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
 - Input the Invoice number in "Invoice Number" field > Select "Exact Match" radio button > Click "Apply" button.

19	1	1	2	12	2
Invoices	Rejected invoices	Overdue invoices - Not approved	Overdue invoices - Approved	Invoices pending approval	Approved invoices pending payment
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days
Lone meet					
Customers	Invoice num	iber			
Customers Select or type selections	Invoice num	iber umber> match • Exact match			3

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

nvoices (1)	INVTEST1								
Customers Select or t	type selections	Invoice r	number ST1 × Type selection tial match • Exact matc	h					
								Apply	Deret
	Display the invo You can click Number link to	ice you se on the In open the	earched. voice invoice					repty	keset ¢îi
oice mber	Display the invo You can click Number link to	ice you se on the In open the Reference	earched. voice invoice Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	مراجع المراجع ا

- c. If you don't know the Invoice Number
 - Select "Partial Match" radio button > Select "365 days" for "Invoice Date" field > Click "Apply" button.

1 Invoid Last 31	es Ro days	1 ejected invo	oices /s	Dverdue invoice approved Last 31 day	es - Not 1	2 Overdue invoices - Approv Last 31 days	ed Invoice	12 es pending approval Last 31 days	2 Approved invoices payment Last 31 days	pending	Paid in Last 31 de
Invoices (1)	Last 31 days								2		
Customers			Invoice numbe	er		Reference		Invoice date			
Select or t	ype selections	œ	Type selectio	n		Type input		Last 31 days	~		- 1
		_	 Partial m 	atch 🔿 Exact mat	:h			Last 24 hours			4
		1						Last 7 days			
Show mor	e							Last 14 days		Apply	
								Last 31 days			649
Involue								Last 90 days			
Number	Customer	Referen	nce In	voiced Date 👃	Amo	unt Routing Status	Invoice Sta	Last 365 days		address	Actions
INVTEST1	Singapore University of Technology and Desig	450000	06604 Au	ıg 29, 2023	\$540 S	GD Acknowledged	Sent	Custom date range		singapore Univers hnology and Desig	080

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.

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Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
CR04 UAT	Singapore University of Technology and Desig	4500006685	Sep 18, 2023	\$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	020
NV6689	Singapore University of Technology and Desig	4500006689	Sep 18, 2023	\$54 SGD	Acknowledged	Sent	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	020
NV6688	Singapore University of Desig	4500006688	Sep 18, 2023	\$1080 SGD	Acknowledged	Sent	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	080
number if	f it's the ^{versity of}	4500006687	Sep 18, 2023	\$43.2 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	080
cano	versity of versity of versity of	4500006686	Sep 18, 2023	\$1000 SGD	Acknowledged	Sent	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	020
INV6685	Singapore University of Technology and Desig	4500006685	Sep 18, 2023	\$500 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	020
INVTEST2	Singapore University of Technology and Desig	4500006605	Aug 29, 2023	\$200 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	020
INVTEST1	Singapore University of Technology and Desig	4500006604	Aug 29, 2023	\$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	

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.

Business Network - Standard Account Get enterprise account	TEST MODE		
oice: INVTEST1			Done
Create Line-Item Credit Memo	Copy This Invoice Cancel Print Download PDF Export cXi	L	
Detail Scheduled Payments History			
Standard Invoice			Attachment(s)
Status Invoice: Sent Routing: Achnowledged Invoice Namber: INVTEST4 Invoice Namber: Invoide 2006664 Original Publicase Order 450006664 Submission Method: Online Origins Supplier Source Document: Order	Amount Payable.	\$540.00 SGD	
This document is digitally signed			
REMIT TO:	BILL TO:	SUPPLIER:	
ANID Test Supplier A Postal Address: Orchard Road Singapore 111333 Singapore Remit To ID: Guvaribatesting@gmail.com	Singapore University of Technology and Design Postal Address: 8 Somapah Road Singapore 467372 Singapore Address ID: 1010	ANID Test Supplier A Postal Address: Octhand Road Singapore 238823 Singapore	

- 3. If everything is confirmed > You can proceed to Cancel the invoice.
 - a. Click "Cancel" button

SAP Business Network - Stand	dard Account Get enterprise account	TEST MODE		
Invoice: INVTEST1		1		
Create Line-Item Credit Memo	Create Line-Item Debit Memo	Copy This Invoice Cancel	Print Download PDF 🔻	Export cXML
Detail Scheduled Payments	History			
Standard Invoice				

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

SAP Business Network - Standard Account Get enterprise account 1531 Most	() H
	Done Previous
Cancel Invoice?	
Are you sure you want to cancel this invoice?	
	Done Previous

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

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	Invoiced Date $~\downarrow~$	Amount	Routing Status		Invoice Status		From address	To address	Actions
	Sep 18, 2023	\$1080 USD	Acknowledged		Sent		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Sep 18, 2023	\$540 SGD	Acknowledged		Sent		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Sep 18, 2023	\$54 SGD	Acknowledged		Sent		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Sep 18, 2023	\$1080 SGD	Acknowledged		Sent		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Sep 18, 2023	\$43.2 SGD	Acknowledged		Rejected		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Sep 18, 2023	\$1000 SGD	Acknowledged		Sent		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Sep 18, 2023	\$500 SGD	Acknowledged		Rejected		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Aug 29, 2023	\$200 SGD	Acknowledged		Rejected	_	ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
	Aug 29, 2023	\$540 SGD	Acknowledged		Canceled		ANID Test Supplier A, Singa pore, Singapore, SGP	Singapore Univer hnology and Des	000
15	20 🗸 Items	∢ 1 2	3 4 5	6	7 8 9 >	1	pore, ongapore, our	motogy and	Des

Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print Download PDF • Export cXML Detail Scheduled Payments History
Detail Scheduled Payments History
Canceled Invoice: Only failed or rejected invoices can be edited
Standard Invoice
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