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.**

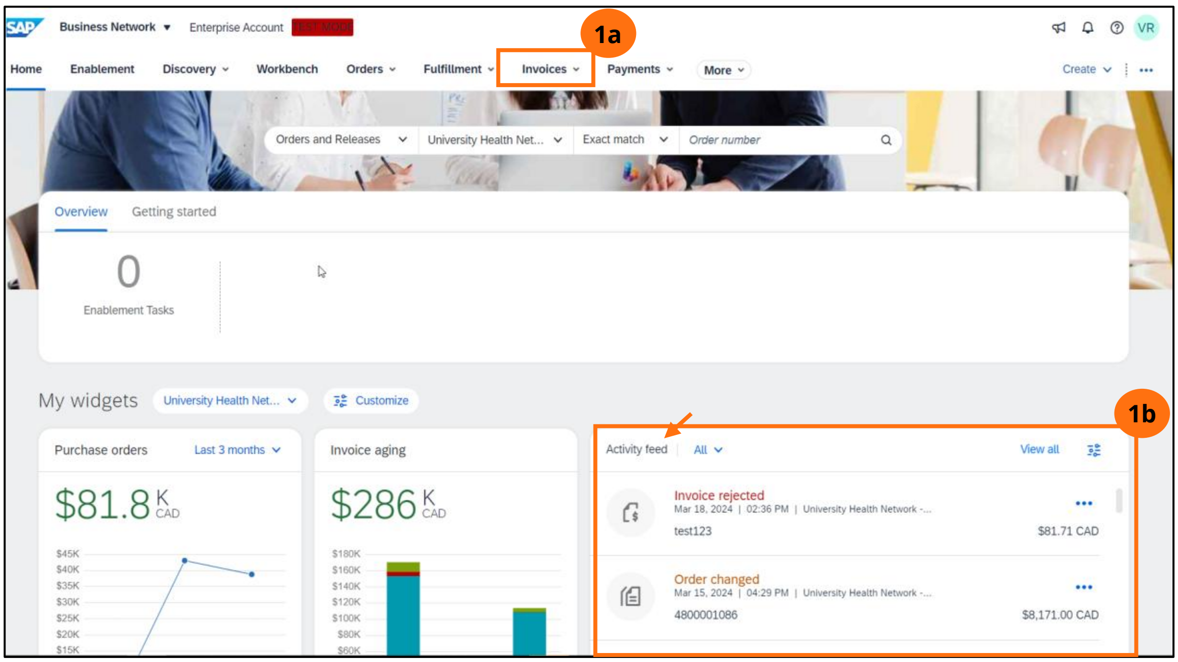
Audience: SAP Business Network suppliers who are transacting with the University Health Network on the SAP Business Network.

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

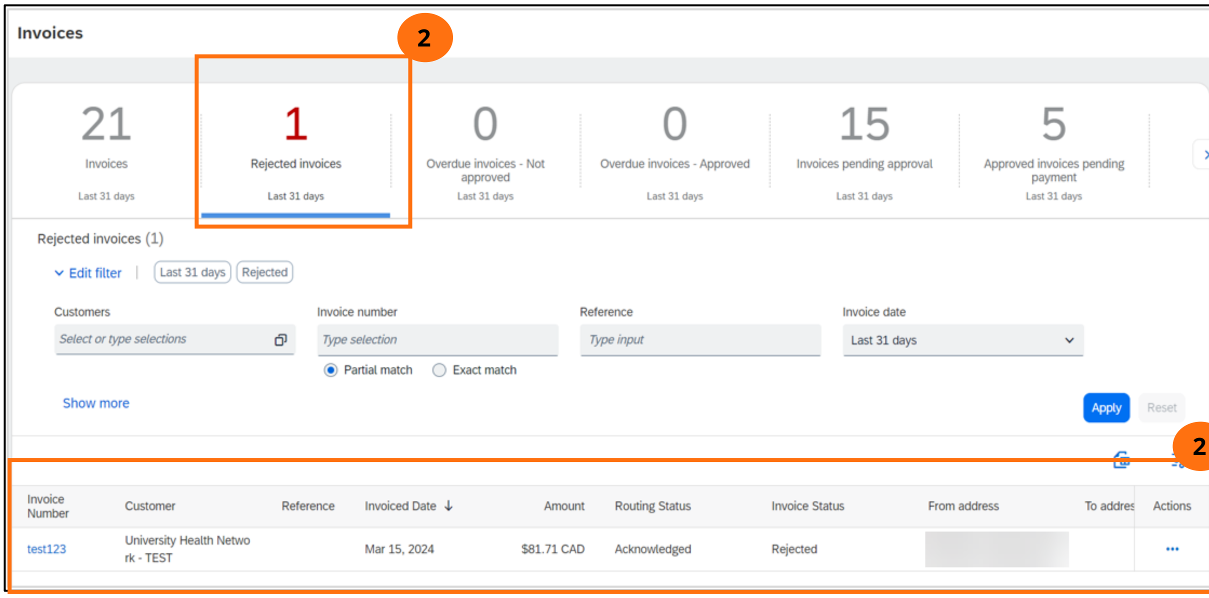
Access Your Invoices

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

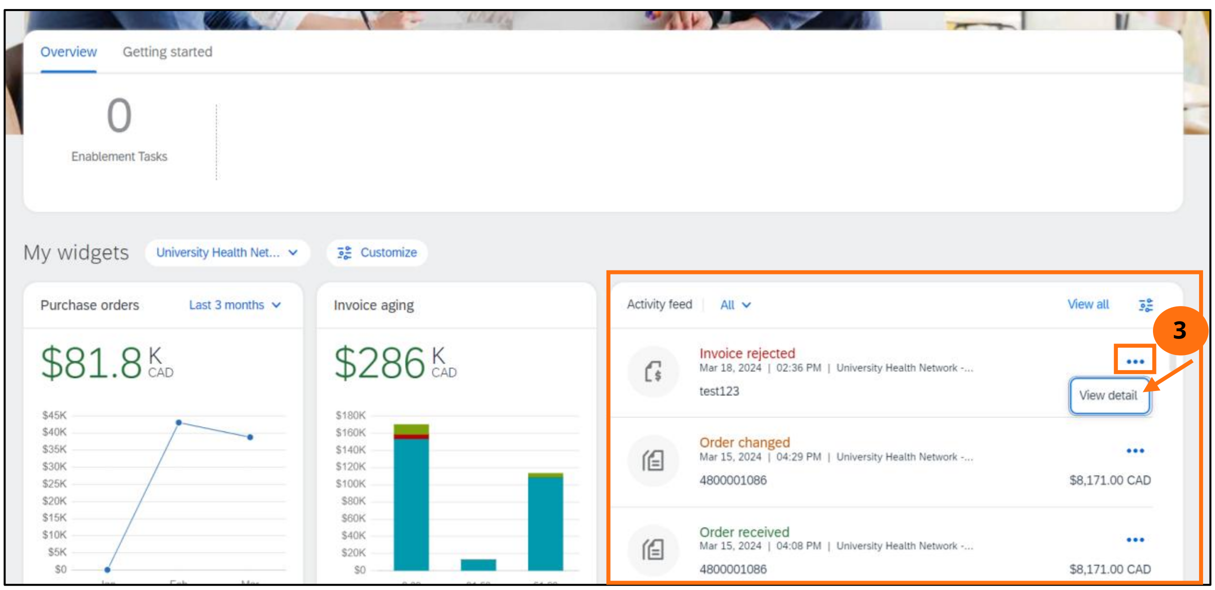
1. From the **SAP Business Network** dashboard page, access your invoices by either:
   a. Clicking on the **Invoices** drop down in the top ribbon menu.
   b. Scrolling through the **Activity feed.**



2. 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.

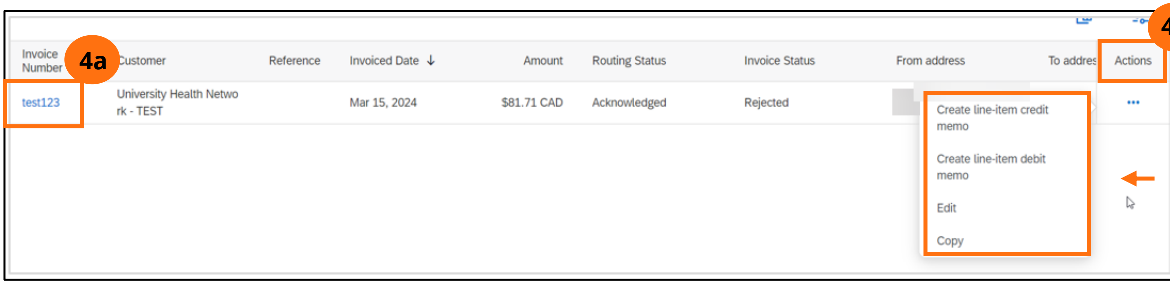


3. From the **Activity feed**, click on the **elipses** to view details for an invoice.



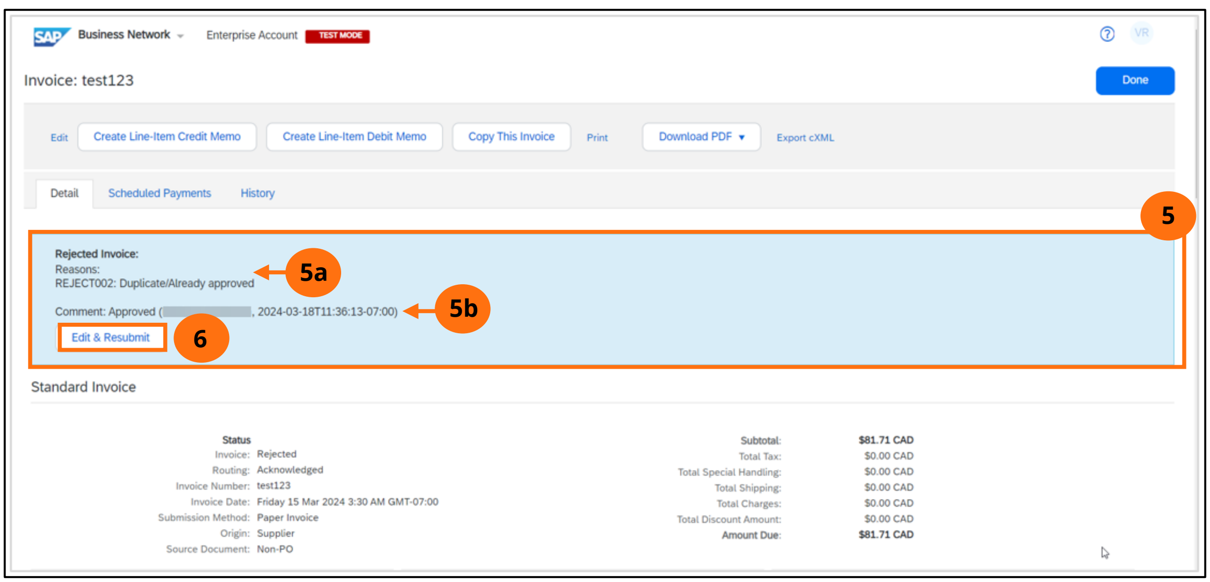
Edit & Resubmit Your Invoice

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

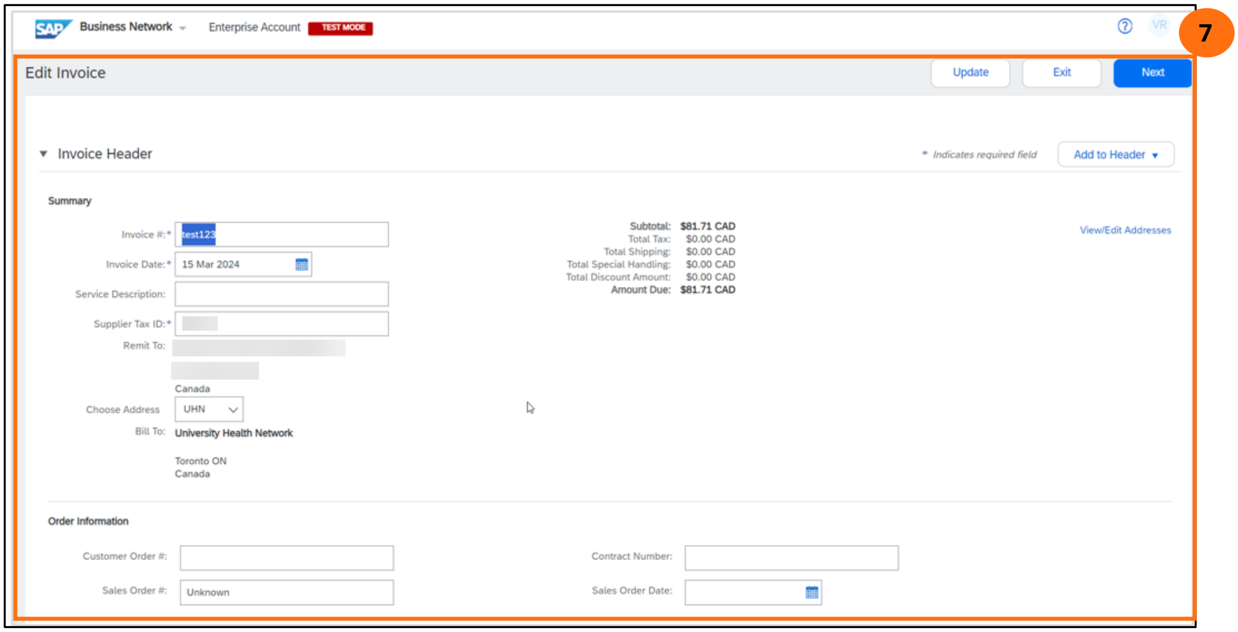


5. At the top of the invoice, in the **blue banner**, review the **Reasons** and **Comment** entered by the UHN approver.
   a. The rejection code that appears in the **Reasons** field (e.g., REJECT002) is mandatory for the UHN approver to complete when rejecting an invoice.
   b. See **Comment** if left by the UHN approver.

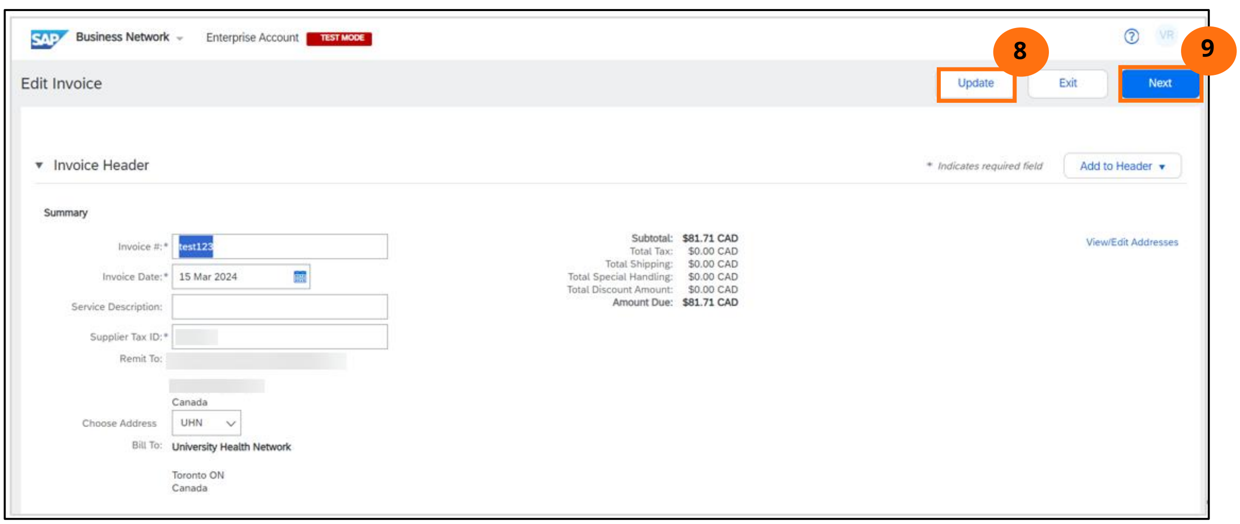
6. Click **Edit & Resubmit** if you can resolve the issue based on the **reason** and/or **comment** entered and update the invoice details as needed.



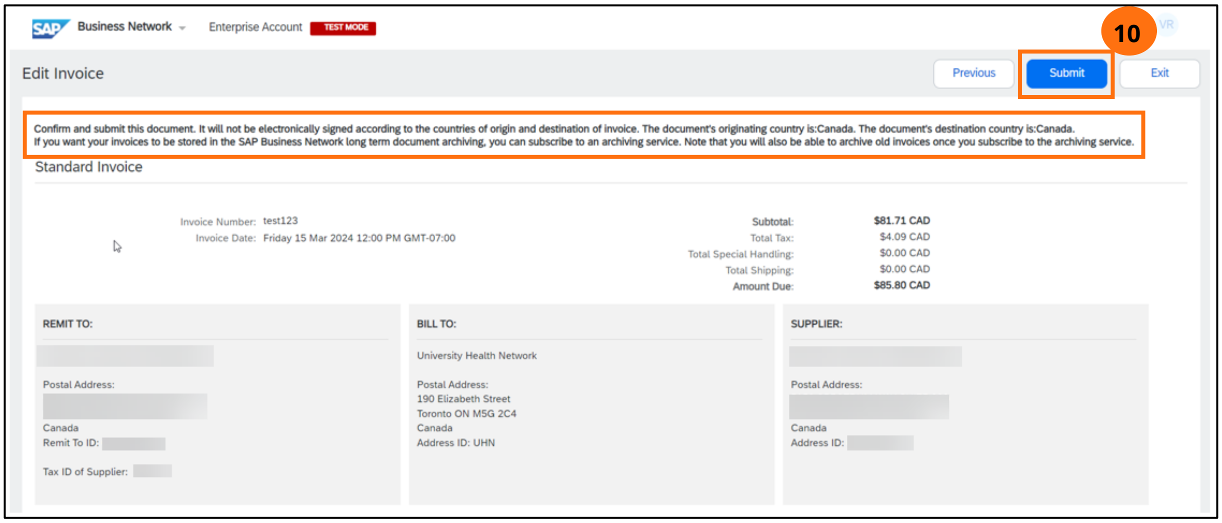
7. In the **Edit Invoice** window, you will be able to scroll through the entire invoice and make any changes or edits.



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



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



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.