

How to Resubmit a Rejected Invoice

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Description

This document provides the steps on how to resubmit a rejected invoice on the **SAP Business Network**.

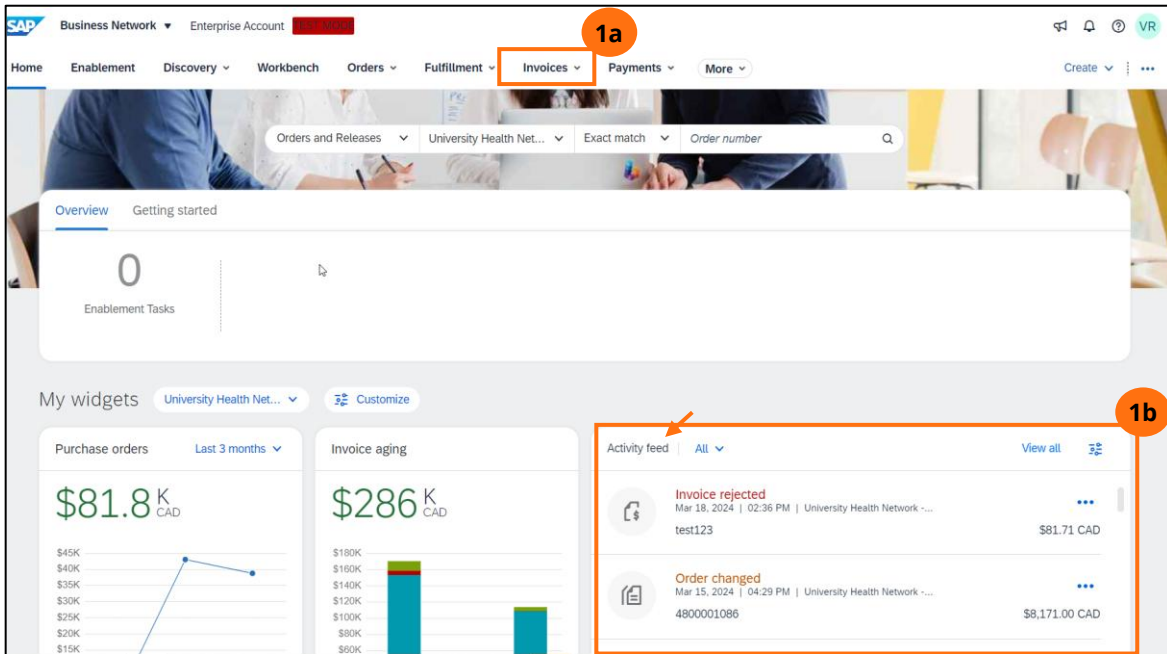
Audience: SAP Business Network suppliers who are transacting with the University Health Network on the SAP Business Network.

Disclaimer: Any information or numerical values shown in images are provided for training purposes only. They do not reflect actual supplier information.

Access Your Invoices

On the **SAP Business Network**, you can access all invoicing activity. You will be able to review the invoice details and see the status.

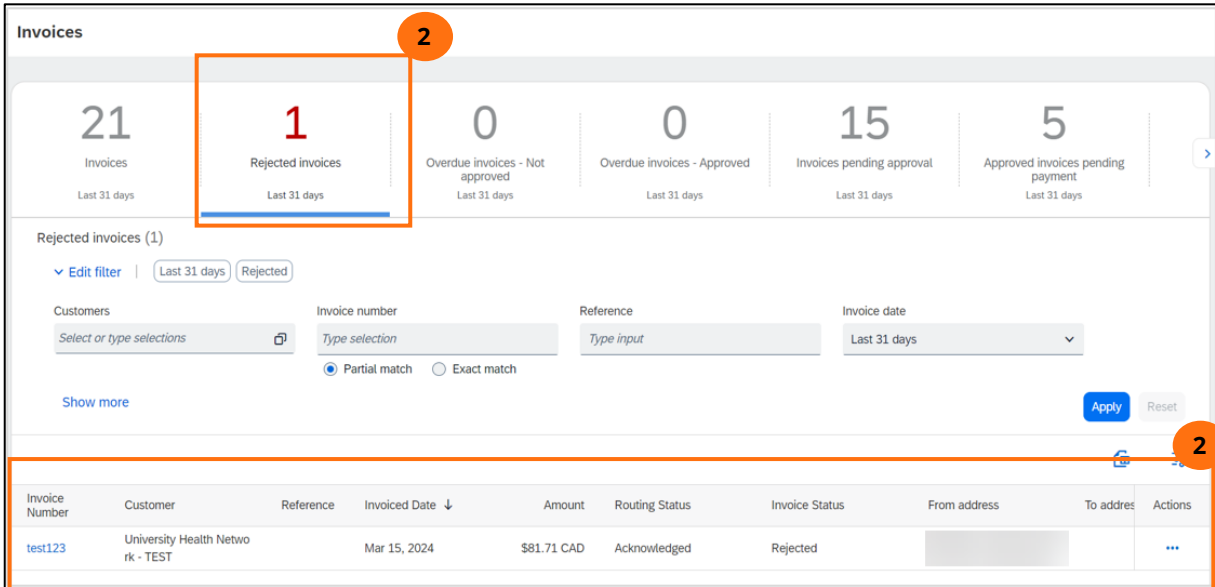
1. From the **SAP Business Network** dashboard page, access your invoices by either:
 - a. Clicking on the **Invoices** drop down in the top ribbon menu.
 - b. Scrolling through the **Activity feed**.



The screenshot displays the SAP Business Network dashboard. At the top, the 'Invoices' menu item in the top ribbon is highlighted with an orange box and labeled '1a'. Below the ribbon, the 'My widgets' section is visible. On the right side of this section, the 'Activity feed' widget is highlighted with an orange box and labeled '1b'. The activity feed shows two entries: 'Invoice rejected' and 'Order changed', both with timestamps and amounts.

Activity	Date	Time	Amount
Invoice rejected	Mar 18, 2024	02:36 PM	\$81.71 CAD
Order changed	Mar 15, 2024	04:29 PM	\$8,171.00 CAD

- From the **Invoices** drop down, you will see a dashboard with all invoice activity. Click on the **Rejected invoices** tile to access any rejected invoices. Your invoices will appear at the bottom on the page.



Invoices

21 Invoices
Last 31 days

1 Rejected invoices
Last 31 days

0 Overdue invoices - Not approved
Last 31 days

0 Overdue invoices - Approved
Last 31 days

15 Invoices pending approval
Last 31 days

5 Approved invoices pending payment
Last 31 days

Rejected invoices (1)

▼ Edit filter | Last 31 days Rejected

Customers: Select or type selections

Invoice number: Type selection

Reference: Type input

Invoice date: Last 31 days

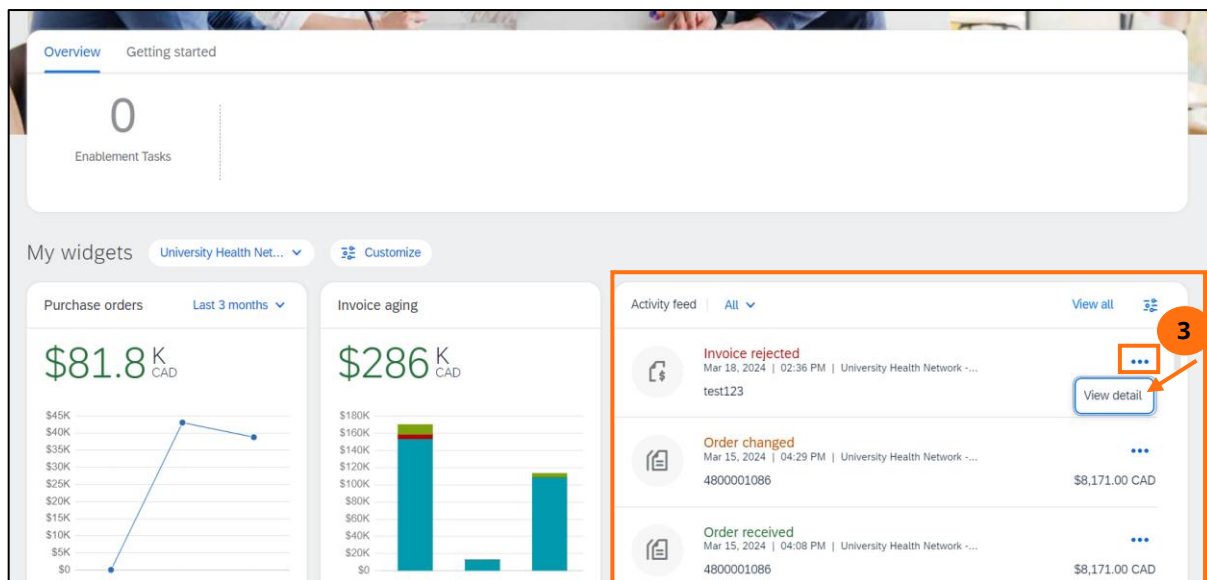
Partial match (selected) Exact match

Show more

Apply Reset

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
test123	University Health Network - TEST		Mar 15, 2024	\$81.71 CAD	Acknowledged	Rejected			...

- From the **Activity feed**, click on the **ellipses** to view details for an invoice.



Overview Getting started

0 Enablement Tasks

My widgets University Health Net... Customize

Purchase orders Last 3 months

\$81.8 K CAD

Invoice aging

\$286 K CAD

Activity feed All

View all

Invoice rejected
Mar 18, 2024 | 02:36 PM | University Health Network - ...
test123

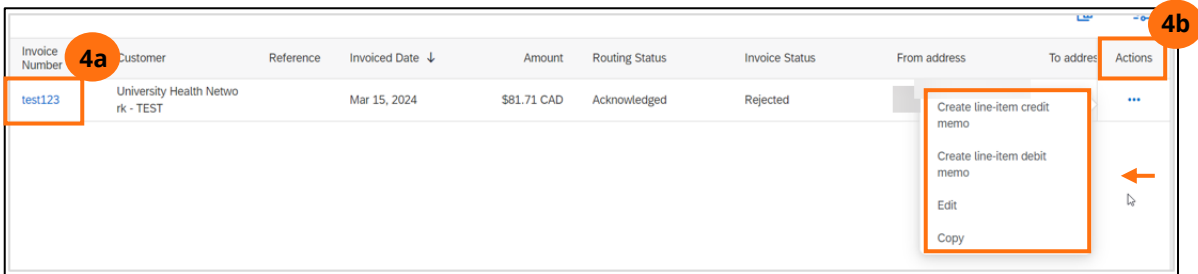
Order changed
Mar 15, 2024 | 04:29 PM | University Health Network - ...
4800001086 \$8,171.00 CAD

Order received
Mar 15, 2024 | 04:08 PM | University Health Network - ...
4800001086 \$8,171.00 CAD

View detail

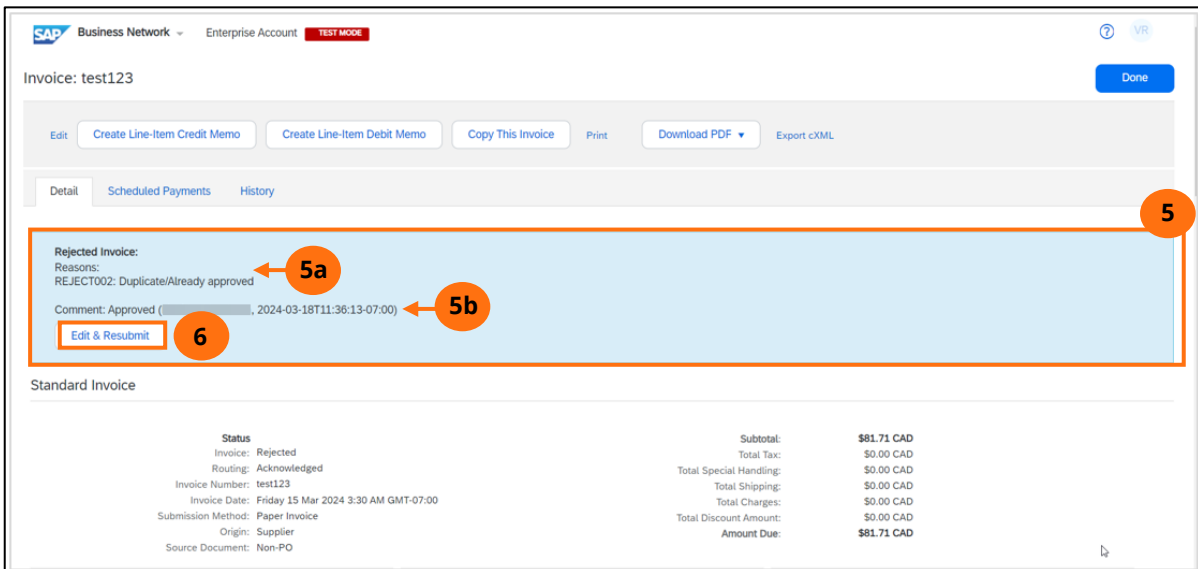
Edit & Resubmit Your Invoice

4. To open the invoice or take an action, either:
 - a. Click the **blue hyperlink** invoice number
 - b. Click the **Actions** button and select an option



Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
test123	University Health Network - TEST		Mar 15, 2024	\$81.71 CAD	Acknowledged	Rejected			Create line-item credit memo Create line-item debit memo Edit Copy

5. At the top of the invoice, in the **blue banner**, review the **Reasons** and **Comment** entered by the UHN approver.
 - a. The rejection code that appears in the **Reasons** field (e.g., REJECT002) is mandatory for the UHN approver to complete when rejecting an invoice.
 - b. See **Comment** if left by the UHN approver.
6. Click **Edit & Resubmit** if you can resolve the issue based on the **reason** and/or **comment** entered and update the invoice details as needed.



Invoice: test123

[Edit](#)
[Create Line-Item Credit Memo](#)
[Create Line-Item Debit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Rejected Invoice:

Reasons: REJECT002: Duplicate/Already approved

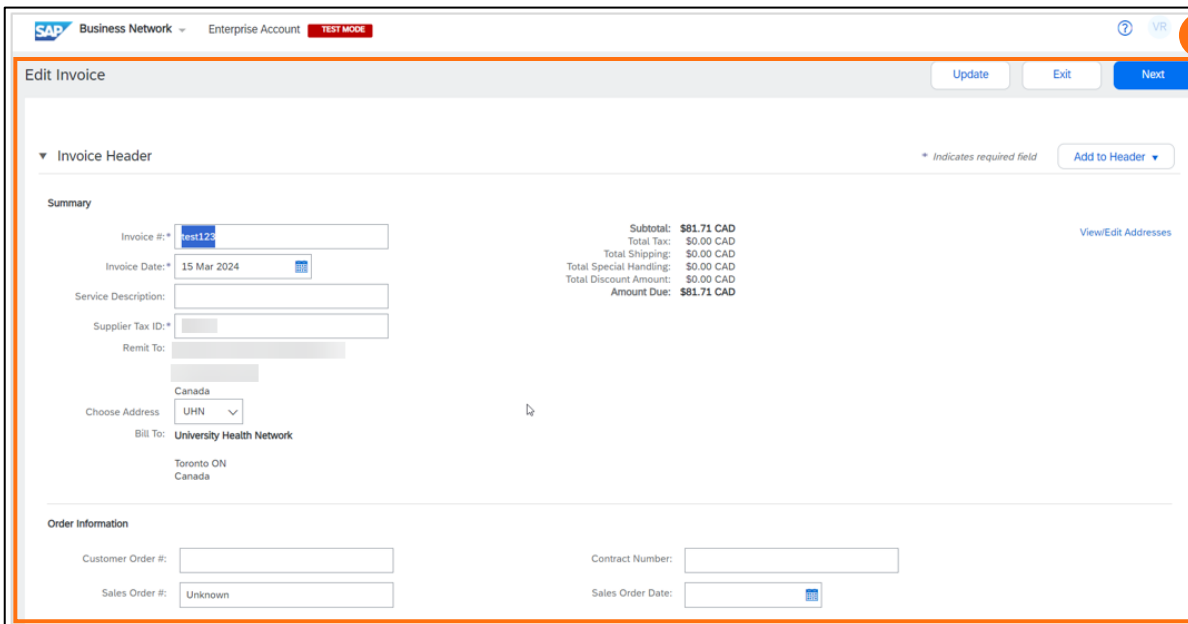
Comment: Approved (2024-03-18T11:36:13-07:00)

[Edit & Resubmit](#)

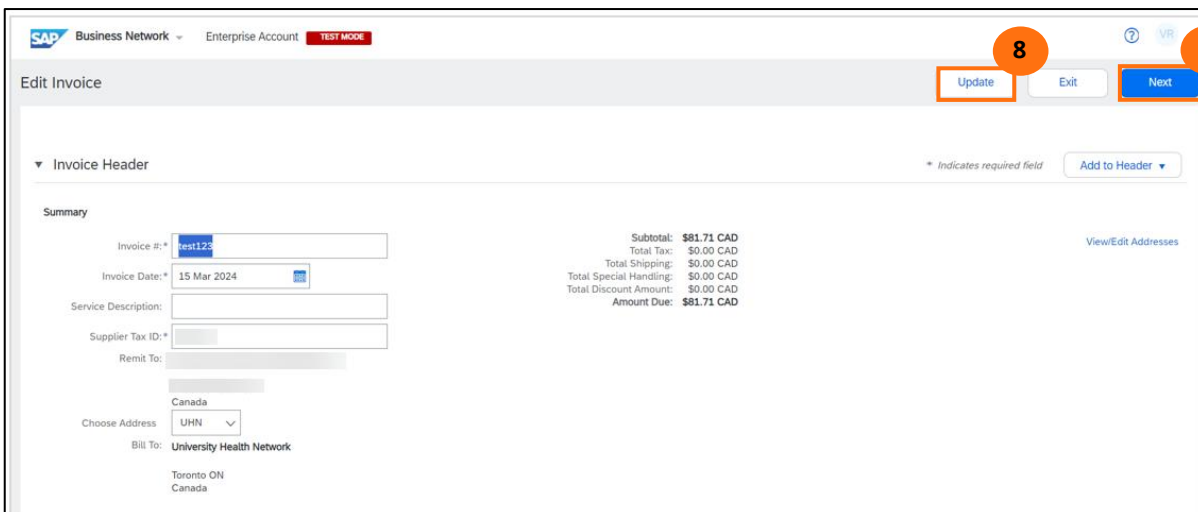
Standard Invoice

Status	Subtotal:	\$81.71 CAD
Invoice: Rejected	Total Tax:	\$0.00 CAD
Routing: Acknowledged	Total Special Handling:	\$0.00 CAD
Invoice Number: test123	Total Shipping:	\$0.00 CAD
Invoice Date: Friday 15 Mar 2024 3:30 AM GMT-07:00	Total Charges:	\$0.00 CAD
Submission Method: Paper Invoice	Total Discount Amount:	\$0.00 CAD
Origin: Supplier	Amount Due:	\$81.71 CAD
Source Document: Non-PO		

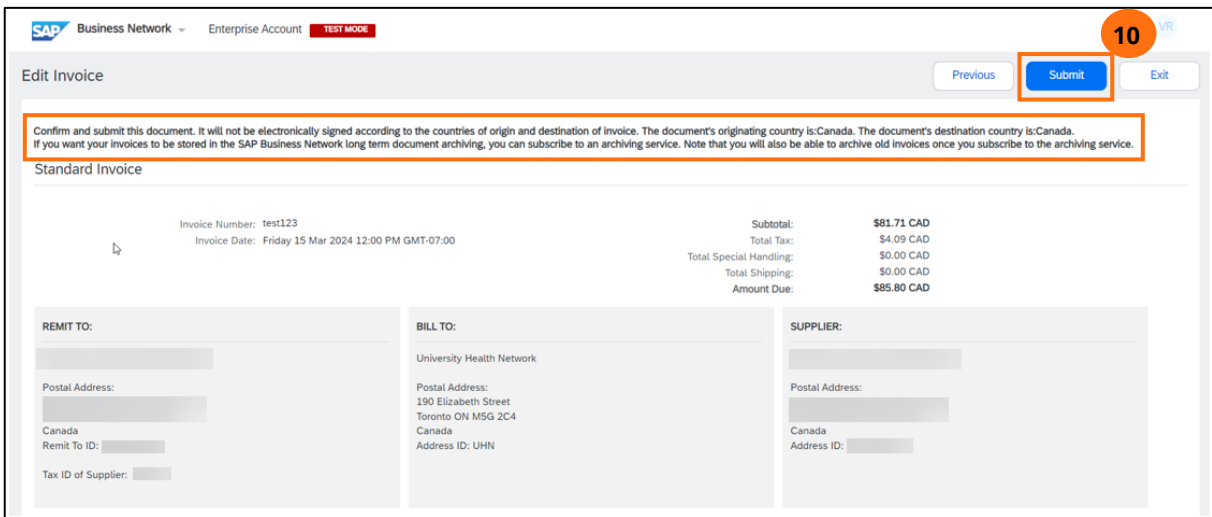
7. In the **Edit Invoice** window, you will be able to scroll through the entire invoice and make any changes or edits.



8. Click **Update** to save changes.
9. Click **Next**.



10. Confirmation message will appear. Click **Submit** to resubmit the invoice for approval.



SAP Business Network Enterprise Account TEST MODE

10

Edit Invoice Previous Submit Exit

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:Canada. The document's destination country is:Canada. If you want your invoices to be stored in the SAP Business Network 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: test123
Invoice Date: Friday 15 Mar 2024 12:00 PM GMT-07:00

Subtotal:	\$81.71 CAD
Total Tax:	\$4.09 CAD
Total Special Handling:	\$0.00 CAD
Total Shipping:	\$0.00 CAD
Amount Due:	\$85.80 CAD

REMIT TO: Postal Address: Canada Remit To ID: Tax ID of Supplier:	BILL TO: University Health Network Postal Address: 190 Elizabeth Street Toronto ON M5G 2C4 Canada Address ID: UHN	SUPPLIER: Postal Address: Canada Address ID:
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Additional Support for Rejected Invoices

For technical questions about the **SAP Business Network (Ariba Network)** and using the system, please contact the **UHN SAP (Ariba) technical team** at, aribasupplierenablement@uhn.ca.

To inquire on the **status** of an invoice or for any questions regarding **payment processing** contact, ap@uhn.ca.