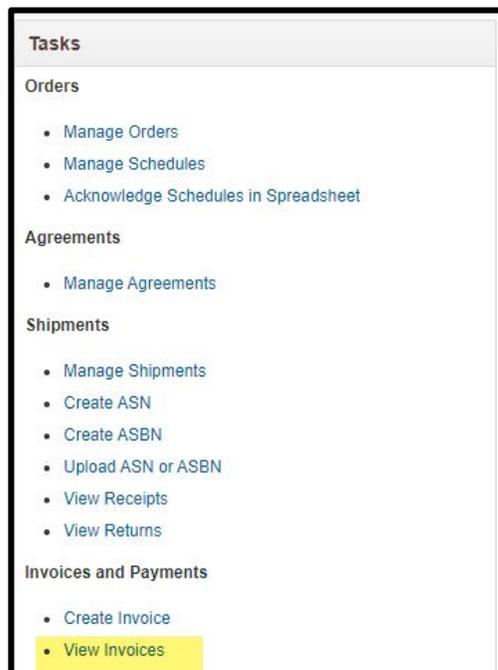# Canceling or Submitting Incomplete Invoice

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**.
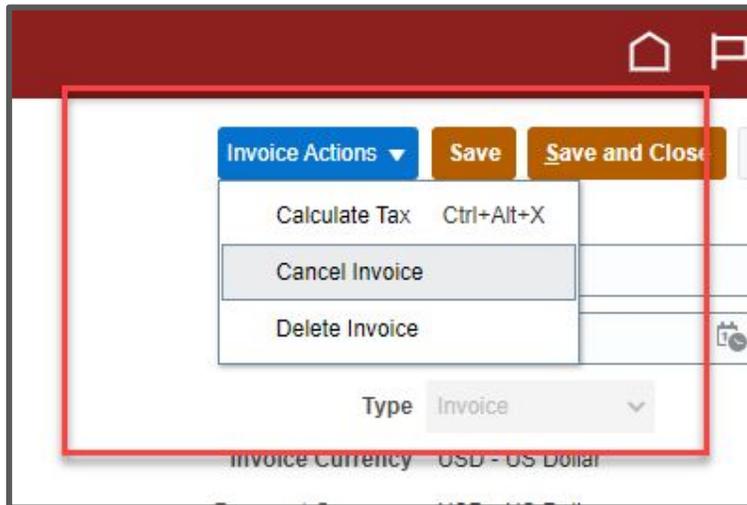


After selecting and opening the invoice that requires editing Delete, Complete and Submit, or Submit are tasks that can be completed.
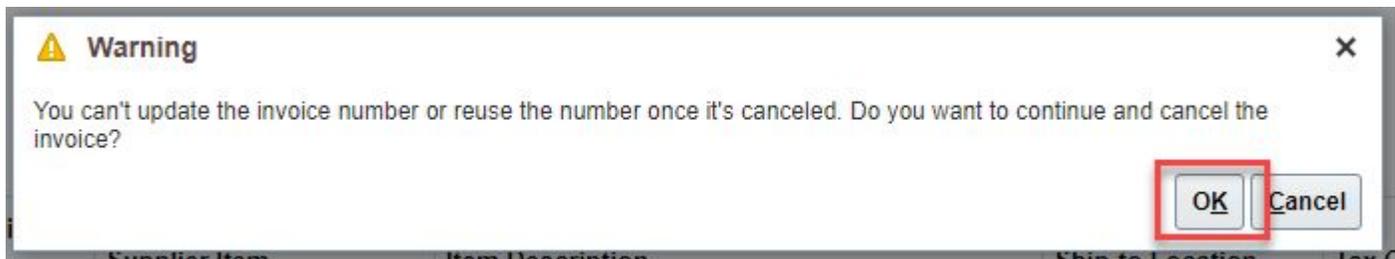
# Canceling or Submitting Incomplete Invoice
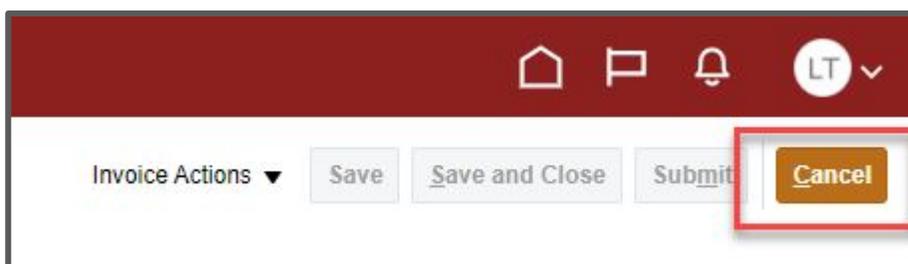
**Cancel Incomplete Invoice**

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**.

# 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.