



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

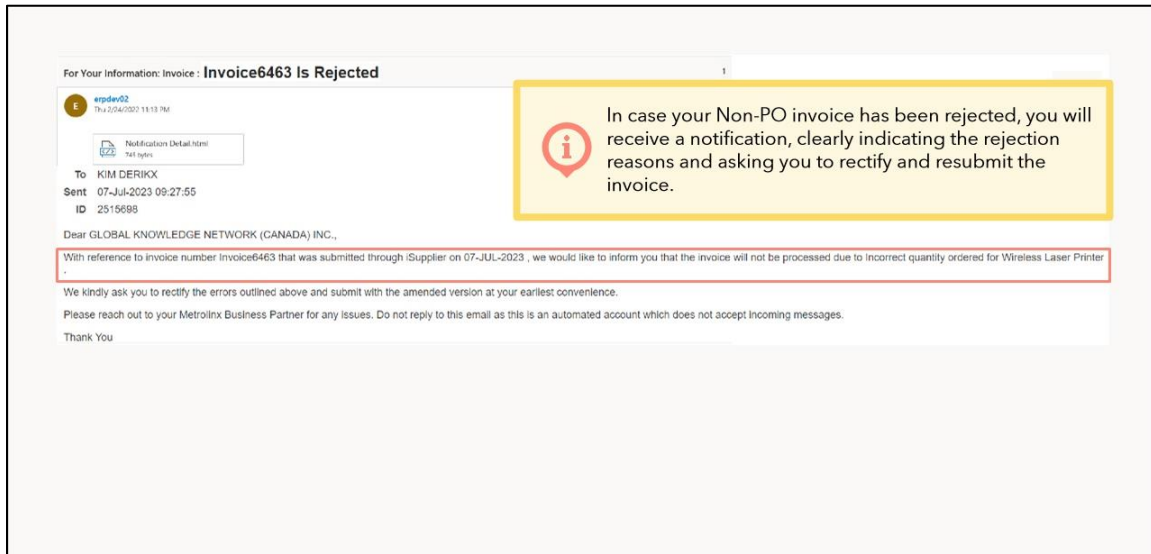
**Version No: 1.0**  
**Date: 25/7/2023**

## **Overview**

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

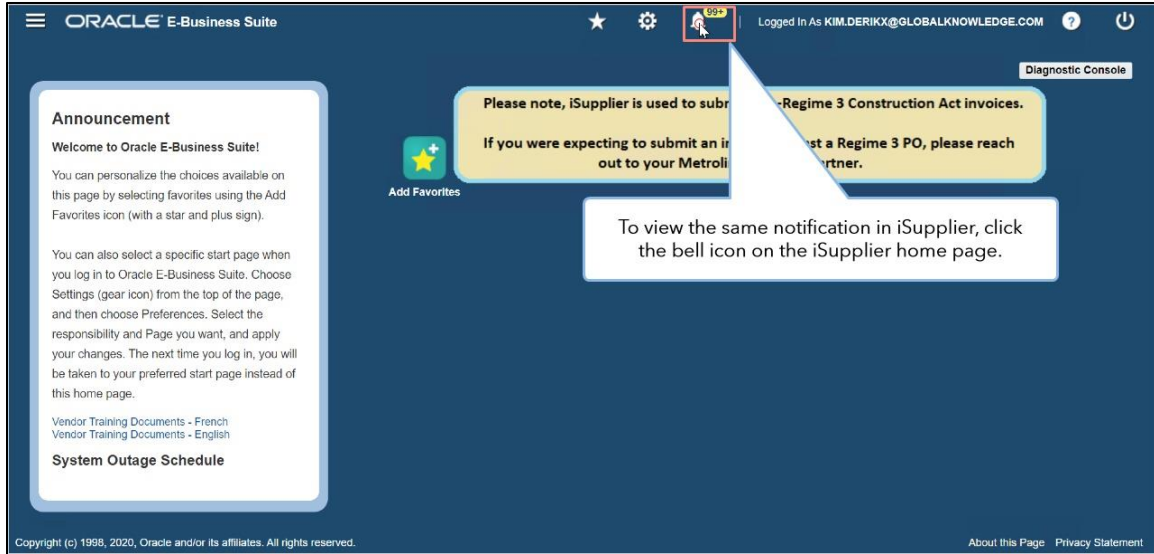
# How to View and Resubmit Rejected Non-PO Invoices

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.

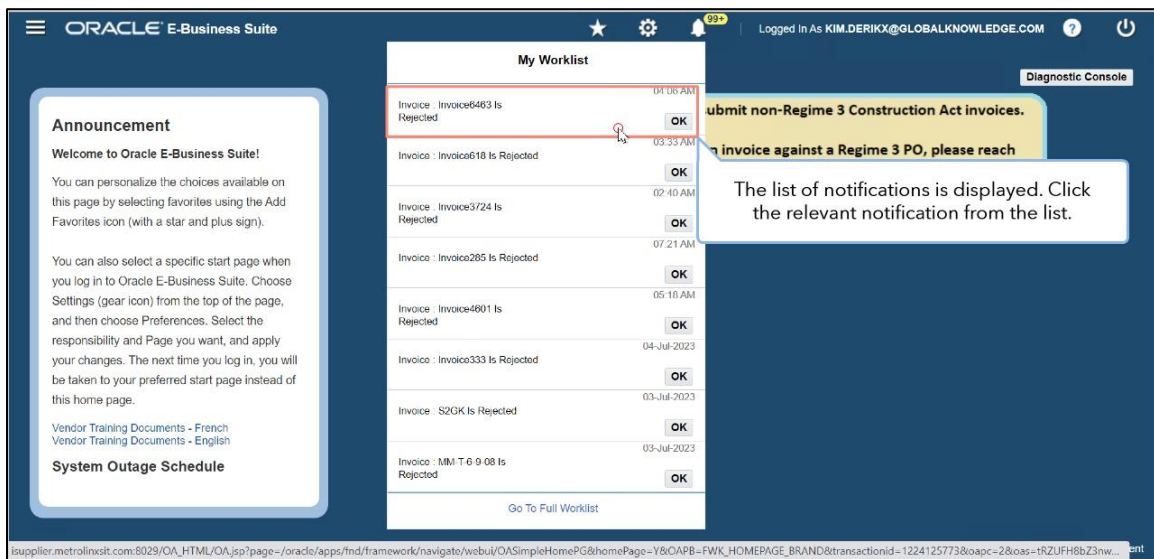


You can also receive this notification in iSupplier. Follow the steps below to view and resubmit a rejected non-PO invoice in iSupplier:

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.

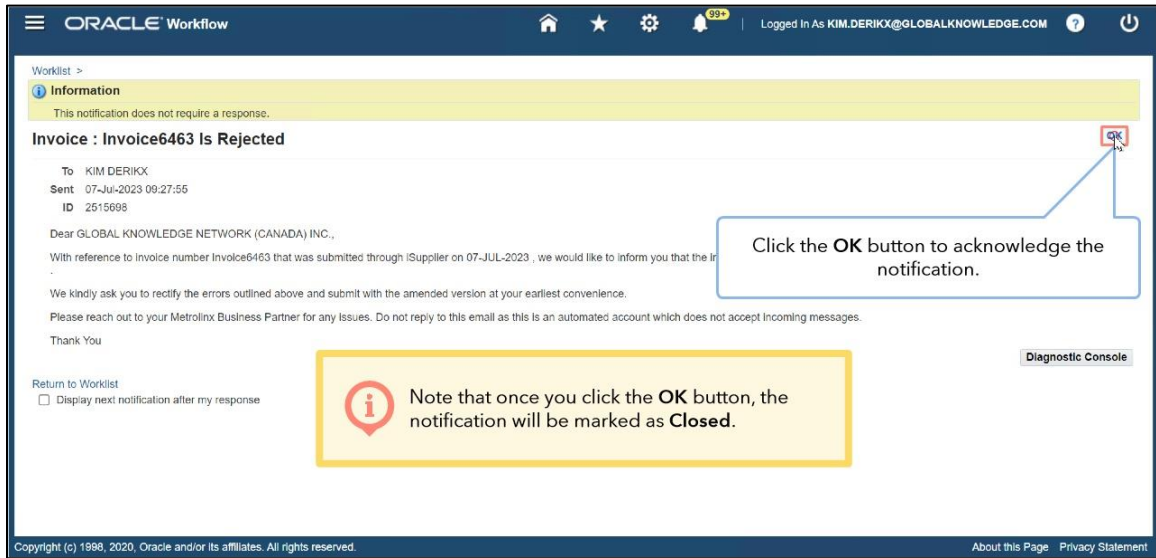


**Note:** The iSupplier notification will display the same text as the email you have received.

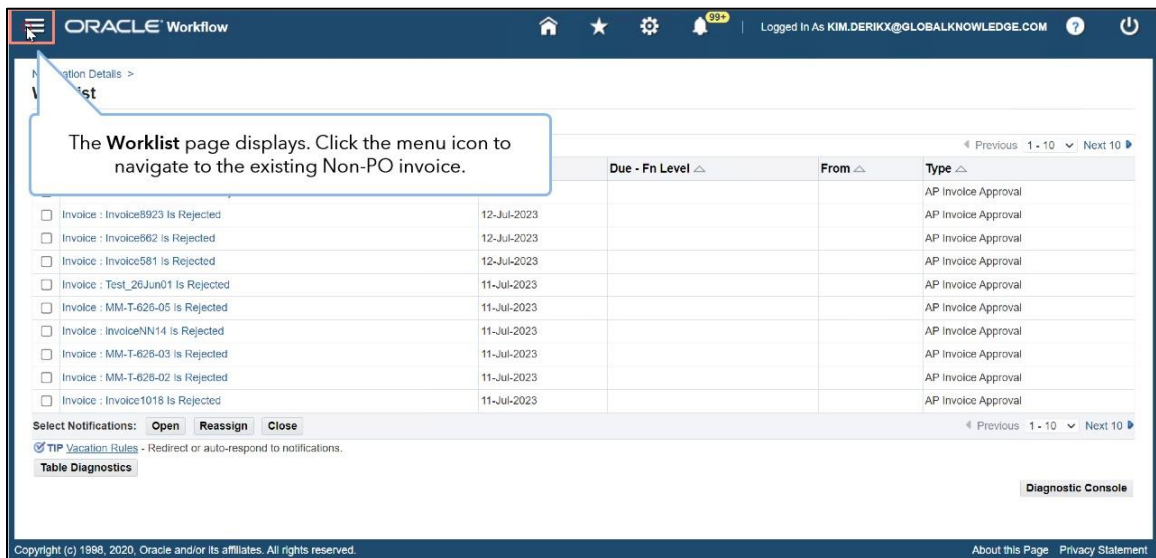
The screenshot displays the Oracle Workflow interface. At the top, the header shows 'ORACLE Workflow' and the user is logged in as 'KIM.DERIKX@GLOBALKNOWLEDGE.COM'. Below the header, there is a 'Worklist >' section with an 'Information' icon and a message: 'This notification does not require a response.' The main content area is titled 'Invoice : Invoice6463 Is Rejected' with an 'OK' button. The email body text includes: 'To: KIM.DERIKX', 'Sent: 07-Jul-2023 09:27:56', 'ID: 2515698', 'Dear GLOBAL KNOWLEDGE NETWORK (CANADA) INC.,', 'With reference to Invoice number Invoice6463 that was submitted through iSupplier 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 Printer', 'We kindly ask you to rectify the errors outlined above and submit with the amended version at your earliest convenience.', 'Please reach out to your Metrolinx Busi', and 'Thank You'. A 'Return to Worklist' link and a checkbox 'Display next notification after my resp' are also visible. A yellow callout box with an information icon contains the text: '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.' A 'Diagnostic Console' button is located on the right side of the callout box. The footer contains 'Copyright (c) 1999, 2020, Oracle and/or its affiliates. All rights reserved.' and 'About this Page Privacy Statement'.

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

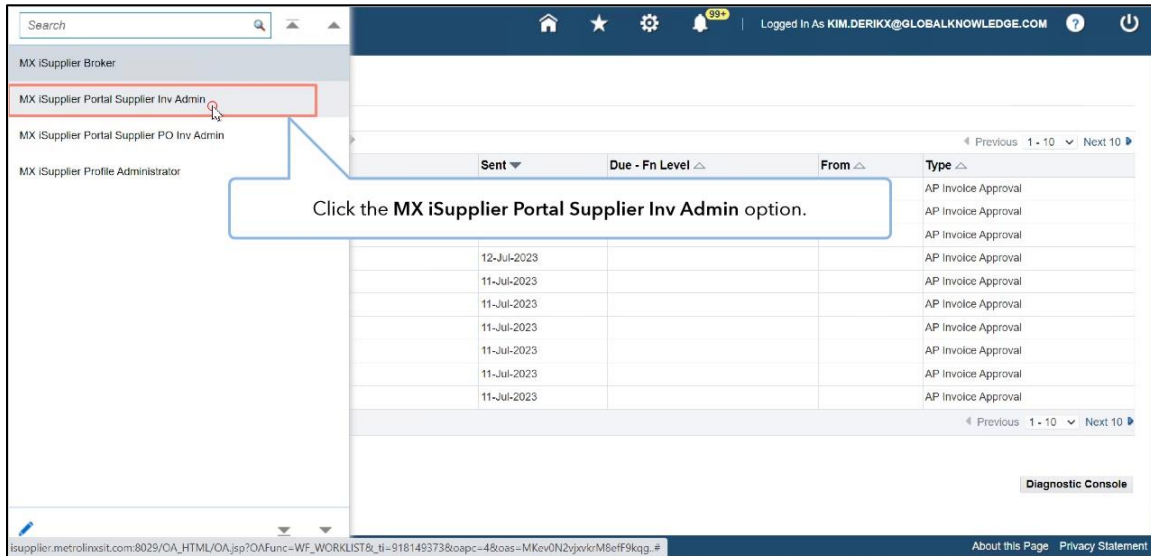
**Note:** Once you click the **OK** button, the notification will be marked as **Closed**.



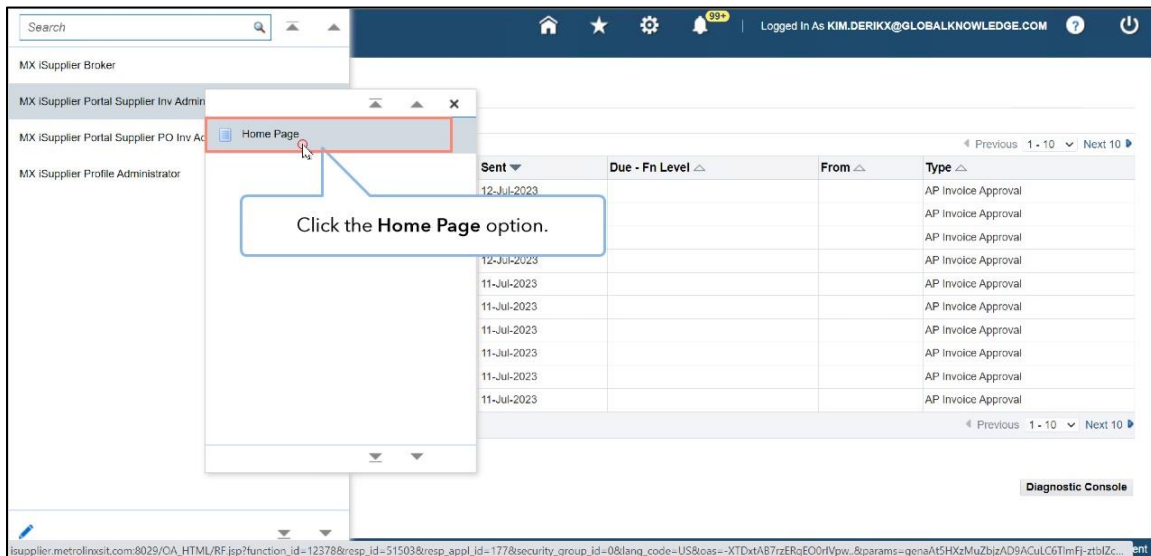
4. The **Worklist** page displays. Click the menu icon to navigate to the existing non-PO invoice.



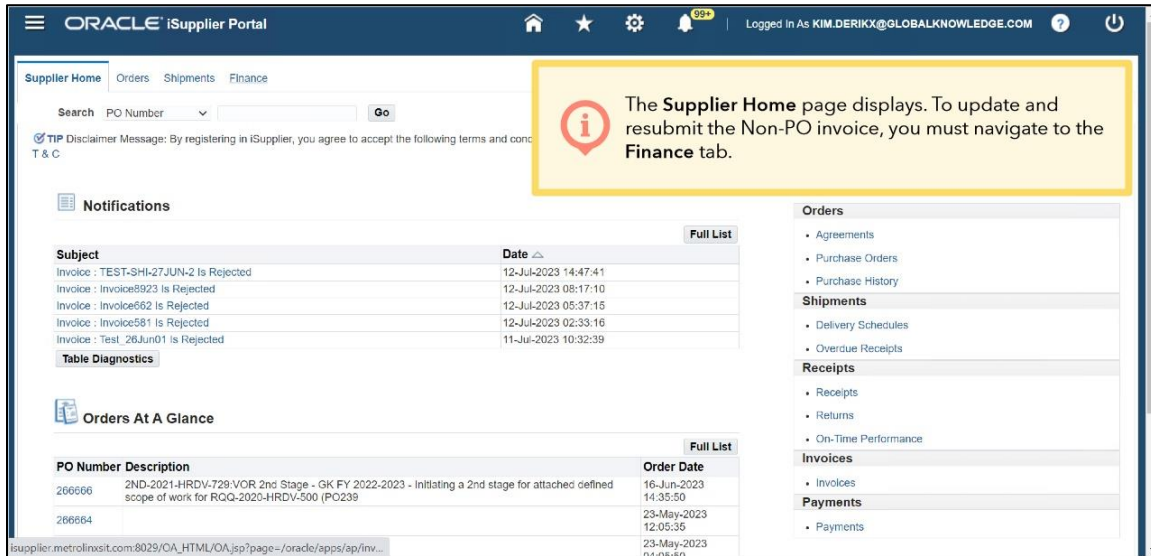
5. Click the **MX iSupplier Portal Supplier Inv Admin** option.



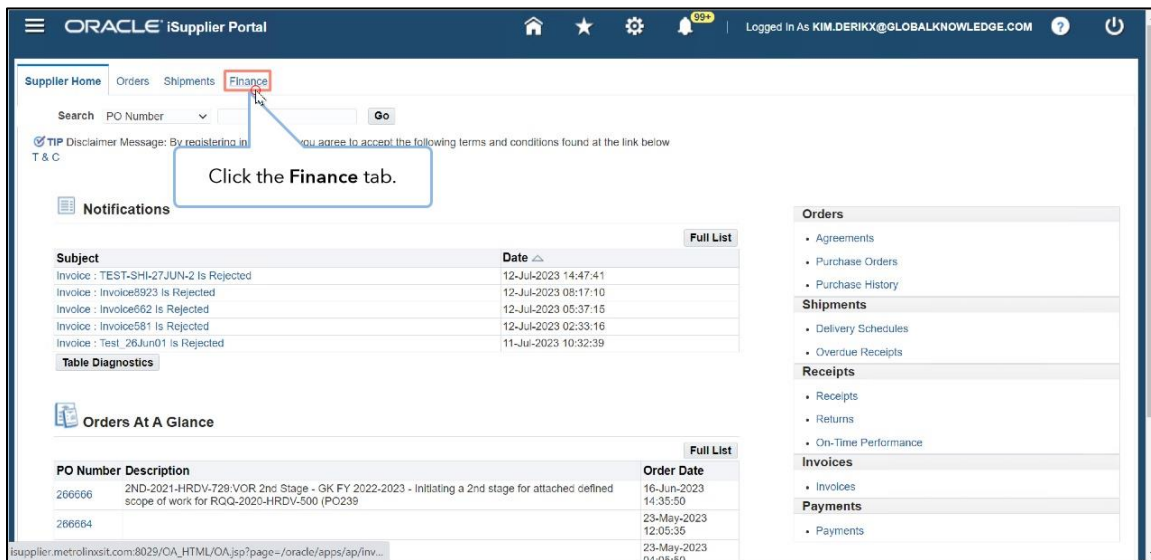
6. Click the **Home Page** option.



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



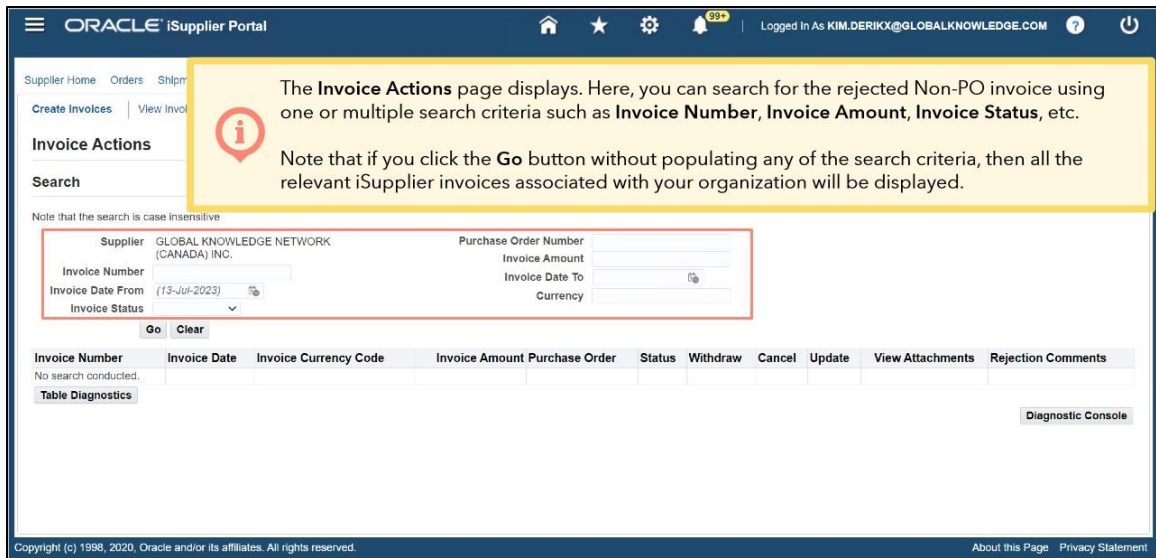
8. Click the **Finance** tab.



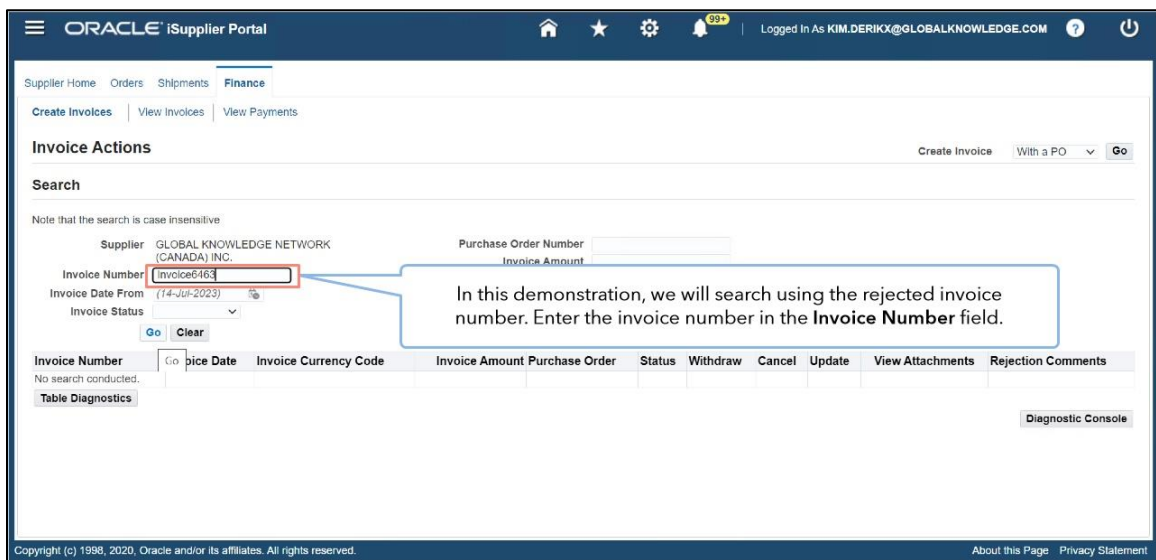


- The **Invoice Actions** page displays. Search for the rejected non-PO invoice using one or multiple search criteria such as **Invoice Number**, **Invoice Amount**, **Invoice Status**, etc.

**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.

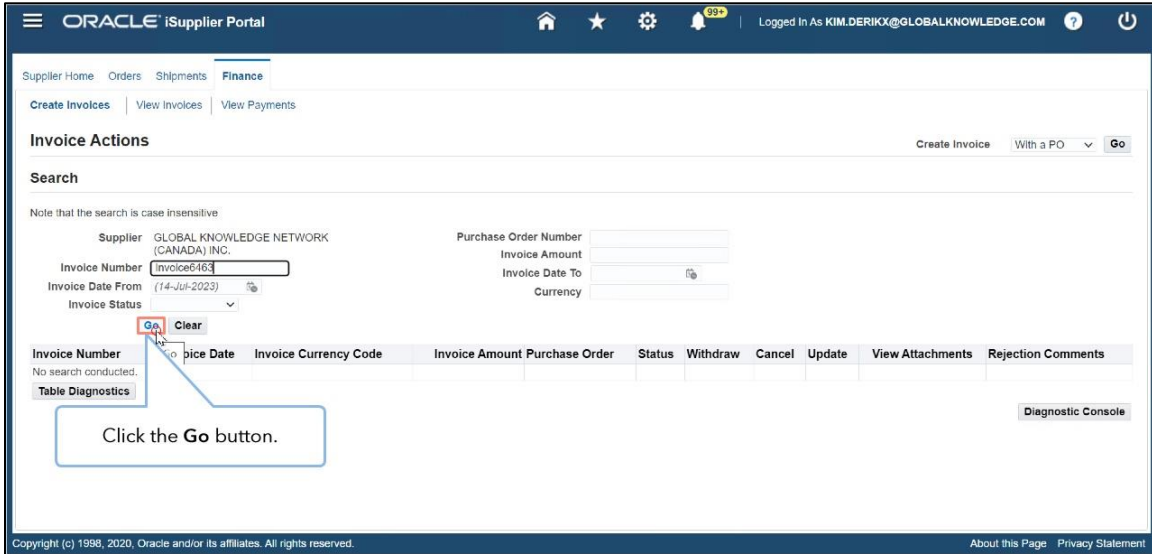


- Enter the invoice number in the **Invoice Number** field.

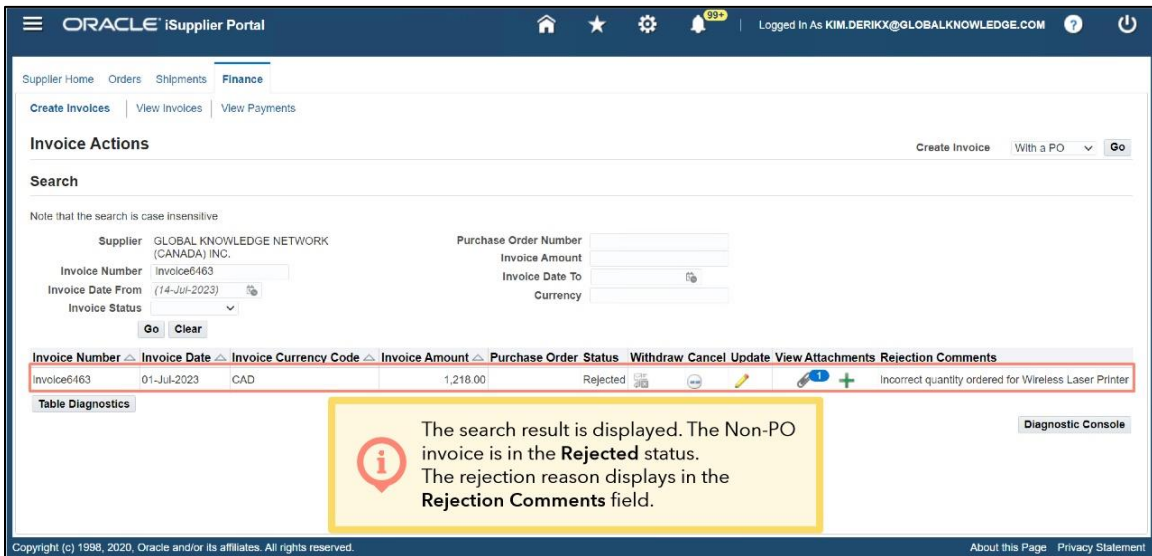




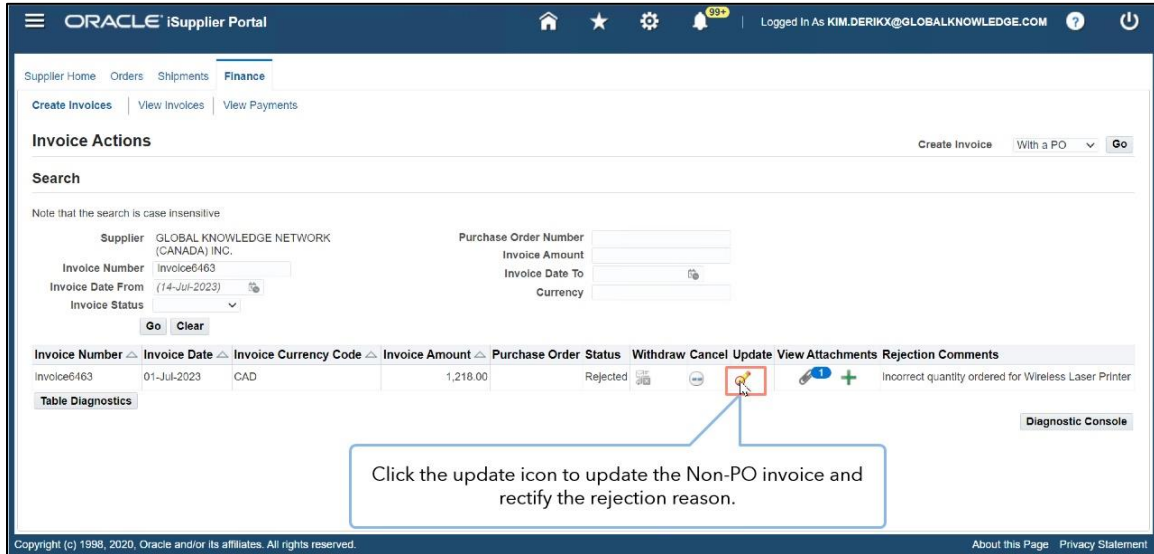
11. Click the **Go** button.



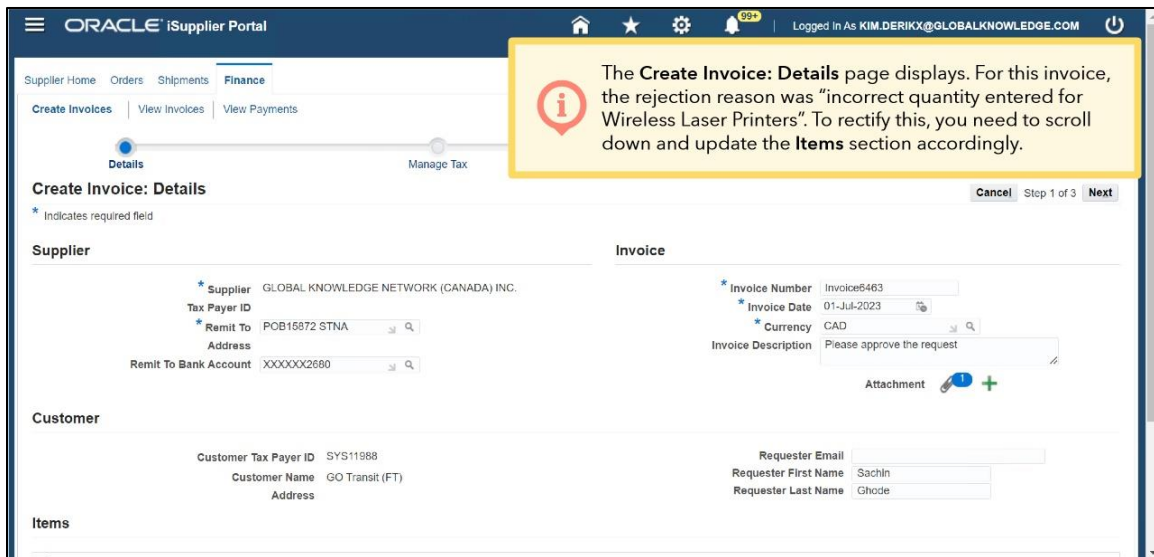
**Note:** The search result is displayed. The Non-PO invoice is in the **Rejected** status and the rejection reason displays in the **Rejection Comments** field.



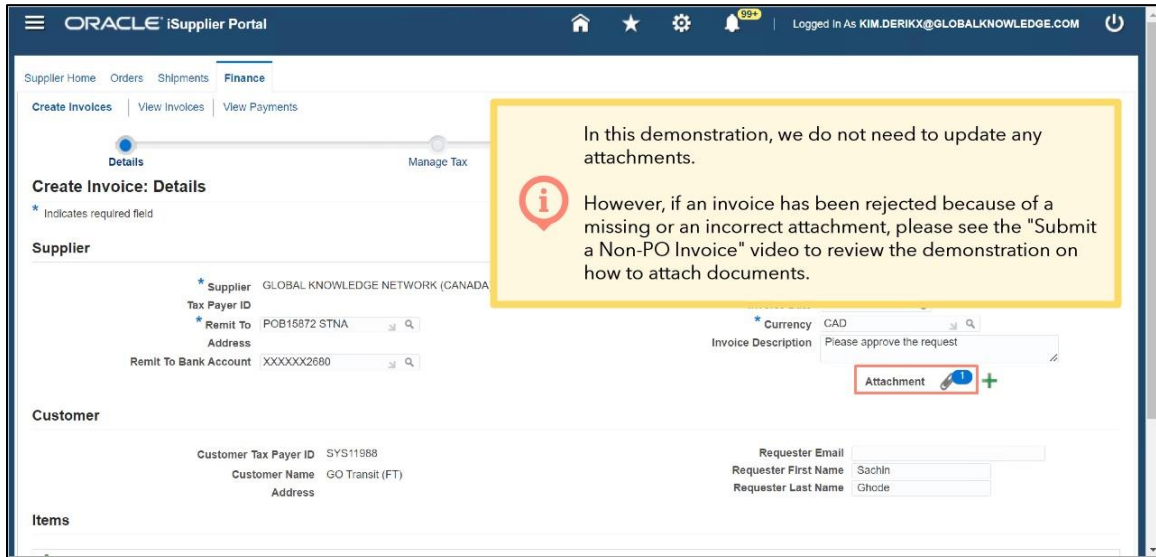
12. Click the update icon to update the non-PO invoice and rectify the rejection reason.



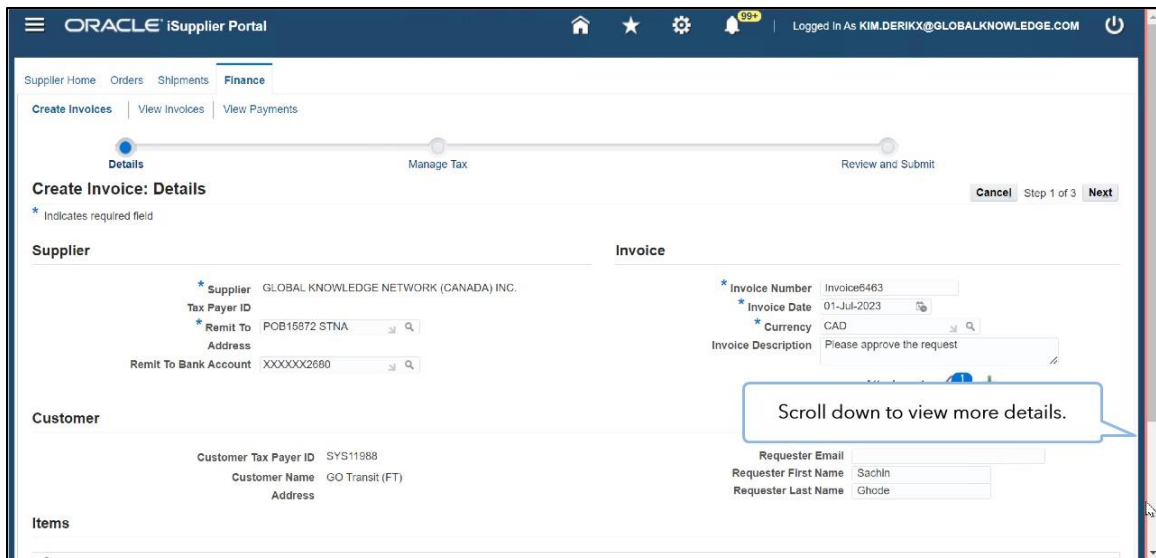
For this invoice, the rejection reason was "incorrect quantity entered for Wireless Laser Printers". To rectify this, you need to scroll down and update the **Items** section accordingly.



**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 Invoice5463  
\* 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 Invoice5463  
\* 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**

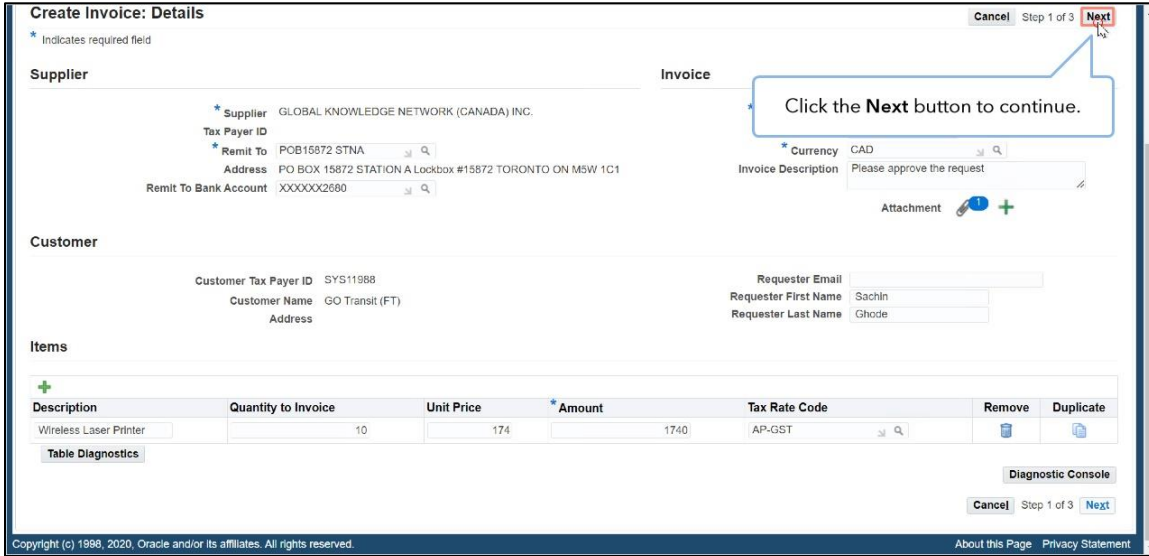
Description	Quantity to Invoice	Unit Price	* Amount	Tax Rate Code	Remove	Duplicate
Wireless Laser Printer	10	174	1740	AP-GST		

[Table Diagnostics](#) [Diagnostic Console](#)

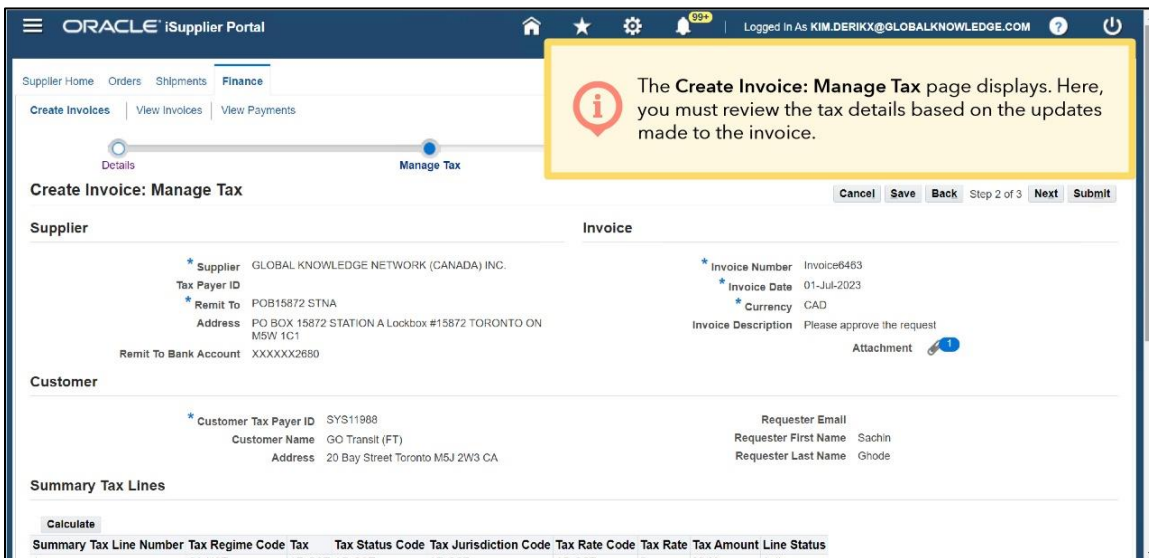
Cancel Step 1 of 3 Next

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



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



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 M5N 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	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

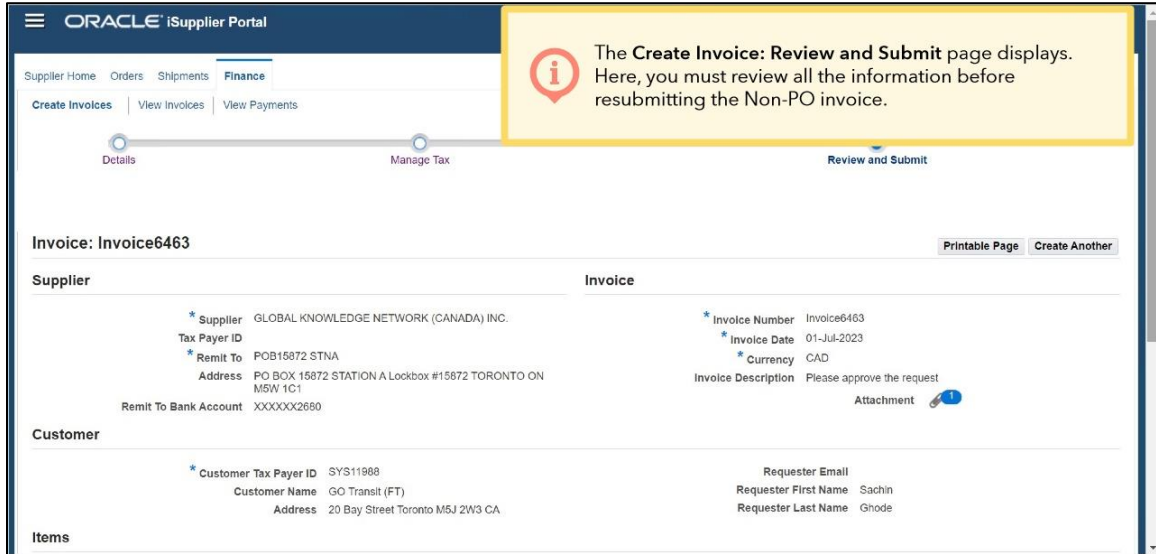
Domestic Console

Return to Invoices

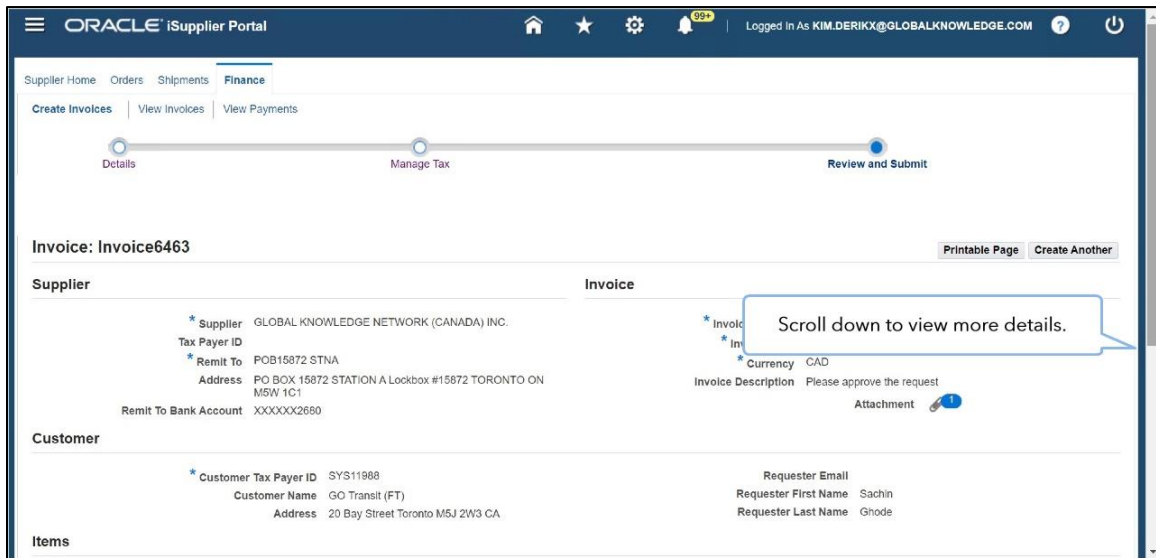
Cancel | Save | Back | Step 2 of 3 | **Next** | Submit



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 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	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**

Click the **Submit** button to resubmit the Non-PO invoice.

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 XXXXXX2680

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**

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