# How to Exclude Invoices for Rebates

1. On Vendor Rebates > Rebates menu, the Rebates Search will display focusing in Open tab.
2. Select an open invoice. Click the **Exclude button**.
3. The invoice will be automatically removed in Open tab's grid.
4. Navigate to Excluded tab. The invoice will be displayed on grid with the following details:

   - Vendor - *vendor name used in invoice*
   - Program Id - *id of the program for the specific vendor*
   - Customer - *customer number from the invoice*
   - Vendor's Customer - *vendor number from the invoice*
   - Location - *location from invoice*
   - Invoice No. - *generated number of the created invoice*
   - Invoice Date - *date of the invoice*
   - Item No. - *displays the item number used in invoice*
   - Item Description - *displays the item description used in invoice*
   - Category Code - *code from item*
   - Quantity - *value from invoice*
   - UOM - *value used in invoice*
   - Units - *unit from item*
   - Rebate Rate
   - Rebate Amount
   - Exported - *with check mark if the rebates has been exported*
   - Submitted Date - *date the invoice is submitted*