

# Quick Reference Guide

## Supplier Enablement – Reject Invoices



Supplier received invoice rejection email pfrom ([ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com) / [network\\_accounts@ariba.com](mailto:network_accounts@ariba.com)) – GO to View Invoice - Log in – Go to Details tab Reason section and verify reason for rejection –After further review - GO to Edit and Resubmit



Your customer LILAC Services Ltd. updated your invoice on Ariba Network. Click View Invoice to log into your Ariba Network account (ANID: AN01682107359).

Country US  
Customer LILAC Services Ltd.  
Invoice number 4994  
Invoice Status **Rejected**  
Comment: Invoice entry amount does not match invoice amount. please re-submit invoice with correct amount. (Michael Arauz, 2021-06-29T19:25:01-07:00)Line item: Line Number:2 Part Number: Description:Value Added Tax Exceptions: Tax Calculation Failed Tax Calculation has failed for this invoiceLine item: Line Number:3 Part Number: null Description:Value Added Tax (auto-generated) Exceptions: Under Tax Variance The Amount field on the invoice tax line item, \$0.00 USD, is less than the line item's calculated Tax Amount, \$126.00 USD, and the difference is not within the tolerance defined in your configuration.Line item: Line Number:5 Part Number: Description:Value Added Tax Exceptions: Tax Calculation Failed Tax Calculation has failed for this invoiceLine item: Line Number:6 Part Number: null Description:Value Added Tax (auto-generated) Exceptions: Under Tax Variance The Amount field on the invoice tax line item, \$0.00 USD, is less than the line item's calculated Tax Amount, \$60.00 USD, and the difference is not within the tolerance defined in your configuration.Line item: Line Number:7 Part Number: null Description:Withholding Tax (auto-generated) Exceptions: Withholding Tax - Under Tax Variance The withholding tax amount specified on the invoice line item, \$0.00 USD, is less than the line item's calculated withholding tax amount, -\$485.00 USD, and the difference is not within the tolerance defined in your configuration.---

Rejected Reason:  
Partial Amount 0.00

Invoice: 1133

Details | Scheduled payments | Historical

**Invoice rejected:**  
Reasons:  
INV-38: The invoice has been received successfully.  
INV-54: Comments from LILAC Services Ltd. - TEST OK  
INV-35: The invoice status has been successfully updated to Processing by LILAC Services Ltd. - TEST. Description: Line item: Line Number: 3 Part Number: null Description: Withholding Tax (auto-generated) Exceptions: Withholding Tax - Under Tax Variance The withholding tax amount specified on the invoice line item, \$ 0.00 USD, is less than the amount of the calculated withholding tax of the online item, - \$ 17.50 USD, and the difference is not within the tolerance defined in your config.  
INV-35: The invoice status has been successfully updated to Approved by LILAC Services Ltd. - TEST. Description: Line item: Line Number: 3 Part Number: null Description: Withholding Tax (auto-generated) Exceptions: Withholding Tax - Under Tax Variance The withholding tax amount specified on the invoice line item, \$ 0.00 USD, is less than the line item's calculated withholding tax amount, - \$ 17.50 USD, and the difference is not within the tolerance defined in your configuration. Fiscal retention. Shortfall tax variance The amount of the withholding tax specified in the online item of the invoice, \$ 0.00 USD, is less than the amount of the calculated withholding tax of the online item, - \$ 17.50 USD, and the difference is not within the tolerance defined in your config.  
INV-35: The invoice status has been successfully updated to Rejected by LILAC Services Ltd. - TEST. Description: Comment: Reject (Naila Torres, 2021-09-27T13: 05: 52-07: 00) Line item: Line Number: 3 Part Number: null Description: Withholding Tax (auto-generated) Exceptions: Withholding Tax - Under Tax Variance The withholding tax amount specified on the invoice line item, \$ 0.00 USD, is less than the amount of the calculated withholding tax amount, - \$ 17.50 USD, and the difference is not within the tolerance defined in your configuration. Fiscal retention. Shortfall tax variance The amount of the withholding tax specified in the online item of the invoice, \$ 0.00 USD, is less than the amount of the calculated withholding tax of the online item, - \$ 17.50 USD, and the difference is not within the tolerance defined in your config.  
Comment: Reject (Naila Torres, 2021-09-27T13: 05: 52-07: 00) Line item: Line Number: 3 Part Number: null Description: Withholding Tax (auto-generated) Exceptions: Withholding Tax - Under Tax Variance The withholding tax amount specified on the invoice line item, \$ 0.00 USD, is less than the line item's calculated withholding tax amount, - \$ 17.50 USD, and the difference is not within the tolerance defined in your configuration. Fiscal retention. Shortfall tax variance The amount of the withholding tax specified in the online item of the invoice, \$ 0.00 USD, is less than the amount of the calculated withholding tax of the online item, - \$ 17.50 USD, and the difference is not within the tolerance defined in your config.

View invoice | Edit and resend

Invoice number section add a zero in front of invoice number (0) until red error disappears –Put invoice date even if is already populated - GO to Attachments section (Header Level) (Attachment should be in PDF and no more than 100MB/ no special characters/no spaces).

← Back to classic view

To update | Get out | Next

**Invoice header**

Summary

Purchase order: 4200008627

Invoice No.: 01133

Invoice date: 16 sep 2021

Service description:

Vendor Tax ID:

Remittance address: LILAC test Panama - TEST

Subtotal: \$ 500.00 USD  
Total tax: \$ 35.00 USD  
Total gross amount: \$ 535.00 USD  
Total amount without taxes: \$ 500.00 USD  
Total net amount: \$ 535.00 USD  
Amount owed: \$ 535.00 USD

\* Indicates required field

Add to header

- Expedition cost
- Expedition tax
- Shipping documents
- Special bearing
- Special carriage tax
- Deduction or discount
- Post
- Additional reference data

Attach

**Attachments**

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen | Add Attachment

Name	Size
NATCO.pdf	5842

Delete

**Attachments**

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen | Add Attachment

Need Help? Contact - [purchasinghelpdesk@lla.com](mailto:purchasinghelpdesk@lla.com)

# Quick Reference Guide

## Supplier Enablement – Reject Invoices



Go to Tax line Items – Select Tax Code and Add to Include the Lines

Line Items

Insert Line Item Options

1  Tax Category: 2 6% OB / Omzetbelasting  Shipping Documents  Special Handling  Discount

3

Go to Line level – Select the value or quantity to be invoiced (Service or Material Purchase Order) – Go to Update and NEXT

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Material		10	EA	\$100.00 USD	\$1,000.00 USD

Tax Category: 6% OB / Omzetbelasting  
 Taxable Amount: \$1,000.00 USD  
 Tax Amount: \$60.00 USD

Insertar opciones de artículo en línea  
 Categoría de impuesto: -3.5% Retención fiscal / Withholdin

Nº	Incluir	Tipo	Nº de pieza	Des
1	<input checked="" type="checkbox"/>	SERVICIO	No disponible	non

Las líneas excluidas no pueden modificarse.

Update Save Exit Next

Note: To exclude lines Select Include option for it to turn gray.

Review information – Select Submit (Invoice will be sent to Accounts Payable it will be review and processed)

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Netherlands Antilles. The document's destination country is Trinidad and Tobago.

Standard Invoice

Invoice Number: VDU70H9FV0741203  
 Invoice Date: Monday 22 Mar 2021 9:48 AM GMT-05:00  
 Original Purchase Order: 420000325

Subtotal: \$1,000.00 USD  
 Total Tax: \$60.00 USD  
 Total Gross Amount: \$1,060.00 USD  
 Total Amount without Tax: \$1,000.00 USD  
 Total Net Amount: \$1,060.00 USD  
 Amount Due: \$1,060.00 USD

REMIT TO:	BILL TO:	SUPPLIER:
L.Lac Int Caracas - TEST Postal Address: 337 Via Maria Avenida AB R421 L14 Caracas	Columbus Communications Trinidad Ltd Postal Address (Default): Lot 412 Sunrise Corporate Park Tricole Trinidad and Tobago Address ID: T128 Phone (work): +1 868 (221) 3569	L.Lac Int Caracas - TEST Postal Address: 337 Via Maria Willemstad Netherlands Antilles

Previous Save Submit Exit

Need Help? Contact - [purchasinghelpdesk@lla.com](mailto:purchasinghelpdesk@lla.com)