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:

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

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

6. Add the attachment.
7. Return to the inbox to approve the invoice.
8. 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.