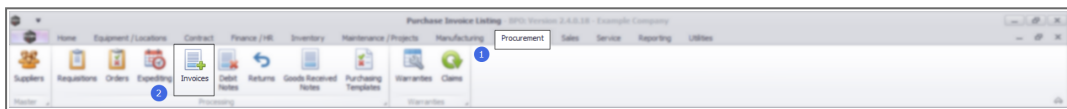# PROCUREMENT

DECLINE SUPPLIER INVOICE

If the Supplier Invoice was incorrectly created, it can be Declined. This will reinstate the associated GRN and you can Add the Supplier Invoice again.

Ribbon Select *Procurement > Invoices*

The *Supplier Invoices Listing* screen will be displayed.
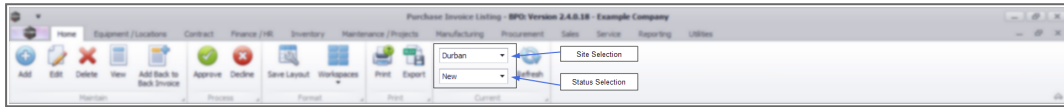

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **New** status.

DECLINE SUPPLIER INVOICE

- Select the **Supplier Invoice** you wish to edit.
- Click on the **Decline** button.
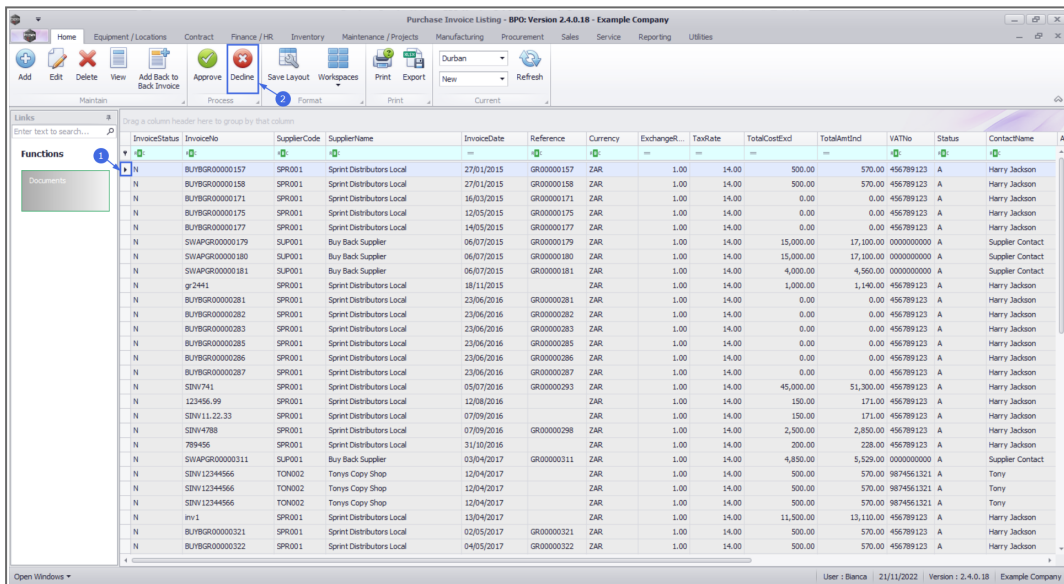
A message box will come up asking: *Are you sure you want to delete this supplier invoice? This will open the associated GRN?*

- Click on the **Yes** button.

A message box will come up noting: *The supplier invoice [supplier invoice number], has been deleted.*
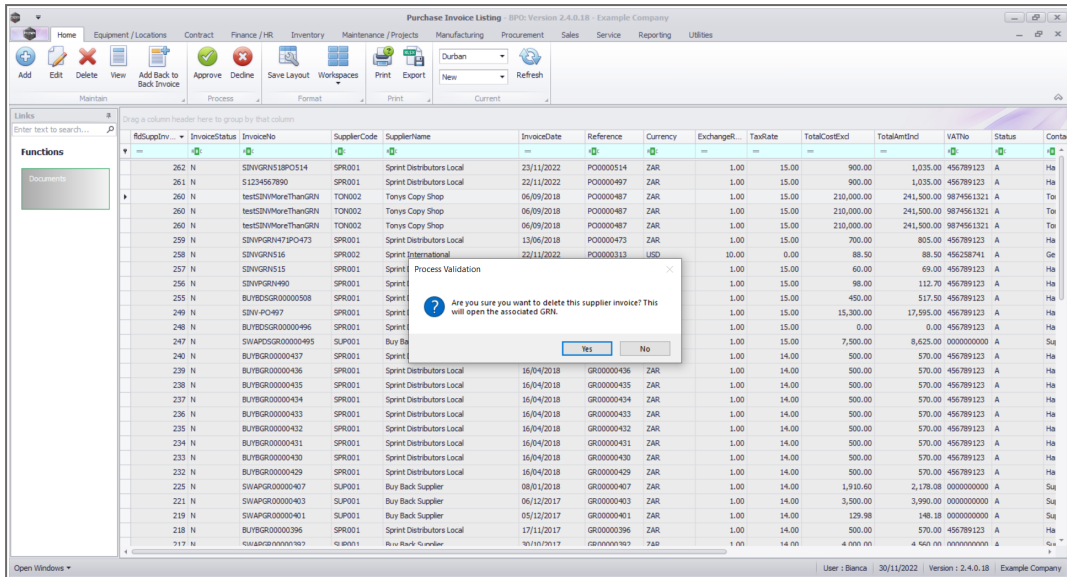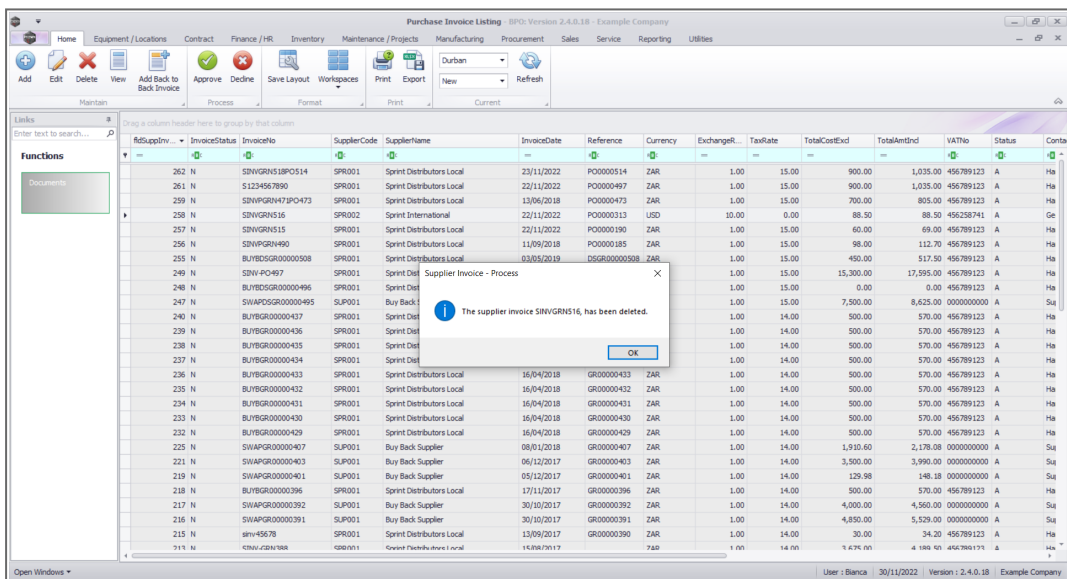
- Click on the *Ok* button.

The Supplier Invoice can be found by selecting the *Deleted* status filter.

From here you could can [Recreate the Supplier Invoice](#).

Related Topics

Standard Supplier Invoice

- [Supplier Invoice Intro](#)
- [Add Supplier Invoice](#)
- [Edit Supplier Invoice](#)
- [Delete Supplier Invoice](#)
- [View Supplier Invoice](#)
- [Print Supplier Invoice](#)
- [Approve Supplier Invoice](#)
- [Decline Supplier Invoice](#)
- [Supplier Invoice Documents](#)

Back to Back Supplier Invoice

- [B2B Supplier Invoice Intro](#)
- [Add B2B Supplier Invoice](#)
- Edit (same process as [Edit Supplier Invoice](#))
- Delete (same process as [Delete Supplier Invoice](#))
- View (same process as [View Supplier Invoice](#))

- Print (same process as Print Supplier Invoice)
- Approve (same process as Approve Supplier Invoice)
- Documents (same process as Documents for Supplier Invoice)

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