

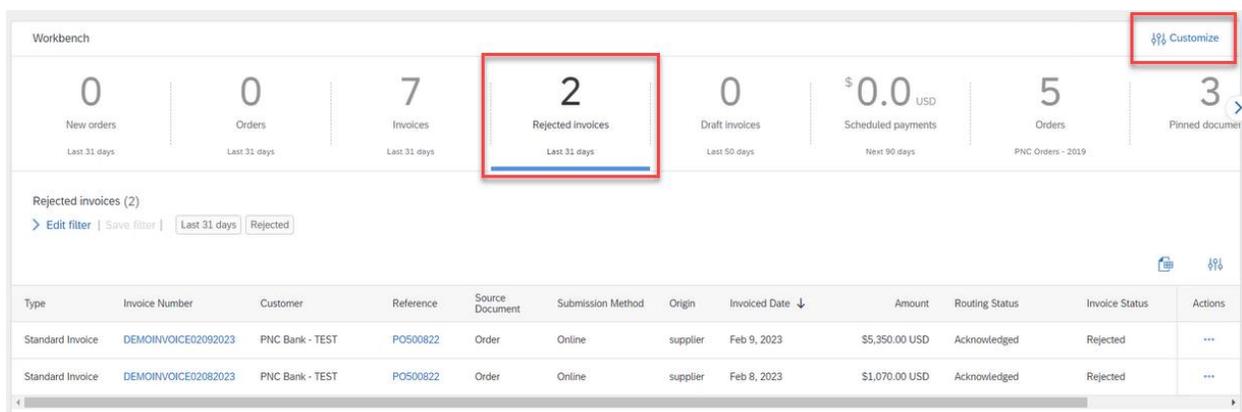
RESUBMITTING A REJECTED INVOICE

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



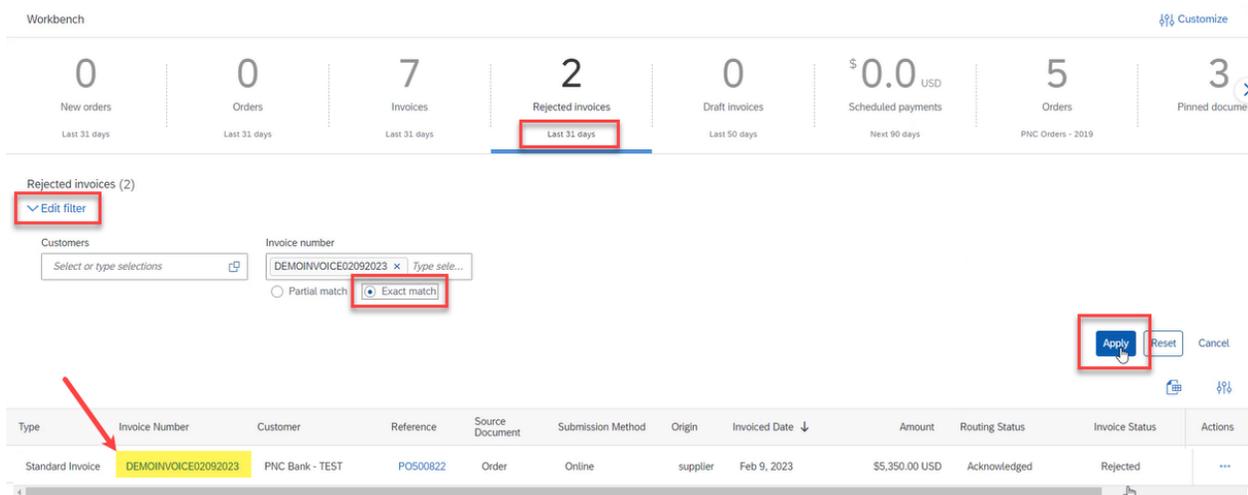
The screenshot shows the Ariba Workbench dashboard. The 'Rejected Invoices' tile is highlighted with a red box, showing a count of 2. Below the dashboard, there is a table of rejected invoices:

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Actions
Standard Invoice	DEMOINVOICE02092023	PNC Bank - TEST	POS00822	Order	Online	supplier	Feb 9, 2023	\$5,350.00 USD	Acknowledged	Rejected	...
Standard Invoice	DEMOINVOICE02082023	PNC Bank - TEST	POS00822	Order	Online	supplier	Feb 8, 2023	\$1,070.00 USD	Acknowledged	Rejected	...

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 screenshot shows the Ariba Workbench dashboard with the 'Rejected Invoices' tile highlighted. The 'Edit filter' button is also highlighted. The filter settings are shown, including the 'Invoice number' field with 'DEMOINVOICE02092023' and 'Exact match' selected. The 'Apply' button is also highlighted. Below the filter settings, there is a table of rejected invoices:

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Actions
Standard Invoice	DEMOINVOICE02092023	PNC Bank - TEST	POS00822	Order	Online	supplier	Feb 9, 2023	\$5,350.00 USD	Acknowledged	Rejected	...

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

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

SAP Business Network - Standard Account **Get enterprise account** TEST MODE

Invoice: DEMOINVOICE02092023

Buttons: Edit, Create Line-Item Credit Memo, Copy This Invoice, Print, Download PDF, Export cXML

Detail | Scheduled Payments | History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-54: Comments from PNC Bank - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by PNC Bank - TEST. Description:
INV-35: The invoice status has been successfully updated to Rejected by PNC Bank - TEST. Description:Comment: **** Rejection comments will be displayed here ****

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business requirements.

Edit & Resubmit

Standard Invoice

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'**

Buttons: Update, Exit, Next

* Indicates required field Add to Header

View/Edit Addresses

Subtotal:	\$5,000.00 USD
Total Tax:	\$350.00 USD
Total Gross Amount:	\$5,350.00 USD
Total Net Amount:	\$5,350.00 USD
Amount Due:	\$5,350.00 USD

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

Edit Invoice Previous **Submit** Exit

Standard Invoice

Invoice Number:	DEMONINVOICE02092023	Subtotal:	\$5,000.00 USD
Invoice Date:	Thursday 9 Feb 2023 8:49 AM GMT-05:00	Total Tax:	\$425.00 USD
Original Purchase Order:	PO500822	Total Gross Amount:	\$5,425.00 USD
		Total Net Amount:	\$5,425.00 USD
		Amount Due:	\$5,425.00 USD

REMIT TO: BILL TO: SUPPLIER: