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View and Resubmit Cancelled PO-Based Invoices
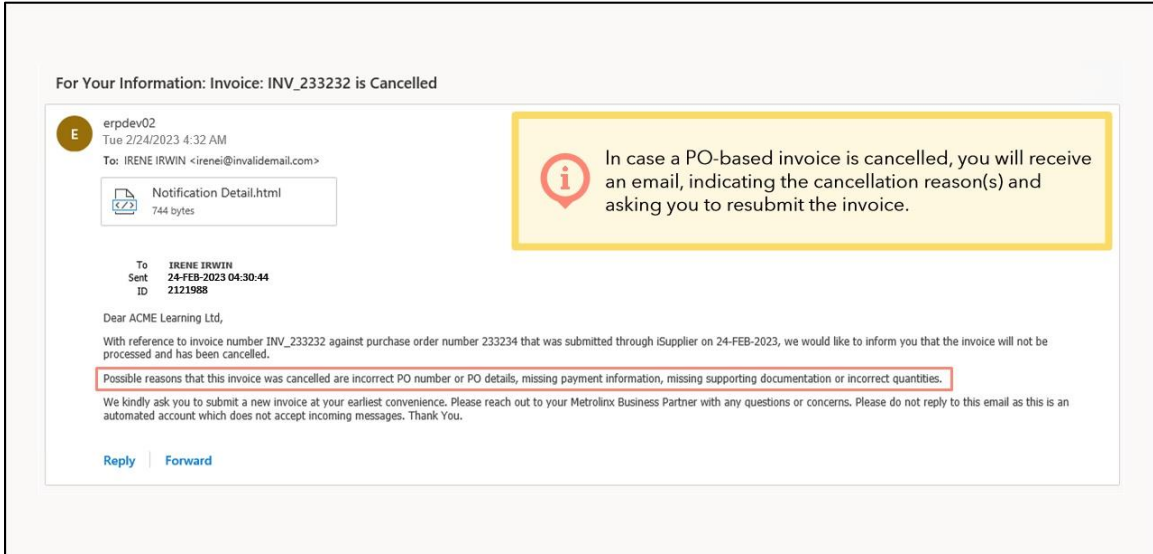
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Overview
This document provides you steps for viewing and resubmitting rejected PO-based invoices.

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.
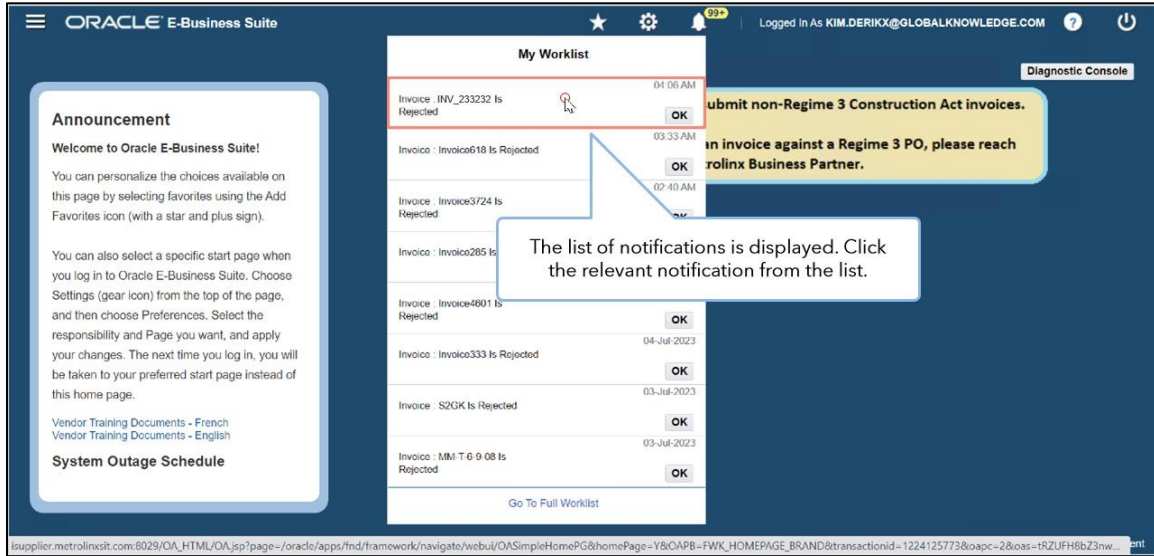

You can also receive this notification in iSupplier. Follow the steps below to view and resubmit a cancelled PO-based invoice in iSupplier:
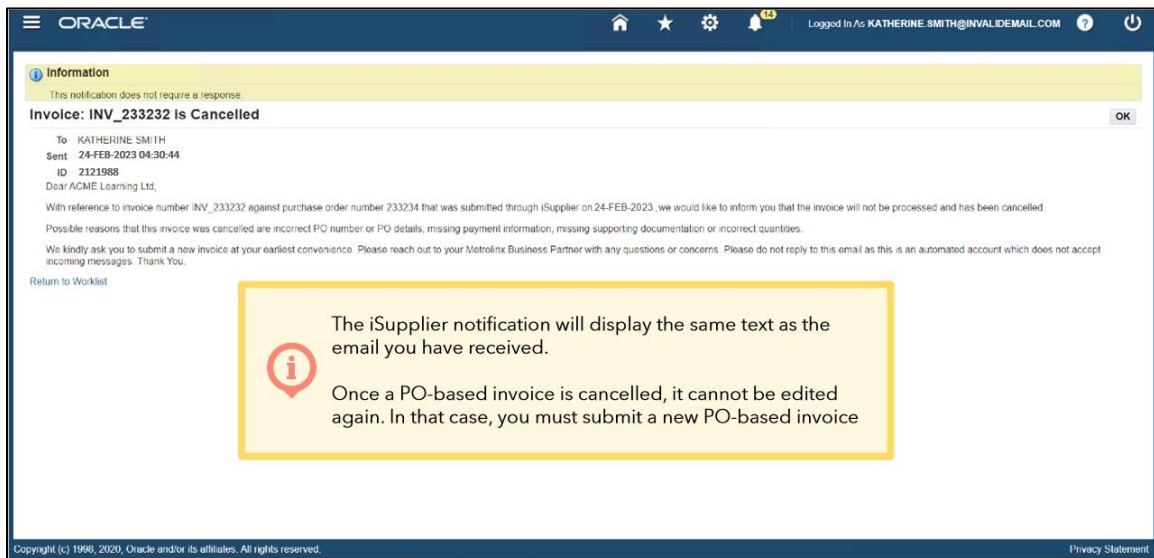
1. Click the **Bell** icon on the iSupplier home page to view the rejection notification.
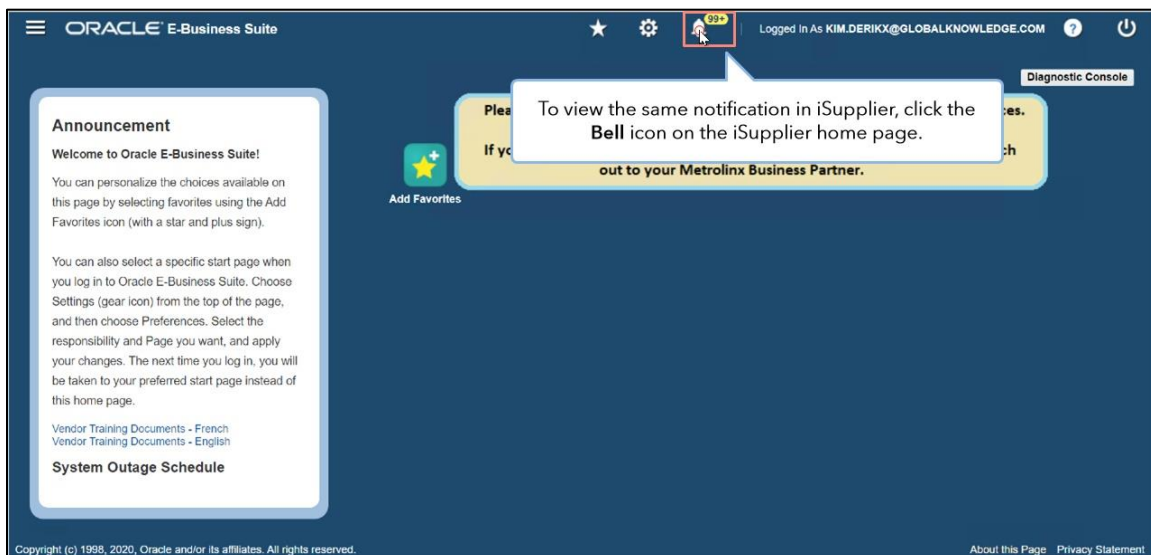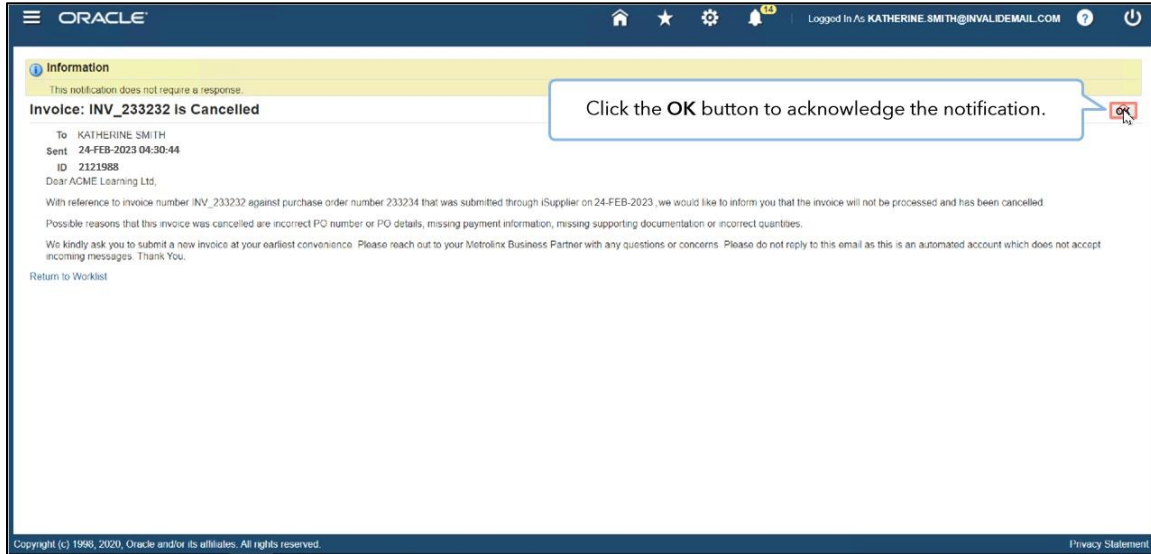
2. Select the relevant notification from the list and click the **OK** button.

Note: The iSupplier notification will display the same text as the email you have received.
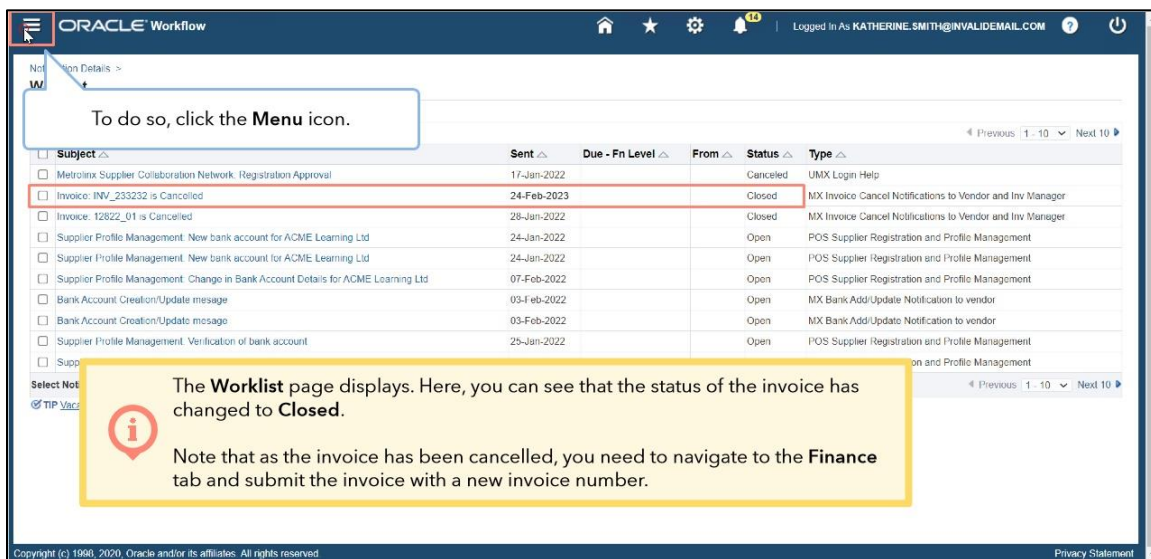
3. Click the **OK** button to acknowledge the notification.

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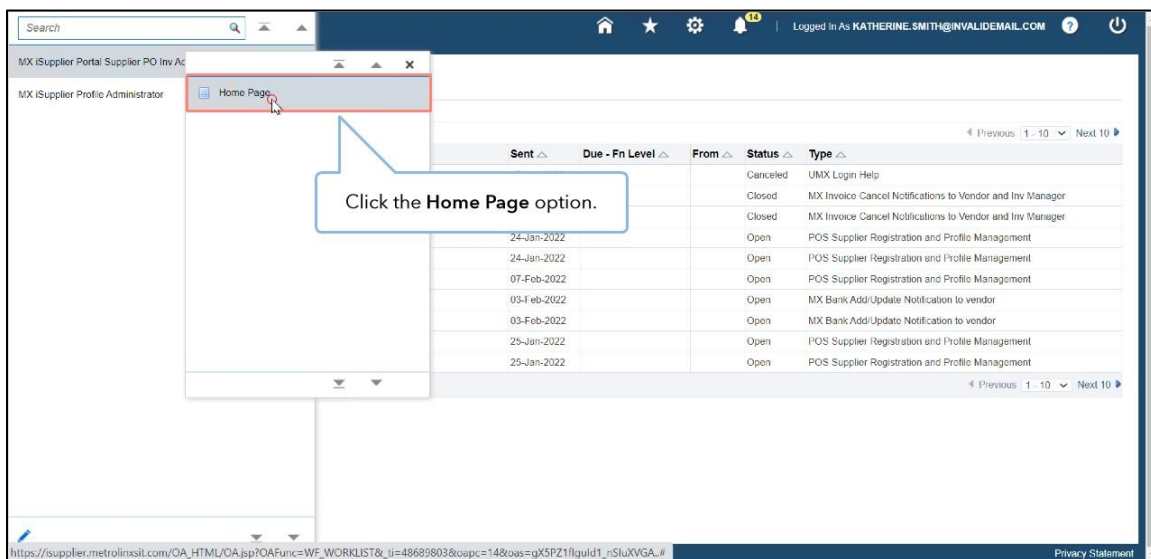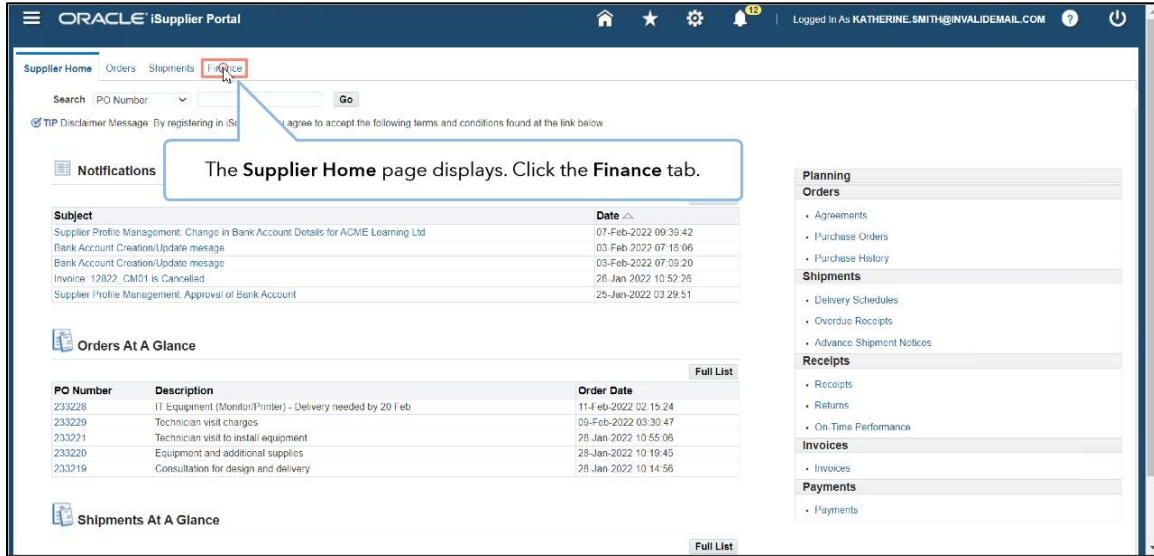
4. To do so, click the **Menu** icon.

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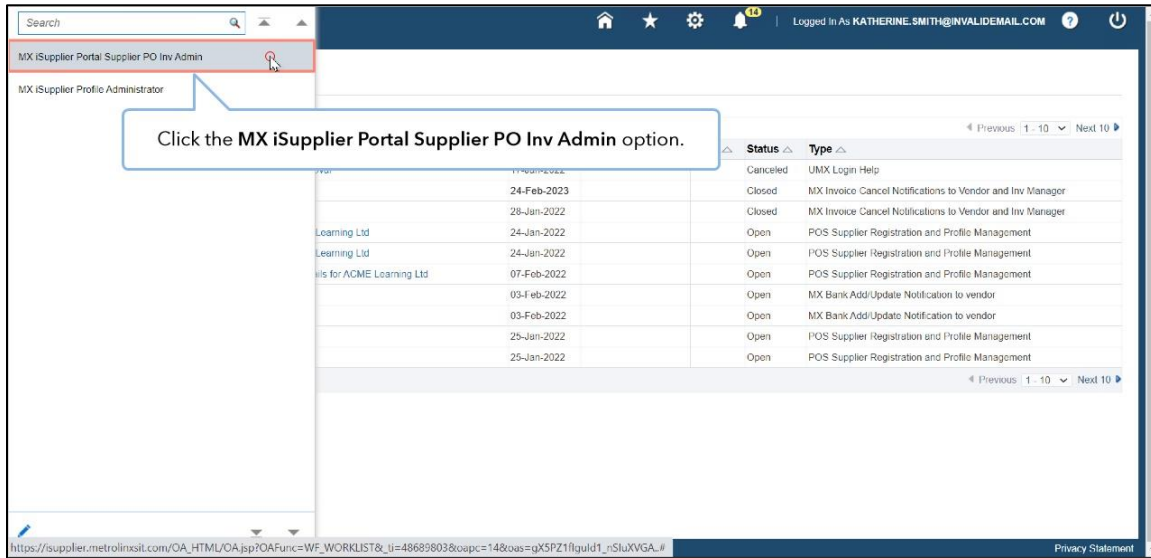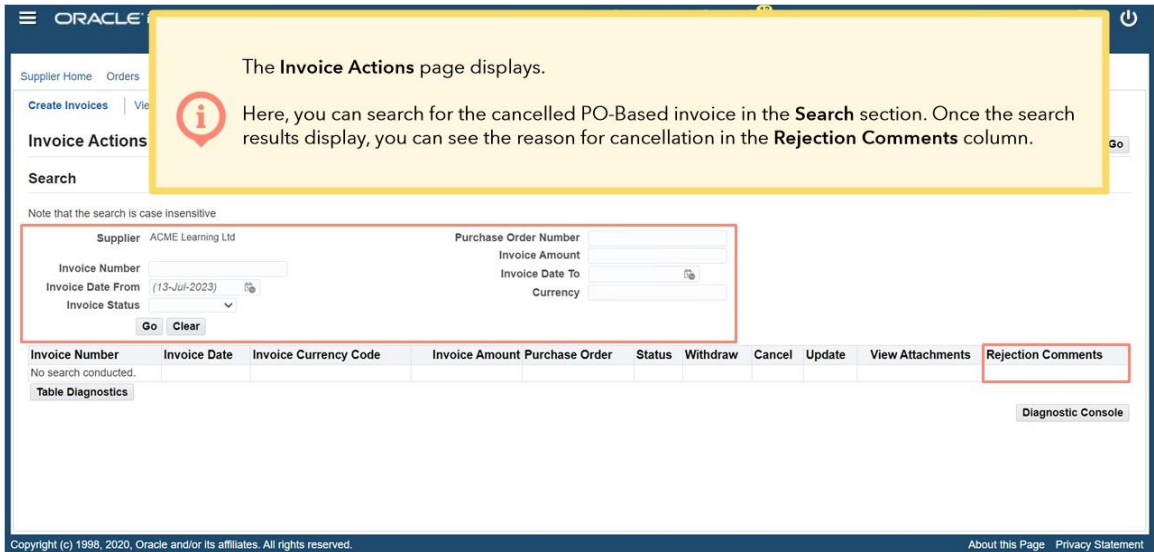

6. Click the **Home Page** option.

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

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.

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".