

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

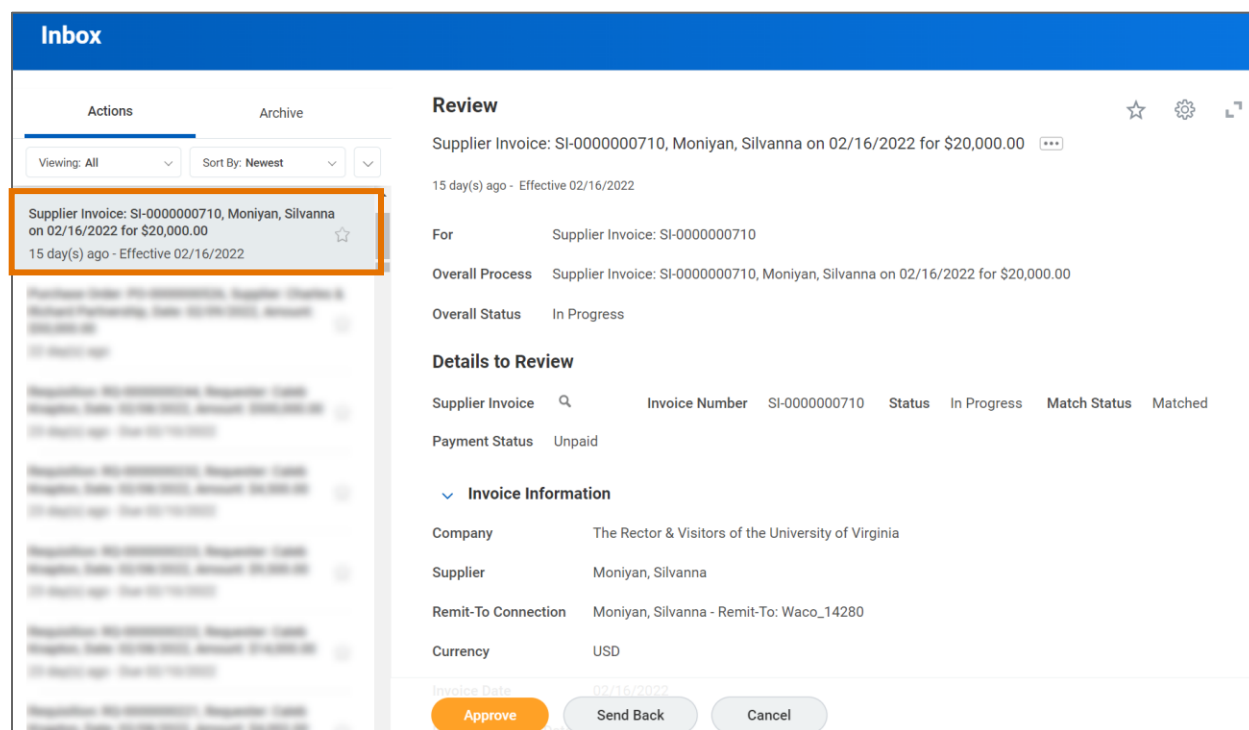
On the Workday Home screen:

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:

Supplier Invoice Approval – Quick Reference Guide

- 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**.

Review

Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00 ...

6 minute(s) ago - Effective 03/04/2022

Approval of this supplier invoice is your acknowledgment that the goods/services were received.

If you wish to add attachments/packing slips: select task actions (top right), view details, and on the invoice related action select "add attachment". Then return to the inbox to approve the invoice

<https://foc.virginia.edu/sites/foc.virginia.edu/files/How%20does%20work%20flow%20in%20Purchasing.pdf>

For: Supplier Invoice: SI-0000000752

Overall Process: Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00

Overall Status: In Progress

Details to Review

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

View Event

Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00 ...

For: Supplier Invoice: SI-0000000752 ...

Overall Process: Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00

Supplier Invoice

Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00 ...

For: Supplier Invoice: SI-0000000752 ...

Overall Process: Supplier Invoice: SI-0000000752, Biolegend on 03/04/2022 for \$13,545.00

Actions

Supplier Invoice > Add Attachment

Accounting > Find Possible Duplicates

Budget Date >

Favorite >

Navigate >

Reporting >

Invoice Number: SI-0000000752 Status: Approved

Match Status: Matched Payment Status: Unpaid

Invoice Information

Invoice Reference Information

Company: The Rector

- 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.