View and Resubmit Cancelled PO-Based Invoices

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View and Resubmit Cancelled PO-Based Invoices

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Overview

This document provides you steps for viewing and resubmitting rejected PO-based invoices.

View and Resubmit Cancelled PO-Based Invoices

In case your PO-based invoice is cancelled, you will receive a notification via email, clearly indicating the rejection reasons and asking you to rectify and resubmit the invoice.

1	erpdev02 Tue 2/24/2023 4:32 AM								
1	o: IRENE IRWIN <irenei@invalidemail.com></irenei@invalidemail.com>	In case a PO-based invoice is cancelled, you will receiv							
	Notification Detail.html	an email, indicating the cancellation reason(s) and asking you to resubmit the invoice.							
C \	Dear ACME Learning Ltd, With reference to invoice number INV 233232 analiset nurchase order number 233234 that was submitted through iSupplier on 24-FER-2023, we would like to inform you that the invoice will not be								
F	processed and has been cancelled.								
F	Possible reasons that this invoice was cancelled are incorrect PO number or PO details, missing payment information, missing supporting documentation or incorrect quantities.								
We kindly ask you to submit a new invoice at your earliest convenience. Please reach out to your Metrolinx Business Partner with any questions or concerns. Please do not reply to this email as the value of a your this invoice anserses and Tabaki value of the second se									

You can also receive this notification in iSupplier. Follow the steps below to view and resubmit a cancelled PO-based invoice in iSupplier:

1. Click the **Bell** icon on the iSupplier home page to view the rejection notification.

	ORACLE' E-Business Suite		*	٥	A	Logged in As KIM.DERIKX@GLOBALKN	OWLEDGE.COM	?	ባ
	Announcement Melcome to Oracle E-Business Suite! You can personalize the choices available on this page by selecting favorites using the Add avorites icon (with a star and plus sign). You can also select a specific start page when you log in to Oracle E-Business Suite. Choose Settings (gear icon) from the top of the page, and then choose Preferences. Select the responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your preferred start page instead of this mone page. Pendor Training Documents - French Sustem Outage Schedule	Add Favorites	To view th Bel	ne san I icon : to you	ne notific on the iS	ation in iSupplier, click th upplier home page. Business Partner.	e es.	nostie Con	SOIE
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2. Select the relevant notification from the list and click the **OK** button.



Note: The iSupplier notification will display the same text as the email you have received.



3. Click the **OK** button to acknowledge the notification.



The **Worklist** page displays. Here, you can see that the status of the invoice has changed to **Closed**.

Note: As the invoice has been cancelled, you need to navigate to the Finance tab and submit the invoice with a new invoice number.

4. To do so, click the **Menu** icon.

Ę	ORACLE' Workflow		î,	t 🕸	↓ ¹⁴ ∣	Logged in As KATHERINE.SMITH@INVALIDEMAIL.COM 💡 🔱				
Not W	Non Details >									
	To do so, click the Menu icon.									
	Subject 🛆	Sent 🛆	Due - Fn Leve	Fro	m 🛆 Status 🖉	∆ Туре △				
	Metrolinx Supplier Collaboration Network. Registration Approval	17-Jan-2022			Canceleo	d UMX Login Help				
	Invoice: INV_233232 is Cancelled	24-Feb-2023			Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager				
	Invoice: 12822_01 is Cancelled	28-Jan-2022			Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager				
	Supplier Profile Management: New bank account for ACME Learning Ltd	24-Jan-2022			Open	POS Supplier Registration and Profile Management				
	Supplier Profile Management. New bank account for ACME Learning Ltd	24-Jan-2022			Open	POS Supplier Registration and Profile Management				
	Supplier Profile Management: Change in Bank Account Details for ACME Learning L	td 07-Feb-2022			Open	POS Supplier Registration and Profile Management				
	Bank Account Creation/Update mesage	03-Feb-2022			Open	MX Bank Add/Update Notification to vendor				
	Bank Account Creation/Update mesage	03-Feb-2022			Open	MX Bank Add/Update Notification to vendor				
	Supplier Profile Management. Verification of bank account	25-Jan-2022			Open	POS Supplier Registration and Profile Management				
	Supp					on and Profile Management				
Select Not Select Not The Worklist page displays. Here, you can see that the status of the invoice has changed to Closed. Note that as the invoice has been cancelled, you need to navigate to the Finance tab and submit the invoice with a new invoice number.										
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5. Click the **MX iSupplier Portal Supplier Inv Admin** option.

Click the M	X iSupplier Portal Suppl	er PO Inv Admin option	n.	Status A	Type
	U V U I	11-0011-2022		Canceled	UMX Login Help
		24-Feb-2023		Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager
		28-Jan-2022		Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager
	Learning Ltd	24-Jan-2022		Open	POS Supplier Registration and Profile Management
	Learning Ltd	24-Jan-2022		Open	POS Supplier Registration and Profile Management
	ails for ACME Learning Ltd	07-Feb-2022		Open	POS Supplier Registration and Profile Management
		03-Feb-2022		Open	MX Bank Add/Update Notification to vendor
		03-Feb-2022		Open	MX Bank Add/Update Notification to vendor
		25-Jan-2022		Open	POS Supplier Registration and Profile Management
		25-Jan-2022		Open	POS Supplier Registration and Profile Management
					4 Previous 1 - 10 🐱 Next

6. Click the **Home Page** option.

Supplier Portal Supplier PO Inv Ac		▲ ×								
Supplier Profile Administrator	Home Page									
	NI.	N					4 Previous 1 - 10 🗸 Next 10			
			Sent 🛆	Due - Fn Le	evel 🛆	Status 🛆	Туре 🛆			
	ſ					Canceled	UMX Login Help			
		Click the He	ome Page optio	on.		Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager			
			Juie i age option			Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager			
			24-Jan-2022			Open	POS Supplier Registration and Profile Management			
			24-Jan-2022			Open	POS Supplier Registration and Profile Management			
			07-Feb-2022			Open	POS Supplier Registration and Profile Management			
			03-Feb-2022			Open	MX Bank Add/Update Notification to vendor			
			03-Feb-2022			Open	MX Bank Add/Update Notification to vendor			
			25-Jan-2022			Open	POS Supplier Registration and Profile Management			
			25-Jan-2022			Open	POS Supplier Registration and Profile Management			
		<u>v</u> v					I Previous 1 - 10 V Next 10			

7. The **Supplier Home** page displays. Click the **Finance** tab.

er Home Order	s Shipments Finguce									
Search PO Num	iber 🗸 Go									
P Disclaimer Mess	age: By registering in iSi	found at the link below								
—										
Notification	ions The Supplier Home page displays	. Click the Finance tab.	Planning							
			Orders							
Subject		Date 🛆	Agreements							
Supplier Profile M	anagement: Change in Bank Account Details for ACME Learning Ltd	07-Feb-2022 09:39:42	- Durchase Orders							
Bank Account Cre	ation/Update mesage	03-Feb-2022 07:16:06								
Bank Account Cre	ation/Update mesage	03-Feb-2022 07:09:20	Purchase History							
Invoice: 12822_CI	M01 is Cancelled	28-Jan-2022 10:52:26	Shipments							
Supplier Profile M	anagement. Approval of Bank Account	25-Jan-2022 03.29.51	Delivery Schedules							
			Constant Description							
123			Overable Receipts							
Orders A	t A Glance		Advance Shipment Notices							
		Eudl Liet	Receipts							
PO Number	Description	Order Date	Receipts							
222220	IT Equipment (Monitor/Drinter) - Delware needed by 20 Eeb	11 Eab 2022 02:15:24	. Returns							
233220	Technician visit charges	09.Feb.2022 03:30:47	15 12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
233221	Technician visit to install equipment	28-Jan-2022 10:55:06	On-Time Performance							
233220	Equipment and additional supplies	28-Jan-2022 10:19:45	Invoices							
233219	Consultation for design and delivery	28-Jan-2022 10 14:56	Invoices							
			Payments							
			Participation of the second seco							

The **Invoice Actions** page displays. Here, you can search for the cancelled PO-Based invoice in the **Search** section. Once the search results display, you can see the reason for cancellation in the **Rejection Comments** column.

Create Invoice Actions Search	į	The Invoice Action Here, you can searc results display, you	s page displays. In for the cancelled PO-E can see the reason for ca	ased in ancella	nvoice i tion in t	in the S the Re j	Search jection	section. Once Comments co	the search blumn.	ل) 30
Note that the search is ca Supplier Invoice Number Invoice Date From Invoice Status	ACME Learning Ltd (13-Jul-2023)	ri _e	Purchase Order Number Invoice Amount Invoice Date To Currency		te l					
Invoice Number No search conducted. Table Diagnostics	Invoice Date	Invoice Currency Code	Invoice Amount Purchase Order	Status	Withdraw	Cancel	Update	View Attachments	Rejection Comments Diagnostic Conso	ble

The invoice resubmission process is the same as submitting a new invoice. Note that the invoice you resubmit cannot have the same invoice number as the cancelled invoice. In that case, you must use a new invoice number.

To learn more about how to submit an invoice, please see the video titled "Submit a PO-Based Invoice".

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Supplier Home Orders Shipme Create Invoices View Invoic Invoice Actions Search	es View Paymen	Th su re ca in	The invoice resubmission process is the same as submitting a new invoice. Note that the invoice you resubmit cannot have the same invoice number as the cancelled invoice. In that case, you must use a new invoice number.								ce With a PO 🗸	Go
Note that the search is case inser Supplier ACME Lo Invoice Number Invoice Date From Invoice Status	2023)	Tc th	e learn more ab e video titled "	oout how to Submit a PC	submi D-Base	t an invo d Invoid	oice, p ce″.	leases	see			
Go Cle	ar											
Invoice Number Invo No search conducted.	ice Date Invoid	e Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attach	ments	Rejection Comment	s
Table Diagnostics											Diagnostic Co	nsole
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