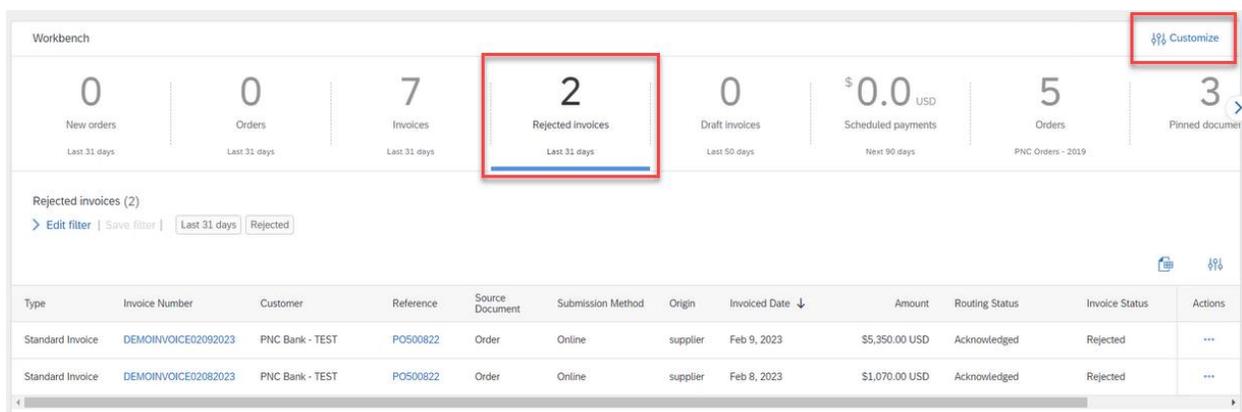# RESUBMITTING A REJECTED INVOICE

This guide will explain how to resubmit a rejected invoice on the Ariba Network.

RESUBMITTING A REJECTED INVOICE

To view a rejected invoice on the Ariba Network, log into your Ariba Network account and click on the **Rejected Invoice tile** listed on your homepage or on your Ariba **Workbench**.

If you do not see a rejected invoices tile, click on the **Customize** button and add the Rejected Invoices tile to your display. Your rejected invoice can also be found in the default **Invoices** tile
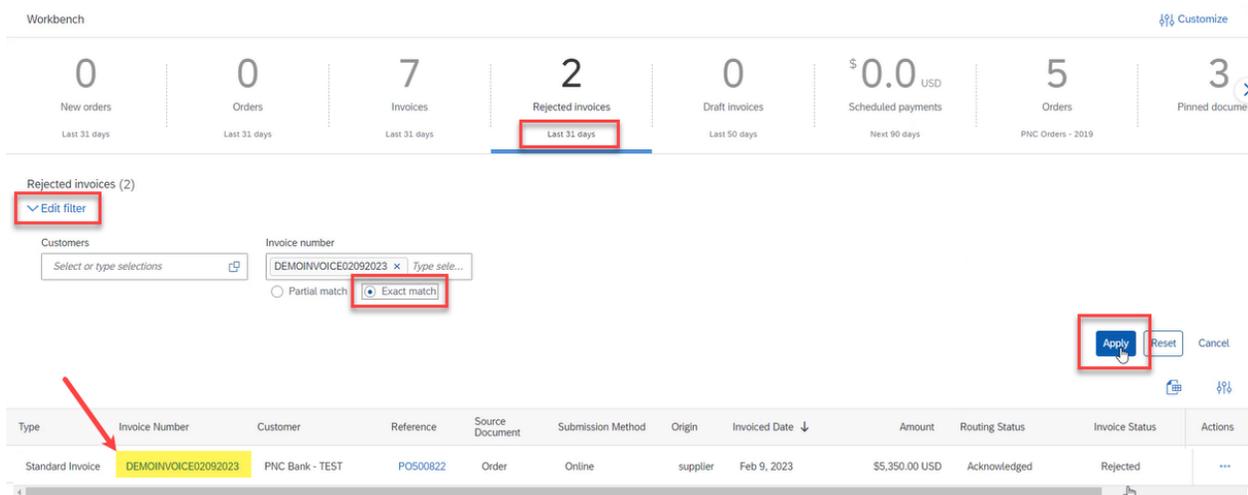

The default filter will be set at **'Last 31 Days'**.

If your rejected invoice does not fall within those date parameters, click on **Edit Filter**, **enter your invoice number** into the invoice number field, select **Exact Match**, and click **Apply**.

Your invoice result will be displayed. Click on the **invoice number hyperlink** to open the invoice rejection detail.

The rejection detail will be listed in the blue highlighted section. Any reject comments will be displayed here.

To resubmit, click **'Edit & Resubmit'**.

Make any applicable changes to the electronic invoice such as adjusting your tax, shipping, or line item totals or adding a backup attachment.

Click **'Update'** to display the updated values.

Click **'Next'**

Review the invoice for accuracy and click **'Submit'**.