

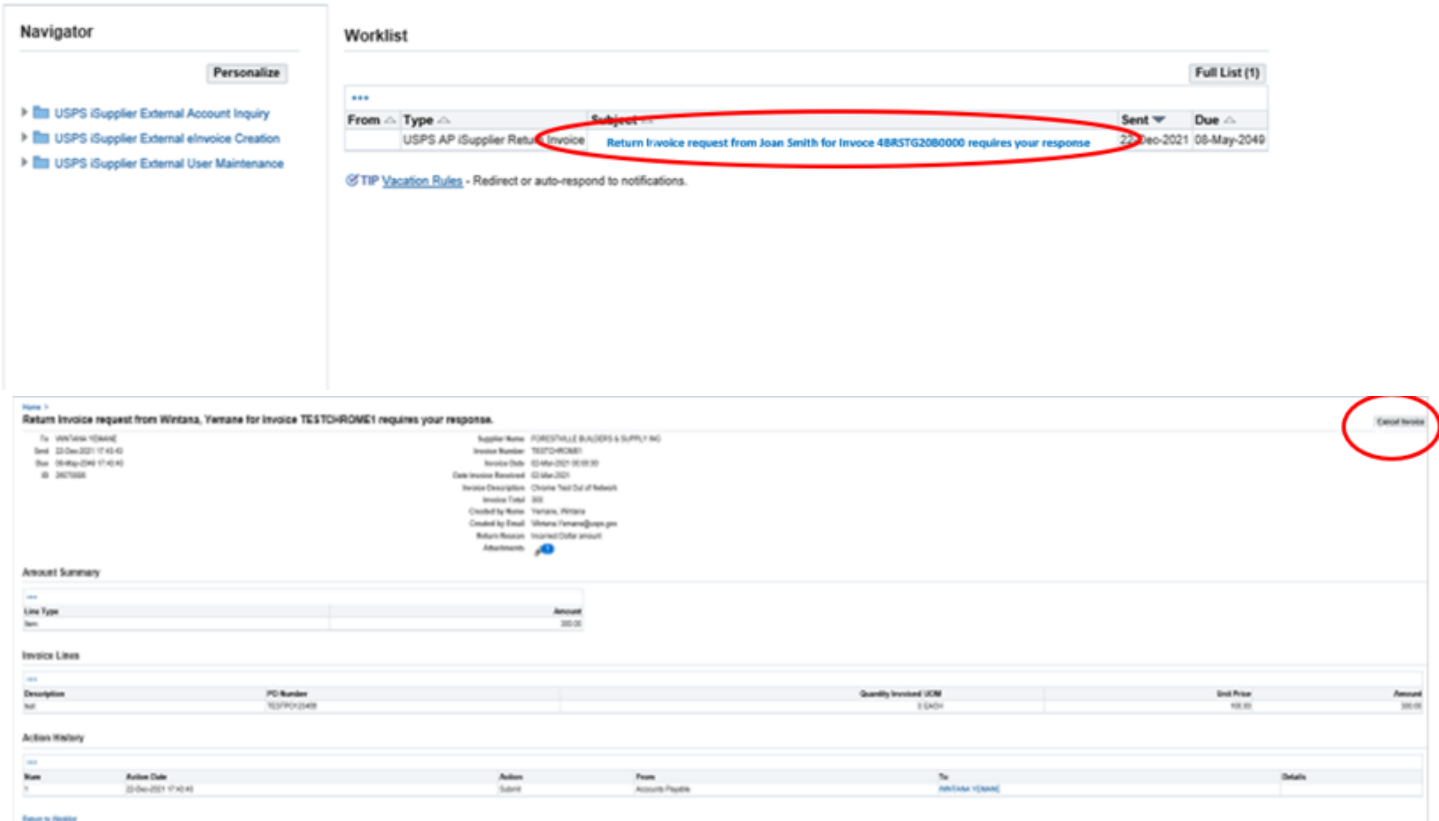
## Cancel Returned Invoice

Suppliers can cancel invoices that have been returned by USPS and submit a new invoice with a modified invoice number.

<https://einvoice.usps.com>

**Step 1** Returned invoices will displayed under work list on the Supplier's home page.

- Double click on the hyperlink to open and view the invoice.
  - Reason for return will be displayed.
  - Suppliers will get email notifications when invoices are returned.
  - Please note there is no way to modify a submitted invoice even if it has been returned.
- Select Cancel from the top right hand corner.
  - Supplier will need to cancel the returned invoice and resubmit the invoice with a modified invoice number.



The screenshot shows the USPS iSupplier interface. On the left is a 'Navigator' menu with options like 'USPS iSupplier External Account Inquiry'. The main area is titled 'Worklist' and contains a table of returned invoices. One invoice is highlighted with a red circle: 'USPS AP iSupplier Return Invoice - Return Invoice request from Joan Smith for Invoice 4BRSTG2080000 requires your response'. The 'Cancel Invoice' button in the top right corner of the invoice details page is also circled in red.

**Worklist Table:**

From	Type	Subject	Sent	Due
USPS AP iSupplier Return Invoice		Return Invoice request from Joan Smith for Invoice 4BRSTG2080000 requires your response	22-Dec-2021 09-May-2049	

**Invoice Details Page:**

**Return Invoice request from Wirtana, Yanzane for invoice TESTCHROME1 requires your response.**

**Supplier Information:**

- Supplier Name: FORDVILLE BRADERS & SUPPLY INC
- Invoice Number: 7627CHROME1
- Invoice Date: 02-MAY-2021 09:09:00
- Due Invoice Received: 02-MAY-2021
- Service Description: Chrome Test Out of Network
- Invoice Type: 303
- Created by Name: Yanzane, Yanzane
- Created by Email: Yanzane.Yanzane@usps.gov
- Return Reason: Invoiced/Other amount
- Attachments: [PDF icon]

**Amount Summary:**

Line Type	Amount
Net	300.00

**Invoice Lines:**

Description	PC Number	Quantity Invoiced UOM	Unit Price	Amount
Net	7627CHROME1	3 LACU	100.00	300.00

**Actions History:**

Name	Action Date	Action	From	To	Details
Y	22-Dec-2021 17:40:43	Submit	Accounts Payable	Wirtana, Yanzane	

