#### View and Resubmit Rejected Non-PO Invoices

#### METROLINX



# View and Resubmit Rejected Non-PO Invoices

Version No: 1.0 Date: 25/7/2023

#### Overview

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

# How to View and Resubmit Rejected Non-PO Invoices

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

For Your Information: Invoice : Invoice6463 Is Rejected	1
Image: State of the s	In case your Non-PO invoice has been rejected, you will receive a notification, clearly indicating the rejection reasons and asking you to rectify and resubmit the invoice.
Dear GLOBAL KNOWLEDGE NETWORK (CANADA) INC.,	
With reference to invoice number Invoice6463 that was submitted through iS	Supplier on 07-JUL-2023, we would like to inform you that the invoice will not be processed due to Incorrect quantity ordered for Wireless Laser Printe
<ul> <li>We black control to weather the excess without above and extends with the excess.</li> </ul>	
. We kindly ask you to rectify the errors outlined above and submit with the am	nended version at your earliest convenience.
We kindly ask you to rectify the errors outlined above and submit with the am Please reach out to your Metrolinx Business Partner for any issues. Do not re	mended version at your earliest convenience. reply to this email as this is an automated account which does not accept incoming messages.
. We kindly ask you to rectify the errors outlined above and submit with the am Please reach out to your Metrolinx Business Partner for any issues. Do not re Thank You	mended version at your earliest convenience. reply to this email as this is an automated account which does not accept incoming messages.
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. We kindly ask you to rectify the errors outlined above and submit with the am Please reach out to your Metrolinx Business Partner for any issues. Do not re Thank You	mended version at your earliest convenience.
We kindly ask you to rectify the errors outlined above and submit with the am Please reach out to your Metrolinx Business Partner for any issues. Do not re Thank You	mended version at your earliest convenience. reply to this email as this is an automated account which does not accept incoming messages.

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

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



2. Select the relevant notification from the list and click the OK button.

		★ 🌣 ↓ Sigged In As KIM.DERIKX@GLOBALKNOWLEDGE.COM ? U
	My Worklist	t Diagnostic Console
Announcement	Invoice : Invoice6463 Is Rejected	UI GO AM Ubmit non-Regime 3 Construction Act invoices.
Welcome to Oracle E-Business Suite!	Invoice : Invoice618 Is Rejected	ok
this page by selecting favorites using the Add Favorites icon (with a star and plus sign).	Invoice : Invoice3724 Is Rejected	ок The list of notifications is displayed. Click the relevant notification from the list.
You can also select a specific start page when you log in to Oracle E-Business Suite. Choose	Invoice : Invoice285 Is Rejected	07.21 AM
Settings (gear icon) from the top of the page, and then choose Preferences. Select the	Invoice : Invoice4601 Is Rejected	05-10 AM OK
responsibility and Page you want, and apply your changes. The next time you log in, you will be taken to your proferred start page instead of	Invoice : Invoice333 Is Rejected	04-Jul-2023
this home page.	Invoice : S2GK Is Rejected	03-Jul-2023
Vendor Training Documents - French Vendor Training Documents - English		03-Jul-2023
System Outage Schedule	Rejected	ок
	Go To Full Workli	ilst
plier.metrolinxsit.com:8029/OA_HTML/OA.jsp?page=/oracle/apps/fr	nd/framework/navigate/webui/OASimpleHomePG8	5&homePage=Y&OAPB=FWK_HOMEPAGE_BRAND&transactionid=1224125773&oapc=2&oas=tRZUFH8bZ3nw

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

#### View and Resubmit Rejected Non-PO Invoices

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	6	*	۵	1 <sup>99+</sup>	Logged In As KIM.DERIKX@GL	OBALKNOWLEDGE.COM	?	
Worklist >         Information         This notification does not require a response.         Invoice : Invoice6463 Is Rejected         To KIM DERIKX         Sent 07-Jul-2023 009:27:56         ID 2515098         Dear GLOBAL KNOWLEDGE NETWORK (CANADA         With reference to invoice number Invoice6463 that was a straight of the errors outlined above         Please reach out to your Metrolinx Buss         Thank You         Return to Worklist         Display next notification after my respiration	INC., as submitted through ISupplier on 07-JUL-2023 , we and submitted through ISupplier notification you have received. In this example, the reject entered for Wireless Lase rejected, you can correct	e would like to in est convenience o will disp tion reas er Printer the sam	olay the son is li s". If a e invoi	at the involce e same t isted as Non-PC ice and	will not be processed due to incorre text as the email "incorrect quantity p invoice is resubmit it.	ct quantity ordered for Wirek	ess Laser F	OK Printer
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3. Click the **OK** button to acknowledge the notification.

Note: Once you click the **OK** button, the notification will be marked as **Closed**.

		â	*	0		Logged In As KIN	M.DERIKX@GLOBALKNO	WLEDGE.COM	?	
Worklist >  (i) Information										
Invoice : Invoice6463 Is Rejected									C	R.
To KIM DERIKX Sent 07-Jul-2023 09:27:55 ID 2515698									/	
Dear GLOBAL KNOWLEDGE NETWORK (CANADA) With reference to invoice number invoice6463 that was	INC., s submitted through ISupplier on 07-JUL-20	023 , we wou	id like to in	form you th	at the Ir	Click the <b>C</b>	<b>)K</b> button to ac notification	knowledg 1.	ge the	
Please reach out to your Metrolinx Business Partner fo	r any issues. Do not reply to this email as t	this is an aut	omated ac	count which	does not ac	cept incoming messa	ges.			
Thank You Return to Worklist Display next notification after my response	Note that or notification	nce you will be	ı click marke	the OI ed as O	K butto Closed.	n, the		Diag	nostic Con:	sole
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4. The **Worklist** page displays. Click the menu icon to navigate to the existing non-PO invoice.

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1	ation Details > st							
	The Worklist page displays. Click the m	nenu icon to			I Previous 1 - 10 ✓ Next 10			
	navigate to the existing Non-PO invoice.		Due - Fn Level 🛆	From 🛆	Туре 🛆			
					AP Involce Approval			
	Invoice : Invoice8923 Is Rejected	12-Jul-2023			AP Invoice Approval			
	Invoice : Invoice662 Is Rejected	12-Jul-2023			AP Invoice Approval			
	Invoice : Invoice581 Is Rejected	12-Jul-2023			AP Invoice Approval			
	Invoice : Test_26Jun01 Is Rejected	11-Jul-2023			AP Invoice Approval			
	Involce : MM-T-626-05 Is Rejected	11-Jul-2023		AP Invoice Approval				
	Involce : involceNN14 Is Rejected	11-Jul-2023	AP Invoice Approval					
	Invoice : MM-T-626-03 Is Rejected	11-Jul-2023		AP Invoice Approval				
	Invoice : MM-T-626-02 Is Rejected	11-Jul-2023			AP Invoice Approval			
	Invoice : Invoice1018 Is Rejected	11-Jul-2023			AP Invoice Approval			
Sele	ct Notifications: Open Reassign Close				Previous 1-10 Vext 10			
⊗ TI Tat	P <u>Vacation Rules</u> - Redirect or auto-respond to notifications.				Diagnostic Console			
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5. Click the **MX iSupplier Portal Supplier Inv Admin** option.

Supplier Broker					
Supplier Portal Supplier Inv Admin					
Supplier Portal Supplier PO Inv Admin					I Previous 1 - 10      ✓ Next 1
Supplier Profile Administrator		Sent 🕶	Due - Fn Level 🛆	From 🛆	Туре 🛆
<b>_</b>					AP Involce Approval
	Click the M	X iSupplier Portal	Supplier Inv Admin op	tion.	AP Invoice Approval
					AP Invoice Approval
		12-Jul-2023			AP Invoice Approval
		11-Jul-2023			AP Invoice Approval
		11-Jul-2023			AP Involce Approval
		11-Jul-2023			AP Involce Approval
		11-Jul-2023			AP Invoice Approval
		11-Jul-2023			AP Invoice Approval
		11-Jul-2023			AP Invoice Approval
					Previous 1-10 Vext
					Diagnostic Conse

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

( iSupplier Broker							
(Supplier Portal Supplier Inv Admin	<b>A</b>	×					
( iSupplier Portal Supplier PO Inv Ac	Home Page				I Previous 1 - 10 V Next 10		
iSupplier Profile Administrator	14	Sent 💌	Due - Fn Level 🛆	From 🛆	Туре 🛆		
0		12-Jul-2023	_		AP Involce Approval		
	Click the Home	Page option			AP Invoice Approval		
	Click the <b>Home</b> I	rage option.			AP Invoice Approval		
	<u></u>	12-Jul-2023	_		AP Invoice Approval		
		11-Jul-2023			AP Invoice Approval		
		11-Jul-2023			AP Involce Approval		
		11-Jul-2023			AP Involce Approval		
		11-Jul-2023			AP Invoice Approval		
		11-Jul-2023			AP Invoice Approval		
		11-Jul-2023			AP Invoice Approval		
					I Previous 1 - 10 ✓ Next 1		
	<u> </u>	_					
-					Disgnostic Conso		

7. The **Supplier Home** page displays. Navigate to the **Finance** tab to update and resubmit the non-PO invoice.

ORACLE <sup>®</sup> iSupplier Porta	n 🕺	🄅 🌲 99**   Logg	ed in As KIM.DERIKX@GLOBALKNOWLEDGE.COM 🧿 (						
oller Home Orders Shipments Finance	e								
Search PO Number	upplier, you agree to accept the following terms and conc	resubmit the No Finance tab.	<b>me</b> page displays. To update and n-PO invoice, you must navigate to the						
Notifications			Orders						
		Full List	Agreements						
Subject	Date 🛆		Destroy Online						
Invoice : TEST-SHI-27.JUN-2 Is Rejected	12. Jul-2023 14:47:41		Purchase Orders						
Invoice : Invoice8923 Is Rejected	12-Jul-2023 08:17:10		Purchase History						
Involce : Involce662 Is Relected	12-Jul-2023 05:37:15		Shipments						
Invoice : Invoice581 Is Rejected	12-Jul-2023 02:33:16		Delivery Schedules						
Invoice : Test_26Jun01 Is Rejected	11-Jul-2023 10:32:39		- Dentroy conclusion						
Table Diagnostics			Overdue Receipts						
			Receipts						
			Receipts						
Orders At A Glance			Returns						
			On Time Parformance						
		Full List	· Orening Ferdinance						
PO Number Description		Order Date	invoices						
266666 2ND-2021-HRDV-729:VOR	2nd Stage - GK FY 2022-2023 - Initiating a 2nd stage for attached defined	16-Jun-2023	Invoices						
scope of work for RQQ-2020	-HRDV-500 (PO239	14:35:50	Payments						
266664		23-May-2023 12:05:35 Payments							

8. Click the **Finance** tab.

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Supplier Home Search P IP Disclaime T&C	Orders Shipments Finance	erms and conditions	found at t	the link belo	w	Orders		
					Full Liet	Acreements		_
Subject		Date 🛆			T un List	• Agreements		
Jubject	ET SHI 27 II IN 2 Is Bajastad	12 14 2022	14.47.41			Purchase Orders		
Invoice : In	unice9022 In Rejected	12-501-2023	09-17-10			<ul> <li>Purchase History</li> </ul>		
Involce : Inv	volce662 is Rejected	12-501-2023	05-37-15			Shipments		
Invoice : Inv	voice581 Is Rejected	12-301-2023	02-33-16			Delivery Cohertular		
Invoice : Te	st 26 lun01 is Rejected	11-10-2023	10:32:39			Delivery schedules		
Table Die		11-04-2020	10.02.00			Overdue Receipts		
Table Diag	gnosues					Receipts		
Orde	ers At A Glance					Receipts     Returns		
					Full List	On-Time Performance		
PO Numbe	er Description			On	der Date	Invoices		
266666	266666 20D-2021-HRDV-729:VOR 2nd Stage - GK FY 2022-2023 - Initiating a 2nd stage for attached defined score et unork for ROO 2020 HRDV 500 (PC23)			id 16-	Jun-2023 35:50	Invoices		
266664				23-	May-2023 05:35	Payments		
oplier.metrolinxsit.	.com:8029/OA_HTML/OA.jsp?page=/oracle/apps/ap/inv			23-	May-2023			

9. The **Invoice Actions** page displays. Search for the rejected non-PO invoice using one or multiple search criteria such as **Invoice Number**, **Invoice Amount**, **Invoice Status**, etc.

**Note:** If you click the **Go** button without populating any of the search criteria, then all the relevant iSupplier invoices associated with your organization will be displayed.

	iSupplier Portal			<b>î</b> *	٥		Logged I	n As KIM.DI	ERIKX@GLOBALKNOW	LEDGE.COM	?	ባ
Supplier Home Orders Create Invoices View Invoice Actions Search	Shipm v Invol	The <b>Invoice Act</b> one or multiple Note that if you relevant iSuppli	<b>ions</b> page dis search criteri click the <b>Go</b> I er invoices as	plays. Her a such as <b>l</b> button with sociated v	e, you o <b>nvoice</b> nout po vith you	can sear <b>Numbe</b> opulating ar organ	ch for <b>r, Invo</b> g any c izatior	the rej <b>ice Arr</b> of the s will be	ected Non-PC nount, Invoice search criteria, e displayed.	invoice <b>Status</b> , e then all	using etc. the	
Invoice Date From Invoice Status	GLOBAL KNOWLEDGE (CANADA) INC. (13-Jul-2023)	NETWORK	Purchase Orde Invoid Invoid	er Number ce Amount ce Date To Currency		<b>6</b>						
Gr Invoice Number No search conducted. Table Diagnostics	D Clear	roice Currency Code	Invoice Amount F	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments	Rejection C Diagr	omments lostic Cons	ole
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10. Enter the invoice number in the **Invoice Number** field.

		î ★	٥		Logged In As KIM.D	ERIKX@GLOBALKNOW	LEDGE.COM	?	ሳ
Supplier Home Orders Shipments Finance									
Create Invoices View Invoices View Payments									
Invoice Actions						Create Invoi	with a PO	√ G	0
Search									
Note that the search is case insensitive									
Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.	Purchase Ord	ler Number							
Invoice Number Invoice6463	invoi	CH AMOUNI							
Invoice Date From (14-Jul-2023)	In this de	emonstra	tion, we	will sear	rch using the	rejected invoi	ce		
Invoice Status Clear	number.	Enter the	e invoice	e numbe	r in the <b>Invoi</b>	ce Number fie	ld.		
Invoice Number Go pice Date Invoice Currency Code	Invoice Amount	Purchase Ord	er Status	Withdraw	Cancel Update	View Attachments	Rejection Con	nments	
No search conducted.									
Table Diagnostics							Diagnos	tic Consol	le
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11.Click the **Go** button.

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Supplier Home Orders Shipments Finance										
Create Invoices View Invoices View Payments										
Invoice Actions							Create Invoid	With a PO	√ G	30
Search										
Note that the search is case insensitive										
Supplier GLOBAL KNOWLEDGE NETWORK	Purchase Order Number									
Invoice Number Invoice6463	Invoice Amount			65						
Invoice Date From (14-Jul-2023) to	Currency			00						
Invoice Status	e un tento y									
Clear										
Invoice Number Voice Date Invoice Currency Code	Invoice Amount Purchase C	Order	Status	Withdraw	Cancel	Update	View Attachments	Rejection Comm	nents	
No search conducted.										
Table Diagnostics									-	
								Diagnosti	c Conso	le
Click the <b>Go</b> button.										
Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.							At	out this Page Priv	acy State	ement

**Note:** The search result is displayed. The Non-PO invoice is in the **Rejected** status and the rejection reason displays in the **Rejection Comments** field.

	€ <sup>°</sup> iSupplier Portal		â	* *	<del>ب</del>	Logged In A	AS KIM.DERIKX@GLOBALKNOWL	EDGE.COM 🥜	ሳ
Supplier Home Orders	Shipments Finance								
Create Involces VI	ew Involces View Payments								
Invoice Actions	6						Create Invoice	With a PO	√ Go
Search									
Note that the search is c	case insensitive								
Supplier	GLOBAL KNOWLEDGE NETWORF (CANADA) INC.	Purchase Orde	r Number						
Invoice Number	Involce6463	Invoic	e Date To		12				
Invoice Date From	(14-Jul-2023) 🚳	intelle	Currency						
Invoice Status	~		ourrenty						
	Go Clear								
Invoice Number 🛆 I	nvoice Date 🛆 Invoice Currency	Code   Invoice Amount  Purchas	se Order S	tatus With	draw Canc	el Update View At	ttachments Rejection Comment	5	
Invoice6463 0	01-Jul-2023 CAD	1,218.00	R	tejected 🚟		1 6	Incorrect quantity order	red for Wireless Las	er Printer
Table Diagnostics The search result is displayed. The Non-PO invoice is in the Rejected status. The rejection reason displays in the Rejection Comments field.							Console		
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12. Click the update icon to update the non-PO invoice and rectify the rejection reason.

e oracl	€ <sup>°</sup> iSupplier	r Portal		Â	*	٥		Logged In As KIM.DE	RIKX@GLOBALKNOWLED	GE.COM	?	ሳ
Supplier Home Orders	Shipments	Finance										
Create Involces V	lew Involces	View Payments										
Invoice Actions	s								Create Invoice	With a F	°0 v	Go
Search												
Note that the search is o	case insensitive											
Supplier	GLOBAL KNO (CANADA) IN	WLEDGE NETWORK	Purchas	e Order Number								
Invoice Number	Involce6463			Invoice Amount			12					
Invoice Date From	(14-Jul-2023)	66		Currency								
Invoice Status		~		ounondy								
	Go Clear											
Invoice Number 🛆	Invoice Date 2	Invoice Currency C	ode  Invoice Amount  P	urchase Order	Status	Withdra	w Cancel Up	date View Attachmen	ts Rejection Comments			
Invoice6463	01-Jul-2023	CAD	1,218.00		Rejected	50		/ / +	Incorrect quantity ordered	d for Wirele	ss Laser I	Printer
Table Diagnostics			Click the updat	te icon to rectify the	upda rejec	te the	e Non-Poreason.	D invoice and		Diagn	ostic Co	nsole
pyright (c) 1998, 2020, C	Dracle and/or its a	affiliates. All rights reserv	ed.	,	,				About	this Page	Privacy	Statem

For this invoice, the rejection reason was "incorrect quantity entered for Wireless Laser Printers". To rectify this, you need to scroll down and update the **Items** section accordingly.

	🕋 🛨 🏟 🌲 Logged in As KIM.DERIKX@GLOBALKNOWLEDGE.COM 🔱
Supplier Home Orders Shipments Finance Create Invoices View Invoices View Payments Details Manage Tax	The <b>Create Invoice: Details</b> page displays. For this invoice, the rejection reason was "incorrect quantity entered for Wireless Laser Printers". To rectify this, you need to scroll down and update the <b>Items</b> section accordingly.
Create Invoice: Details	Cancel Step 1 of 3 Next
* Indicates required field Supplier	Invoice
* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC	* Invoice Number Invoice6463
Tax Payer ID	Invoice Date 01-Jul-2023
Remit To POB15872 STNA 🔟 Q	Currency CAD JQ
Address Bemit Te Back Account VYYYY2690	Invoice Description Please approve the request
	Attachment 🖉 🕂
Customer	
Customer Tax Payer ID SYS11988	Requester Email
Customer Name GO Transit (FT)	Requester First Name Sachin
Address	Requester Last Name Ghode
Items	

**Note:** If an invoice has been rejected because of a missing or an incorrect attachment, please see the "Submit a Non-PO Invoice" video to review the demonstration on how to attach documents.

	🎓 🛨 🌣 🌲 Logged in As Kim.derikX@globalknowledge.com 🔱
Suppiler Home Orders Shipments Finance Create Involces View Involces View Payments	
Details Manage Tax	In this demonstration, we do not need to update any attachments.
Create Invoice: Details  * Indicates required field  Supplier  * Supplier  CLOBAL KNOWLEDGE NETWORK (CANADA	However, if an invoice has been rejected because of a missing or an incorrect attachment, please see the "Submit a Non-PO Invoice" video to review the demonstration on how to attach documents.
Tax Payer ID * Remit To POB15972 STNA Q Address Remit To Bank Account XXXXXX2680 Q	* Currency CAD 2 Q Invoice Description Please approve the request Attachment 1
Customer	
Customer Tax Payer ID SYS11988 Customer Name GO Transit (FT) Address	Requester Email Requester First Name Sachin Requester Last Name Ghode
Items	

13. Scroll down to view more details.

	🎓 🛨 🏟 崎 Logged in As KIM.DERIKX@GLOBALKNOWLEDGE.COM 🔱
Supplier Home Orders Shipments Finance	
Create Invoices View Invoices View Payments	
Details Manage Tax	Review and Submit
Create Invoice: Details	Cancel Step 1 of 3 Next
* Indicates required field	
Supplier	Invoice
* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.	* Invoice Number Invoice6463
Tax Payer ID	* Invoice Date 01-Jul-2023 to
* Remit To POB15872 STNA 🔄 Q	* Currency CAD 🔟 🔍
Address	Invoice Description Please approve the request
Remit To Bank Account XXXXX2680 🚽 🔍	ĥ
Customer	Scroll down to view more details.
Customer Tax Payer ID SYS11988	Requester Email
Customer Name GO Transit (FT)	Requester First Name Sachin
Address	Requester Last Name Ghode
Items	Å

14. In the **Quantity to Invoice** column, you must update the quantity of the wireless laser printers.

*						Cancel Ste	piors nex
* Indicates required field							
Supplier			Invoice				
	* Supplier GLOBAL KNOWLEDGE NE	TWORK (CANADA) INC.		* Invoice Number	Invoice6463		
	Tax Payer ID			* Invoice Date	01-Jul-2023		
	* Remit To POB15872 STNA	Q		* Currency	CAD 🔟 🤇	Q,	
	Address			Invoice Description	Please approve the request		
Remit To Ba	ank Account XXXXX2680	Q.					11
					Attachment	т	
Customer							
				Requester I	Email		
				Demuester First I	lama Cachin		
	In the Quantity to	Invoice colum	n, you must	Requester First I Requester Last I	Name Sachin Name Ghode		
(	in the Quantity to update the quant	Invoice colum ity of the wirele	n, you must ss laser printers.	Requester First I Requester Last I	Name Sachin Name Ghode		
Items	i In the Quantity to update the quant	Invoice colum ity of the wirele	n, you must ss laser printers.	Requester First I Requester Last I	Name Sachin Name Ghode		
Items (	in the Quantity to update the quant	Invoice colum ity of the wirele	n, you must ss laser printers.	Requester First I Requester Last I	Name Sachin Name Ghode		
Items + Description	In the Quantity to update the quant	Invoice colum ity of the wirele Unit Price	n, you must ss laser printers. *Amount	Requester First I Requester Last I Tax Rate Co	Name Sachin Name Ghode de	Remove	Duplicate
Items Description Wireless Laser Printer	i In the Quantity to update the quant	Unit Price	n, you must ss laser printers. *Amount 1218	Requester First I Requester Last I Tax Rate Co B AP-GST	Name Sachin Name Ghode	Remove	Duplicate
Items  Description Wireless Laser Printer Table Diagnostics	In the Quantity to update the quant Quantity to Invoice 7	Unit Price	n, you must ss laser printers. *Amount	Tax Rate Co B AP-GST	Name Sachin Name Ghode de	Remove	Duplicate
Items	In the Quantity to update the quant Quantity to Invoice 7	Unit Price	n, you must ss laser printers. *Amount 1218	Requester First I Requester Last I Tax Rate Co AP-GST	Name Sachin Name Ghode de	Remove	Duplicate
Items + Description Wireless Laser Printer Table Diagnostics	i In the Quantity to update the quant	Unit Price	n, you must ss laser printers. *Amount 1218	Requester First Requester Lest I Tax Rate Co B AP-GST	Name Sachin Name Ghode de	Remove	Duplicate
Items Description Wireless Laser Printer Table Diagnostics	i In the Quantity to update the quant	Unit Price	n, you must ss laser printers. *Amount 1218	Requester First I Requester Lest I Tax Rate Co 8 AP-GST	Name Sachin Name Ghode de	Remove Diagn Cancel Ste	Duplicate

15. Update the required quantity field.

Create Invoice: De	etails					Cancel Ste	p1of3 Next
* Indicates required field							
Supplier				Invoice			
	* Supplier GLOBAL KNOWLEDGE N	ETWORK (CANADA) IN	C.	* Invoice Num	ber Invoice6463		
	Tax Payer ID	* Invoice D	ate 01-Jul-2023	6			
	Remit To POB15872 STNA	Q	ONTO ON M5W 1C1	Invoice Descript	ion Please approve the r	P LL	
Rem	It To Bank Account XXXXX2680	Q	SINTO ON MONT TOT	intere beseries		oquot	1.
					Attachment	<i>6</i> <sup>1</sup> +	
Customer							
				Requester E	nail		
	In this demonstrati	on, the releva	nt field is	Requester First N	ame Sachin		
	populated for you.			Requester Last N	Ghode		
Items							
+				-			
Description	Quantity to Invoice	Unit Price	*Amount	Tax Rate Cod	9	Remove	Duplicate
Wireless Laser Printer	10	174		1740 AP-GST	⇒ Q		G
Table Diagnostics							
						Diagn	ostic Console
						Cancel Ste	o 1 of 3 Ne <u>x</u> t
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16.Click the **Next** button to continue.

Create Invoice: Detai	ls						Cancel Ste	p 1 of 3 Next
* Indicates required fleid								1. A
Supplier				Invoice				- 5
	* Supplier GLOBAL KNOWLEDGE	NETWORK (CANADA) INC			<ul> <li>Click th</li> </ul>	ne <b>Next</b> but	ton to cont	inue.
	* Remit To POB15872 STNA	N Q			* Currency	CAD	N Q	
	Address PO BOX 15872 STATIO	N A Lockbox #15872 TORO	NTO ON M5W 1C1		Invoice Description	Please approve the	request	
						Attachment	<i>6</i> <sup>1</sup> +	
customer								
	Customer Tax Payer ID SYS11988				Requester Email			
	Customer Name GO Transit (FT	)		F	Requester First Name	Sachin		
	Address				Requester Last Name	Gnode		
Items								
+								
Description	Quantity to Invoice	Unit Price	*Amount		Tax Rate Code		Remove	Duplicate
Wireless Laser Printer	10	174		1740	AP-GST	⇒ Q	1	G
Table Diagnostics							Diagn Cancel Ste	ostic Console
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17. The **Create Invoice: Manage Tax** page displays. Review the tax details based on the updates made to the invoice.

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Create Invoices View Payments Create Invoices View Payments Create Invoices Meeting Details Meeting	The <b>Create Invoice: Manage Tax</b> page displays. Here, you must review the tax details based on the updates made to the invoice.
Create Invoice: Manage Tax	Cancel Save Back Step 2 of 3 Next Submit
Supplier	Invoice
* Supplier GLOBAL KNOWLEDGE NETWO	RK (CANADA) INC. * Invoice Number Invoice6483
Tax Payer ID	* Invoice Date 01-Jul-2023
* Remit To POB15872 STNA	* Currency CAD
Address PO BOX 15872 STATION A Lock	box #15872 TORONTO ON Invoice Description Please approve the request
Remit To Bank Account XXXXX2680	Attachment 🏾 🎜
Customer	
* Customer Tax Payer ID SYS11988	Requester Email
Customer Name GO Transit (FT)	Requester First Name Sachin
Address 20 Bay Street Tord	onto M5J 2W3 CA Requester Last Name Ghode
Summary Tax Lines	
Coloulate	

18. Scroll down to view more details.

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Suppiler Home Orders Shipments Finance Create Involces View Involces View Payments	
Details Manage Tax Create Invoice: Manage Tax	Review and Submit Cancel Save Back Step 2 of 3 Next Submit
Supplier	Invoice
Supplier GLOBAL KNOWLEDGE NETWORK (GANADA) INC Tax Payer ID     Remit To     POB15872 STNA     Address     PO 80X 15872 STATION A Lockbox #15872 TOROM MSW 1C1     Remit To Bank Account     XXXXX2880	* Invoice Number Invoice6483 * Invoice Date 01-Jul-2023 * Currency CAD ON Invoice Description Please approve the request Attachment
Customer * Customer Tax Payer ID SYS11988 Customer Name GO Transit (FT) Address 20 Bay Street Toronto M5J 2W3 CA Summary Tax Lines	Requester Last Name Ghode
Calculate Summary Tax Line Number Tax Regime Code Tax Tax Status Code Tax Jurisdicti	Code Tax Rate Code Tax Rate Tax Amount Line Status

19. Click the **Next** button to continue.

Remit To Ba	nk Account XXXXX	CX2680							0	
Customer										
	* Customer Tax Pa	yer ID	SYS11988					Requester Email	I	
	Customer	Name	GO Transit (FT)				Requ	ester First Name	Sachin	
	Ad	dress	20 Bay Street Toron	nto M5J 2W3 CA			Requ	lester Last Name	Ghode	
Summary Tax Lines										
Calculate										
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	e Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status		
1	CA-HST	AP-GST	AP-GST	AP-GST	AP-GST	5	82.86	Active		
Table Diagnostics										
tems										
Description			Qua	antity to Invoice				Unit Price		Amount
Wireless Laser Printer			10					174		1,740.00
Table Diagnostics										
nvoice Request Sumn	nary						_			
								Click the <b>f</b>	<b>Vext</b> button to co	ontinue.
										82.86
									Recalculate Total Total (C	Di stic Console
Return to Invoices								C	ance <u>l Save Back</u> Ste	2 of 3 Nert Submit
										al.

20. The **Create Invoice: Review and Submit** page displays. Review the tax details based on the updates made to the invoice.

ORACLE iSupplier Portal  Supplier Home Orders Shipments  Finance  Create Involces View Involces View Payments	The <b>Create Invoice: Review and Submit</b> page displays. Here, you must review all the information before resubmitting the Non-PO invoice.
Details Manage Tax	Review and Submit
Invoice: Invoice6463 Supplier	Printable Page Create Another
* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC Tax Payer ID * Remit To POB15872 STNA Address PO BOX 15872 STATION A Lockbox #15872 TOROI M5W 1C1 Remit To Bank Account XXXXXX2880	. * Invoice Number Invoice6463 * Invoice Date 01-Jul-2023 * Currency CAD NTO ON Invoice Description Please approve the request Attachment
Customer Customer Tax Payer ID SYS11988 Customer Name GO Transit (FT) Address 20 Bay Street Toronto M5J 2W3 CA	Requester Email Requester First Name Sachin Requester Last Name Ghode
Items	

21.Scroll down to view more details.

	î	*	٩	
Supplier Home Orders Shipments Finance Create Invoices View Invoices View Payments Details Manage Tax				Review and Submit
Invoice: Invoice6463				Printable Page Create Another
Supplier		Inv	oice	
* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) IN Tax Payer ID * Remit To POB15872 STNA Address PO BOX 16872 STATION A Lockbox #15872 TORC MSW 101 Remit To Bank Account XXXXX2680	C. DNTO ON			* Invoic Scroll down to view more details. * currency CAD Invoice Description Please approve the request Attachment
Customer				
* Customer Tax Payer ID SYS11988				Requester Email
Customer Name GO Transit (FT) Address 20 Bay Street Toronto M5J 2W3 CA	L.			Requester First Name Sachin Requester Last Name Ghode
Items				

22. Click the **Submit** button to resubmit the non-PO invoice.

	* Customer Tax Pay	ver ID S	SYS11988					Requester Email			
	Customer Name GO Transit (FT)				Requester First Name Sachin						
	Address 20 Bay Street Toronto M5J 2W3 CA				R	equester Last Name	Ghode				
ummary Tax Lines											
Calculate											
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Co	de Tax Jurisdiction Cod	le Tax Rate Co	de Tax Rate	Tax Amo	unt Line Status			
	CA-HST	AP-GST	AP-GST	AP-GST	AP-GST	5	82.86	Active			
Table Diagnostics											
ems											
Description			Q	uantity to Invoice				Unit Price			Amount
Vireless Laser Printer			10					174			1,740.00
Table Diagnostics											
voice Request Sumn	nary										
										Items	1,682.00
										Тах	82.86
				Click the S	<b>ubmit</b> bu	tton to	resubn	nit the Non-I	O invoice.	(CAD)	1,740.00
									2 5100.	Diag	nostic Console
								_			

A message displays, confirming that the non-PO invoice has been submitted to Metrolinx.

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Supplier Home Orders Shipments Finance								
Create Invoices View Invoices View Payments								
O Details	Manage Tax		Revi	ew and Submit				
Confirmation Invoice Invoice6463 was submitted to our Accounts Pay page.	able department on 14-Jul-2023. The confirm	ation number for this inv	vice is the invoice number. You can query	its status by using Search by naviga	iting to the Home			
Invoice: Invoice6463				Printable Page	Create Another			
Supplier * Supplier Tax Payer ID * Remit To Bank Account Remit To Bank Account * Customer Customer								
* Customer Tax Payer ID	SYS11988		Requester Email					
Customer Name Address	GO Transit (FT) 20 Bay Street Toronto M5J 2W3 CA		Requester First Name Requester Last Name	Sachin Ghode				
Items								