

How a PI Views a Supplier Invoice Requests for Goods or Services

1. Log in to Workday using your **ID** and **Password**.
2. Type in the search bar **My Supplier Invoice** ❶ and click enter as shown in **Figure 1** below, **Figure 2** will appear as shown below.

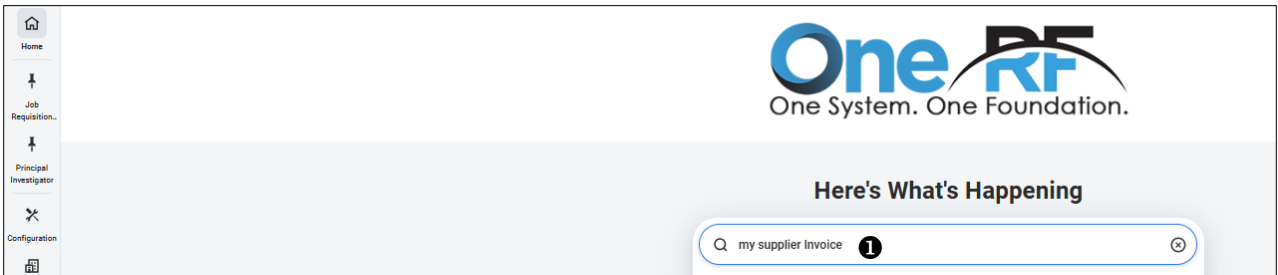


Figure 1

3. Click on **My Supplier Invoice Request** ❶ in **Figure 2** and the **My Supplier Invoice Request** pop-up box will appear as shown in **Figure 3, Page 2**.

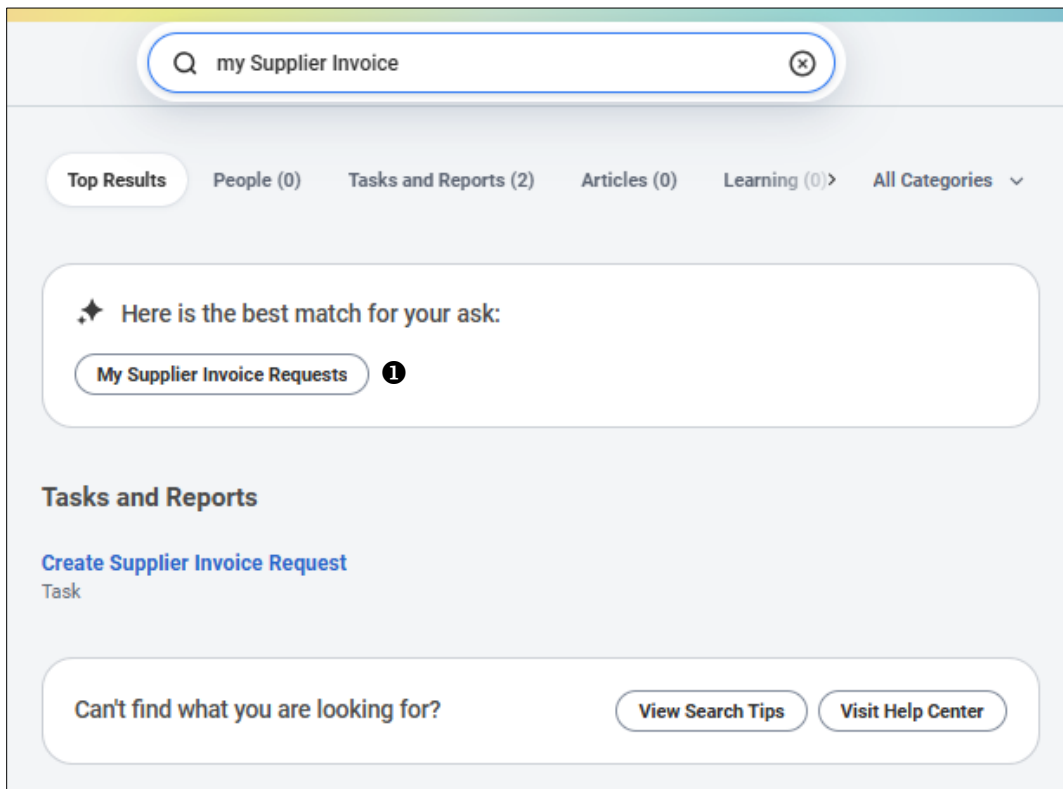


Figure 2

- After clicking on **My Supplier Invoice Request ❶** in **Figure 2**, on **Page 1**, the **My Supplier Invoice Request** pop-up box appears as shown below in **Figure 3**. You can filter by **Supplier**, **Supplier Invoice Number**, **Request Number**, **Request Status**, **Invoice Date On or After**, **Invoice Date** on or **Before**, **Due Date On or After**, **Due Date On or Before**, as well as **Approved by Workers**.

Fill out your criteria and click **OK ❶**

Figure 3

Please Note: The report is available for downloading in both **Excel** and **PDF** formats.