



# **FIAM: External Fleet Maintenance Repairs**

Job Aid: Resubmit a Rejected Invoice

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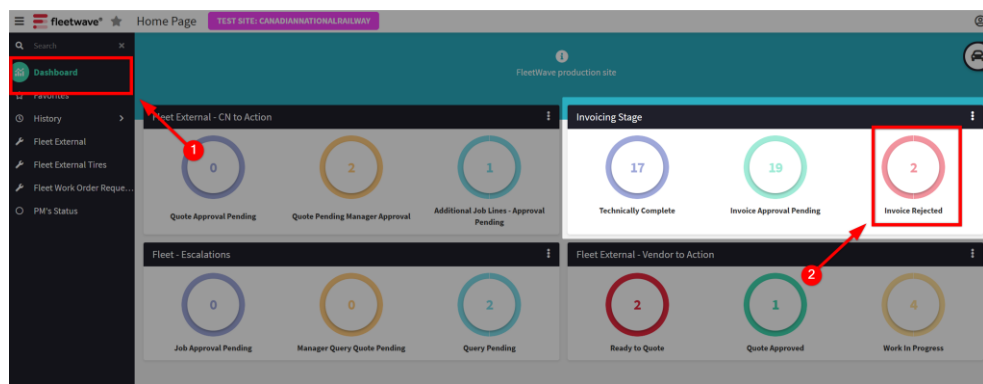
## Resubmit a Rejected Invoice

In some cases, an invoice may be rejected due to discrepancies between the work approved and the work invoiced. You will need to rectify the issue and resubmit the invoice to CN through FleetWave.

### Steps

1

Go to the **Dashboard Home Page** and click on the **Invoice Rejected** KPI Widget in the **Invoicing Stage** section.



2

The system displays a filtered maintenance table which only shows the Work Orders at Invoice Rejected status.

- a) Use the search bar to search for a specific job number or vehicle ID if required.

Fleet External DEV SITE: CANADIANNATIONALRAILWAY

Job Number	Created Date	Changed Date	Supplier Code	Job Status	Vehicle ID
FM000521	05/02/2024	30/04/2024	LE GROUPE GUY INC	Invoice Rejected	CN171895

## Job Aid: Resubmit a Rejected Invoice

# 3

Job Details - Fleet External

Batch Parts

Model Services

Job Details - Fleet

Filter Columns

Contains

Clear

f(x)

Report Builder

Approve Quote Item

Approve

<input type="checkbox"/>	Job Number	Item Number	Quote Approved	Approved amount	Job Detail Status	VMRS Desc	Cost Avoidance	Original
<input type="checkbox"/>	FM000521	000001	Yes	850.00		Invoice Rejected	PMB Inspection (Periodic) 220.00	1000.00
<input type="checkbox"/>	FM000521	000002	Yes	700.00	Invoice Approval Pending	GLASS - WINDSHIELD	100.50	700.00
<input type="checkbox"/>	FM000521	000003	No	0.00	Additional Invoice Charge	SUPPLIES - SHOP	0.00	10.00

# 4

Job Details - Fleet External

Batch Parts

Model Services

Filter Columns

Contains

Clear

f(x)

Report

<input type="checkbox"/>	Job Number	Item Number	Quote Approved	Approved amount	Job Detail Status	
<input type="checkbox"/>	FM000521	000001	Yes	850.00	Invoice Rejected	PMI
<input type="checkbox"/>	FM000521	000002	Yes	700.00	Invoice Approval Pending	GLA
<input type="checkbox"/>	FM000521	000003	No	0.00	Additional Invoice Charge	SUF

# 5

- Review the Rejection Comments.

**fleetwave** ★ Job Details - Fleet External TEST SITE: CANADIANNATIONALRAILWAY

Item No.	000001	Approved Parts Cost	0.00
Job Detail Status	Invoice Rejected	Approved Total Cost	0
Wheel Removed?	No	Invoice	
No charge	No	Invoice date	//
		Original PO Number	

Job Number	FM012696	Repeat Repairs (12 mo)	0
Vehicle ID	CN272093	Vehicle/Asset Type	
Depot		Internal/External	External
Quote Approved	Yes	Vehicle Group	Light-Duty Vehicle
Approved amount	100.00	Defect Number	

Rejection Comments: this was not approved

Rejection Reason:

# 6

- Edit the line(s) that requires attention and amend the values as required.

# 7

- You have the option to add a response to the **Reject Comments** field if needed.

Depot		Internal/External	External
Quote Approved	Yes	Vehicle Group	Heavy-Duty Vehicle
Approved amount	890.00	Defect Number	

Rejection Comments: labour incorrect; Vendor: Labour hours corrected

Rejection Reason:

8

Click Submit for Approval.

Job Details - Fleet External

DEV SITE: CANADIANNATIONALRAILWAY

Summary Repair History Uploads Auditing

**Submit for Approval**

Item Number 000001

Job Detail Status Invoice Rejected

Wheel Removed? No

Approved Labour Cost 0

Approved Parts Cost 0.00

Approved Total Cost 0

Invoice

9

Save the job detail line.

10

Repeat the above steps for all the rejected job detail lines.

11

Click the **Resubmit Invoice** button once all rejected detail lines have been reviewed and amended.

fleetwave ★ Fleet External TEST SITE: CANADIANNATIONALRAILWAY

Description Invoicing Uploads Auditing

**Resubmit Invoice**

Refresh Form

Job Number FM012696

Job Status Invoice Rejected

Vehicle/Asset Type 2022 FORD F250 (1FT7W2B6XNEE99894)

Vehicle Status ACTIVE

OVERDUE PMs: PMB: 09/01/2025, PMC: 02/11/2024

UPCOMING PMs: PMD: 02/11/2025

12

Save the record.

The system updates the work order status to 'Invoice Approval Pending'.