen:

1. Type **My Supplier Invoice Requests** in the search field.
2. Select the **My Supplier Invoice Requests** report from the **Search Results**.



On the **My Supplier Invoice Requests** screen:

| | |
|--|--|
|  <p>NOTE</p> | <p>Specific criteria can be entered on the My Supplier Invoice Requests screen to narrow the search for the desired supplier invoice request.</p> |
|--|--|

3. Select **OK** to display the results.

On the second **My Supplier Invoice Requests** screen:

4. Select the **Related Actions (...)** menu under the **Supplier Invoice Request** column for the supplier invoice request that you want to copy.
5. Select **Supplier Invoice Request > Copy**.

On the **Copy Supplier Invoice Request** screen:

6. Type the new supplier invoice number in the **Supplier's Invoice Number** field. This is a free form field used for departmental tracking purposes. The supplier invoice number should be a unique departmental tracking number. The supplier invoice number must not be a duplicate for that particular supplier, so develop a supplier invoice numbering system that has unique supplier numbers, using such items as name, department, date, etc. If a duplicate number is used, you will receive an on-screen validation notice that this supplier invoice number has already been used and that a unique number is required. This is a required field.



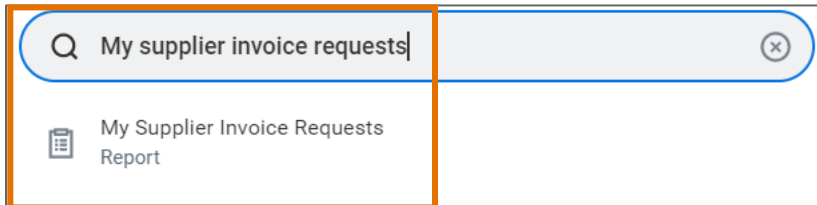
The fields in the supplier invoice request auto-populate (copy) based on the copied supplier invoice request. Make changes to the supplier invoice request as needed.

7. Select **Submit** to the submit the supplier invoice request.

Procedure: Edit a Supplier Invoice Request

On the Workday **Home** screen:

1. Type **My Supplier Invoice Requests** in the search field.
2. Select the **My Supplier Invoice Requests** report from the **Search Results**.



On the **My Supplier Invoice Requests** screen:



Specific criteria can be entered on the **My Supplier Invoice Requests** screen to narrow the search for the desired supplier invoice request.

3. Select **OK** to display the results.

On the second **My Supplier Invoice Requests** screen:

4. Select the **Related Actions (...)** menu under the **Supplier Invoice Request** column for the supplier invoice request that you want to edit.
5. Select **Supplier Invoice Request > Edit**.

On the **Edit Supplier Invoice Request** screen:

6. Make the necessary edits/updated to the supplier invoice request, as required.



All fields of the supplier invoice request in the editable format can be changed, as required.

7. Select **Submit** to the submit the supplier invoice request.