



# Edit and Re-Submit an Invoice

- Invoices that are rejected by your Buyer and have been rejected
- Invoices can be rejected due to:
  - Missing information - for example a required attachment
  - Incorrect information
  - Added information to invoice – freight added but was not provided on the Order Confirmation
  - Requested by the Supplier due to Invoicing errors

# Open and Review Rejected Invoice

- Locate and Open the email indicating that an Invoice has been rejected

## 1. Open the Invoice

- The Rejection Reason is displayed

## 2. Click on **Edit and Resubmit**

- The Invoice is displayed
- Correct errors, these will usually have a red error message, refer to the relevant Invoicing Slide.
- Finalise

Invoice: 117655-A  Done

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) Print [Download PDF](#) Export cXML

Detail [Scheduled Payments](#) [History](#)

**Rejected Invoice:**  
Reasons:  
R06: Incorrect Quantities

Comment: please resubmit with adjusted quantity (Sarah Mingon, 2019-08-07T21:29:48-07:00)Line item: Line Number:1 Part Number:Not Available Description:Test Exc) Received Quantity The invoice item's quantity, 25, is greater than the order item's received quantity, 0. Part Number Not Available Description:Test Exceptions: PO Received Quantity Variance The invoice

[Edit & Resubmit](#) 

Standard Invoice / Tax Invoice

<b>Status</b>		<b>Subtotal:</b>	<b>\$250.00 AUD</b>
Invoice:	Rejected	Total Tax:	\$25.00 AUD
Routing:	Acknowledged	Total Gross Amount:	\$275.00 AUD
Invoice Number:	117655-A	Total Net Amount:	\$275.00 AUD
Invoice Date:	Thursday 8 Aug 2019 1:53 PM GMT+10:00	<b>Amount Due:</b>	<b>\$275.00 AUD</b>
Original Purchase Order:	<a href="#">4900006264</a>		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		