

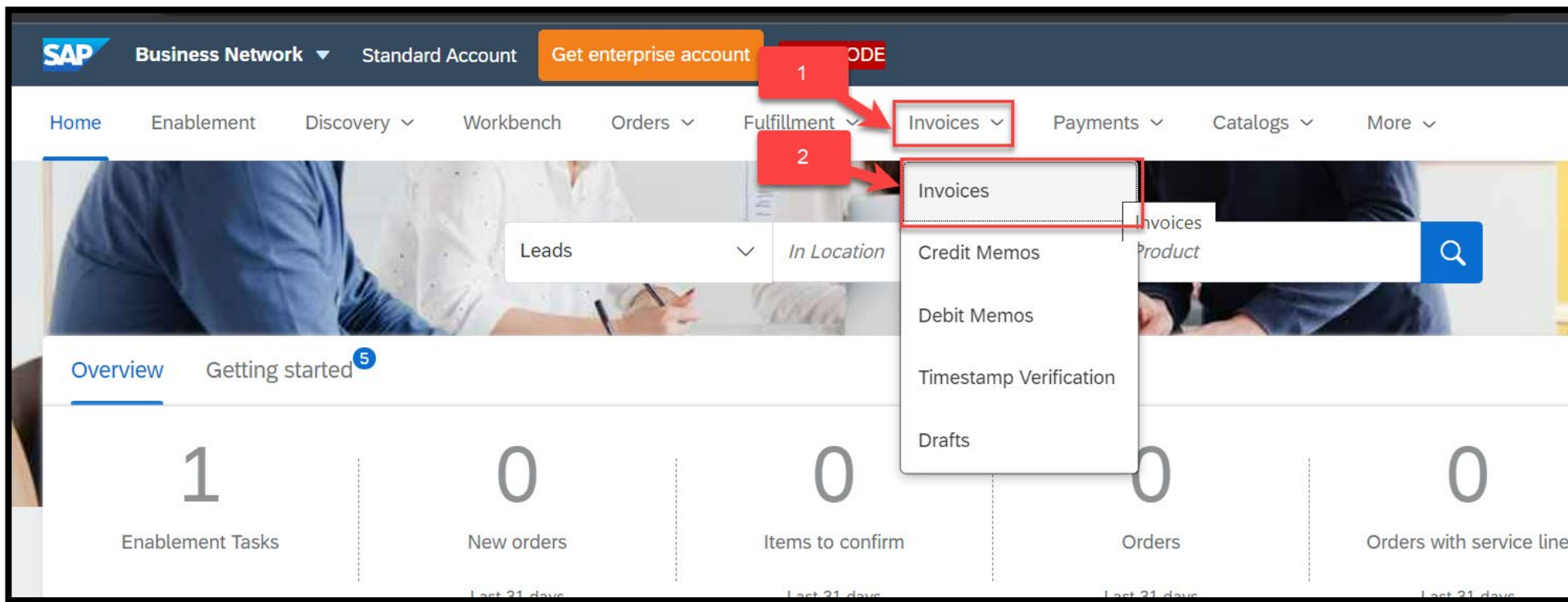


Guide for Supplier on how to Cancel an Invoice

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.

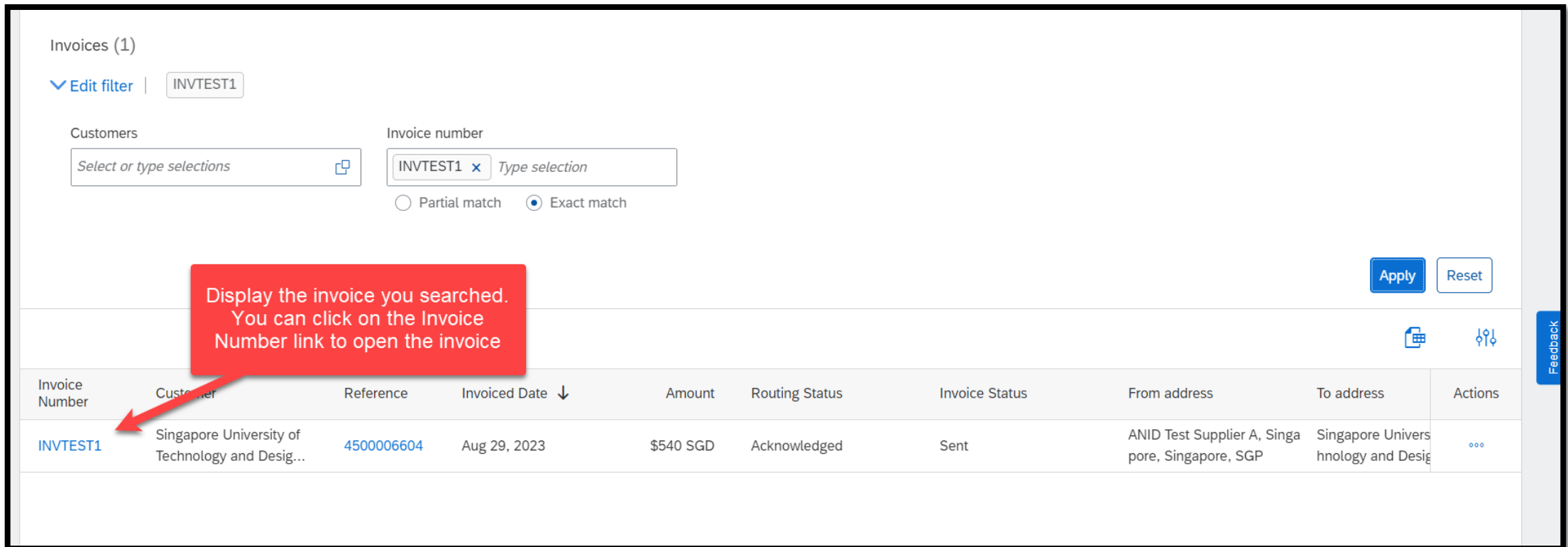
The screenshot shows a dashboard with six tabs: 'Invoices' (19), 'Rejected invoices' (1), 'Overdue invoices - Not approved' (1), 'Overdue invoices - Approved' (2), 'Invoices pending approval' (12), and 'Approved invoices pending payment' (2). The 'Invoices' tab is selected. Below the tabs, there is a section for 'Invoices (19)' with an 'Edit filter' link. Under 'Customers', there is a dropdown menu with the text 'Select or type selections'. To the right, there is an 'Invoice number' field with a red box around it and a red arrow labeled '1' pointing to it. Below the field, there are two radio buttons: 'Partial match' and 'Exact match', with a red arrow labeled '2' pointing to the 'Exact match' button. At the bottom right, there are 'Apply' and 'Reset' buttons, with a red arrow labeled '3' pointing to the 'Apply' button. A 'Feedback' button is also visible on the right side.

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Guide for Supplier on how to Cancel an Invoice

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



The screenshot shows a web interface for searching invoices. At the top, it says "Invoices (1)". Below this, there are filters for "Customers" and "Invoice number". The "Invoice number" filter is set to "INVTES1" with a dropdown arrow. Below the filter, there are radio buttons for "Partial match" and "Exact match", with "Exact match" selected. To the right of the filters are "Apply" and "Reset" buttons. Below the filters is a table with the following columns: Invoice Number, Customer, Reference, Invoiced Date, Amount, Routing Status, Invoice Status, From address, To address, and Actions. The table contains one row with the following data: Invoice Number: [INVTES1](#), Customer: Singapore University of Technology and Design, Reference: [4500006604](#), Invoiced Date: Aug 29, 2023, Amount: \$540 SGD, Routing Status: Acknowledged, Invoice Status: Sent, From address: ANID Test Supplier A, Singapore, Singapore, SGP, To address: Singapore University of Technology and Design, Actions: ... A red callout box with the text "Display the invoice you searched. You can click on the Invoice Number link to open the invoice" points to the [INVTES1](#) link in the table.

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
INVTES1	Singapore University of Technology and Design	4500006604	Aug 29, 2023	\$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Design	...

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Guide for Supplier on how to Cancel an Invoice

If you don't know the Invoice Number

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

The screenshot shows the 'Invoices' section of a system. At the top, there are tabs for different invoice statuses: Invoices, Rejected invoices, Overdue invoices - Not approved, Overdue invoices - Approved, Invoices pending approval, Approved invoices pending payment, and Paid invoices. The 'Invoices' tab is selected. Below the tabs, there are filter options: 'Customers' (a dropdown menu), 'Invoice number' (a text input with 'Type selection' placeholder), 'Reference' (a text input with 'Type input' placeholder), and 'Invoice date' (a dropdown menu). The 'Invoice date' dropdown is open, showing options: 'Last 31 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days' (highlighted), 'Last 90 days', 'Last 365 days' (highlighted with a red box), and 'Custom date range'. The 'Partial match' radio button is selected under the 'Invoice number' filter. The 'Apply' button is highlighted with a red box. The table below shows a list of invoices with columns: Invoice Number, Customer, Reference, Invoiced Date, Amount, Routing Status, Invoice Status, Address, and Actions. The first row shows an invoice with number 'INVTST1' from 'Singapore University of Technology and Design...' with reference '4500006604' and amount '\$540 SGD'.

1 Invoices
Last 31 days

1 Rejected invoices
Last 31 days

1 Overdue invoices - Not approved
Last 31 days

2 Overdue invoices - Approved
Last 31 days

12 Invoices pending approval
Last 31 days

2 Approved invoices pending payment
Last 31 days

0 Paid invoices
Last 31 days

Invoices (1)

▼ Edit filter | Last 31 days

Customers
Select or type selections

Invoice number
Type selection
● Partial match ○ Exact match

Reference
Type input

Invoice date
Last 31 days
Last 24 hours
Last 7 days
Last 14 days
Last 31 days
Last 90 days
Last 365 days
Custom date range

Show more

Apply Reset

Feedback

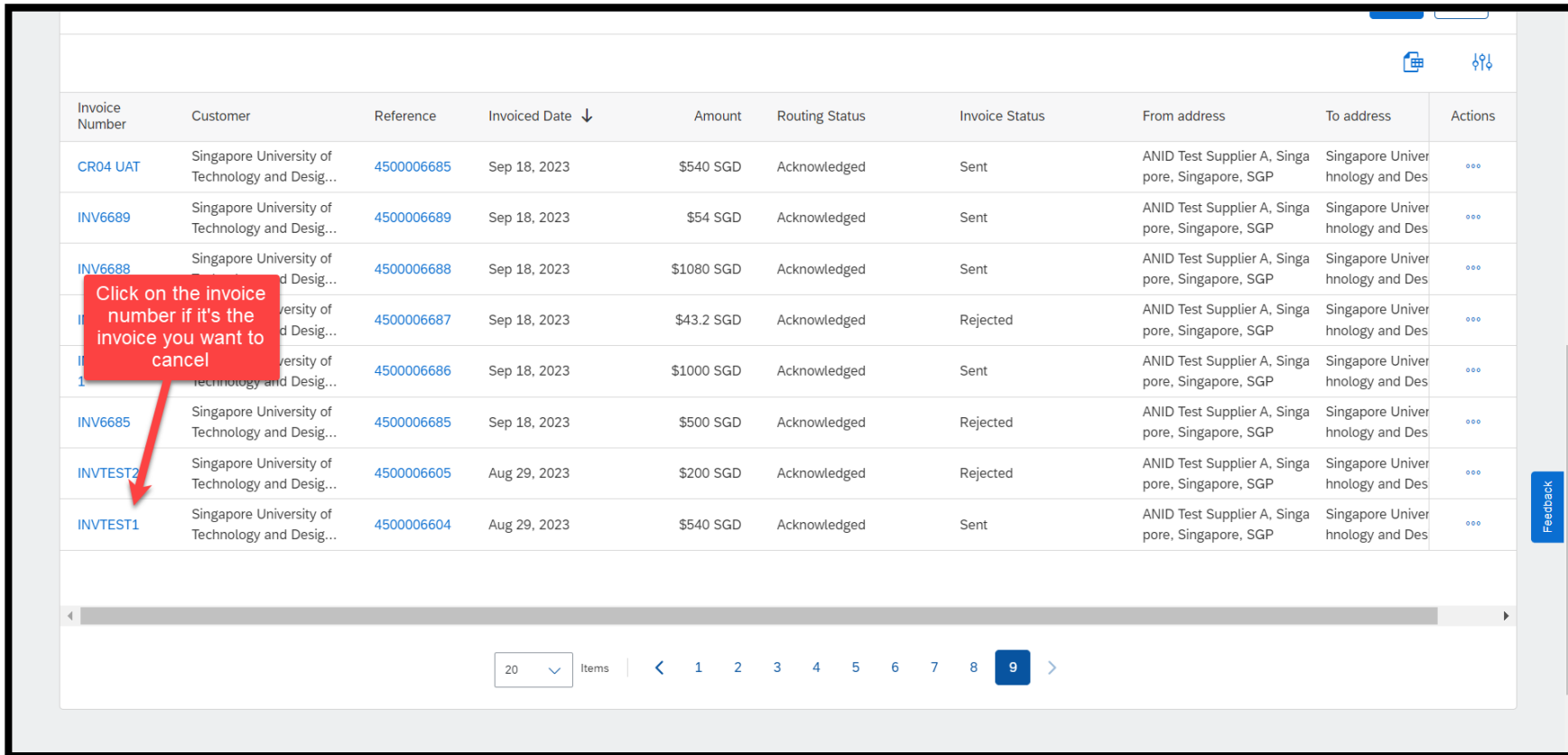
Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	Address	Actions
INVTST1	Singapore University of Technology and Design...	4500006604	Aug 29, 2023	\$540 SGD	Acknowledged	Sent	Singapore University of Technology and Design...	...

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Guide for Supplier on how to Cancel an Invoice

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.



The screenshot shows a table of invoices with columns: Invoice Number, Customer, Reference, Invoiced Date, Amount, Routing Status, Invoice Status, From address, To address, and Actions. A red callout box with the text "Click on the invoice number if it's the invoice you want to cancel" points to the "INV6685" link in the "Invoice Number" column. The table contains 8 rows of invoice data. At the bottom, there is a pagination bar showing "20 Items" and a page number "9" highlighted in a blue box.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
CR04 UAT	Singapore University of Technology and Desig...	4500006685	Sep 18, 2023	\$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6689	Singapore University of Technology and Desig...	4500006689	Sep 18, 2023	\$54 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6688	Singapore University of Technology and Desig...	4500006688	Sep 18, 2023	\$1080 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6687	Singapore University of Technology and Desig...	4500006687	Sep 18, 2023	\$43.2 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6686	Singapore University of Technology and Desig...	4500006686	Sep 18, 2023	\$1000 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6685	Singapore University of Technology and Desig...	4500006685	Sep 18, 2023	\$500 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INVTST2	Singapore University of Technology and Desig...	4500006605	Aug 29, 2023	\$200 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INVTST1	Singapore University of Technology and Desig...	4500006604	Aug 29, 2023	\$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...

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Guide for Supplier on how to Cancel an Invoice

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.

The screenshot shows the SAP Business Network interface for an invoice. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. The main title is 'Invoice: INVTEST1' with a 'Done' button. Below this is a row of action buttons: 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. A tab bar below the actions shows 'Detail' (selected), 'Scheduled Payments', and 'History'. The main content area is titled 'Standard Invoice' and contains a summary box with the following details: Status (Invoice: Sent, Routing: Acknowledged), Invoice Number (INVTEST1), Invoice Date (Tuesday 29 Aug 2023 2:43 PM GMT+08:00), Original Purchase Order (4500006604), Submission Method (Online), Origin (Supplier), and Source Document (Order). To the right of this box, it shows 'Amount Payable: \$540.00 SGD'. Below the summary box, there is a note 'This document is digitally signed'. At the bottom, there are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. The 'REMIT TO:' column lists 'ANID Test Supplier A' with a postal address in Singapore and a remit-to ID. The 'BILL TO:' column lists 'Singapore University of Technology and Design' with a postal address and address ID. The 'SUPPLIER:' column lists 'ANID Test Supplier A' with a postal address in Singapore.

Invoice: INVTEST1

Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Attachment(s)

Status
Invoice: Sent
Routing: Acknowledged
Invoice Number: INVTEST1
Invoice Date: Tuesday 29 Aug 2023 2:43 PM GMT+08:00
Original Purchase Order: 4500006604
Submission Method: Online
Origin: Supplier
Source Document: Order

Amount Payable: \$540.00 SGD

This document is digitally signed

REMIT TO:
ANID Test Supplier A
Postal Address:
Orchard Road
Singapore 111333
Singapore
Remit To ID: dlwaribatesting@gmail.com

BILL TO:
Singapore University of Technology and Design
Postal Address:
8 Somapah Road
Singapore 487372
Singapore
Address ID: 1100

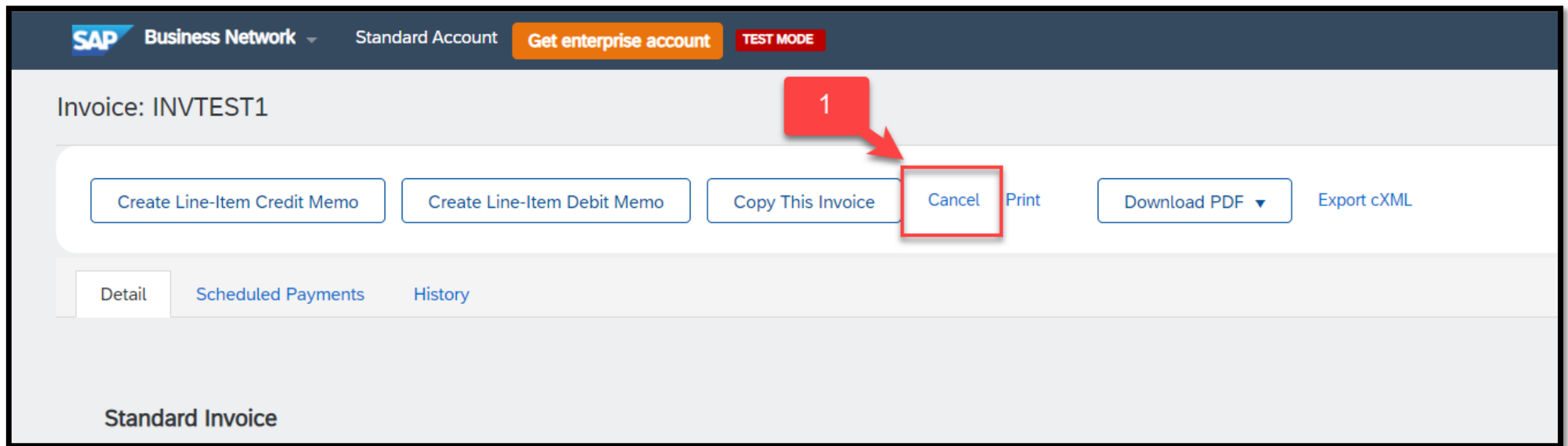
SUPPLIER:
ANID Test Supplier A
Postal Address:
Orchard Road
Singapore 238823
Singapore

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If everything is confirmed > You can proceed to Cancel the invoice.
Click **“Cancel”** button

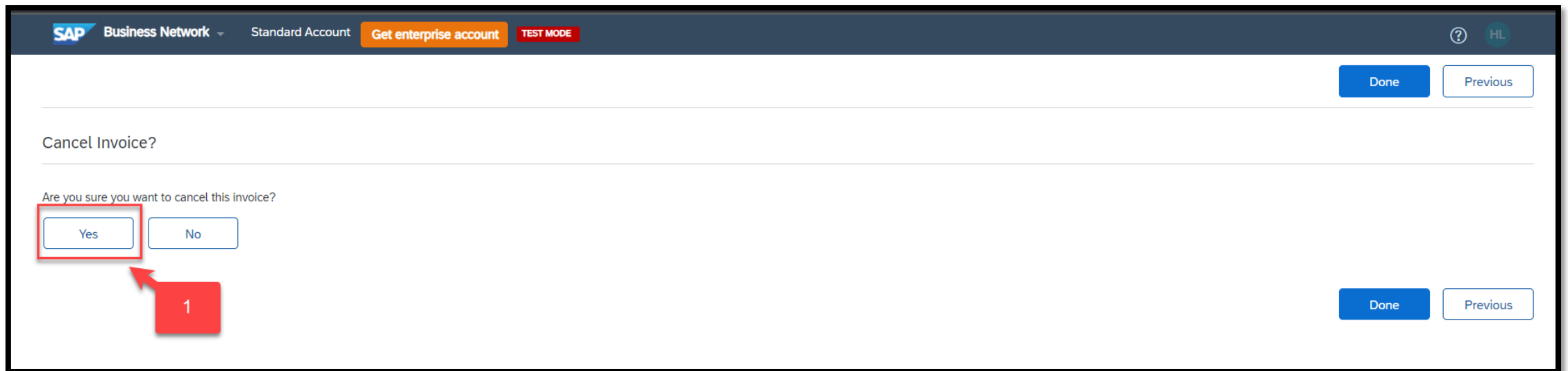


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Guide for Supplier on how to Cancel an Invoice

Ariba will request for your confirmation if you want to proceed for invoice cancellation. If you want to proceed for cancellation > Click “Yes”



The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. On the right, there are links for '?', 'HL', 'Done', and 'Previous'. The main content area is titled 'Cancel Invoice?'. Below this, a confirmation message asks 'Are you sure you want to cancel this invoice?'. Two buttons, 'Yes' and 'No', are presented. The 'Yes' button is highlighted with a red rectangular box. A red arrow points from a red box containing the number '1' to the 'Yes' button. At the bottom right, there are 'Done' and 'Previous' buttons.

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Guide for Supplier on how to Cancel an Invoice

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

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
FOREIGNCC	Singapore University of Technology and Desig...	4500006693	Sep 18, 2023	\$1080 USD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
CR04 UAT	Singapore University of Technology and Desig...	4500006685	Sep 18, 2023	\$540 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6689	Singapore University of Technology and Desig...	4500006689	Sep 18, 2023	\$54 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6688	Singapore University of Technology and Desig...	4500006688	Sep 18, 2023	\$1080 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6687	Singapore University of Technology and Desig...	4500006687	Sep 18, 2023	\$43.2 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6686NO1	Singapore University of Technology and Desig...	4500006686	Sep 18, 2023	\$1000 SGD	Acknowledged	Sent	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INV6685	Singapore University of Technology and Desig...	4500006685	Sep 18, 2023	\$500 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INVTEST2	Singapore University of Technology and Desig...	4500006605	Aug 29, 2023	\$200 SGD	Acknowledged	Rejected	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...
INVTEST1	Singapore University of Technology and Desig...	4500006604	Aug 29, 2023	\$540 SGD	Acknowledged	Canceled	ANID Test Supplier A, Singapore, Singapore, SGP	Singapore University of Technology and Desig...	...

20 Items < 1 2 3 4 5 6 7 8 9 >

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Guide for Supplier on how to Cancel an Invoice

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

Invoice: INVTEST1

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Canceled Invoice:

Only failed or rejected invoices can be edited

Standard Invoice

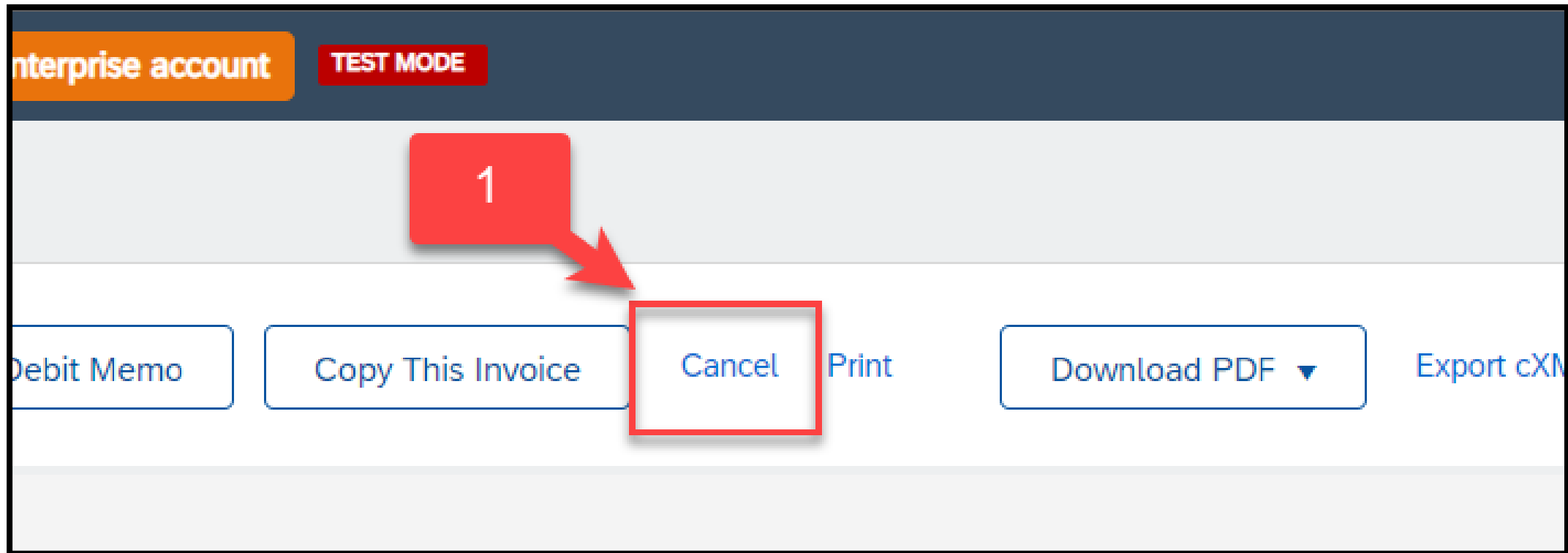
Attachment(s)

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Guide for Supplier on how to Cancel an Invoice

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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