



View and Resubmit Cancelled PO-Based Invoices

Version No: 1.0 Date: 11/9/2023

Overview

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

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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.

an email, indicating the cancellation reason(s) and asking you to resubmit the invoice.
itted through iSupplier on 24-FEB-2023, we would like to inform you that the invoice will not be
ent information, missing supporting documentation or incorrect quantities.
olinx Business Partner with any questions or concerns. Please do not reply to this email as this is an
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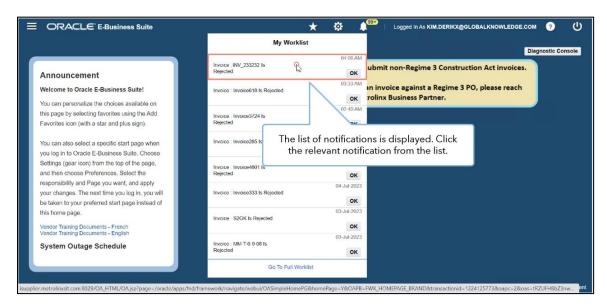
You can also receive this notification in iSupplier. Follow the steps below to view and resubmit a cancelled PO-based invoice in iSupplier:

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

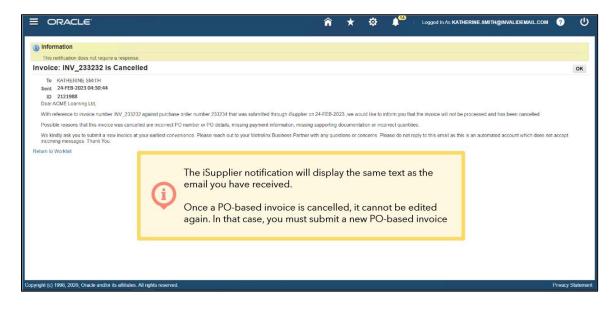
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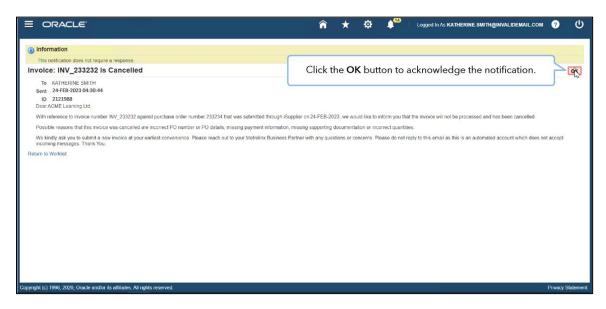
2. Select the relevant notification from the list and click the **OK** button.



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.

To do so, click the Menu icon.					
Subject 🛆	Sent 🛆	Due - Fn Level 🛆	From A Status A	Туре	I Previous 1 - 10 🖌 Next 10 🖡
Metrolinx Supplier Collaboration Network. Registration Approval	17-Jan-2022		Canceled	UMX Login Help	
Invoice: INV_233232 is Cancelled	24-Feb-2023		Closed	MX Invoice Cancel Notific	ations to Vendor and Inv Manager
Invoice: 12822_01 is Cancelled	28-Jan-2022		Closed	MX Invoice Cancel Notific	ations 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 Ltd	07-Feb-2022		Open	POS Supplier Registration	and Profile Management
Bank Account Creation/Update mesage	03-Feb-2022		Open	MX Bank Add/Update Not	fication to vendor
Bank Account Greation/Update mesage	03-Fob-2022		Open	MX Bank Add/Update Not	fication to vendor
Supplier Profile Management. Verification of bank account	25-Jan-2022		Open	POS Supplier Registration	and Profile Management
Supp				or	and Profile Management
The Worklist page displays. Her changed to Closed. Note that as the invoice has bee tab and submit the invoice with	n cancelled, y	ou need to r			4 Previous <u>1</u> - 10 ♥, Next 10 I

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

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Click the	MX iSupplier Portal Suppl	ier PO Inv Admin option.	Status 🛆	
		THEORYEOLE	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
	ils 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 10

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

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CiSupplier Profile Administrator	Home Page										
							I − 10 Next 10				
			Sent 🛆	Due - Fn L	evel 🛆	Status 🛆	Туре 🛆				
						Canceled	UMX Login Help				
		Click the Hon	ne Page opti	on.		Closed	MX Invoice Cancel Notifications to Vendor and Inv Manager				
						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					4 Previous 1 - 10 👻 Next 10 🕨				

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

lier Home Orders	Shipments Figure							
Search PO Numb	Go Go							
IP Disclaimer Messa	ge: By registering in iSt	s found at the link below						
Notificatio	The Court is the second disclose	Click the Finance tak						
Notification	ons The Supplier Home page displays	. Click the Finance tab.	Planning					
			Orders					
Subject		Date 🛆	Agreements					
Supplier Profile Mar	ragement: Change in Bank Account Details for ACME Learning Ltd	07-Feb-2022 09:39:42	Purchase Orders					
Bank Account Creat	tion/Update mesage	03-Feb 2022 07:16:06						
	tion/Update mesage	03-Feb-2022 07:09:20	Purchase History					
Invoice: 12822_CM		28-Jan-2022 10:52:26	Shipments					
Supplier Profile Mar	ragement. Approval of Bank Account	25-Jan-2022 03:29:51	Delivery Schedules					
			Overdue Receipts					
a								
Orders At	A Glance		Advance Shipment Notices					
		Full List	Receipts					
PO Number	Description	Order Date	Receipts					
233228	IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb	11-Feb-2022 02:15:24	Returns					
233229	Technician visit charges	09-Feb-2022 03:30:47	On Time Performance					
233221	Technician visit to install equipment	28-Jan 2022 10 55 06	Invoices					
233220	Equipment and additional supplies	28-Jan-2022 10:19:45	IIIAOICE2					
233219	Consultation for design and delivery	28-Jan-2022 10:14:56	Invoices					
			Payments					
			Payments					

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.

Note that the search is case insensitive Supplier ACME Learning Lid Purchase Order Number Invoice Number Invoice Date From Invoice Jate To Invoice Status Currency Invoice Case Go Clear Clear Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments Rejection Comments No search conducted. Table Diagnostics Diagnostic Console Diagnostic Console Diagnostic Console	E ORACLE	G		s page displays. ch for the cancelled P can see the reason fo							(U) Go
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Invoice Date From (13-Jul-2023) To Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments Rejection Comments No search conducted. Table Diagnostics	Invoice Number										
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Invoice Number Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments Rejection Comments No search conducted. Table Diagnostics				Currency							
No search conducted. Table Diagnostics	G	o Clear									
Table Diagnostics	Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Purchase Or	ler Status	Withdraw	Cancel	Update	View Attachments	Rejection Comments	
	No search conducted.										
	Table Diagnostics									Diagnostic Cons	sole

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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Invoice Date From	(13-Jul-2023) (õ			Currency									
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Invoice Number	Invoice Date	Invoice	Currency Cod	de Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View A	ttachments	Rejection Com	ments	
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