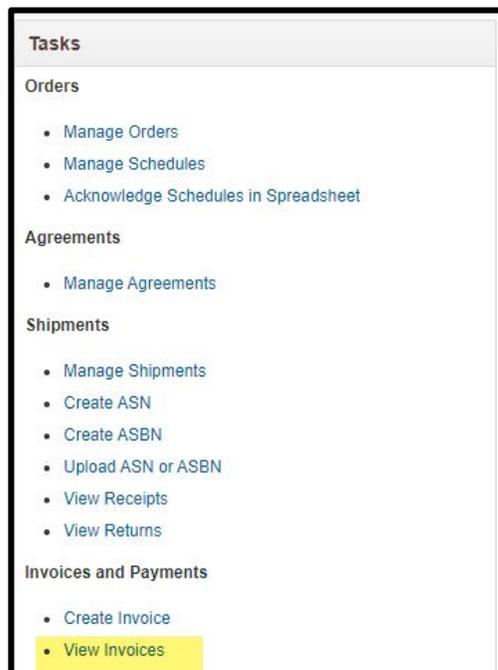


Canceling or Submitting Incomplete Invoice

Through the Supplier Portal select **View Invoices** from the **Task Menu**.



Search either by a specific invoice number or supplier name. In the Invoice Status field select **Incomplete** from the drop down menu and select **Search**.

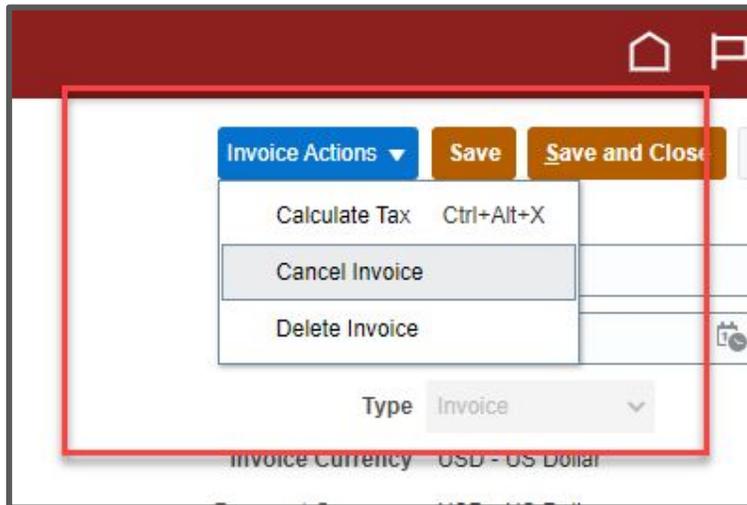


After selecting and opening the invoice that requires editing Delete, Complete and Submit, or Submit are tasks that can be completed.

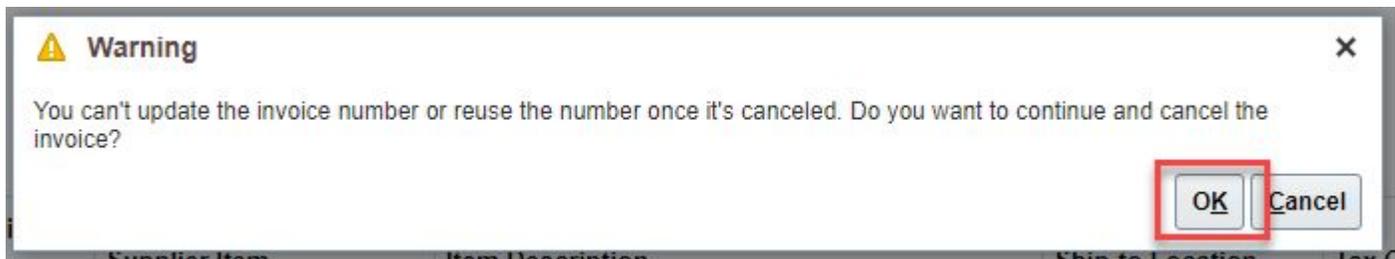
Canceling or Submitting Incomplete Invoice

Cancel Incomplete Invoice

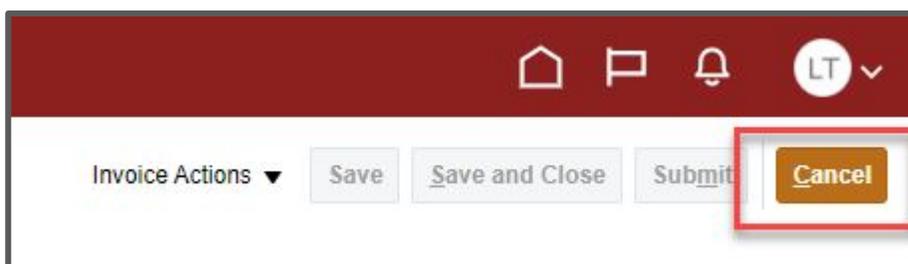
In the Edit Invoice screen, go to the Invoice **Actions** drop down in in the upper right hand corner of the screen, select **Cancel Invoice**.



You will receive a pop up. Select **OK** to complete.



In the upper right hand corner of the screen select **CANCEL**.



You can confirm cancellation by selecting **Search** again and the status should now be set to **CANCELED**



Canceling or Submitting Incomplete Invoice

Complete and Submit Incomplete Invoice

In the Edit Invoice screen, complete creating the invoice following the [Create Invoice from Supplier Portal](#) job aid. The invoice is now submitted for payment.

Submit Incomplete Invoice

In the Edit Invoice screen, confirm tax has been applied correctly to the invoice. If it has not, you will need to go to **Invoice Actions** in the upper right hand corner of the screen and select **Calculate Tax**. If you see that tax is applied to the invoice, you can bypass calculating the tax and select **Submit**.

The screenshot displays the 'Edit Invoice' interface. At the top right, there is a menu for 'Invoice Actions' with options: Calculate Tax (Ctrl+Alt+X), Cancel Invoice, and Delete Invoice. Other buttons include Save, Save and Close, Submit, and Cancel. The invoice details show: Identifying PO: PO014318, Supplier: CDW DIRECT LLC, Taxpayer ID, Supplier Site: REMIT_3, Address: PO BOX 75723, CHICAGO, IL 60675-5723, Remit-to Bank Account: X7910, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Attachments: None, Type: Invoice, Invoice Currency: USD - US Dollar, and Payment Currency: USD - US Dollar. Customer information includes Customer Taxpayer ID: 13-3357362 and Name: Kohl's, Inc. The 'Lines' section contains a table with 10 rows of invoice items.

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
95	Item	PO014318	95	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0789 JACKSON						0.12
96	Item	PO014318	96	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0790 ALHAMBRA						0.12
97	Item	PO014318	97	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0795 LUBBOCK						0.12
98	Item	PO014318	98	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0796 MCALLEEN						0.12
99	Item	PO014318	99	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0797 MIDLAND						0.12
100	Item	PO014318	100	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0798 ALTAMON						0.12
101	Item	PO014318	101	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0799 CLERMONT						0.12
102	Item	PO014318	102	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0951 HUNTER						0.12
103	Item	PO014318	103	1				Part#3607068/Logitech MK345 Wireless Keyboar...	0952 ORANGE						0.12

Canceling or Submitting Incomplete Invoice

Once submission has completed you will see a quick pop up stating **Invoice ### has been submitted**. You will also see in the upper right hand corner of the screen **Printable Page** and **Done**. This is also confirmation that the invoice has been submitted.

Invoice: ZRG6168A [Printable Page](#) [Done](#)

Identifying PO PO014318	Remit-to Bank Account	Number ZRG6168A
Supplier	Unique Remittance Identifier	Date 08/31/2020
Taxpayer ID	Unique Remittance Identifier Check Digit	Type Invoice
Supplier Site REMIT_3	Description	Invoice Currency USD
Address	Attachments None	Payment Currency USD
Supplier Tax Registration Number		

Customer

Customer Taxpayer ID 13-3357382	Legal Entity Koh's, Inc.	
	Address	

Lines

View ▾

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule	Number	Line										
95	ITEM	PO014318	95	1				Part#3607068/Logitech MK345 Wireless ...	0789 JACKSON-TN							0.12
96	ITEM	PO014318	96	1				Part#3607068/Logitech MK345 Wireless ...	0790 ALHAMBRA							0.12
97	ITEM	PO014318	97	1				Part#3607068/Logitech MK345 Wireless ...	0795 LUBBOCK							0.12
98	ITEM	PO014318	98	1				Part#3607068/Logitech MK345 Wireless ...	0796 MCALLEN							0.12
99	ITEM	PO014318	99	1				Part#3607068/Logitech MK345 Wireless ...	0797 MIDLAND-TX							0.12
100	ITEM	PO014318	100	1				Part#3607068/Logitech MK345 Wireless ...	0798 ALTAMONTE SPRINGS							0.12
101	ITEM	PO014318	101	1				Part#3607068/Logitech MK345 Wireless ...	0799 CLERMONT							0.12
102	ITEM	PO014318	102	1				Part#3607068/Logitech MK345 Wireless ...	0951 HUNTERS CREEK							0.12
103	ITEM	PO014318	103	1				Part#3607068/Logitech MK345 Wireless ...	0952 ORANGE CITY							0.12
104	ITEM	PO014318	104	1				Part#3607068/Logitech MK345 Wireless ...	0953 VIERA							0.12
Total																148.41

Summary Tax Lines