This **Supplier Quick Guide** shows you how to...

PROCESS REJECTED INVOICES IN ARIBA in three simple sto

...in three simple steps

Receive and Review Email
Notification about Rejected
Invoice

Access Rejected Invoices in Ariba

Edit and Re-submit the Invoice in Ariba



HOW TO ACCESS REJECTED INVOICES IN ARIBA

Step-by-step

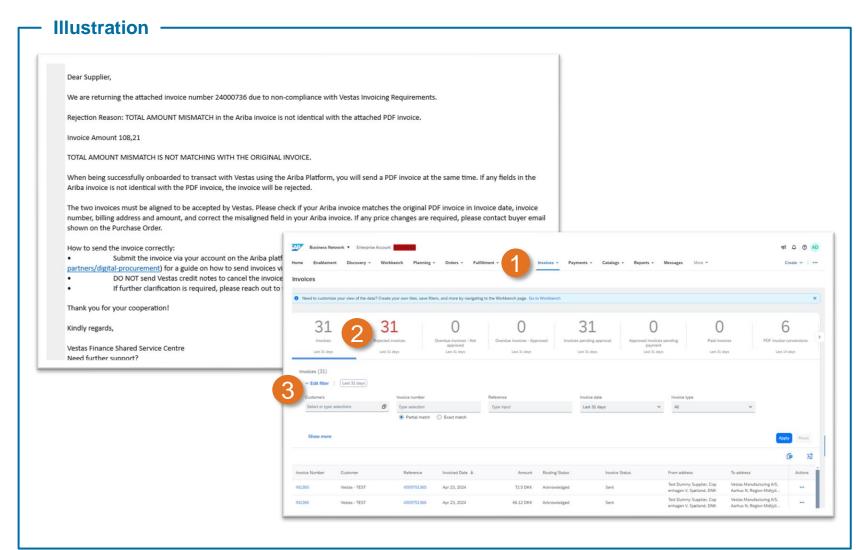
Receive and Review Email Notification about Rejected Invoice:

If your invoice is rejected, you will receive an email from the Vestas Finance team. In the email, you can find the reason for the rejection.

Additionally, you can turn on notifications in Ariba Network to receive an email notification when invoices are undeliverable or rejected. For a detailed guide, please refer to this link.

Access Rejected Invoices in Ariba:

- Log in to Ariba Network (<u>link</u>) and select "**Invoices**".
- Select "Rejected invoices."
- 3. By default, Ariba displays rejected invoices from the past 31 days. You can edit the filter if needed to view older rejected invoices.



Classification: Public





HOW TO EDIT AND RE-SUBMIT A REJECTED INVOICE IN ARIBA

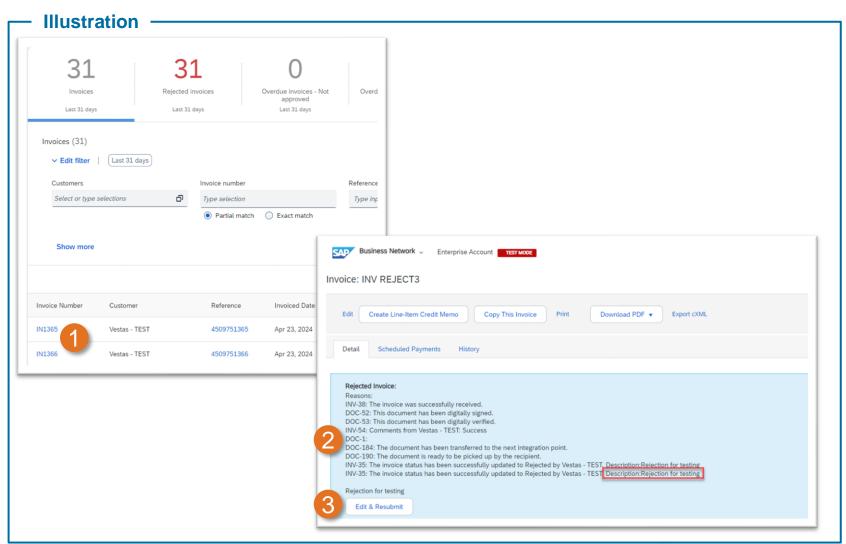
Classification: Public

Step-by-step

Note! When an invoice is rejected, it's required to update the invoice details and resubmit the invoice.

How to Edit and Re-submit an Invoice:

- Click on the *Invoice Number* for the invoice you wish to edit.
- Rejection reason will be listed in a blue highlighted section. See list of rejection reasons on the next page.
- Click Edit & Resubmit to modify the invoice.
- Make necessary changes to the invoice, such as adjusting tax, shipping cost, or line-item totals.
- Select Next.
- Review your updated invoice and click Submit.







REJECTION REASONS & ACTIONS FOR SUPPLIER

Rejection Reason	Action for Supplier
DUPLICATE INVOICE	There is already an invoice sent with the same invoice number for this Purchase Order. Please check the invoice status in the Invoice Status Portal. To avoid this error, ensure that you do not send duplicate invoice copies via email to Vestas contact persons or mailbox.
INVALID DOCUMENT	Please attach a valid copy of the original invoice from your backend system and re-submit the invoice.
MISSING ATTACHMENT	Please attach a valid copy of the original invoice from your backend system and re-submit the invoice.
PRICE/QUANTITY//VAT/TOTAL AMOUNT/ADDRESS MISMATCH	Please verify that the data in your attached PDF invoice matches the Ariba invoice submitted. If the Ariba invoice shows a different price, VAT, or total amount, it will be rejected. Edit the Ariba Invoice to align with the details in the PDF attachment. In case of a price discrepancy, please reach out to the Vestas Buyer mentioned on the Purchase Order to update the order. Once you have received an updated order, kindly re-send the invoice.
INCORRECT LEGAL ENTITY	Please update the Bill To Address on your invoice to match the Bill To Address stated on the Purchase Order and re-submit the invoice.
REPROCESS	The Vestas Finance Team has reprocessed the invoice to ensure it will be posted correctly. No action is required from the supplier. Kindly verify the invoice status in the Invoice Status Portal.
VAT RATE ISSUE	Please update the VAT Rate percentage to a valid rate. If you have entered any additional costs (e.g., shipping costs or special handling fees), please ensure that the additional cost is added to Invoice and additional cost is included in the total Tax Amount. You can find a detailed guide in the link (Shipping Cost) or the link (Additional Fees).
WRONG VAT NUMBER	Please update the Customer VAT Number on your invoice to match the Vestas VAT Number stated on the Purchase Order and resubmit the invoice.
ARIBA ENROLLED SUPPLIER	If you send an invoice via email to Vestas, it will be rejected if it should have been submitted via Ariba. Please submit your invoices via Ariba if requested on the Purchase Order.

If you're unsure why your invoice was rejected, please contact the Vestas Finance Support Team.





NEED HELP?

Support is available!



For Accounts Payable queries (invoice status, payment queries etc.) please contact the Vestas Finance Support Team.



For **technical support in Ariba** please contact the <u>Vestas SSC Ariba team</u>



For **information and guides** from the Digital Procurement program in Vestas, visit our <u>website</u>

