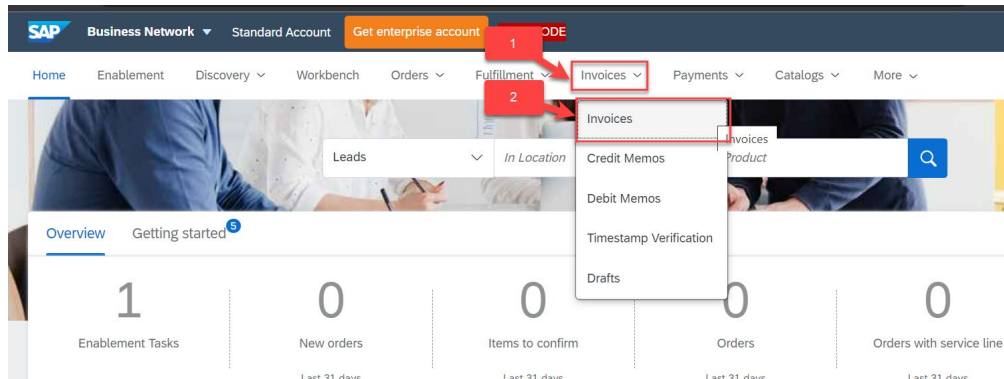## Guide for Supplier on how to Cancel an Invoice.
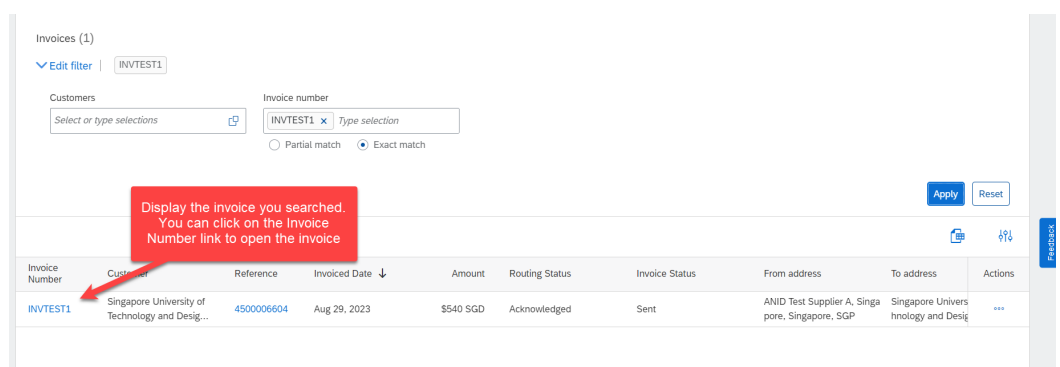
1. Find the invoice you want to Cancel.
   a. After logging into your Supplier Account > Go to "**Invoices**" > Select and click "**Invoices**"


   b. If you know the Invoice Number
      i. Input the Invoice number in "**Invoice Number**" field > Select "**Exact Match**" radio button > Click "**Apply**" button.


      ii. This will display the invoice you're searching for. To open the invoice, you need to click on the invoice number link.


   c. If you don't know the Invoice Number
      i. Select "Partial Match" radio button > Select "365 days" for "Invoice Date" field > Click "Apply" button.
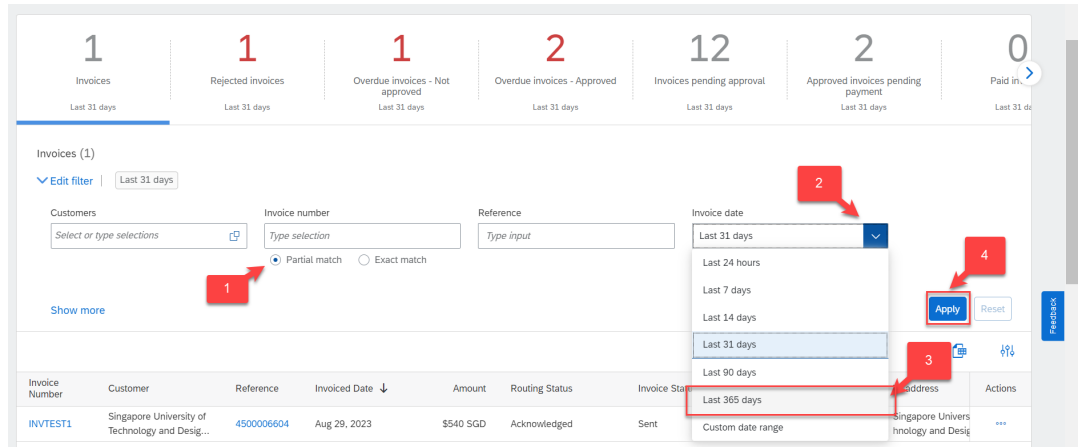
ii. This filter will display all the invoices you created within 365 days. Locate the invoice you want to cancel. To open the invoice, you need to click on the invoice number link.
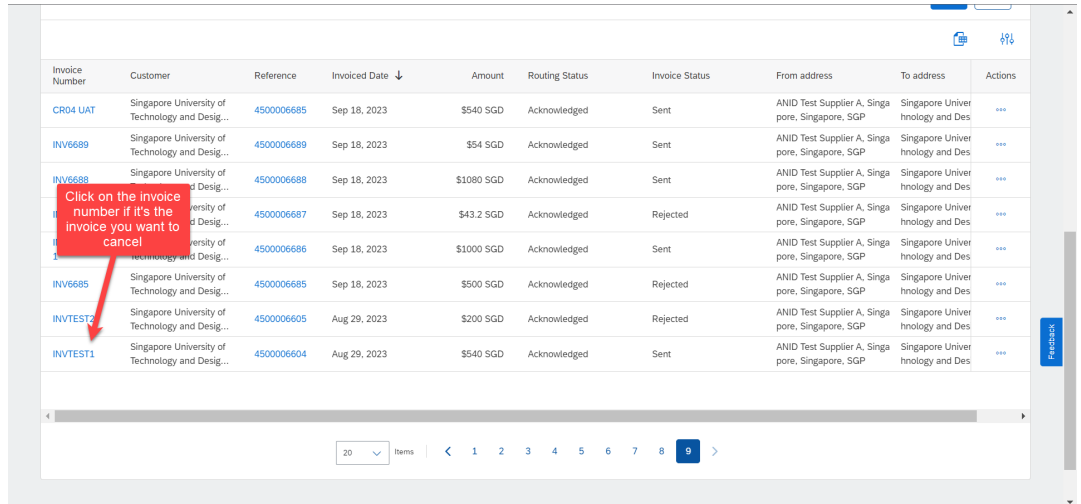
2. Once you find the invoice to cancel > Open the invoice > You'll be brought to the invoice page. You can check on the information of the invoice before you proceed to cancel the invoice.
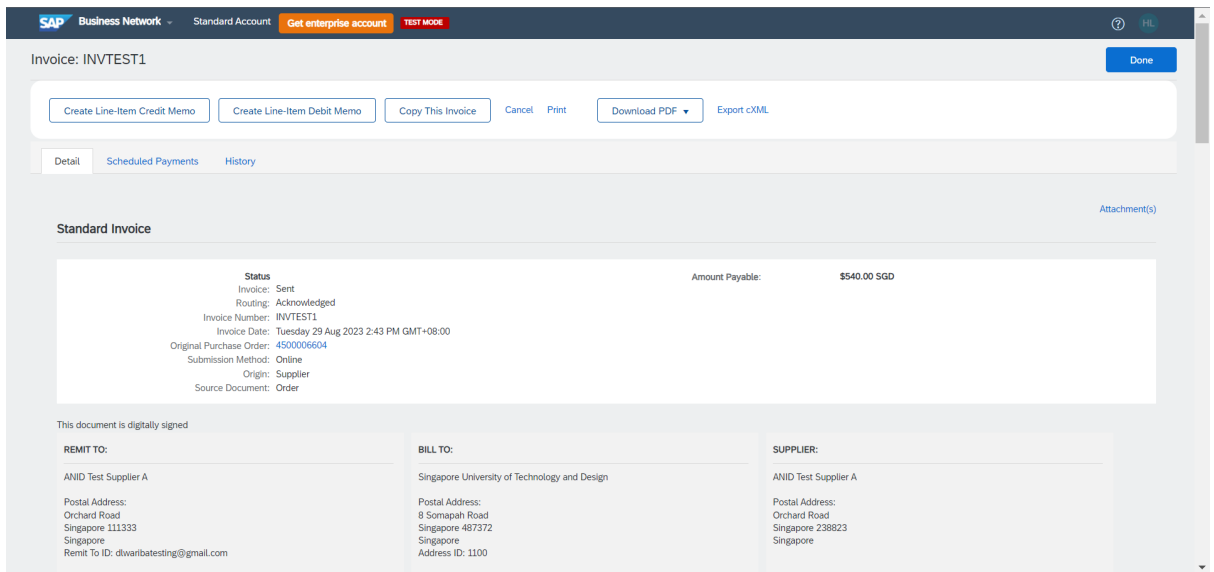
3. If everything is confirmed > You can proceed to Cancel the invoice.

   a. Click "**Cancel**" button
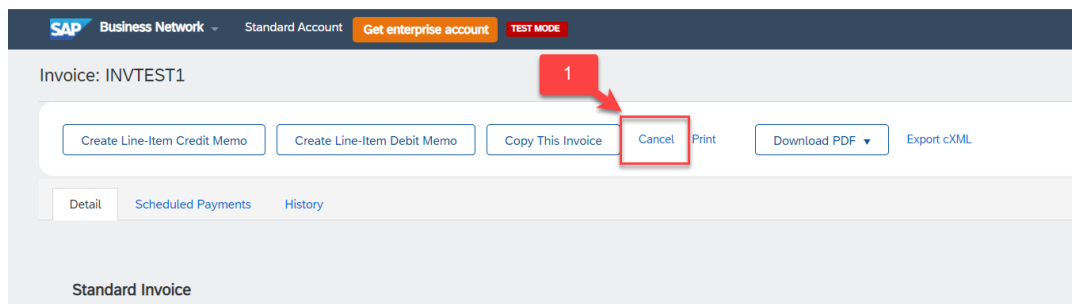
   b. Ariba will request for your confirmation if you want to proceed for invoice cancellation. If you want to proceed for cancellation > Click "**Yes**"

4. You'll be brought to the list of invoice page. The status of the invoice you just Cancel will be updated as "Cancelled"

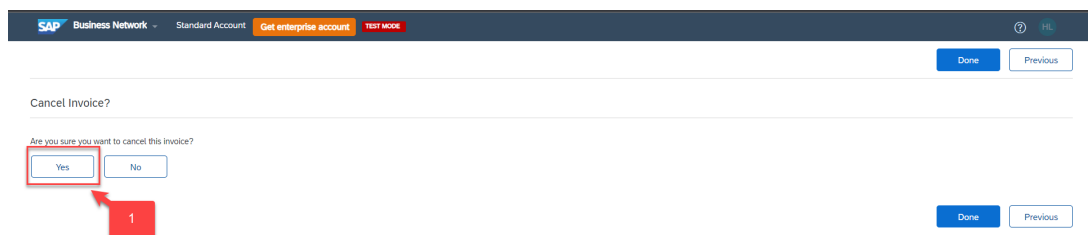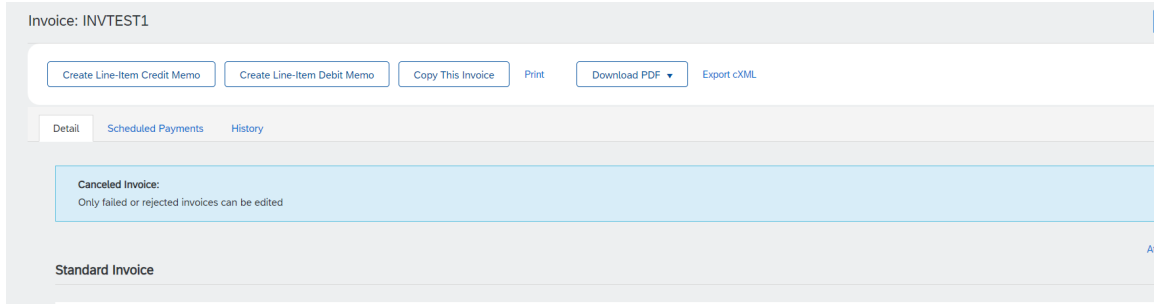| Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
FOREIGNCC	Singapore University of Technology and Desig...	4500006693	Sep 18, 2023	$1080 USD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
CR04 UAT	Singapore University of Technology and Desig...	4500006685	Sep 18, 2023	$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INV6689	Singapore University of Technology and Desig...	4500006689	Sep 18, 2023	$54 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INV6688	Singapore University of Technology and Desig...	4500006688	Sep 18, 2023	$1080 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INV6687	Singapore University of Technology and Desig...	4500006687	Sep 18, 2023	$43.2 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INV6686NO 1	Singapore University of Technology and Desig...	4500006686	Sep 18, 2023	$1000 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INV6685	Singapore University of Technology and Desig...	4500006685	Sep 18, 2023	$500 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INVTEST2	Singapore University of Technology and Desig...	4500006605	Aug 29, 2023	$200 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...
INVTEST1	Singapore University of Technology and Desig...	4500006604	Aug 29, 2023	$540 SGD	Acknowledged	Canceled	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore Univer hnology and Des	...

20 ⌄ Items ‹ 1 2 3 4 5 6 7 8 **9** ›

Note:

1. Once you Cancel your invoice, you cannot make any changes edit the invoice.

Invoice: INVTEST1

Create Line-Item Credit Memo   Create Line-Item Debit Memo   Copy This Invoice   Print   Download PDF ▼   Export cXML

Detail   Scheduled Payments   History

Canceled Invoice:
Only failed or rejected invoices can be edited

Standard Invoice

2. If the "**Cancel**" button is **not available** when you open the invoice, it means that you **cannot** Cancel this invoice.

nterprise account   TEST MODE

1

Debit Memo   Copy This Invoice   Cancel Print   Download PDF ▼   Export cXM