RESUBMITTING A REJECTED INVOICE

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

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.

![Rejected Invoices Tile](image)

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.

![Invoice Rejection Detail](image)
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'.

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[Image of invoice editing interface with highlighted areas for Edit & Resubmit, Update, Next, and Submit options]