

Create Supplier Invoice Request

- 1. Type Create Supplier Invoice Request in the search field

Q create supplier invoice request

Simplified Search is Disabled

Tasks and Reports

Create Supplier Invoice RequestTask

Didn't find what you were looking for?
Try searching under More Categories.
[More Categories](#)

- 2. Complete the following fields to match the invoice attachment.

Create Supplier Invoice Request

Summary

Total Amount0

Supplier Invoice Request

(empty)

Status

(empty)

Requester

(empty)

Primary Information

Invoice Date

*

03/24/2025

Invoice Received Date

MM/DD/YYYY

Company

*

Supplier

*

Remit-To Connection

Currency

*

Control Total Amount

0

Supplier's Invoice Number

Additional Information

Ship-To Address	<input type="text"/>
Payment Terms	<input type="text"/>
Default Due Date	(empty)
Reference Type	<input type="text"/>
Handling Code	<input type="text"/>
Statutory Invoice Type	<input type="text"/>
Freight Amount	<input type="text" value="0"/>
Tax Amount	<input type="text" value="0"/>
Memo	<input type="text"/>

3. Select the type of line – **Goods or Service**

Lines Additional Fields Attachments

+

 Add

0

Lines

☒ Goods Line

☐ Service Line

4. Fill out the fields below – provide as much information available. You must include the item description, Spend Category, Amount, TAG, Cost Center, Fund, Additional Worktags.

Item	<input type="text"/>
Item Description	<input type="text"/>
Spend Category	<input type="text"/>
Quantity	<input type="text" value="0"/>
Unit of Measure	<input type="text"/>
Unit Cost	<input type="text" value="0"/>
Extended Amount	<input type="text" value="0"/>
Academic Term	<input type="text"/>
*SmartTag	<input type="text"/>
*Cost Center	<input type="text"/>
*Fund	<input type="text"/>
Grant	<input type="text"/>
Gift	<input type="text"/>
Project	<input type="text"/>

5. Click on the **attachment tab** – please include an invoice, signed offer letter, and any other appropriate documentation.

Lines	Additional Fields	Attachments
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Attachments

Drop files here
 or
 Select files

6. Click **Submit**

Submit	Save for Later	Cancel
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