



View and Resubmit Rejected Non-PO Invoices

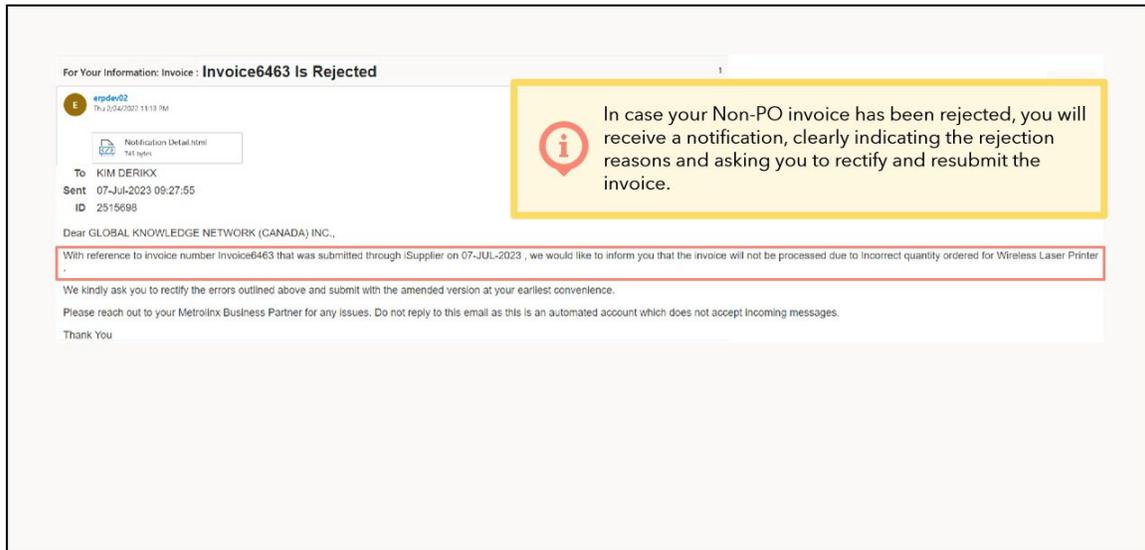
Version No: 1.0
Date: 25/7/2023

Overview

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

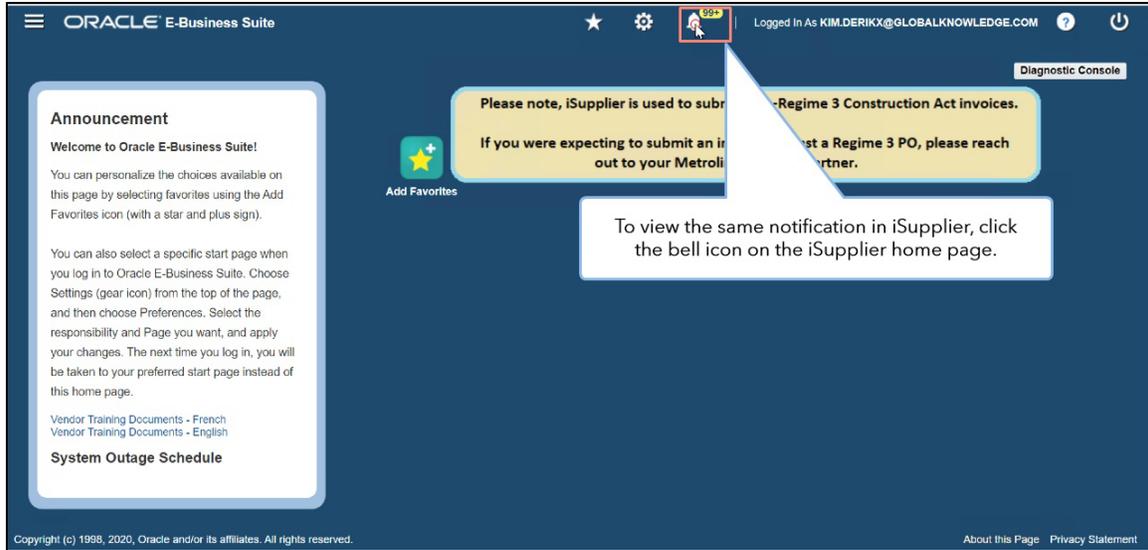
How to View and Resubmit Rejected Non-PO Invoices

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.

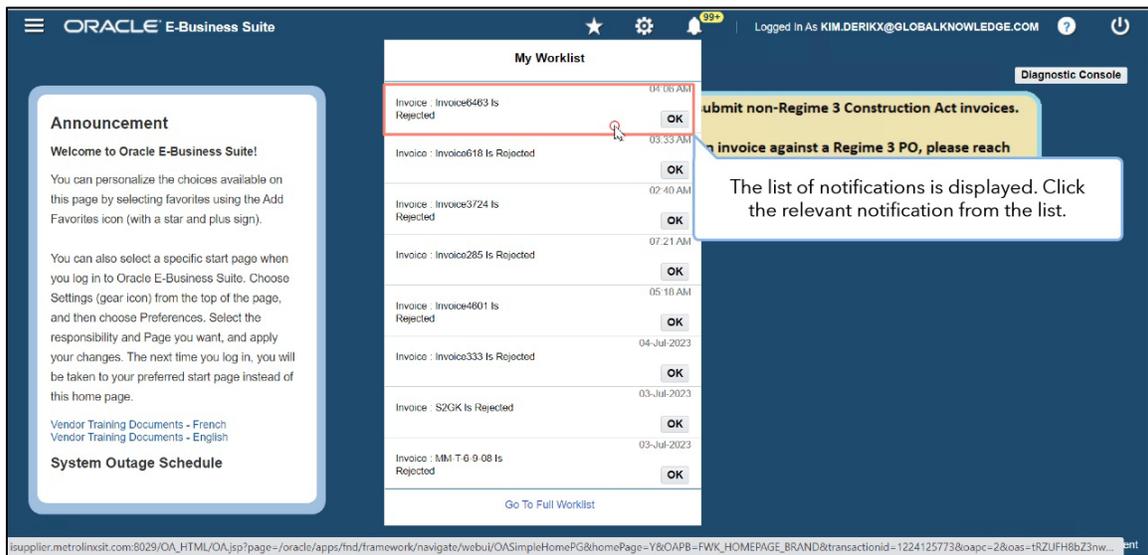


You can also receive this notification in iSupplier. Follow the steps below to view and resubmit a rejected non-PO invoice in iSupplier:

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.

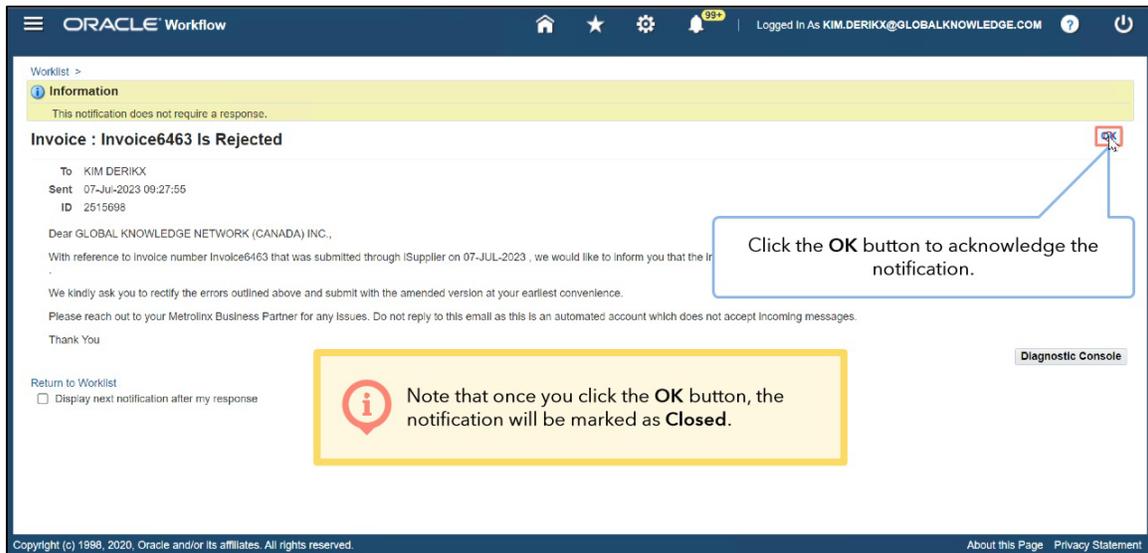


Note: The iSupplier notification will display the same text as the email you have received.

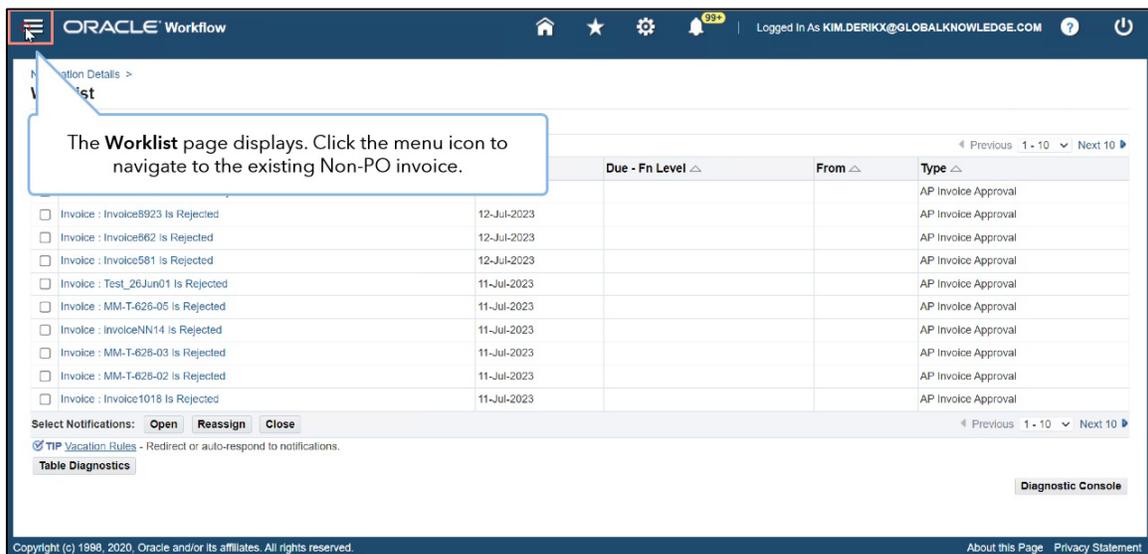
The screenshot displays the Oracle Workflow interface. At the top, the header includes the Oracle Workflow logo, navigation icons, and the user's login information: "Logged In As KIM.DERIKX@GLOBALKNOWLEDGE.COM". Below the header, a yellow information banner states, "This notification does not require a response." The main content area is titled "Invoice : Invoice6463 Is Rejected" and contains an email notification. The email header shows it was sent to KIM.DERIKX on 07-Jul-2023 at 09:27:55. The body of the email addresses GLOBAL KNOWLEDGE NETWORK (CANADA) INC. and explains that invoice Invoice6463 was rejected due to an incorrect quantity ordered for Wireless Laser Printers. It requests the user to rectify the errors and resubmit the invoice. A callout box with a yellow border and an information icon provides additional context: "The iSupplier notification will display the same text as the email you have received. In this example, the rejection reason is listed as 'incorrect quantity entered for Wireless Laser Printers'. If a Non-PO invoice is rejected, you can correct the same invoice and resubmit it." The interface also includes a "Return to Worklist" link and a checkbox for "Display next notification after my response".

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

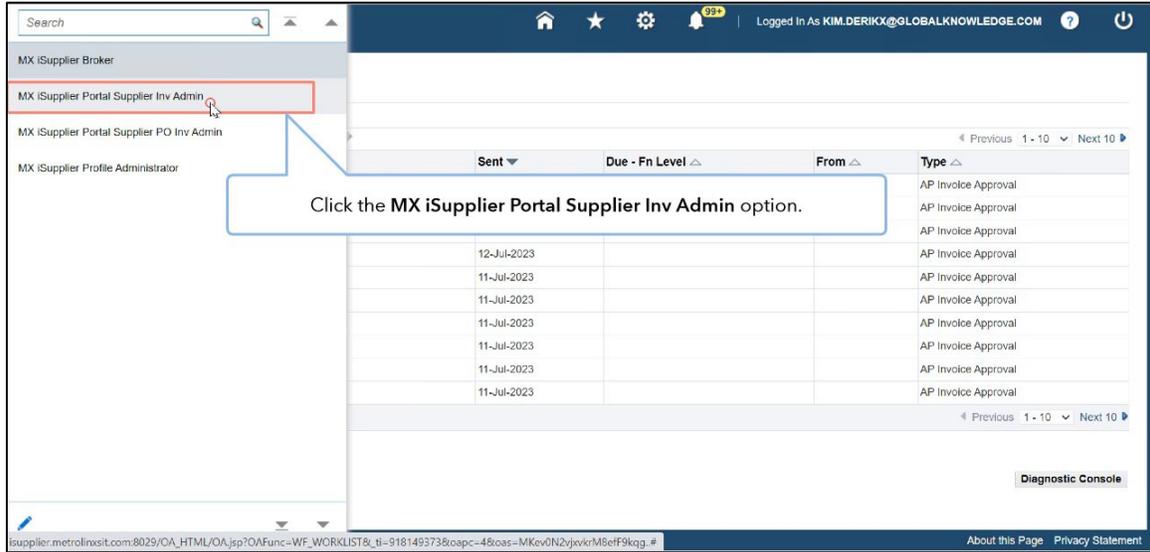
Note: Once you click the **OK** button, the notification will be marked as **Closed**.



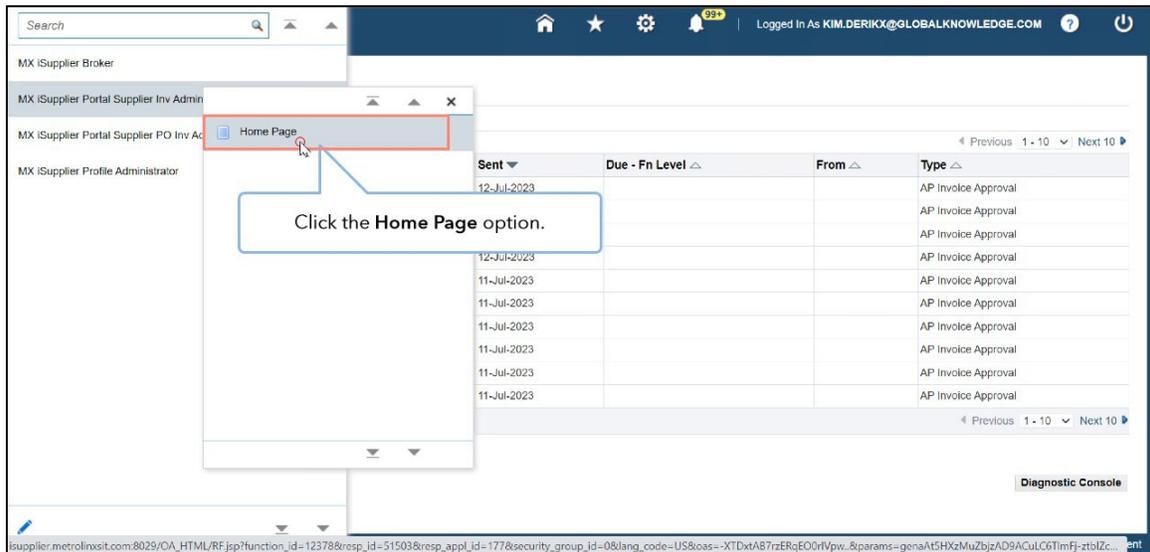
4. The **Worklist** page displays. Click the menu icon to navigate to the existing non-PO invoice.



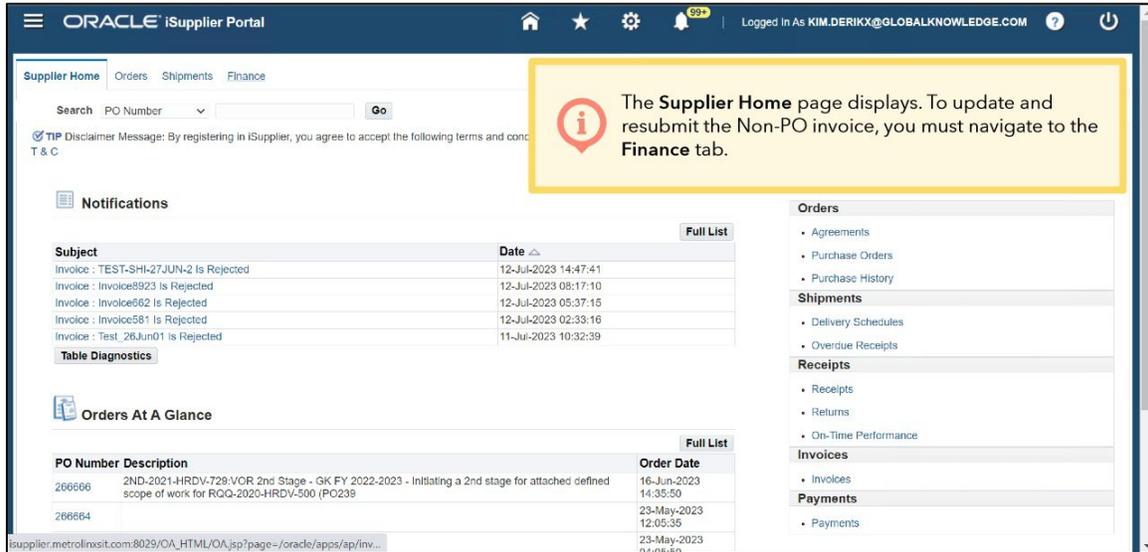
5. Click the **MX iSupplier Portal Supplier Inv Admin** option.



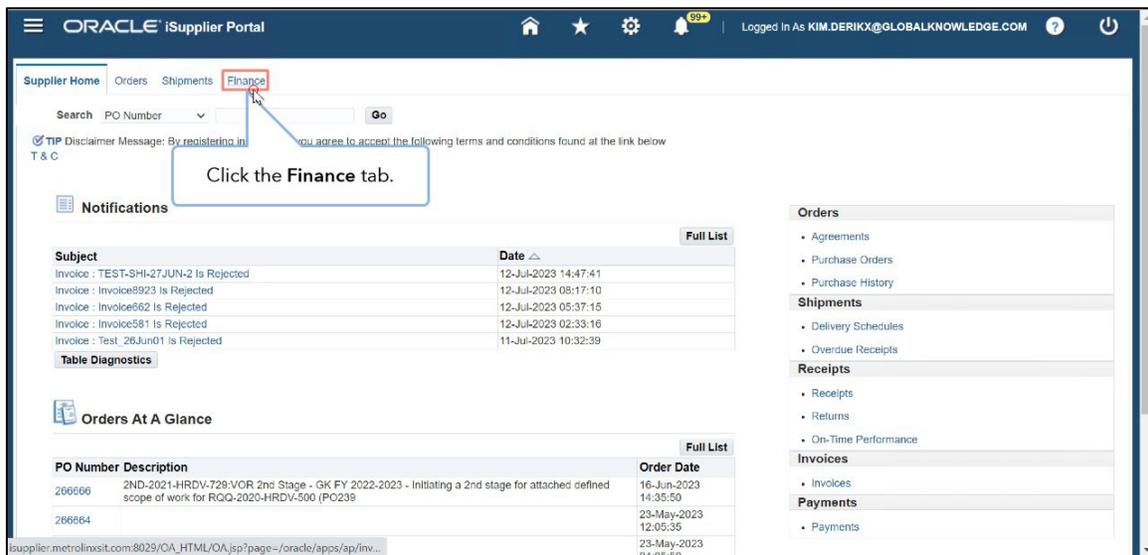
6. Click the **Home Page** option.



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

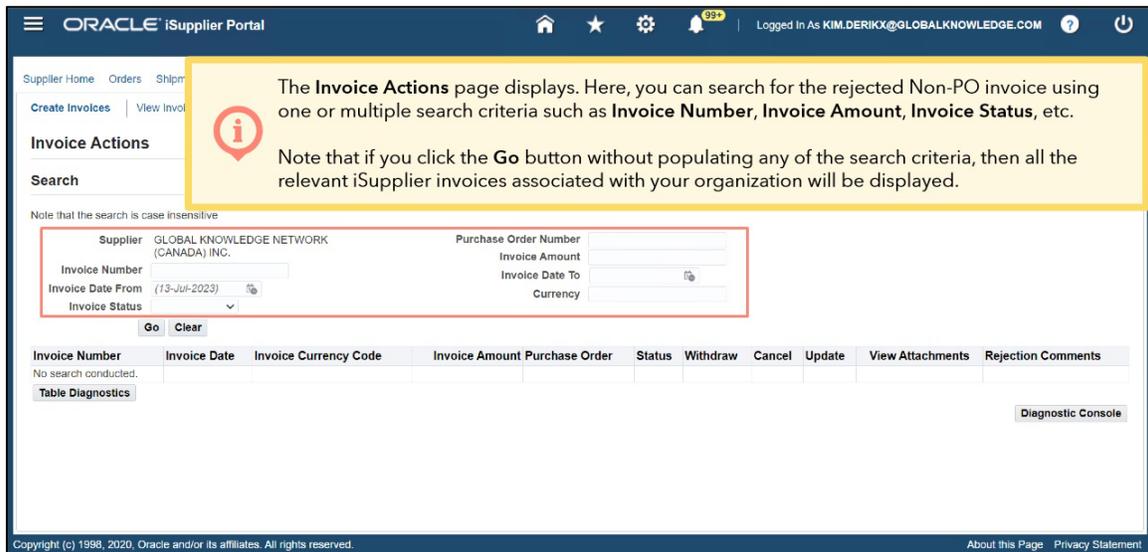


- Click the **Finance** tab.

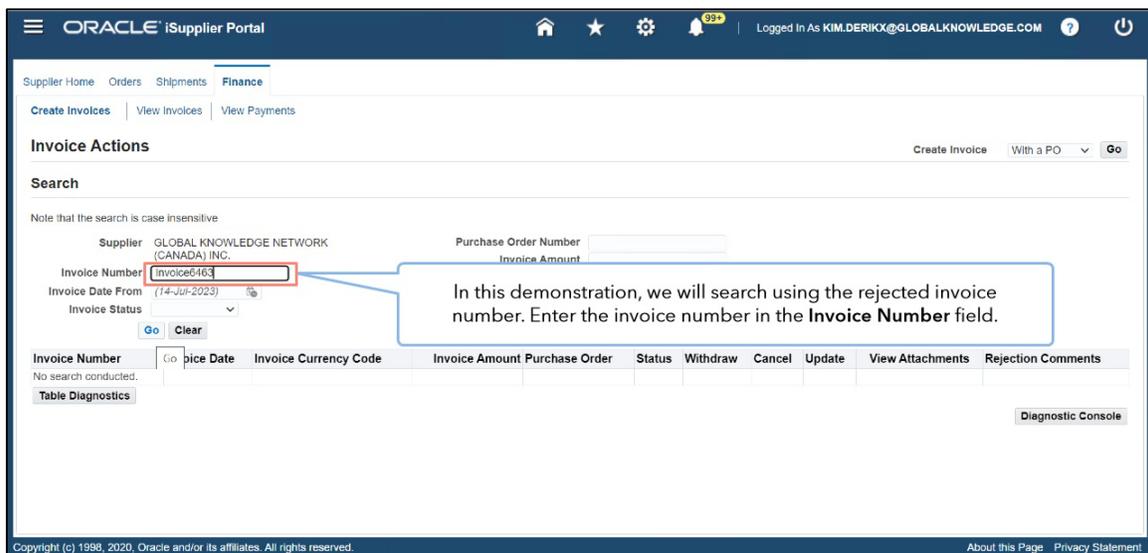


- The **Invoice Actions** page displays. Search for the rejected non-PO invoice using one or multiple search criteria such as **Invoice Number**, **Invoice Amount**, **Invoice Status**, etc.

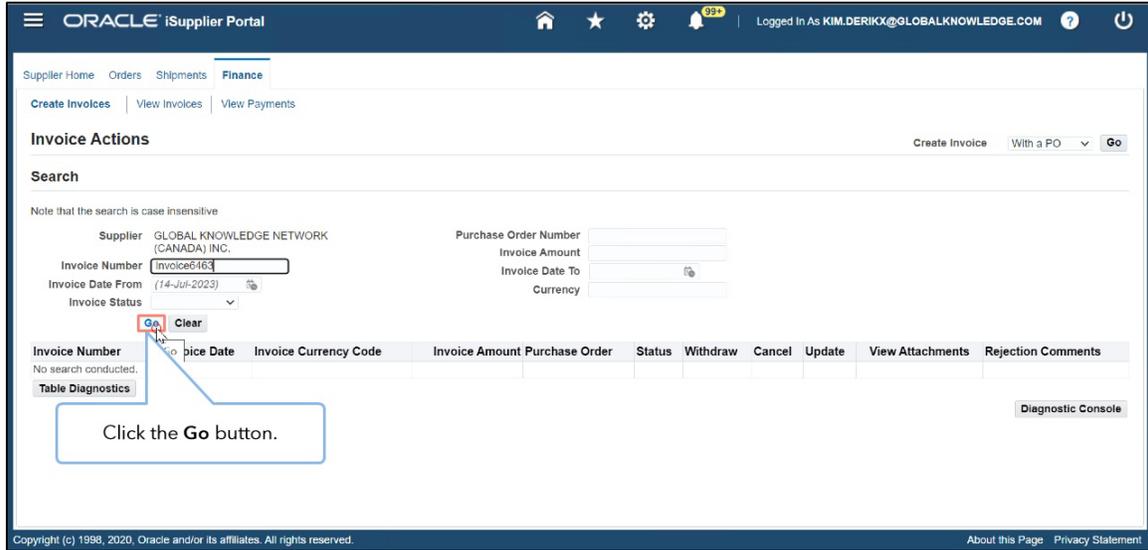
Note: If you click the **Go** button without populating any of the search criteria, then all the relevant iSupplier invoices associated with your organization will be displayed.



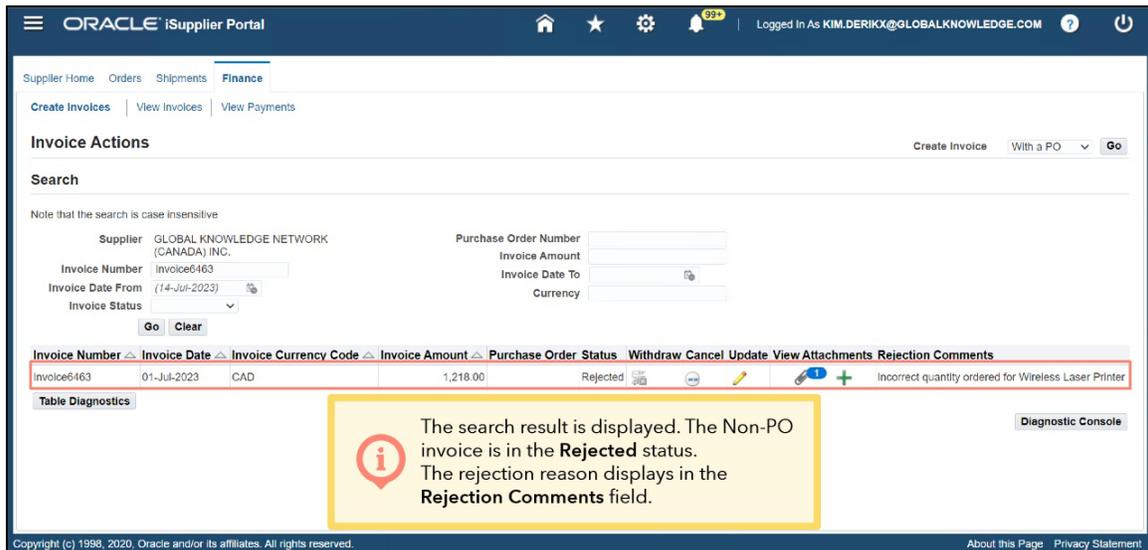
- Enter the invoice number in the **Invoice Number** field.



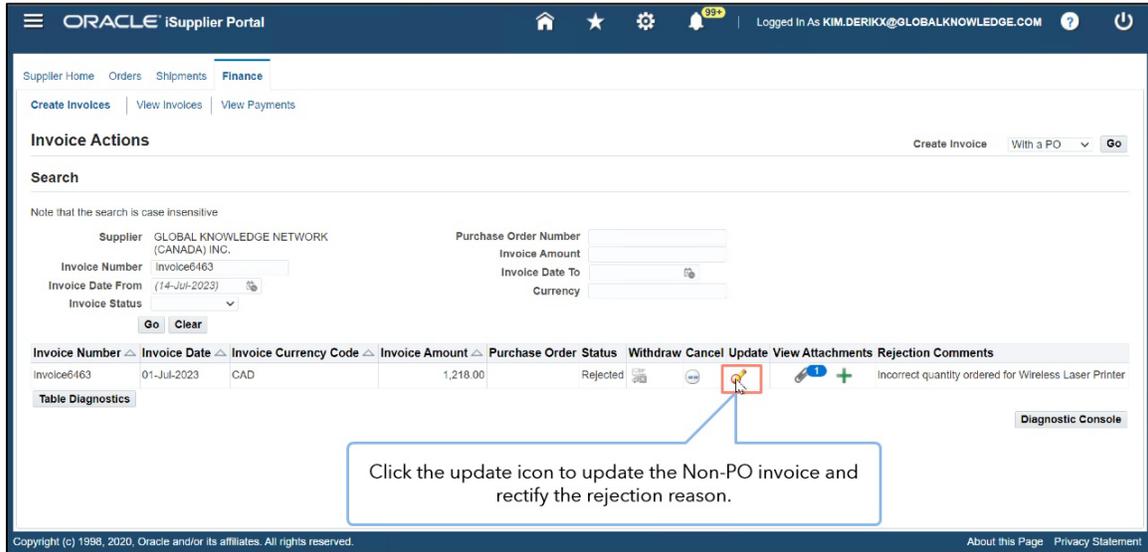
11. Click the **Go** button.



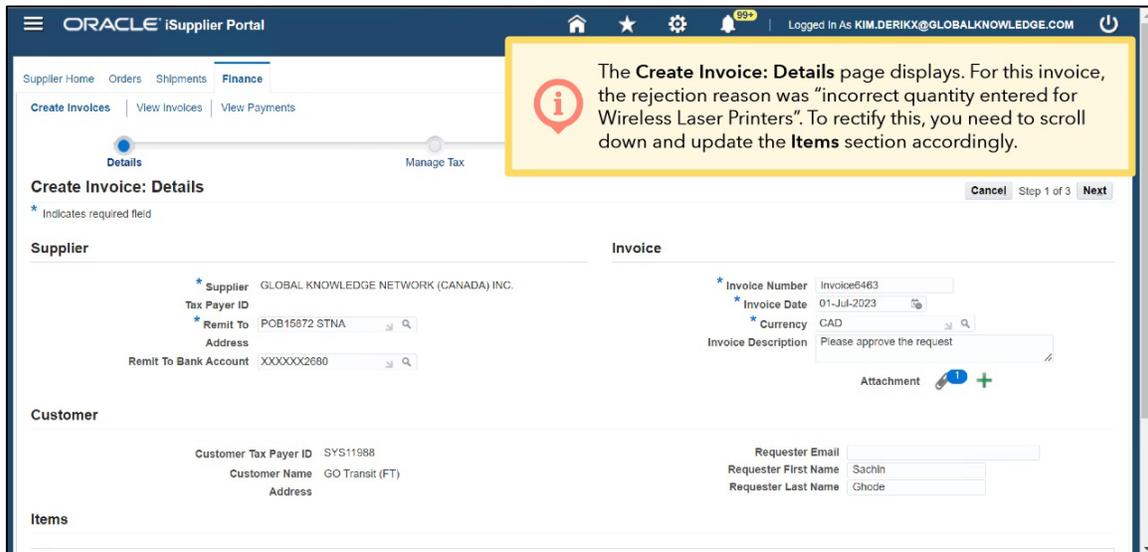
Note: The search result is displayed. The Non-PO invoice is in the **Rejected** status and the rejection reason displays in the **Rejection Comments** field.



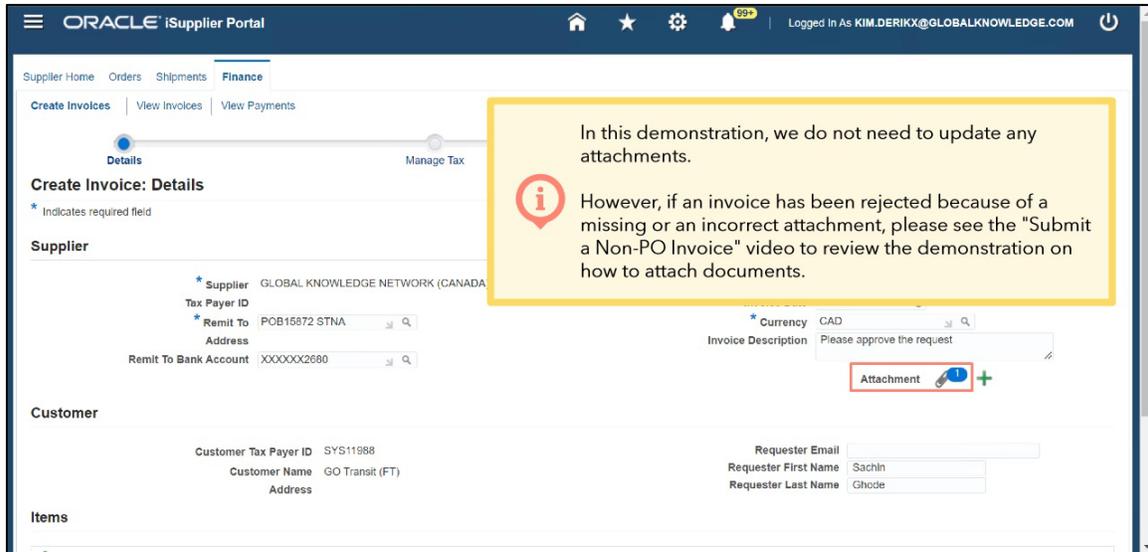
12. Click the update icon to update the non-PO invoice and rectify the rejection reason.



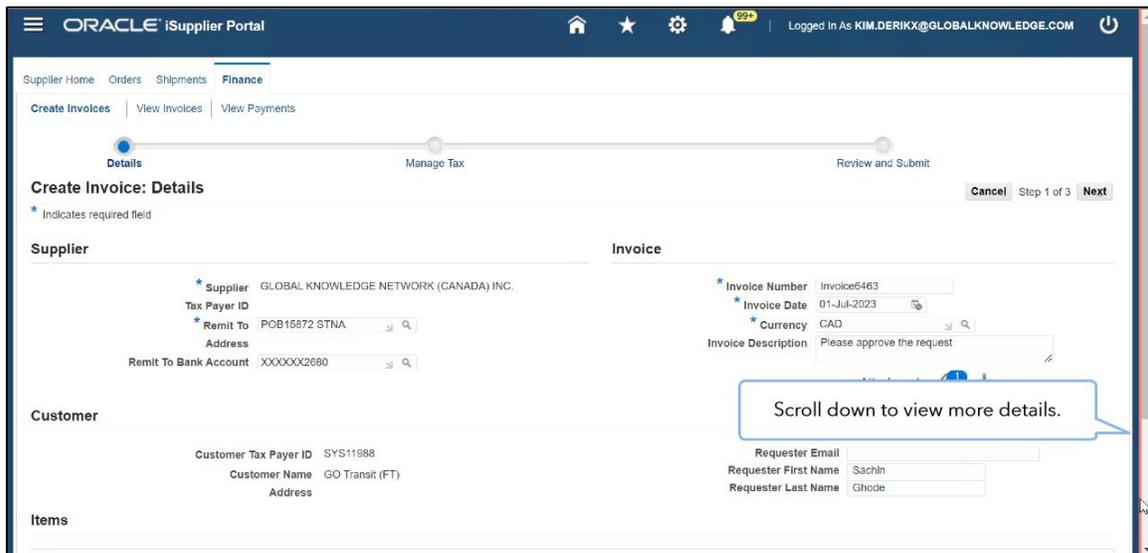
For this invoice, the rejection reason was “incorrect quantity entered for Wireless Laser Printers”. To rectify this, you need to scroll down and update the **Items** section accordingly.



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.



13. Scroll down to view more details.



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

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address
 Remit To Bank Account XXXXXX2680

* Invoice Number Invoice6463
 * Invoice Date 01-Jul-2023
 * Currency CAD
 Invoice Description Please approve the request
 Attachment

Customer

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
Wireless Laser Printer	7	174	1218	AP-GST		

Table Diagnostics Diagnostic Console

Cancel Step 1 of 3 Next

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15. Update the required quantity field.

Create Invoice: Details Cancel Step 1 of 3 Next

* Indicates required field

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account XXXXXX2680

* Invoice Number Invoice6463
 * Invoice Date 01-Jul-2023
 * Currency CAD
 Invoice Description Please approve the request
 Attachment

Customer

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
Wireless Laser Printer	10	174	1740	AP-GST		

Table Diagnostics Diagnostic Console

Cancel Step 1 of 3 Next

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

Create Invoice: Details Cancel Step 1 of 3 **Next**

* Indicates required field

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account XXXXXX2680

* Currency CAD
 Invoice Description Please approve the request
 Attachment

Customer

Customer Tax Payer ID SYS11988
 Customer Name GO Transit (FT)
 Address

Requester Email
 Requester First Name Sachin
 Requester Last Name Ghode

Items

Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
Wireless Laser Printer	10	174	1740	AP-GST		

Table Diagnostics Diagnostic Console

Cancel Step 1 of 3 **Next**

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17. The **Create Invoice: Manage Tax** page displays. Review the tax details based on the updates made to the invoice.

ORACLE iSupplier Portal Logged In As KIM.DERIKX@GLOBALKNOWLEDGE.COM

Supplier Home Orders Shipments **Finance**

Create Invoices | View Invoices | View Payments

Details **Manage Tax**

Create Invoice: Manage Tax Cancel Save Back Step 2 of 3 Next Submit

Supplier **Invoice**

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
 Tax Payer ID
 * Remit To POB15872 STNA
 Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1C1
 Remit To Bank Account XXXXXX2680

* Invoice Number Invoice6463
 * Invoice Date 01-Jul-2023
 * Currency CAD
 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

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1

18. Scroll down to view more details.

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Details Manage Tax Review and Submit

Cancel Save Back Step 2 of 3 Next Submit

Create Invoice: Manage Tax

Supplier

* Supplier GLOBAL KNOWLEDGE NETWORK (CANADA) INC.
Tax Payer ID
* Remit To POB15872 STNA
Address PO BOX 15872 STATION A Lockbox #15872 TORONTO ON M5W 1G1
Remit To Bank Account XXXXXX2680

Invoice

* Invoice Number Invoice6463
* Invoice Date 01-Jul-2023
* Currency CAD
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 Last Name Ghode

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
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19. Click the **Next** button to continue.

Remit To Bank Account XXXXXX2680

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

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	CA-HST	AP-GST AP-GST	AP-GST	AP-GST	AP-GST	5	82.86	Active

Items

Description	Quantity to Invoice	Unit Price	Amount
Wireless Laser Printer	10	174	1,740.00

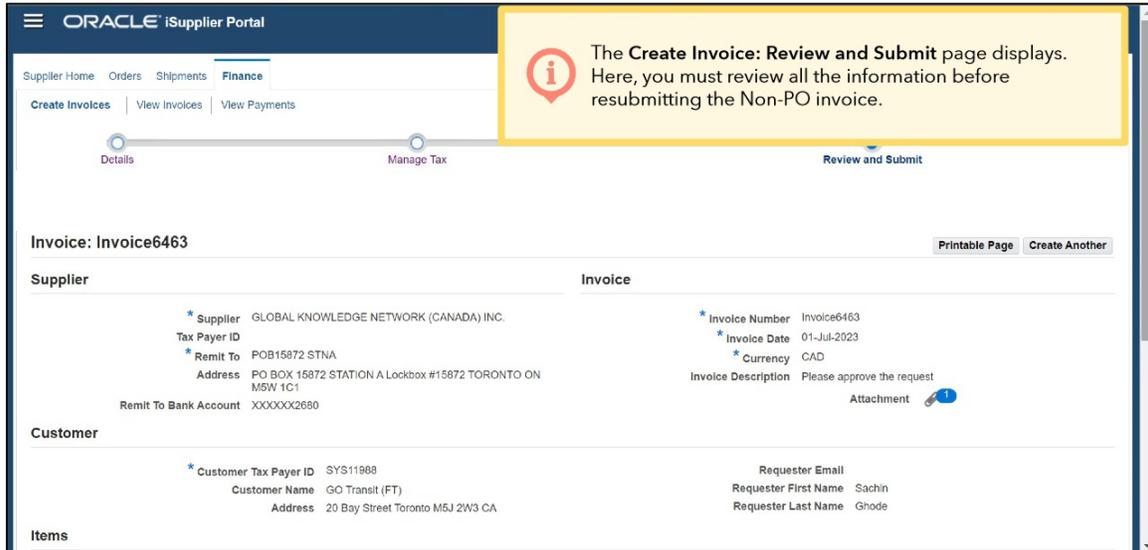
Invoice Request Summary

Recalculate Total Total (CAD) 1,740.00
2.00
82.86
1,740.00

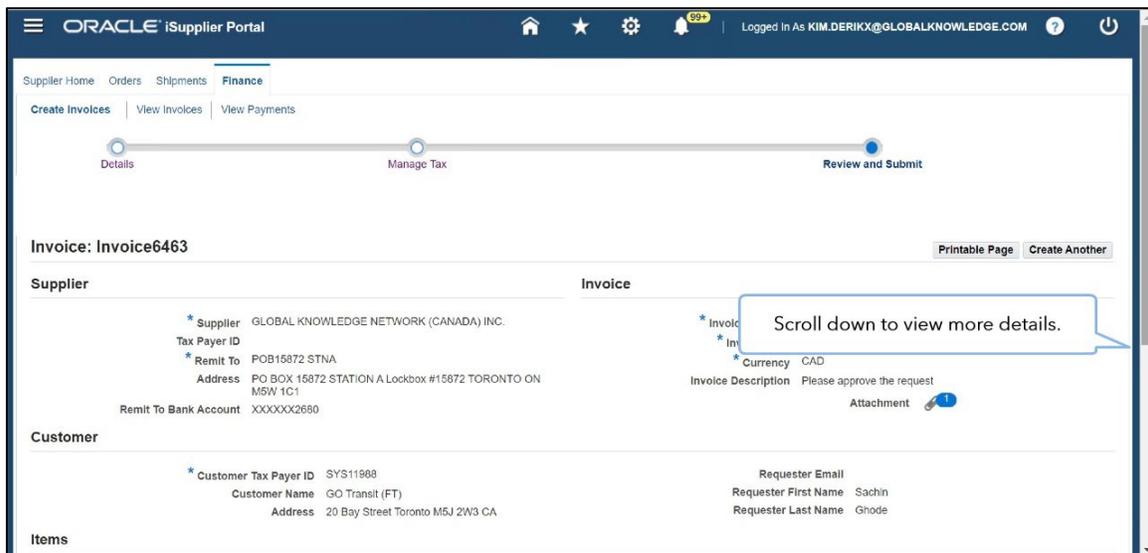
Return to Invoices

Cancel Save Back Step 2 of 3 Next Submit

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



21. Scroll down to view more details.



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

Remit To Bank Account XXXXXX2690

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

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	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

Items

Description	Quantity to Invoice	Unit Price	Amount
Wireless Laser Printer	10	174	1,740.00

Table Diagnostics

Invoice Request Summary

Items	1,682.00
Tax	82.86
(CAD)	1,740.00

Diagnostic Console

Return to Invoices

Cancel Save Back Step 2 of 3 Next **Submit**

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

ORACLE iSupplier Portal

Supplier Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

Details Manage Tax Review and Submit

Confirmation

Invoice Invoice6463 was submitted to our Accounts Payable department on 14-Jul-2023. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: Invoice6463 Printable Page Create Another

Supplier

* Supplier G
 Tax Payer ID
 * Remit To P
 Address P
 M

Remit To Bank Account XXXXXX2690

ove 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