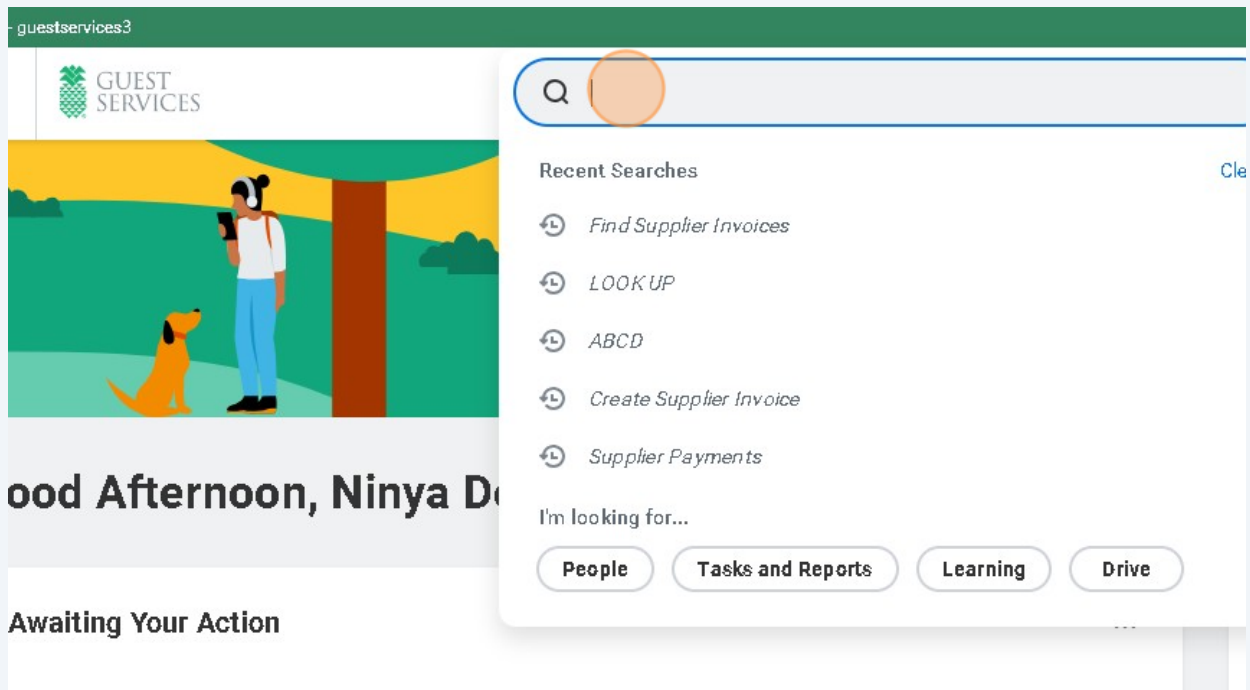


How To Look Up Supplier Invoices

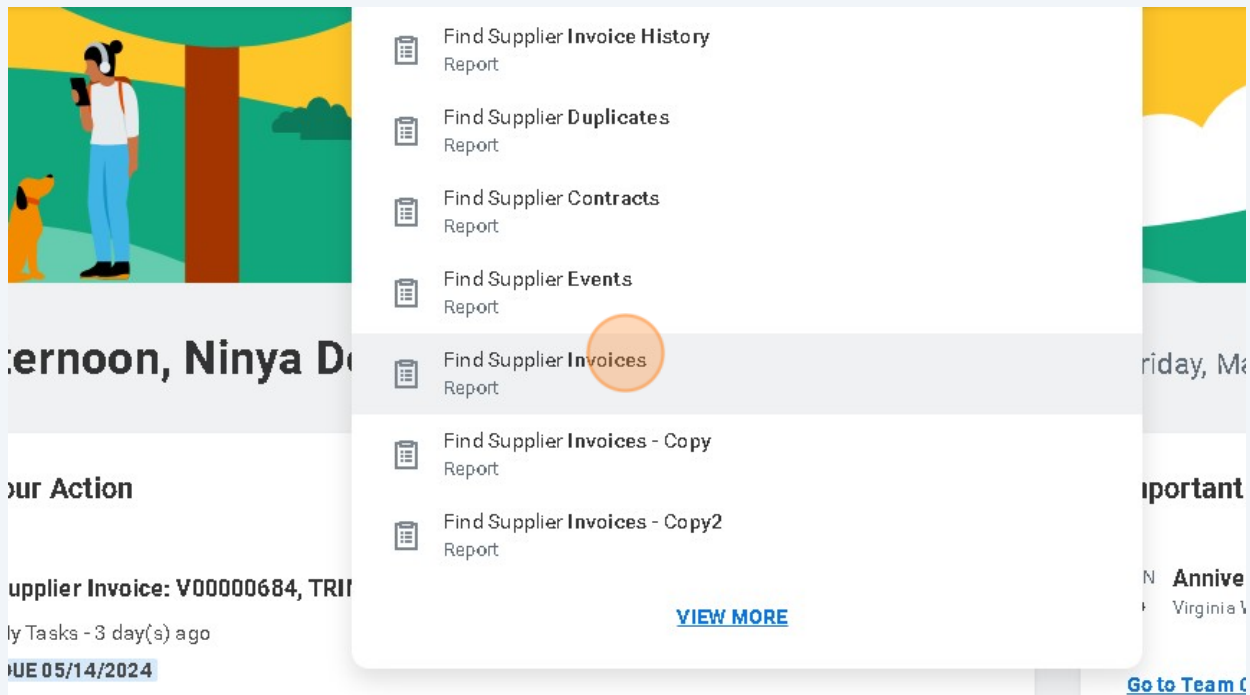
- 1 Navigate to <https://wd5-impl.workday.com/guestservices3/d/home.html>

- 2 Click the "Search" field.

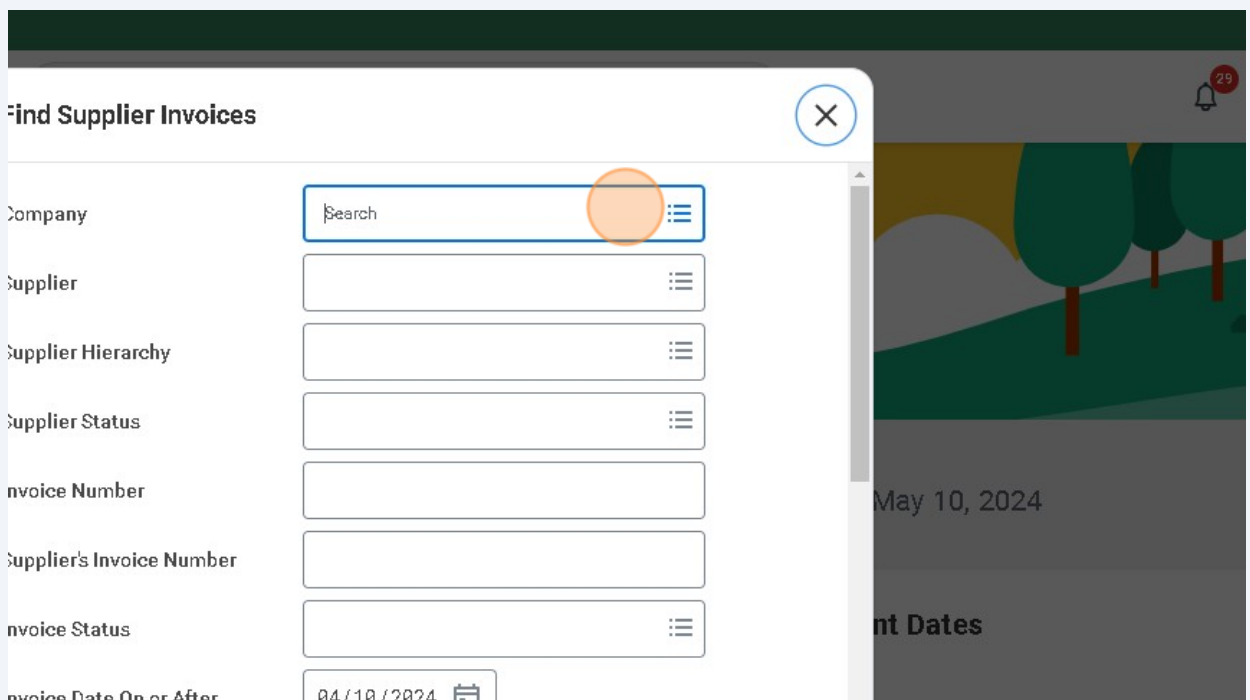


- 3 Type Find Supplier in the Search Box

4 Click "Find Supplier Invoices"

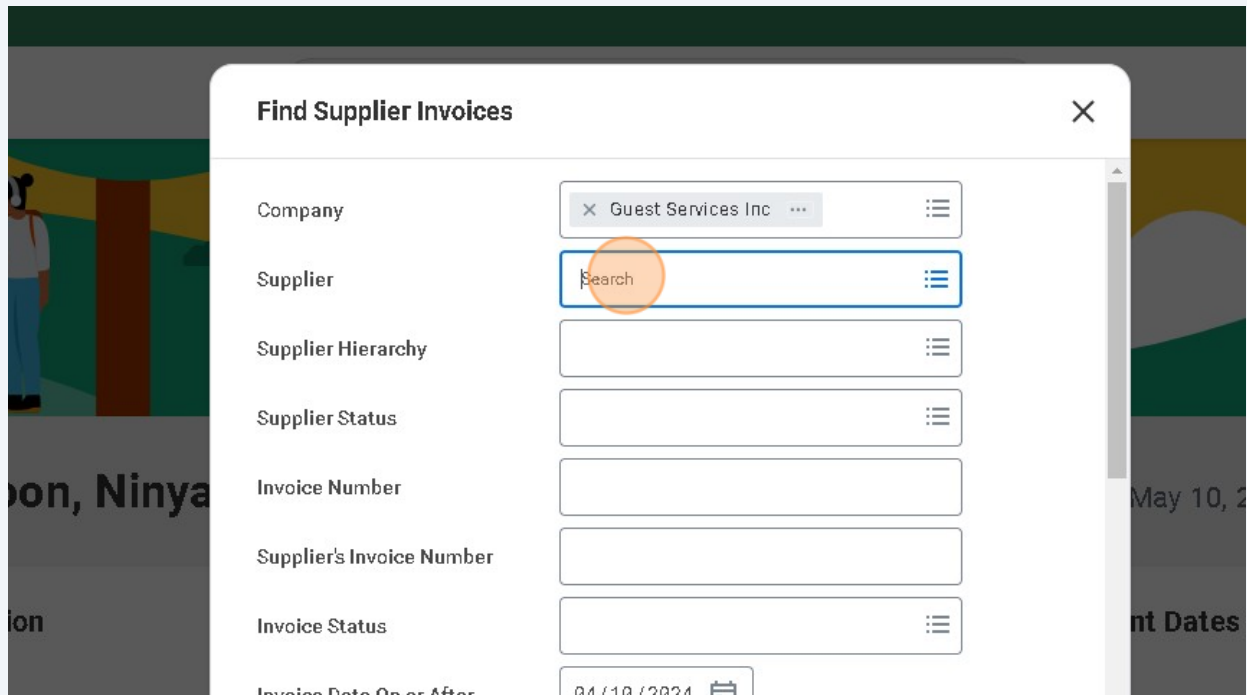


5 Click the "Company" field and input "GSI"



6 Type "gsi **enter**

7 Click the "Supplier" field.



The screenshot shows a web application interface with a modal dialog titled "Find Supplier Invoices". The dialog has a close button (X) in the top right corner. It contains several search fields, each with a menu icon (three horizontal lines) on the right. The fields are: "Company" (with a dropdown showing "Guest Services Inc"), "Supplier" (highlighted with a blue border and an orange circle), "Supplier Hierarchy", "Supplier Status", "Invoice Number", "Supplier's Invoice Number", "Invoice Status", and "Invoice Date On or After" (with a date picker showing "04/10/2024"). The background of the application shows a blurred image of a person and some text like "oon, Ninya" and "May 10, 2".

8 Type the Supplier name

9 Click to choose the correct Supplier

Company:

Supplier:

Supplier Hierarchy:

Supplier Status:

Invoice Number:

Supplier's Invoice Number:

Invoice Status:

Invoice Date On or After:

Invoice Date On or Before:

Search Results (3)

- ☐ TRIMARK FOODCRAFT LLC
- ☐ TRIMARK RW SMITH & CO
- ☒ TRIMARK- ADAMS BURCH INC

10 Click the "Supplier's Invoice Number"

Supplier:

Supplier Hierarchy:

Supplier Status:

Invoice Number:

Supplier's Invoice Number:

Invoice Status:

Invoice Date On or After:

Invoice Date On or Before:

Invoice On Hold: ☐

11 Type " **the invoice number you are looking for** "


12 Click "OK" after making sure that the date is correct, then hit OK

The image shows a date selection dialog box overlaid on a blurred background. The dialog box contains the following elements:

- Input fields for date selection, including a date picker showing "04/10/2024" and a "MM/DD/YYYY" format field.
- A "Cancel" button and a blue "OK" button, with the "OK" button highlighted by an orange circle.


The background shows a calendar interface with the date "May 10, 2024" selected. Other visible text includes "nt Dates", "versary ☆", "a Ward (032182) - 2 years", "m Calendar", "asks", and "Mr Daveline".

13 Click the magnifying glass to open the voucher



Find Supplier Invoices ... 




> **Details**

1 item

Supplier Invoice	Invoice Number	Company	Gapless Document Number	Down Payment Invoice	Intercompany	Direct Intercompany	Tax-Onl
	V00000692	Guest Services Inc					


14 Click this icon to hide the attachment and view the full screen

 Find Supplier 

   **Attachments** A.docx ▼

V00000692 Status Approved

INC

A.docx 1 of 1 

This document's style and format may be affected by file conversion. Download

testing

15 voucher is now ready to view for status and details

PrintPDF

Back

ed

Payment Status

Unpaid

nd Taxes

3.5% Only

t 0.00

11/05/2024

(empty)

05/09/2024

VPay

Enter Tax Due to Supplier

Invoice Reference Information

Ship-To Address

On Hold

Supplier Document Received

Supplier's Invoice Number

External PO Number

Referenced

3055 Prosperity Ave Fairfax, VA 22031

United States of America

No

No

ABCD

(empty)

(empty)

16 Click to scroll up and down

PrintPDF

Back

ed

Payment Status

Unpaid

nd Taxes

3.5% Only

t 0.00

11/05/2024

(empty)

05/09/2024

VPay

Invoice Reference Information

Ship-To Address

On Hold

Supplier Document Received

Supplier's Invoice Number

External PO Number

3055 Prosperity Ave Fairfax, VA 22031

United States of America

No

No

ABCD

(empty)

17

Click here to scroll left and right

Invoice Lines Invoice Line Details Attachments Work Queue Information Process History							
Invoice Lines 1 item							
Line Item	Company	Item	Line Item Description	Spend Category	Ship-To Address	Ship-To Contact	
	Guest Services Inc		KITCHEN PANS	Replacements - Other	3055 Prosperity Ave Fairfax, VA 22031 United States of America		T L T V