

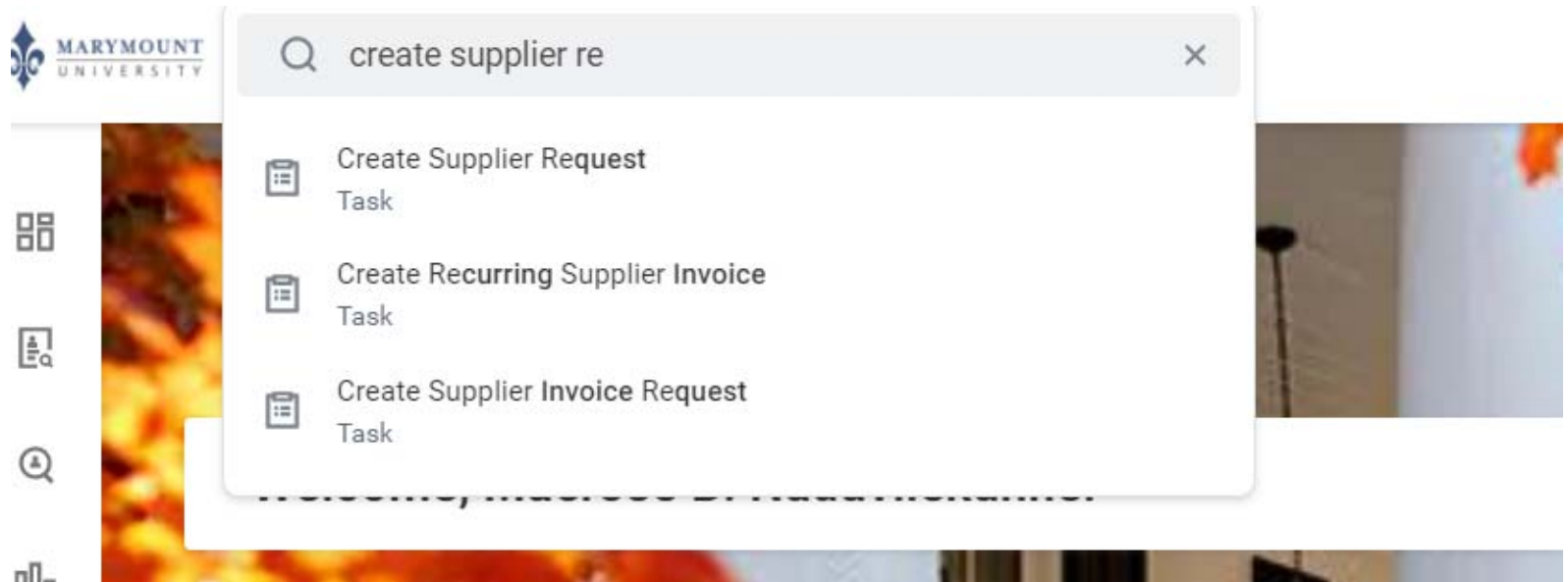
Create Supplier Invoice Request

QUICK TAKE: Create Supplier Invoice Request when invoice is not attached to a Purchase Order

Create Supplier Invoice Request

1. Items Needed to Create Supplier Invoice Request–
 - a) Supplier Name
 - b) Invoice
 - c) Invoice Number
 - d) *Spend Category*
 - e) *Cost Center*
 - f) *Amount of Invoice*

Create Supplier Invoice Request



Create Supplier Invoice Request

Create Supplier Invoice Request

Required: Attach invoice copy

All **red or grey asterisk** are **required field** and must be filled

Supplier Invoice Request (empty) Status (empty) Requester La'Sandra N. Lockett

Primary Information

Invoice Date * 03/08/2021

Invoice Received Date MM/DD/YYYY

Company *

Supplier *

Remit-To Connection

Currency *

Control Total Amount

Supplier's Invoice Number

Field	Required/Optional	Description
Company	Required	Marymount University
Supplier	Required	Supplier Name
Currency	Required	USD
Supplier Invoice Number	Required	Supplier Invoice Number
Memo	Optional	Information regarding invoice

Additional Information

Ship-To Address

Payment Terms

Default Due Date (empty)

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount

Tax Amount

Memo

Create Supplier Invoice Request

Create Goods Line for Supplier

0 Lines

Goods Line
 Service Line

Goods Line would be like Office Supplies

Item:

Item Description:

Spend Category:

Quantity:

Unit of Measure:

Unit Cost:

Extended Amount:

*Fund:

*Cost Center:

Grant:

Gift:

Function:

Additional Worktags:

Billable:

Memo:

Internal Memo:

Field	Required/Optional	Description
Item	Required	List Item being Purchased
Item Description	Required	What is Item
Spend Category	Required	Spend Category (similar to current Object Code)
Fund	Required	Fund will populate after Cost Center, Grant or Gift is selected
Cost Center	Required	If not a Grant or Gift select Cost Center
Grant/Gift	Required (only if a Grant or Gift)	Select Grant or Gift
Memo	Optional	Information regarding supplier
Internal Memo	Optional	Information for A/P office

Create Service Line for Supplier

0 Lines

Goods Line
 Service Line

Service Line would be used for Event
Example: Food Truck or Performer

Item:

Item Description:

Spend Category:

Quantity:

Unit Cost:

Extended Amount:

*Fund:

*Cost Center:

Grant:

Gift:

Function:

Additional Worktags:

Billable:

Memo:

Internal Memo:

Create Supplier Invoice Request

Create Supplier Invoice Request

Supplier Invoice Request (empty) Status (empty) Requester LaSandra N. Lockett

Primary Information

Invoice Date * 03/08/2021

Invoice Received Date MM/DD/YYYY

Company *

Supplier *

Remit-To Connection (empty)

Currency *

Control Total Amount

Supplier's Invoice Number

Additional Information

Ship-To Address

Payment Terms

Default Due Date 04/07/2021

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount

Tax Amount

Memo

Lines Additional Fields Attachments

Add

Catering & Refreshments
500.00 USD

Lines

Goods Line
 Service Line

Item

Create Supplier Invoice Request

Lines Additional Fields Attachments

⊕ Add

Catering & Refreshments
500.00 USD

Lines

- Goods Line
- Service Line

Item

Item Description

Spend Category

Quantity

Unit Cost

Extended Amount

*Fund

*Cost Center

Grant

Gift

Function

Additional Worktags

Billable

Memo

Internal Memo

Submit

Save for Later

Cancel

7/6/2021

Attachments

Drop files here
or



Once All Line Items are completed click on Attachment To Upload Invoice Then click submit

Create Supplier Invoice Request

You have submitted

Supplier Invoice Request : SIR-000005, Ice Cold Novelty Products, Inc on 03/08/2021 for \$500.00 [Actions](#)

Up Next

Accounts Payable Data Entry Specialist
 Review Supplier Invoice Request
 Due Date 03/10/2021

> Details and Process

After clicking submit, you will see Up Next

AP Team will now complete the set-ups for processing the invoice for payment

- Route to Cost Center Manager for Approval
- Ready for Settlement (A/P Team)

Details and Process

For [Supplier Invoice Request: SIR-000005](#)
 Overall Process [Supplier Invoice Request : SIR-000005, Ice Cold Novelty Products, Inc on 03/08/2021 for \\$500.00](#)
 Overall Status In Progress
 Due Date 03/10/2021

Details **Process**

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Supplier Invoice Request Event	Supplier Invoice Request Event	Step Completed	03/08/2021 12:55:06 PM	03/10/2021	La'Sandra N. Lockett	
Supplier Invoice Request Event	Approval by Principal Investigator	Not Required		03/10/2021		
Supplier Invoice Request Event	Approval by Grant Manager	Not Required		03/10/2021		
Supplier Invoice Request Event	Review Supplier Invoice Request	Awaiting Action		03/10/2021	Almaz Seifu (Accounts Payable Data Entry Specialist) Maerose B. Naduvilekunne (Accounts Payable Data Entry Specialist)	

Remaining Process

Click on the button below to review remaining process details.