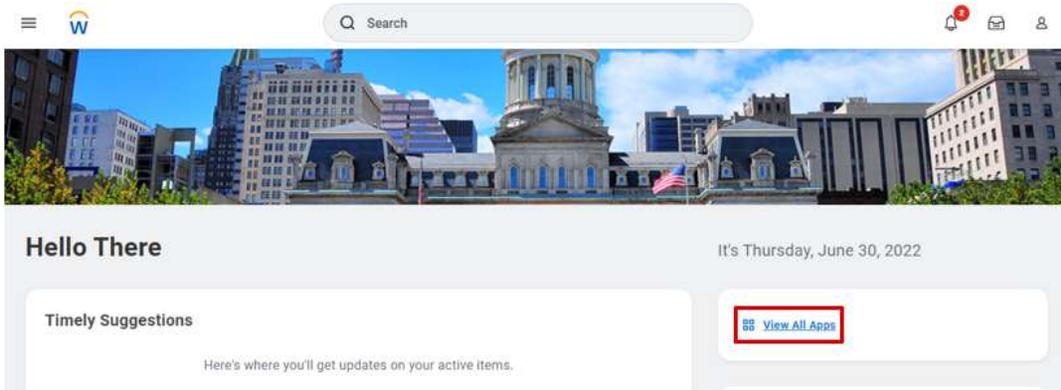


CREATE SUPPLIER INVOICE FROM PURCHASE ORDER

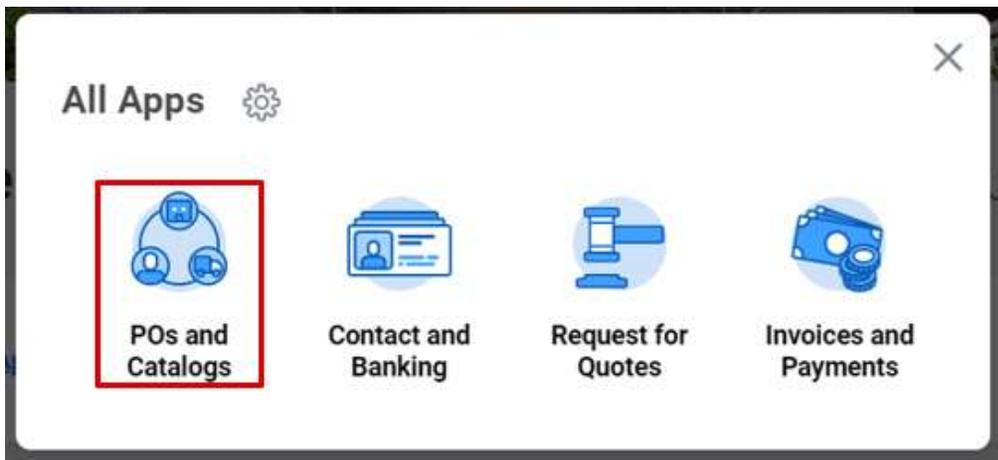
Follow the steps to create a supplier invoice from a purchase order.

From your Workday homepage:

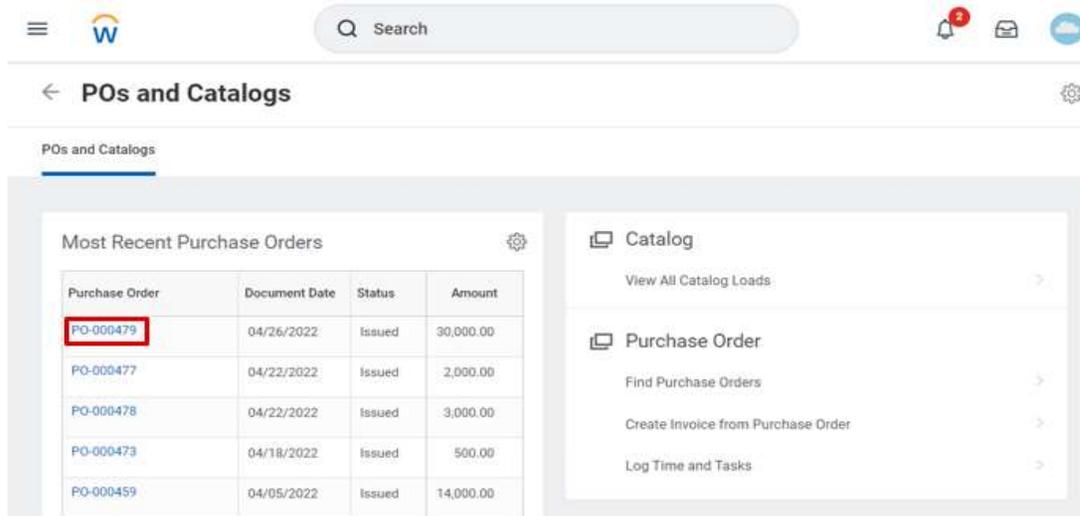
1. Click on **View All Apps**.



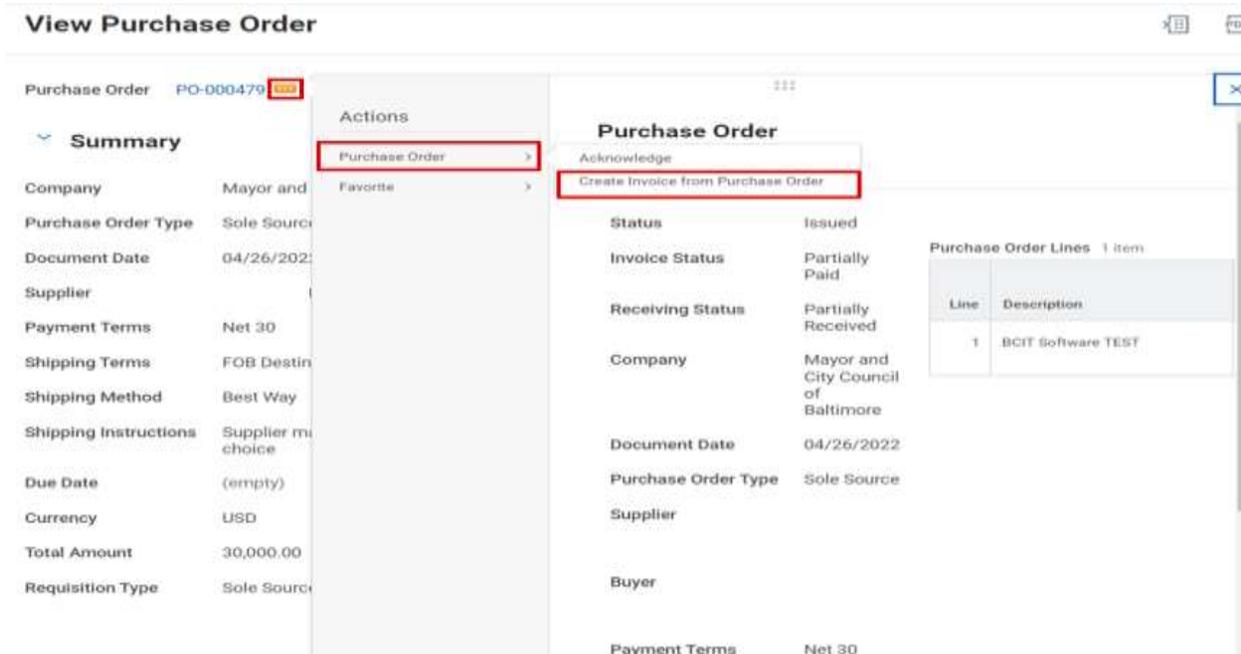
2. Click on the **POs and Catalogs** application.



- Find your Purchase Order under Most Recent Purchase Orders. Click on the **Purchase Order** you want to use to create the invoice.



- The View Purchase Order page appears. Hover over the Purchase Order number and select the **Related Actions**.
- Click **Create Invoice from Purchase Order**.



6. The Create Invoice from Purchase Order page appears. Review the page and enter the required information.
7. Enter the **Invoice Date**. This is the date that you submit the invoice to the city.
8. Add a **Supplier Invoice Number**.



Note: All fields marked with an asterisk are required. You will not be able to move forward if they are left blank.

Create Invoice from Purchase Order

Supplier Invoice: (empty) Invoice Number: (empty) Status: (empty)

| Invoice Information | Terms and Taxes | Invoice Reference Information |
|---|---|---|
| Company: Mayor and City Council of Baltimore Supplier: Remit-To Connection: <input type="text" value="19 Remit-To #1"/> Currency: USD Invoice Date: <input type="text" value="06/30/2022"/> * Invoice Received Date: <input type="text" value="MM/DD/YYYY"/> Total Invoice Amount: 26,000.00 Line Total Amount: 26,000.00 Freight Amount: <input type="text" value="0.00"/> Other Charges: <input type="text" value="0.00"/> | Payment Terms: Net 30 Due Date: 07/30/2022 Reference Type: <input type="text"/> Reference Number: <input type="text"/> Tax Amount: 0.00 Default Tax Option: Default Tax Code: (empty) | Ship-To Address: <input type="text" value="31202 United States of America"/> Supplier's Invoice Number: <input type="text"/> * |

Invoice Lines Tax Attachments

Invoice Lines: 1 Item

9. Scroll down and review the invoice lines.



Note: The invoice lines default from the Purchase Order.

Invoice Lines Tab Attachments

Invoice Lines: 1 Item

| Company | Item | Item Description | Supplier Item Identifier | Related Purchase Item | Purchase Order Line | Spent Category |
|-------------------------------------|------|--------------------|--------------------------|-----------------------|---------------------|------------------------------|
| Mayor and City Council of Baltimore | | PCIT Software TEST | | | PO-000479 - Line 1 | SC050508 - Minor Computer Sc |

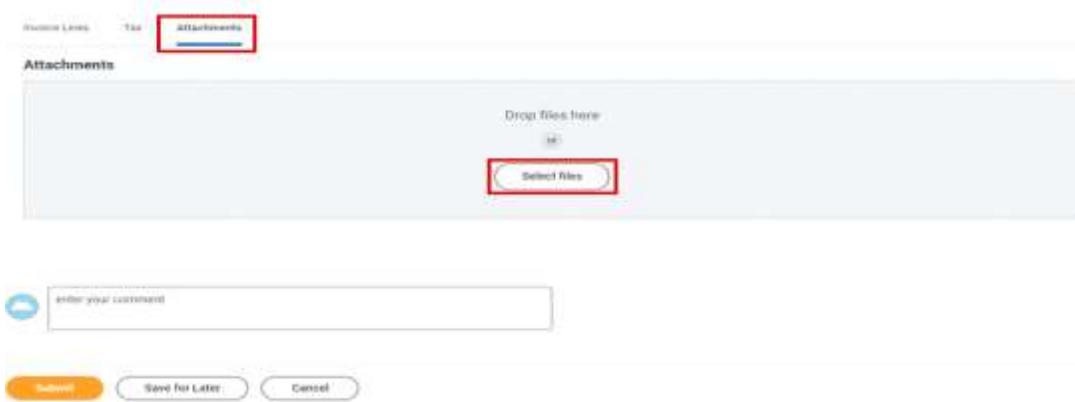
enter your comment

Submit Save for Later Cancel

10. Click the **Attachment** tab and add proper documentation.



Note: Suppliers are required to attach the invoice.



11. Click **Submit**.

12. Click **Done**.