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