

Ariba Contract Invoice Submission

Training Manual **Supplier**

V5.0 (August 2021)

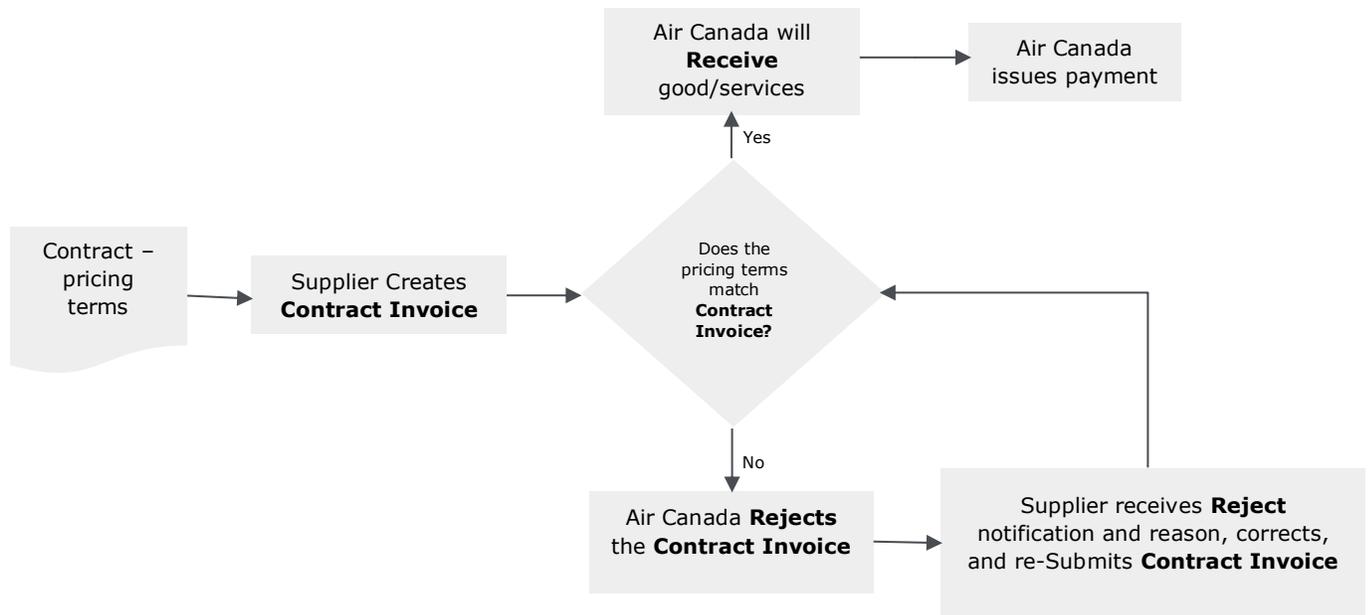
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Introduction to Contract Invoicing

The Ariba Contract Invoicing solution allows you to create invoices against your contracts. Contract invoicing is when a company receives the goods or services of your invoice under your contract and payment is issued. This automated activity enables fast and efficient processing of payment to your contract invoices.

Before we begin with the step-by-step instructions, below is a diagram to define the Contract Invoicing process sequence occurring in Ariba:



This guide serves the purpose of demonstrating the steps required to create a **Contract Invoice**.



Submitting a Contract Invoice

1. Air Canada has advised you that your pricing/contract terms have been created in Ariba and that your contract is eligible for Contract Invoicing
2. As the Supplier, you are now ready to create this invoice against your contract in Ariba
3. Your first step is to login to your respective Supplier Ariba Network page
4. Next, you will click on the **Create** button located on the right-hand-side of the screen and select **Contract Invoice** from the drop-down menu

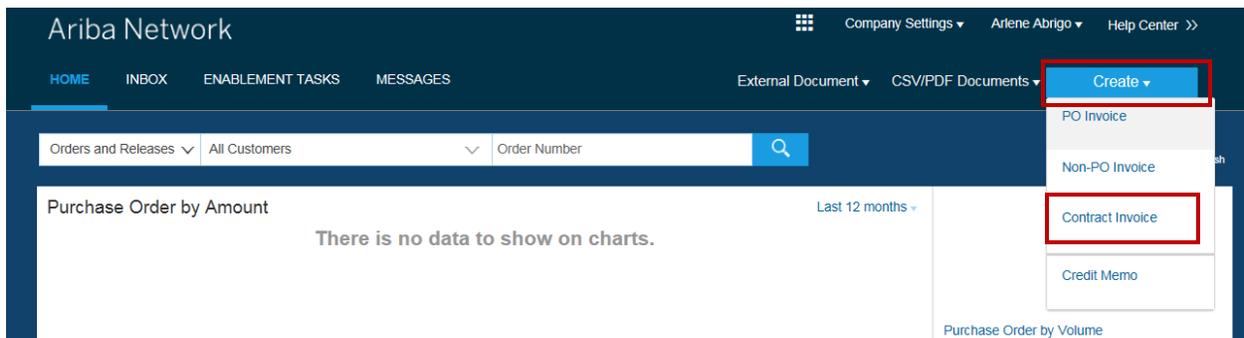


Figure 1: Create Contract Invoice

5. This will take you to the Create Contract Invoice: Select Customer page. Select **Air Canada or affiliates** as the customer and click on **Next**

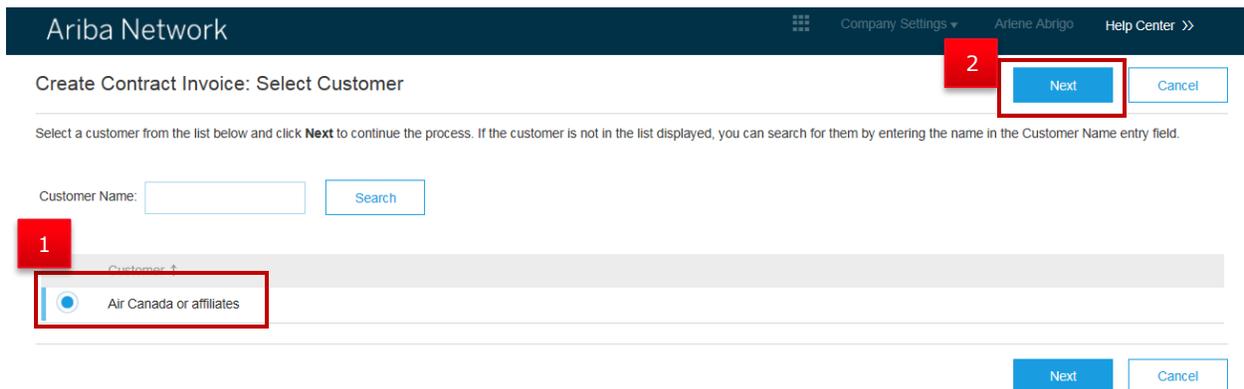


Figure 2: Create Contract Invoice: Select Customer

6. You will then be brought to the **Contract Invoice: Select Customer Contract Site** page. Select the **AC001_A_Montreal_HQ** option and click on **Next**



Ariba Network Company Settings ▾ Arlene Abrigo Help Center >>

Contract Invoice: Select Customer Contract Site 2 **Next** Cancel Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

Page 1 ▾ >>

Business Unit Address ↑	Contact
<input type="radio"/> AC001_A_LONDON_RADIUS	AIR CANADA
<input checked="" type="radio"/> AC001_A_MONTREAL_HQ	AIR CANADA
<input type="radio"/> AC001_ABBOTSFORD_AIRPORT	AIR CANADA

Figure 3: Create Contract Invoice: Select Customer Contract Site

- You will now be on the **Create Contract Invoice: Select Contract** page. Beside the field titled **Contract**, click on **select** to trigger a pop-up window to appear, where you will select the Contract Title. If the **select** hyperlink does not appear, you will need to Log out and then Log back in and repeat the steps, starting at Step 4.

Ariba Network Help Center

Create Contract Invoice: Select Contract Prev **Next** Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: (no value)

Buyer Contact: * (no value) ▾

Contract: * (no value) [select]

Invoice #: ⓘ

Invoice Date: * 📅

Payment Terms: (no value)

Figure 4: Create Contract Invoice: Select Contract



- A window will pop-up where you will need to **Choose Value for Contract**. Select a contract title that Air Canada has provided to you for invoicing

Choose Value for Contract

ID Search

ID	Title	Effective Date	Expiration Date	Status	↑
C16-V3	(CW2224801) CC_Testing Supplier Level_ARIBA TEST SUPPLIER_07172018	Sun, 1 Jul, 2018	Wed, 30 Jun, 2021	Open	Select
C18	(CW2225864) CC_Testing Item Level_ARIBA TEST SUPPLIER_11062018	Thu, 1 Nov, 2018	Sun, 31 Oct, 2021	Open	Select
C15-V4	(CW2224797) CC_Testing Item Level_ARIBA TEST SUPPLIER_07172018	Sun, 1 Jul, 2018	Wed, 30 Jun, 2021	Received	Select

Done

Figure 5: Create Contract Invoice: Select Contract

- Based on the contract selected, some fields will be populated. The remaining fields will need to be completed.

Ariba Network Help Center

Create Contract Invoice: Select Contract

Prev Next Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

1 Buyer Contact: * (no value)

Contract: * Search more

2 Invoice #: * testABC

3 Invoice Date: * Fri, 30 Aug, 2019

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

4 Ship To: AIR CANADA

Bill To: AIR CANADA

Figure 6: Create Contract Invoice: Select Contract

- Buyer Contact** should be the Air Canada contact who ordered the goods or services. Click on the downward facing arrow and click on **Search more**



Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * (no value)

Contract: *

Invoice #: * testABC

Invoice Date: * Fri, 30 Aug, 2019

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: AIR CANADA

Bill To: AIR CANADA

Figure 7: Create Contract Invoice: Select Contract

11. You will then type in the name or email address of your Air Canada contact on the search field and click on the **Search** button

Choose Value for Buyer Contact

Found more than 500 items. The results shown here include unique items from the first 500 items found.

Email Address

Email Address ↑	Name	
	AHOJVA SHULMAN	<input type="button" value="Select"/>
Aabid.Pirani@aircanada.ca	AABID PIRANI	<input type="button" value="Select"/>
Aafreen.Gazal@aircanada.ca	AAFREEN GAZAL	<input type="button" value="Select"/>
Aakash.Hooda@aircanada.ca	AAKASH HOODA	<input type="button" value="Select"/>
Aalan.Mohammad@aircanada.ca	AALAN MOHAMMAD	<input type="button" value="Select"/>
Aamir.Kalu@aircanada.ca	AAMIR KALU	<input type="button" value="Select"/>
Aamir.Shaikh@aircanada.ca	AAMIR SHAIKH	<input type="button" value="Select"/>
Aadi Steen@aircanada.ca	AADI MILES STEEN	<input type="button" value="Select"/>

Figure 8: Create Contract Invoice: Select Contract



12. Once you have populated the **Buyer Contact** field, you can continue on to complete the **Invoice#** and **Invoice Date** fields. Invoices can be dated up to 30 days in the past or in the future

Create Contract Invoice: Select Contract Prev Next Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * APRIL CALLANDER

Contract: * C18 [select]

Invoice #: *

Invoice Date: *

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: (no value)

Bill To: AIR CANADA

Figure 9: Create Contract Invoice: Select Contract

13. The next step is to complete the **Ship To** field by clicking on the downward facing arrow and click on **Search More**

Create Contract Invoice: Select Contract Prev Next Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * APRIL CALLANDER

Contract: * C18 [select]

Invoice #: *

Invoice Date: *

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: (no value)

Bill To: AIR CANADA

AIR CANADA

Search more

Figure 10: Create Contract Invoice: Select Contract

14. Here, you must **Select** the location where the good(s) is shipped to. Selecting the correct ship-to location (province/state) has tax implications whereby tax validations are being implemented and this field will be used to confirm the taxes used.



15. Note that services are directly tied to the contract, which is primarily executed at the Air Canada HQ in Montreal. Therefore, all services will have GST and possibly QST applied

Choose Value for Ship To

Name

Location ↑	Name	Country	City	State/Province/Region	Street	
AC001_A_LONDON_RADIUS	AIR CANADA	United Kingdom	FELTHAM	MDDSX	AIR CANADA RADIUS PARK FAGGS ROAD, HATTON CROSS	<input type="button" value="Select"/>
AC001_A_MONTREAL_HQ	AIR CANADA	Canada	DORVAL	QC	AIR CANADA DE LA COTE-VERTU BLVD WEST	<input type="button" value="Select"/>
AC001_A_TORONTO_2150_ISLINGTON	AIR CANADA	Canada	ETOBICOKE	ON	AIR CANADA 2150 ISLINGTON AVENUE	<input type="button" value="Select"/>
AC001_ABBOTSFORD_AIRPORT	AIR CANADA	Canada	ABBOTSFORD	BC	AIR CANADA 30550 LIBERATOR AVENUE, ABBOTSFORD AIRPORT	<input type="button" value="Select"/>
AC001_AFGHANISTAN	AIR CANADA	Afghanistan	ALL LOCATIONS	**	AIR CANADA AFGHANISTAN	<input type="button" value="Select"/>
AC001_ALGERIA	AIR CANADA	Algeria	ALL LOCATIONS	**	AIR CANADA ALGERIA	<input type="button" value="Select"/>
AC001_ANCHORAGE_AIRPORT	AIR CANADA	United States	ANCHORAGE	AK	AIR CANADA 5100 OLD INTERNATIONAL AIRPORT ROAD	<input type="button" value="Select"/>
AC001_ANGOLA	AIR CANADA	Angola	ALL LOCATIONS	**	AIR CANADA ANGOLA	<input type="button" value="Select"/>

Figure 11: Create Contract Invoice: Select Contract

16. Now that you have completed all fields, click on **Next**

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

BusinessUnit: AC001 (Air Canada)

Buyer Contact: * APRIL CALLANDER

Contract: * C18 [select]

Invoice #: * TestABC

Invoice Date: * Mon, 26 Aug, 2019

Payment Terms: n45

Contract Type: Item

Ship From: ARIBA TEST SUPPLIER

Ship To: AIR CANADA

Bill To: AIR CANADA

Figure 12: Create Contract Invoice: Select Contract

17. Within the **Invoice Header** section:

- a. Click on the **Add to Header** button, if you have attachments or any backup required by Air Canada
- b. Verify that the correct, **Remit To**, address is selected
- c. Validate that the **GST/HST/VAT #** is populated, if any of these taxes will be invoiced. If the company profile is filled out, this field will be auto-populated



▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Contract Number: C18 Invoice #: TestABC Invoice Date: 21 Aug 2019 Service Description: <input type="text"/> Sold To Email: April.Callander@aircanada.ca Payment Terms: n45	Subtotal: \$0.00 CAD Total Tax: \$0.00 CAD Total Gross Amount: \$0.00 CAD Total Amount without Tax: \$0.00 CAD Total Net Amount: \$0.00 CAD Amount Due: \$0.00 CAD
---	---

[Edit Header](#)

Remit To: TEST ADDRESS ▼ WINNIPEG MB Canada GST/HST/VAT #: <input type="text"/>	Bill To: AIR CANADA DORVAL QC Canada View/Edit Addresses
---	--

Tax ⓘ
 Figure 13: Create Contract Invoice: Invoice Header section

18. In the Tax section – select Line level tax

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Figure 14: Create Contract Invoice: Tax section

19. In Additional Fields section, ensure **QST** registration number is populated, if **QST** tax will be applied and invoiced. Once again, if your company profile is completed, this field will be auto-populated

Additional Fields

Information Only. No action is required from the customer.

Invoice Document Type: Invoice ▼

FOB/Incoterms:

Supplier Account ID #: <input type="text"/> Customer Reference: <input type="text"/> Supplier Reference: <input type="text"/>	Service Start Date: <input type="text"/> Service End Date: <input type="text"/>
---	--

Supplier: **ARIBA TEST SUPPLIER** Email: April.Callander@aircanada.ca [View/Edit Addresses](#)

Winnipeg MB
Canada

Bill From: **ARIBA TEST SUPPLIER** [View/Edit Addresses](#)

Winnipeg MB
Canada

QST Tax ID:

Figure 15: Create Contract Invoice: Tax section



20. In the **Line Items** section, click on **Add Items**

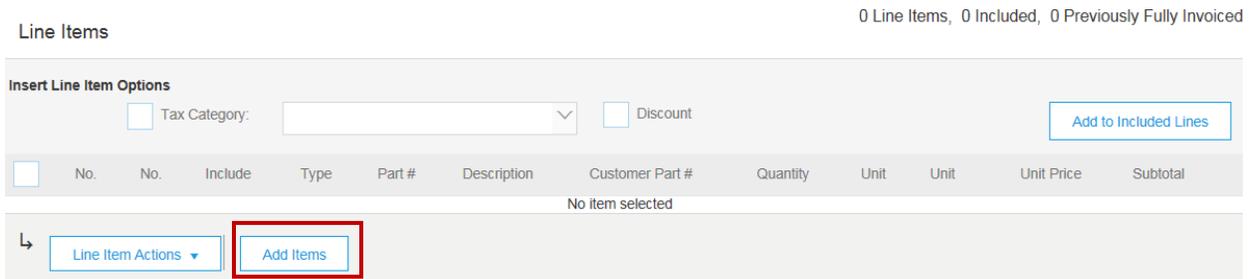


Figure 16: Create Contract Invoice: Add items

21. In the **Create Contract Invoice: Add Contract Item** section, a list of items to invoice will appear. Identify the item(s) you wish to invoice, enter a **Quantity** for the selected item(s) to equal your subtotal for that line and click on the **Add Item** button. Once all items are selected, click on **Done**

Note: Do not modify the amount/rates that are provided. Only edit the qty so that it equals your invoice amount or click on the "+" beside the shopping cart and create an adhoc line item

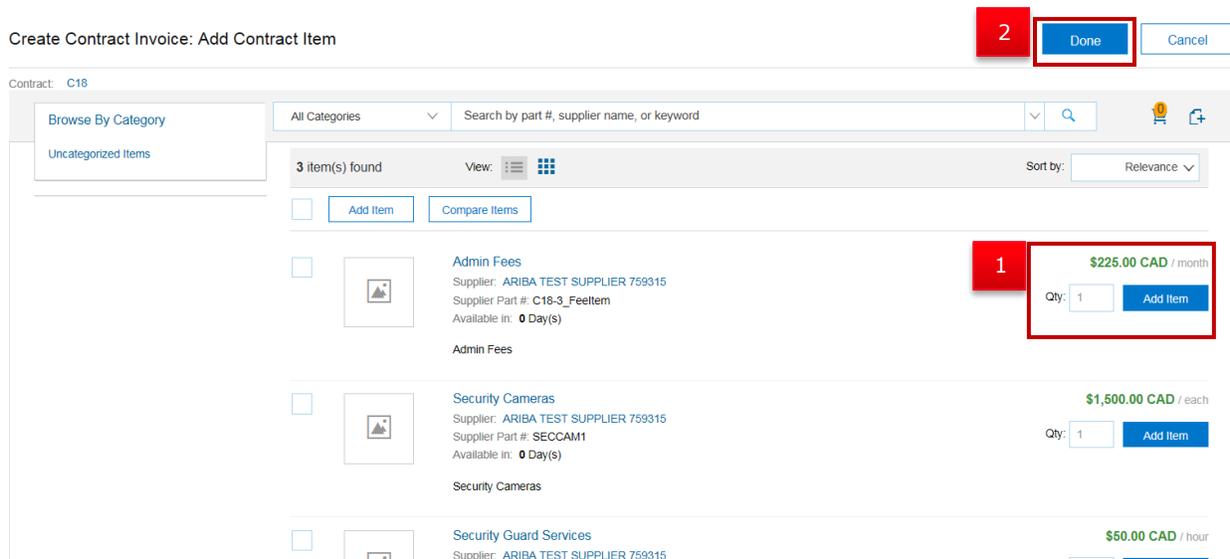


Figure 17: Create Contract Invoice: Add items



22. For each invoice line where taxes are applicable, select the line(s) by ensuring the **Include** slider is green. Then "check" the box to the left of **Tax Category**, open up the drop down menu to the right of **Tax Category** and select the appropriate tax to apply on each line, then click on **Add to Included Lines**. Repeat this if multiple taxes have to be applied (example: GST + QST or GST + PST).

It is recommended to **Configure Tax Menu**, if not already done. This will assist you on all future invoice entries as it will apply the correct Tax Description (GST/HST/QST/PST) and rate (%) as seen enclosed in blue below.

Figure 18: Create Contract Invoice: Select Tax

23. Once completed, click **Next** at the top or bottom of the page

Figure 19: Create Contract Invoice: Invoice Submission



24. A summary view of the invoice will be presented. Review all information to confirm correct

25. **Submit** the invoice

Ariba Network Company Settings Arlene Abrigo

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Canada. The document's destination is more than one country. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TestABC	Subtotal: \$1,000.00 CAD
Invoice Date: Wednesday 21 Aug 2019 3:30 AM GMT-07:00	Total Tax: \$22.50 CAD
Contract Number: C18	Total Shipping: \$0.00 CAD
	Total Gross Amount: \$1,022.50 CAD
	Total Amount without Tax: \$1,000.00 CAD
	Total Net Amount: \$1,022.50 CAD
	Amount Due: \$1,022.50 CAD

REMIT TO: ARIBA TEST SUPPLIER Postal Address: TEST ADDRESS WINNIPEG MB R2B 2C3 Canada	BILL TO: AIR CANADA Postal Address (Default): AIR CANADA DE LA COTE-VERTU BLVD WEST DORVAL QC H4S 1Y9 Canada	SUPPLIER: ARIBA TEST SUPPLIER Postal Address: 355 Portage Ave Winnipeg MB R2E 0H5 Canada
BILL FROM: ARIBA TEST SUPPLIER Postal Address: 355 Portage Ave Winnipeg MB R2E 0H5 Canada	CUSTOMER: Air Canada or affiliates Postal Address: 7373 DE LA CÔTE-VERTU BLVD WEST Dorval QC H4S 1Y9 Canada Email: April.Callander@aircanada.ca	

PAYMENT TERMS:

Figure 20: Create Contract Invoice: Invoice Submission

26. You will then receive confirmation of your submission

Ariba Network

Invoice TestABC has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

Figure 21: Create Contract Invoice: Invoice Submission



Invoicing Adhoc Non-Catalog Items on a Contract Invoice

1. If you are submitting an item not listed on the contract, you are submitting an Adhoc Non-Catalog item on the Contract Invoice
2. It is preferred that Adhoc Non-Catalog items are invoiced separately from the items listed on a contract
3. To create an Adhoc Non-Catalog Invoice, follow steps 3 through to 19 and then follow the below instructions
4. If your contract is setup to allow Adhoc Non-Catalog items, the button on the right-hand-side of the page, beside the shopping cart, will be available to add items not listed

Create Contract Invoice: Add Contract Item

Contract: C18

Browse By Category

All Categories

Search by part #, supplier name, or keyword

3 item(s) found

View: [List View] [Grid View]

Sort by: Relevance

Add Item

Compare Items

Admin Fees

Supplier: ARIBA TEST SUPPLIER 759315

\$225.00 CAD / month

Figure 22: Create Contract Invoice: Adding Adhoc Non-Catalog items

5. Enter the **Supplier Part#, Qty, Unit, Price, Currency** and **Full Description** for each item

6. Click on Save to add the item to the cart

Create Contract Invoice: Add Non-Catalog Item

Save

Cancel

Line Items

No.	Supplier Part#	Description	Contract	Qty	Unit	Price	Amount
1	testing123	Enter a description for this item.	No	1	each	500.00 CAD	\$0.00 CAD

Supplier Part Number:

Bill To: AIR CANADA

Additional Pricing Details

Item Category: Materials

Full Description: * testing Contract Invoicing

Figure 23: Create Contract Invoice: Adding Adhoc Non-Catalog items

7. To complete the submission of the invoice once all items are entered, click on **Done**



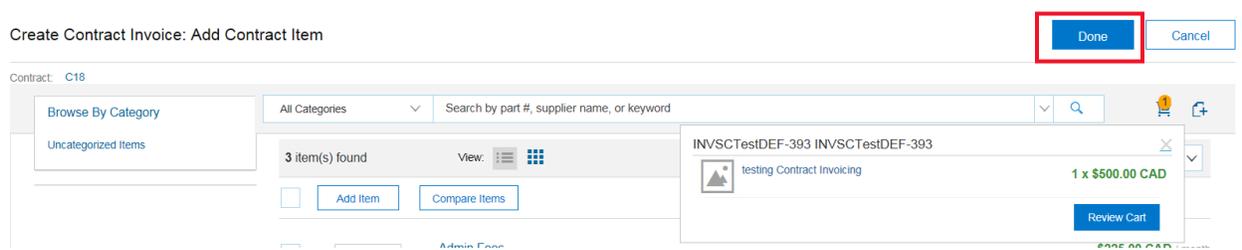


Figure 24: Create Contract Invoice: Submitting Adhoc Non-Catalog items

8. If you would like to review what is in your cart, click on the **shopping cart** icon and then click **Review Cart**

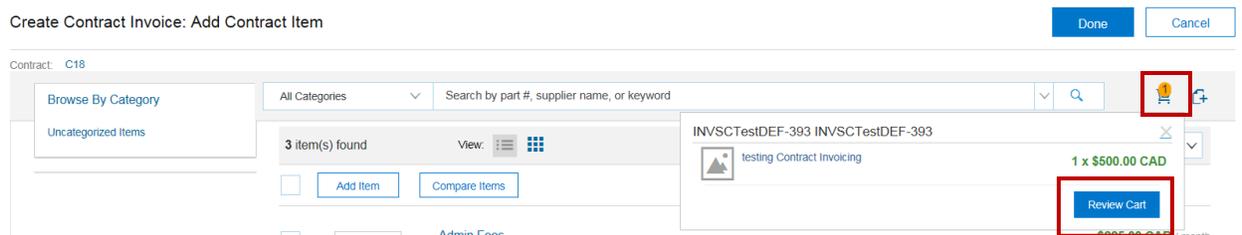


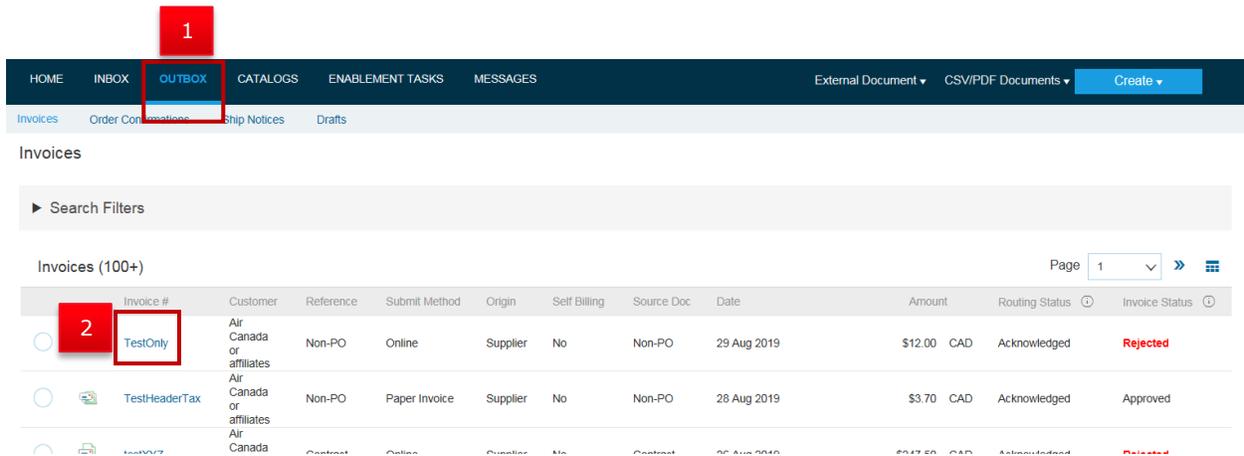
Figure 25: Create Contract Invoice: Submitting Adhoc Non-Catalog items

9. When you have added all Adhoc Non-Catalog items, follow steps 21 through to 26 to **Submit** the invoice.



Rejected Invoice and Next Steps

1. For Standard Accounts, you will receive an email indicating that your invoice has been Rejected
2. Click on the link on your email to review the rejected invoice
3. Otherwise, if you are an Enterprise Account, you can verify if your invoice is rejected on the Ariba Network
4. Go to your **Outbox** and click on the hyperlink found under the Invoice# column for the **Rejected** invoice



The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'MESSAGES'. The 'OUTBOX' menu item is highlighted with a red box labeled '1'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmation', 'Ship Notices', and 'Drafts'. The 'Invoices' section is active, showing a search filter and a table of invoices. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Origin', 'Self Billing', 'Source Doc', 'Date', 'Amount', 'Routing Status', and 'Invoice Status'. The first row is highlighted with a red box labeled '2' and shows an invoice with 'Invoice #' 'TestOnly', 'Customer' 'Air Canada or affiliates', 'Reference' 'Non-PO', 'Submit Method' 'Online', 'Origin' 'Supplier', 'Self Billing' 'No', 'Source Doc' 'Non-PO', 'Date' '29 Aug 2019', 'Amount' '\$12.00 CAD', 'Routing Status' 'Acknowledged', and 'Invoice Status' 'Rejected'.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
TestOnly	Air Canada or affiliates	Non-PO	Online	Supplier	No	Non-PO	29 Aug 2019	\$12.00 CAD	Acknowledged	Rejected
TestHeaderTax	Air Canada or affiliates	Non-PO	Paper Invoice	Supplier	No	Non-PO	28 Aug 2019	\$3.70 CAD	Acknowledged	Approved
TestV2	Air Canada	Contract	Online	Supplier	No	Contract	28 Aug 2019	\$317.50 CAD	Acknowledged	Rejected

Figure 26: Rejected invoice

5. This will take you to the Invoice and Detail tab of the invoice. This section will provide the reason for the rejected invoice and allows you to **Edit & Resubmit**. Click on this button to begin editing the invoice



Invoice: TestOnly

Done

Edit Print

Rejected Invoice:
Reasons:
AutoRejection: Air Canada Tax Registration Review - GST

Line item: Line Number:2 Part Number: Description:Tax Exceptions: Air Canada Tax Registration Review - GST Tax Registration number does not meet the requirements. Air Canada Tax Registration Review - GST TAX REG # MISSING or NO MATCH. Update in your Company profile>Business: GST/HST in TAX id field. Advise APvendor@aircanada.ca of this change. DO NOT RESUBMIT until APvendor@aircanada.ca has acknowledged that the change has been made in AC system.Line item: Line Number:3 Part Number: Description:QST Exceptions: Air Canada Tax Registration Review - QST TAX REG # MISSING or NO MATCH. Update in your Company profile>Business: QST in VAT ID field. Advise APvendor@aircanada.ca of this change. DO NOT RESUBMIT until APvendor@aircanada.ca has acknowledged that the change has been made in AC system. Air Canada Tax Registration Review - QST Tax Registration number does not meet the requirements.

Standard Invoice

Status		Subtotal:	\$10.00 CAD
Invoice:	Rejected	Total Tax:	\$2.00 CAD
Routing:	Acknowledged	Total Gross Amount:	\$12.00 CAD
Invoice Number:	TestOnly	Total Amount without Tax:	\$10.00 CAD
Invoice Date:	Thursday 29 Aug 2019 1:52 PM GMT-05:00	Total Net Amount:	\$12.00 CAD
Original Purchase Order:	http://ariba.com/Content/Supplier/550000707...	Amount Due:	<input type="button" value="Messages"/>

Figure 27: Rejected invoice

6. Once you click on the Edit & Resubmit button, Ariba will take you to the **Edit Invoice** page to fix the error. Fix the error and click on **Next**

Edit Invoice

▼ Invoice Header * Indicates required field

Summary

Invoice #:	TestOnly	Subtotal:	\$10.00 CAD	View/Edit Addresses
Invoice Date:	29 Aug 2019	Total Tax:	\$0.70 CAD	
Service Description:		Total Gross Amount:	\$10.70 CAD	
GST/HST/VAT #:		Total Amount without Tax:	\$10.00 CAD	
Remit To:	TEST ADDRESS	Tax:	Total Net Amount: \$10.70 CAD	
	WINNIPEG MB Canada	Amount Due:	\$10.70 CAD	
Choose Address:	AC001_A_LONDON_RADIUS			
Bill To:	AIR CANADA			
	FELTHAM MDDSX United Kingdom			

Order Information

Figure 28: Rejected invoice



- You will then review your invoice and select **Submit** once you feel that you have fixed it correctly.

Edit Invoice Previous **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TestOnly
Invoice Date: Thursday 29 Aug 2019 12:00 PM GMT-05:00

Subtotal: **\$10.00 CAD**
Total Tax: \$0.70 CAD
Total Gross Amount: \$10.70 CAD
Total Amount without Tax: \$10.00 CAD
Total Net Amount: \$10.70 CAD
Amount Due: **\$10.70 CAD**

REMIT TO:	BILL TO:	SUPPLIER:
ARIBA TEST SUPPLIER	AIR CANADA	ARIBA TEST SUPPLIER
Postal Address: TEST ADDRESS WINNIPEG MB R2B 2C3 Canada	Postal Address: AIR CANADA RADIUS PARK,FAGGS ROAD, HATTON CROSS FELTHAM MDDSX TW6 0NJ United Kingdom Address ID: AC001_A_LONDON_RADIUS	Postal Address: 355 Portage Ave Winnipeg MB R2E 0H5 Canada

Figure 29: Rejected invoice

- On the following page, you will click on the button **Done** and Ariba will take you back to the **Invoices** page where you will see the **Invoice Status as Sent**

Invoices

► Search Filters

Invoices (100+) Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
TestOnly	Air Canada or affiliates	Non-PO	Online	Supplier	No	Non-PO	2 Sep 2019	\$10.70 CAD	Queued	Sent
TestOnly	Air Canada or affiliates	Non-PO	Online	Supplier	No	Non-PO	29 Aug 2019	\$12.00 CAD	Obsolete	Rejected

Figure 30: Rejected invoice

