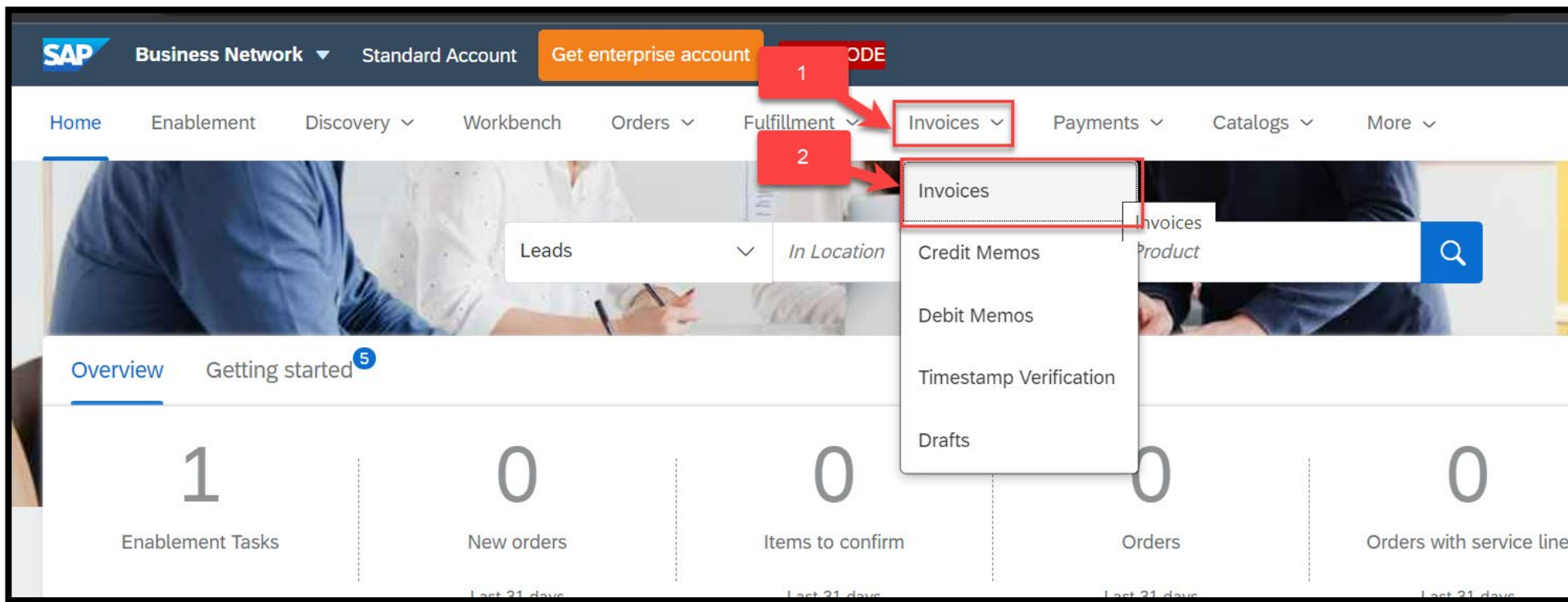# Guide for Supplier on how to Cancel an Invoice

Guide for Supplier on how to Cancel an Invoice

Find the invoice you want to Cancel.

After logging into your Supplier Account > Go to **"Invoices"** > Select and click **"Invoices"**

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Guide for Supplier on how to Cancel an Invoice

If you know the Invoice Number

Input the Invoice number in "**Invoice Number**" field > Select "**Exact Match**" radio button > Click "**Apply**" button.
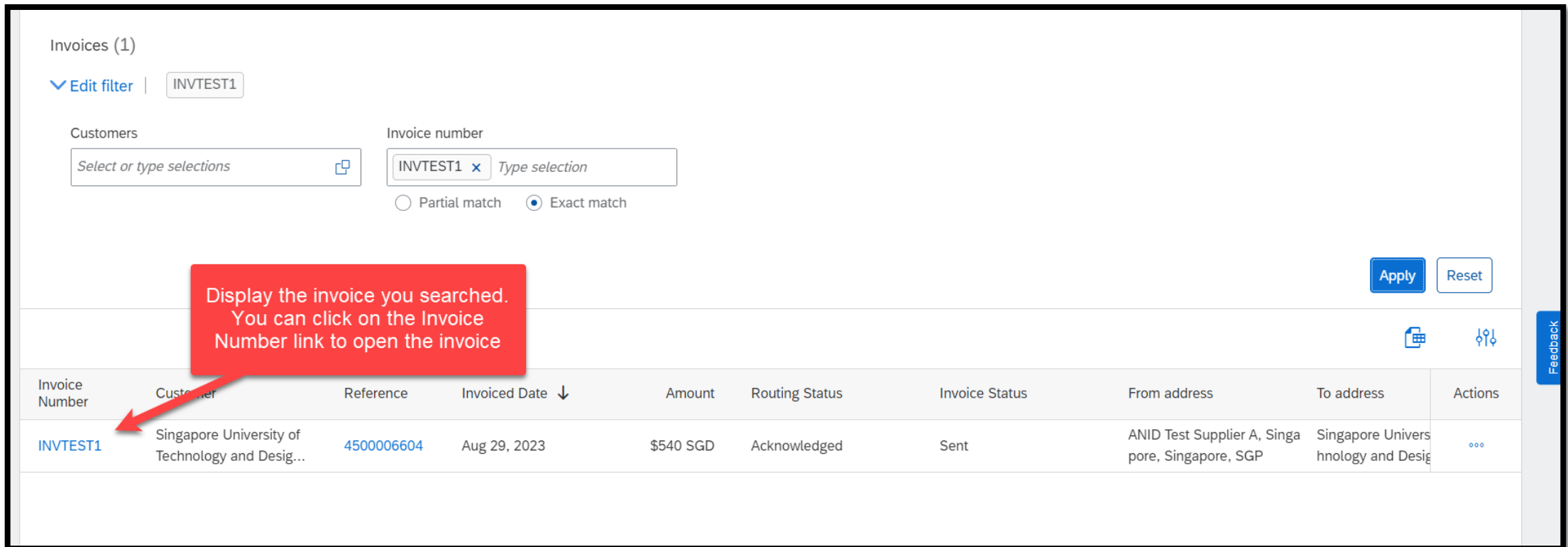

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This will display the invoice you're searching for. To open the invoice, you need to click on the invoice number link.

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If you don't know the Invoice Number

Select "**Partial Match**" radio button > Select "**Last 365 days**" for "Invoice Date" field > Click "**Apply**" button.

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This filter will display all the invoices you created within 365 days. Locate the invoice you want to cancel. To open the invoice, you need to click on the invoice number link.

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Once you find the invoice to cancel > Open the invoice > You'll be brought to the invoice page. You can check on the information of the invoice before you proceed to cancel the invoice.

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If everything is confirmed > You can proceed to Cancel the invoice.

Click "**Cancel**" button
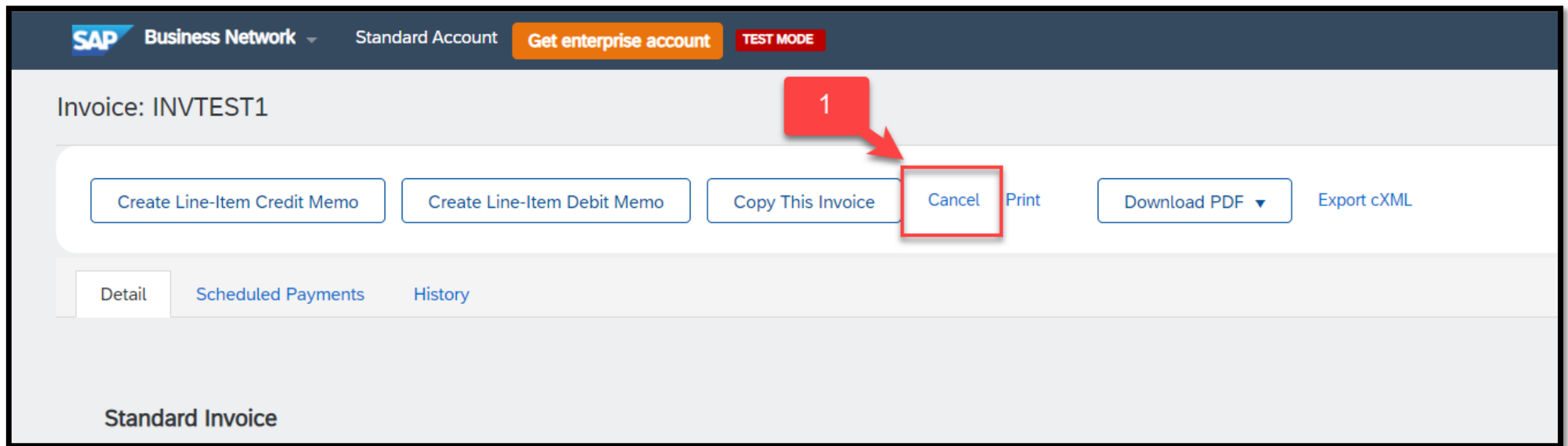
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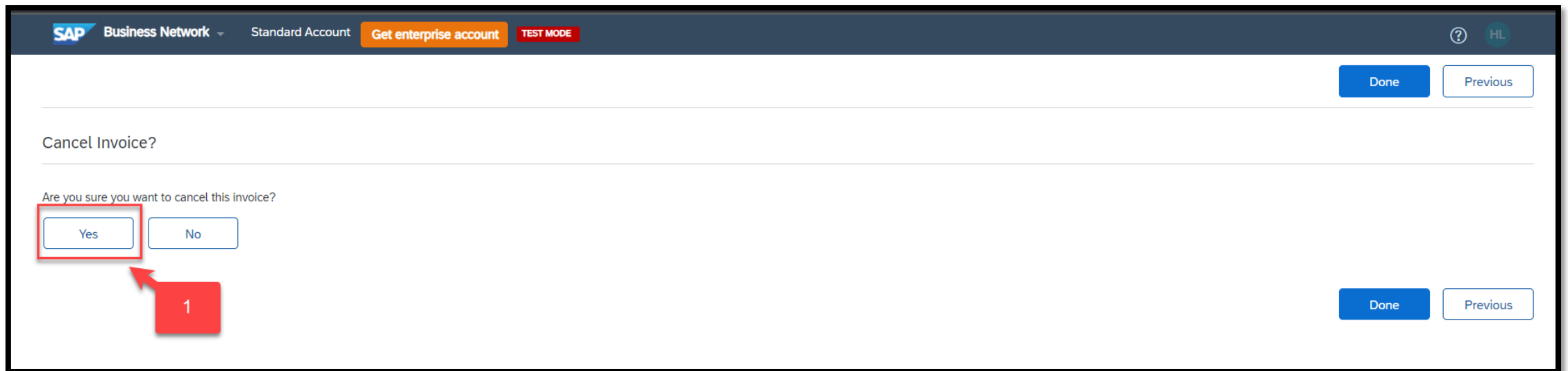Ariba will request for your confirmation if you want to proceed for invoice cancellation. If you want to proceed for cancellation > Click "**Yes**"

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You'll be brought to the list of invoice page. The status of the invoice you just Cancel will be updated as "Cancelled"

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Note: Once you Cancel your invoice, you cannot make any changes edit the invoice.

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Note: If the "**Cancel**" button is not available when you open the invoice, it means that you cannot Cancel this invoice.
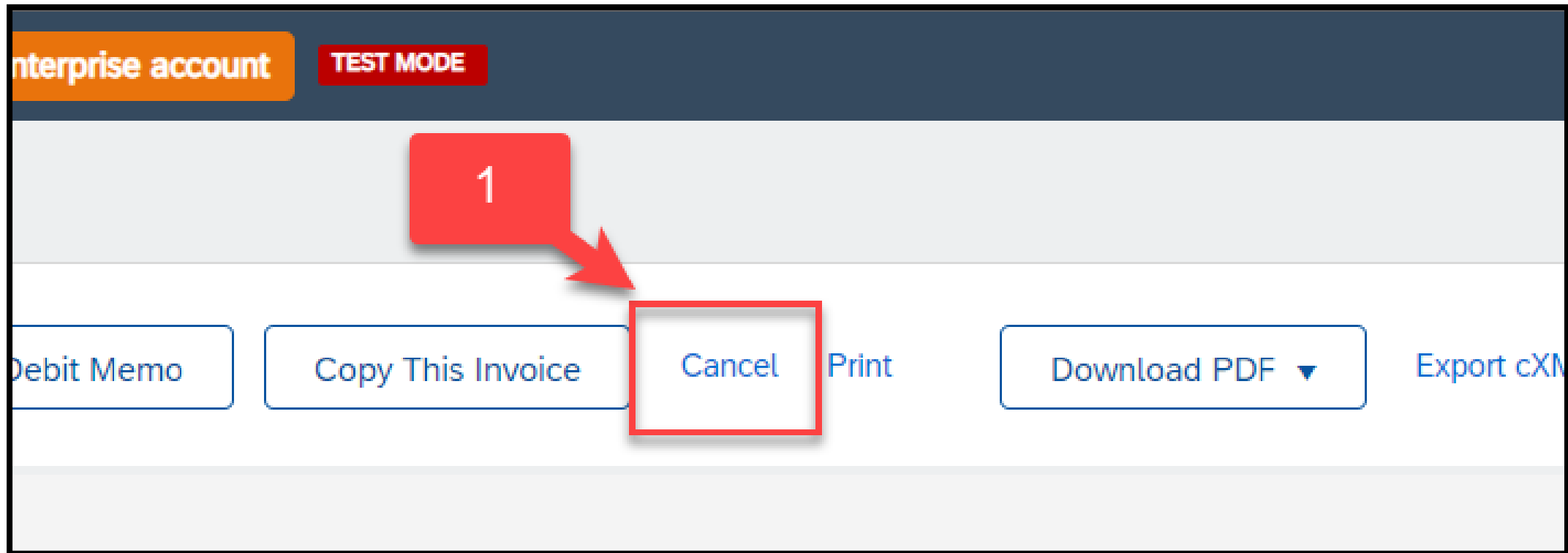
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Thank you

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