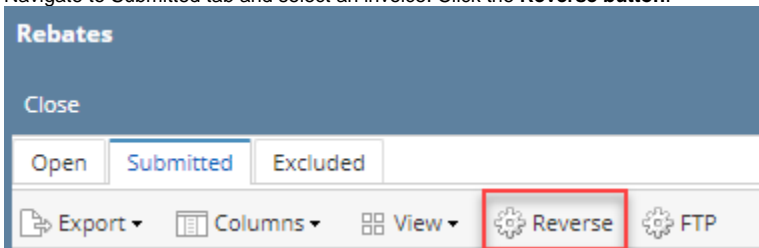


How to Reverse the Submitted Invoice for Rebates

1. On Vendor Rebates > Rebates menu, the Rebates Search will display focusing in Open tab.
2. Navigate to Submitted tab and select an invoice. Click the **Reverse** button.



3. The invoice will be automatically removed in Submitted tab's grid.
4. Navigate to Open tab. The invoice will be moved back on this tab and will 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*