

Supplier Invoice Approval Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper**, or whoever is listed as the **Requester** if an Employee as Self assigned a cart to a Requisitioner, through the steps to review and approve a supplier invoice in Workday. Supplier Invoice Approval is required for all invoices of \$10,000 or higher. The Supplier Invoice Approval notification will be sent to whoever is listed as the Requester on the purchase order.

Procedure: Approve Supplier Invoice

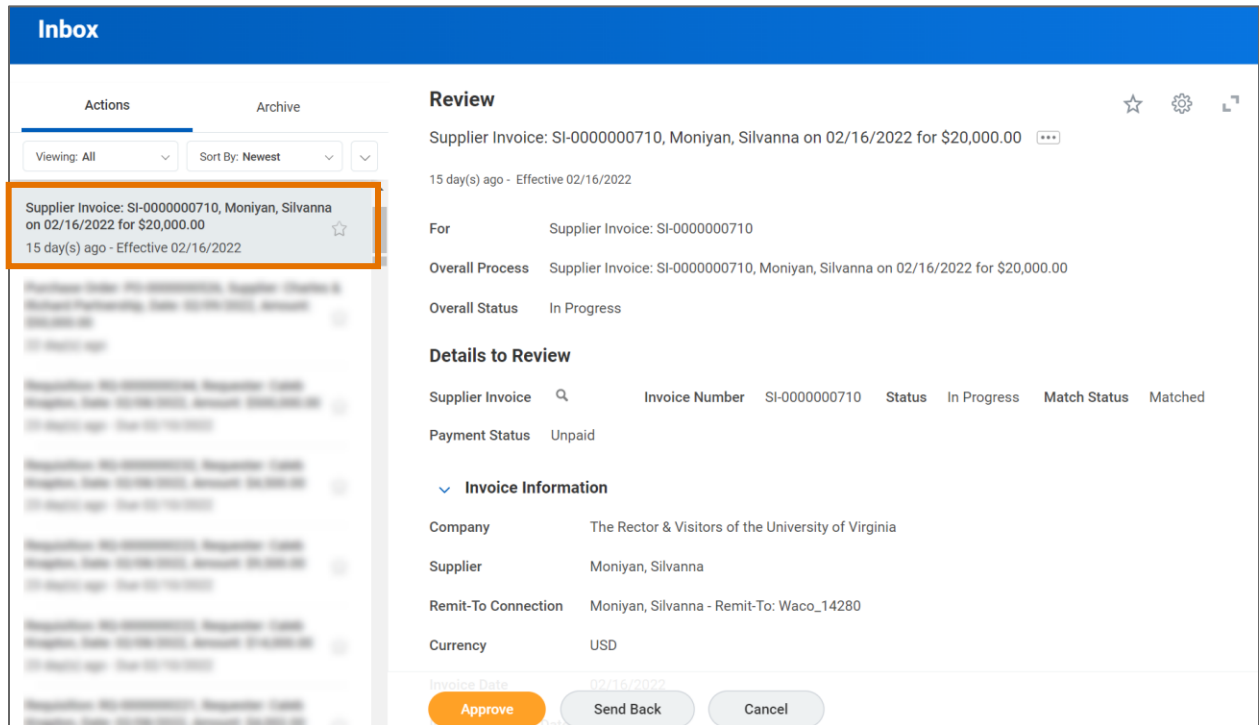
On the Workday Home screen:

1. Select the **Inbox** icon at the top-right corner.



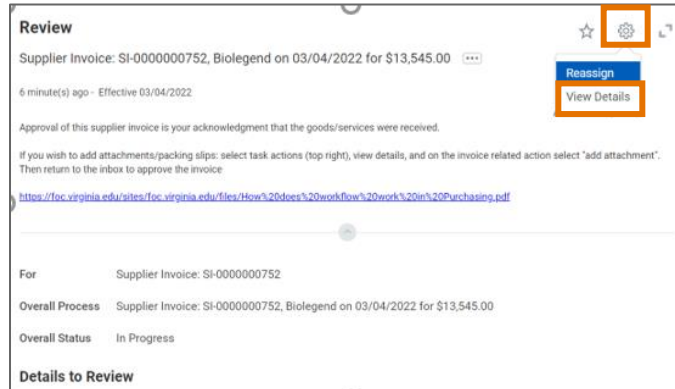
On the **Inbox** screen:

2. Select the relevant **Supplier Invoice** task under the Actions tab.

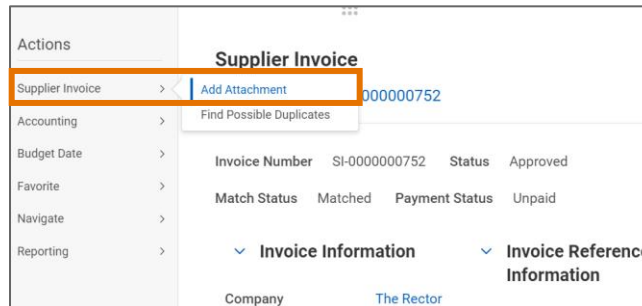


In the Review section:

- Review the details of the supplier invoice on the screen.
- If you wish to add attachments/packing slips, select the **Task Actions** icon at the top right and select **View Details**.



- Select (...) related actions on the invoice and select **Add Attachment** under Supplier Invoice.



- Add the attachment.
- Return to the inbox to approve the invoice.
- Select the **Approve** button to approve the request. Approving the invoice is your acknowledgment that you have received the goods/services in the quantity shown on the invoice.

You have successfully completed this task. It will now be routed based on the workflow.