



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

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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

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Standard Invoice / Tax Invoice

Status		Subtotal:	\$250.00 AUD
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	Amount Due:	\$275.00 AUD
Original Purchase Order:	4900006264		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		