



SAP Ariba 

How to edit & re-submit rejected invoices

PUBLIC

بنك أبوظبي التجاري
ADCB 

THE BEST RUN 

1. You will be notified by email when your invoice is rejected. Click on “View invoice” to edit and resubmit your invoice.



Your customer Abu Dhabi Commercial Bank - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01474788214-T).

| | |
|------------------|----------------------------------|
| Country | AE |
| Customer | Abu Dhabi Commercial Bank - TEST |
| Invoice number | inactiverequestertest001 |
| Invoice Status | Rejected |
| Rejected Reason: | |

[View invoice](#)

2. Log in using your credentials.

SAP Ariba Network

SAP Ariba

Supplier Login

Admin Username

Admin Password

User Name

Login

[Having trouble logging in?](#)

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Your feedback matters!



SAP Ariba is intensely focused on making your relationship with us successful. We want to hear about your experience as a valued SAP Ariba supplier - five to ten minutes of your time is all it takes for your voice to be heard.

[Learn More](#)

3. The rejection reason will be mentioned in the blue box. Please read the rejection reason then click on “Edit & Resubmit” button to rectify your invoice.

The screenshot displays the SAP Ariba Network interface for a Standard Account. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' indicator. The user's name 'N1' is visible in the top right corner. The main content area shows the invoice ID 'Invoice: inactiverequestertest03' and a 'Done' button. Below this, there are action buttons: 'Edit', 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. A tabbed interface below these buttons shows 'Detail', 'Scheduled Payments', and 'History'. The 'Detail' tab is active, and a blue box highlights the 'Rejected Invoice' section. This section contains the following text: 'Rejected Invoice: Reasons: INV-38: The invoice was successfully received. INV-54: Comments from Abu Dhabi Commercial Bank - TEST: OK DOC-1: INV-35: The invoice status has been successfully updated to Rejected by Abu Dhabi Commercial Bank - TEST. Description: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.' At the bottom of this blue box is an 'Edit & Resubmit' button.

4. After correcting your invoice click on “Next” then “Submit” your updated invoice.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5% VAT / 5% VAT Shipping Documents Special Handling Discount Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|------------------------|--|-----------------|----------|------|------------|------------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | Microwave Oven-Kenwood | Microwave Oven-Kenwood 1x20ltr-1x1 (Pcs) | | 1 | EA | 349.00 AED | 349.00 AED |

Tax

Category: VAT Remove

Location:

Description: 5% VAT

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 349.00 AED

Rate(%): 5

Tax Amount: 17.45 AED

Exempt Detail: (no value)

Date Of Supply: 4 Dec 2019

Triangular Transaction

Line Item Actions

SAP Ariba Network Standard Account Upgrade TEST MODE N1

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

| | |
|---|-----------------------------------|
| Invoice Number: 24563839 | Subtotal: 10,000.00 AED |
| Invoice Date: Wednesday 27 Nov 2019 2:30 AM GMT-08:00 | Total Tax: 500.00 AED |
| Contract Number: C40875 | Total Shipping: 0.00 AED |
| | Total Gross Amount: 10,500.00 AED |
| | Total Net Amount: 10,500.00 AED |
| | Amount Due: 10,500.00 AED |

| | | |
|---|--|--|
| REMIT TO: Network Supplier 1 - TEST Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates | SUPPLIER: VAT ID Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates | BILL FROM: Network Supplier 1 - TEST Postal Address: Abu Dhabi Abu Dhabi 3242342 Abu Dhabi United Arab Emirates |
|---|--|--|

For any support while creating your Ariba account,
please contact:

[Ariba Support](#)

Thank you!