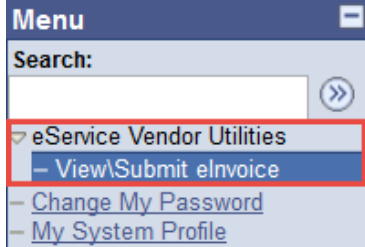
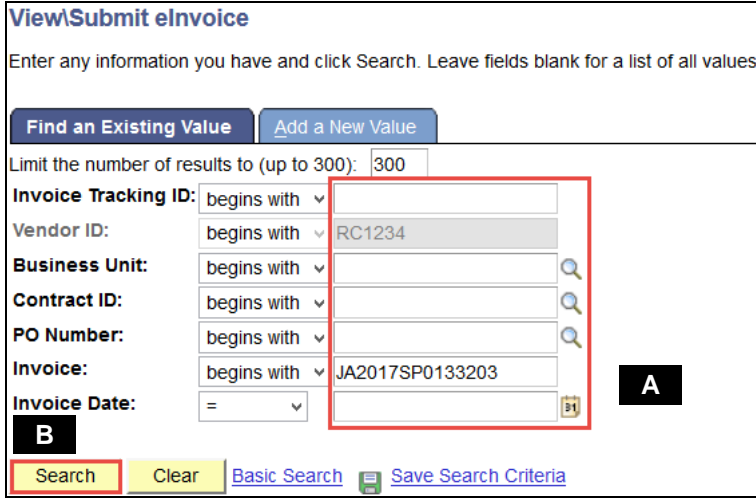


JOB AIDS :- STEPS TO CANCEL INVOICE

INTENDED AUDIENCE	VENDOR
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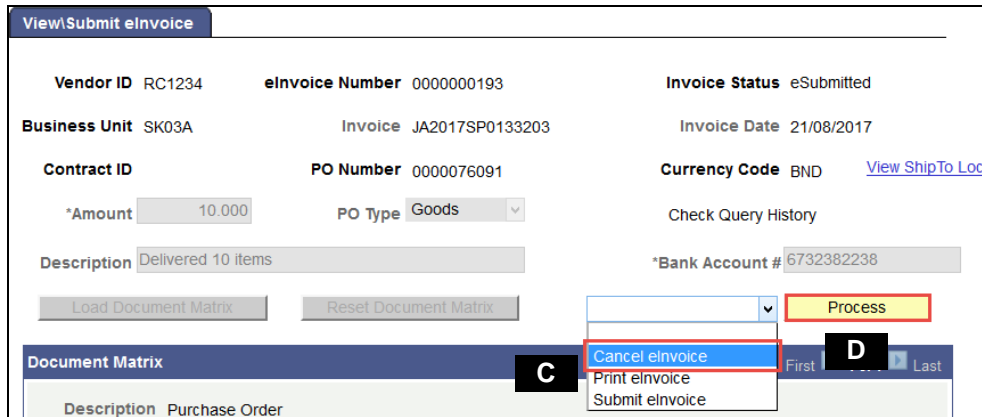
Important Note: Vendor can only perform the cancellation of the entered eInvoice when the eInvoice status is still showing **New eInv** or **eSubmitted**

Step 1	<p style="text-align: center;">NAVIGATE TO VIEW\SUBMIT E INVOICE PAGE:</p> <p style="text-align: center;"><u>Menu</u> > <u>eService Vendor Utilities</u> > <u>View\Submit eInvoice</u></p> 
Step 2	<p style="text-align: center;">IN THE VIEW\SUBMIT E INVOICE PAGE,</p>  <p>A. Under the Find an Existing Value tab, enter the information in any of the fields above:-</p> <ul style="list-style-type: none"> Invoice :- Enter the Invoice number (E.g. JA2017SP0133203) <p>B. Click Search button</p> <p>Note: Information can be entered in all the fields or left empty. Search Results will be populated below for all entered invoices upon clicking the Search button</p>

JOB AIDS :- STEPS TO CANCEL INVOICE

Step 3

IN THE VIEW\SUBMIT INVOICE PAGE,



View/Submit invoice

Vendor ID RC1234 Invoice Number 000000193 Invoice Status eSubmitted

Business Unit SK03A Invoice JA2017SP0133203 Invoice Date 21/08/2017

Contract ID PO Number 0000076091 Currency Code BND [View ShipTo Loc](#)

*Amount 10.000 PO Type Goods Check Query History

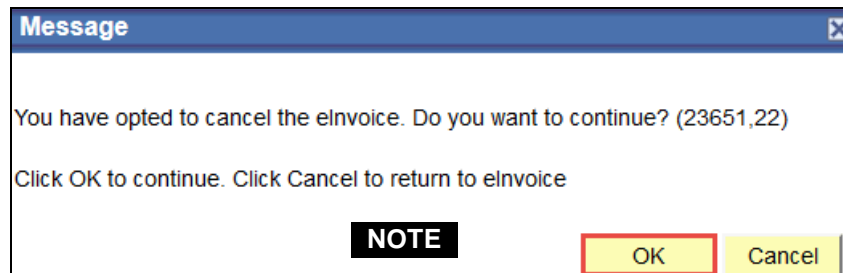
Description Delivered 10 items *Bank Account # 6732382238

Load Document Matrix Reset Document Matrix Process

Document Matrix C Cancel invoice D First Last

Description Purchase Order

- C. Select **Cancel invoice** from the drop-down menu
- D. Click **Process** button to proceed to cancel the invoice



Message

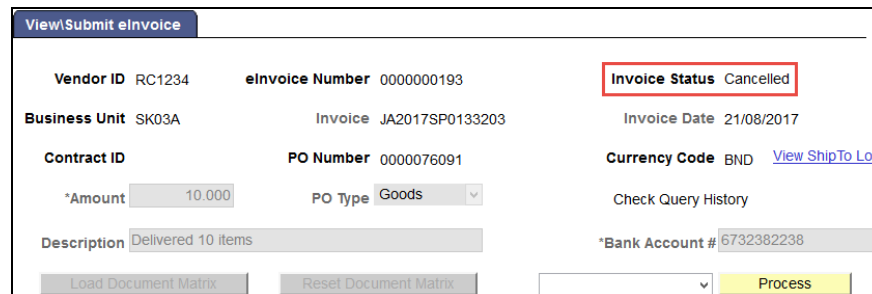
You have opted to cancel the invoice. Do you want to continue? (23651,22)

Click OK to continue. Click Cancel to return to invoice

NOTE OK Cancel

Note: This pop-up message will appear to reconfirm on cancelling the invoice

- E. Click **OK** button to proceed



View/Submit invoice

Vendor ID RC1234 Invoice Number 000000193 Invoice Status **Cancelled**

Business Unit SK03A Invoice JA2017SP0133203 Invoice Date 21/08/2017

Contract ID PO Number 0000076091 Currency Code BND [View ShipTo Loc](#)

*Amount 10.000 PO Type Goods Check Query History

Description Delivered 10 items *Bank Account # 6732382238

Load Document Matrix Reset Document Matrix Process

Note: The Invoice Status changed to **Cancelled** after clicking the **OK** button