

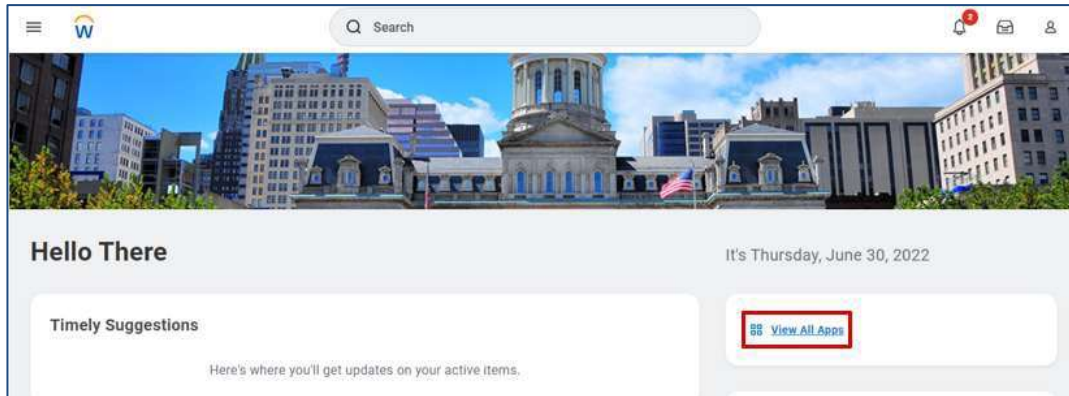
OBJECTIVE

This job aid provides steps to create and revise a supplier invoice from a purchase order.

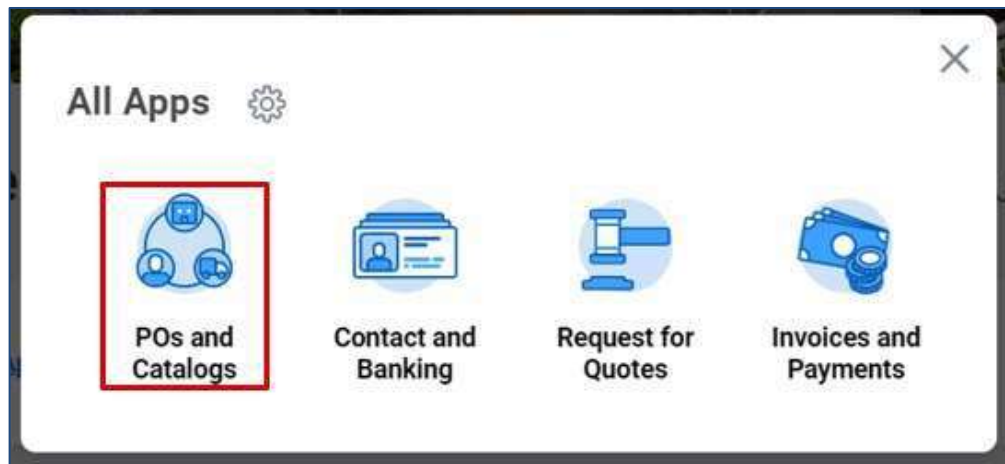
CREATE SUPPLIER INVOICE FROM PURCHASE ORDER

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.

Most Recent Purchase Orders

Purchase Order	Document Date	Status	Amount
PO-014495	09/07/2023	Issued	840,000.00
PO-014497	09/07/2023	Issued	397,600.00
PO-008854	03/15/2023	Issued	450,300.00
PO-001911	09/16/2022	Issued	1,500,000.00
P552038-16	04/13/2022	Closed	499,520.00
P552038-15	08/10/2021	Closed	521,880.00
P552038-14	05/27/2021	Closed	58,143.00
P552038-9	11/02/2020	Closed	133,365.00

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

View Purchase Order

Purchase Order **PO-00191**

Summary

Company	Mayor and C
Purchase Order Type	Supplier Co
Document Date	09/16/2022
Supplier	
Payment Terms	Net 30
Shipping Terms	FDB Desti
Shipping Method	Best Way
Shipping Instructions	Supplier ma
Due Date	(empty)
Currency	USD

Purchase Order

Version	1
Change Order Reason Comments	Replacing Good Line with Service Line
Status	Issued
Invoice Status	Partially Paid
Receiving Status	Partially Received
Company	Mayor and City Council of Baltimore
Document Date	09/16/2022
Purchase Order Type	Supplier Contract Release

Purchase Order Lines: 2 items

Line	Description	Item Category	Extended Amount
1	FY23 Amendment 4 - Staff Augmentation	92650218 - Consultants	0.00
2	FY23 Amendment 4 - Staff Augmentation	50830318 - Consultants	

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

Company: Mayor and City Council of Baltimore

Supplier:

Remit-To Connection: 00001099-Remit To #1

Currency: USD

Invoice Date: 09/26/2024

Invoice Received Date: MM/DD/YYYY

Control Total Amount: 0.00

Total Invoice Amount: 425,862.00

Line Total Amount: 425,862.00

Freight Amount: 0.00

Other Charges: 0.00

Invoice Reference Information

Payment Terms: Net 30

Ship-To Address: 401 E FAYETTE ST BALTIMORE, MD 21202 United States of America

Supplier's Invoice Number: test

9. Scroll down to view the invoice lines. Scroll to the right to view the lines quantity or extended amount.

Invoice Lines Tax Attachments

Invoice Lines 1 Item

Company	Item	Item Description	Supplier Item Identifier	Related Purchase Item	Purchase Order Line	Item Category	Ship-To Address	Ship-To Contact	Tax
Mayor and City Council of Baltimore		Consultant/Contractor/Professional Services			PO-21485 - Line 1	00000010 - Consultants	401 E FAYETTE ST BALTIMORE, MD 21202 United States of America	Samuel Hall	<ul style="list-style-type: none"> Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date

Enter your comment

Submit Save For Later Cancel



Note: The invoice lines default from the purchase order. The quantity or extended amount will need to be adjusted based on the quantity or extended amount of the invoice.



Note: If you are submitting a partial invoice you will need to change the extended amount at the end of the line item to the total amount of the invoice.

Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
401 E FAYETTE ST BALTIMORE, MD 21202 United States of America		Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date					0	426,862.00



Note: If you are submitting a partial invoice for goods you will need to change the Quantity amount to match the invoice.

Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Ext. Amt.
BALTIMORE, MD 21208 United States of America		Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date			1	Each	667.48	
BALTIMORE, MD 21208 United States of America		Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date			10	Each	143.92	



Note: If not invoicing for all lines of a multiple line purchase order, click the minus sign in column 1 to delete the unused lines.

Invoice Lines		Tax	Attachments		
Invoice Lines 3 Items					
	Company	Item	Item Description	Supplier Item Identifier	Related Purchase Item
	Mayor and City Council of Baltimore		DGS Service Year Challenge Coins		
	Mayor and City Council of Baltimore		Set up Fee		
	Mayor and City Council of Baltimore		Freight		

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



Note: Suppliers are required to attach the invoice.

Invoice Lines Tax **Attachments**

Attachments

Drop files here

Select files

enter your comment

Submit Save for Later Cancel

11. Click **Submit**.

12. Click **Done**.