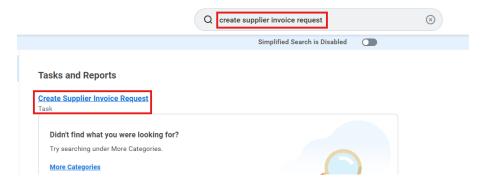
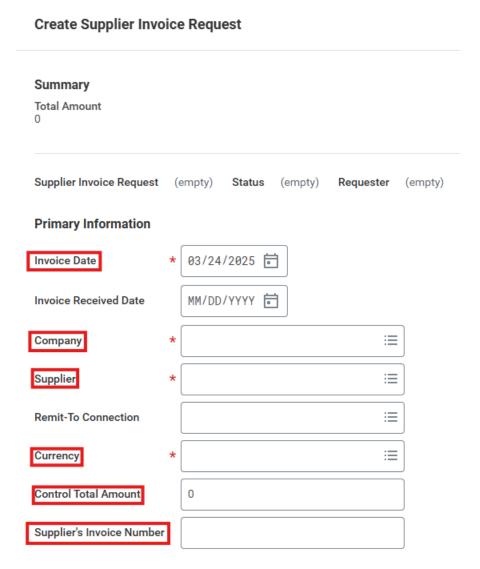
Create Supplier Invoice Request

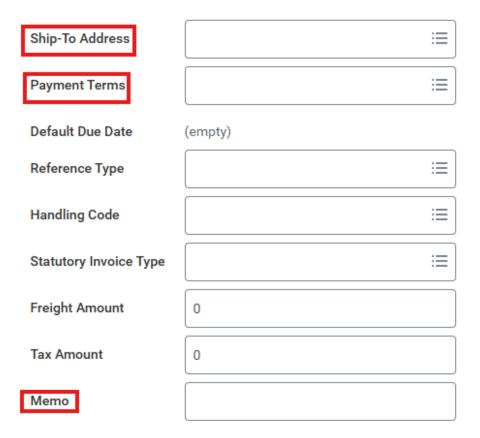
1. Type Create Supplier Invoice Request in the search field



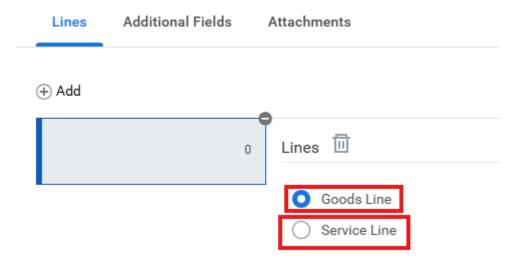
2. Complete the following fields to match the invoice attachment.



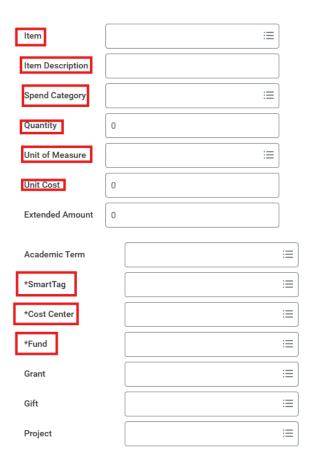
Additional Information



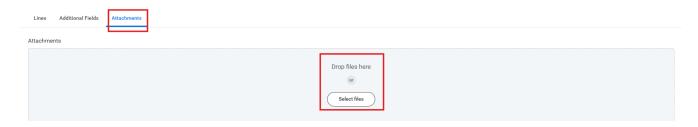
3. Select the type of line – Goods or Service



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.



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



6. Click Submit

