

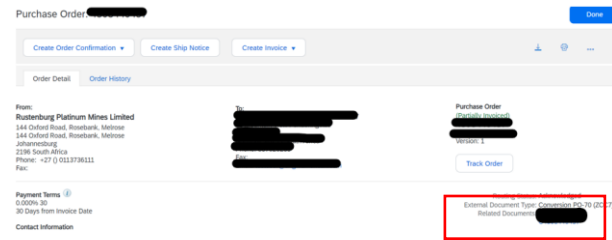
# Quick Reference Guide: HOW TO EDIT AND RESUBMIT A REJECTED INVOICE



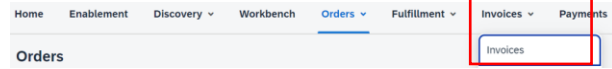
## HOW TO EDIT AND RESUBMIT REJECTED INVOICE THAT DOES NOT HAVE VAT

Navigate to the rejected invoice, either on your invoice tab or within the PO under related documents.

Selecting invoice in the PO under related documents

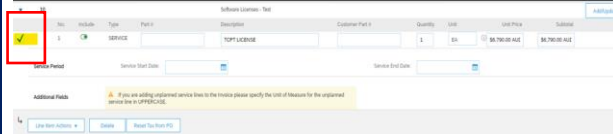


Selecting the invoice from your invoice list

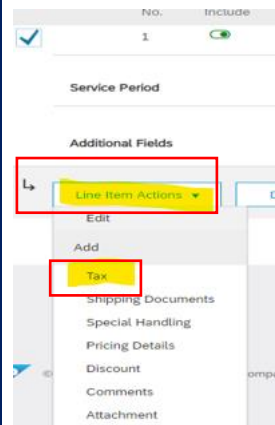


Once in the rejected invoice, **Click EDIT and RESUBMIT** at the top right of the screen.

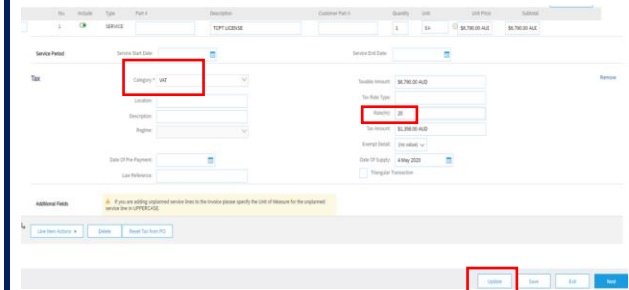
Scroll down to the line item and select it by clicking in the block on the left hand of the line



Then move to the bottom of the screen and click **LINE ITEM ACTIONS**, select **TAX**



Change the category from SALES TAX to VAT and enter 15.00 in the RATE% box on the right and click on **UPDATE** at the bottom of the page:



Check the VAT value is correct and click **NEXT AND SUBMIT**

