



# FIAM: Vendor Work Order Invoicing

Job Aid: Vendor Resubmits a Rejected Invoice

# Table of Contents

Vendor Resubmits a Rejected Invoice .....3  
Steps.....3

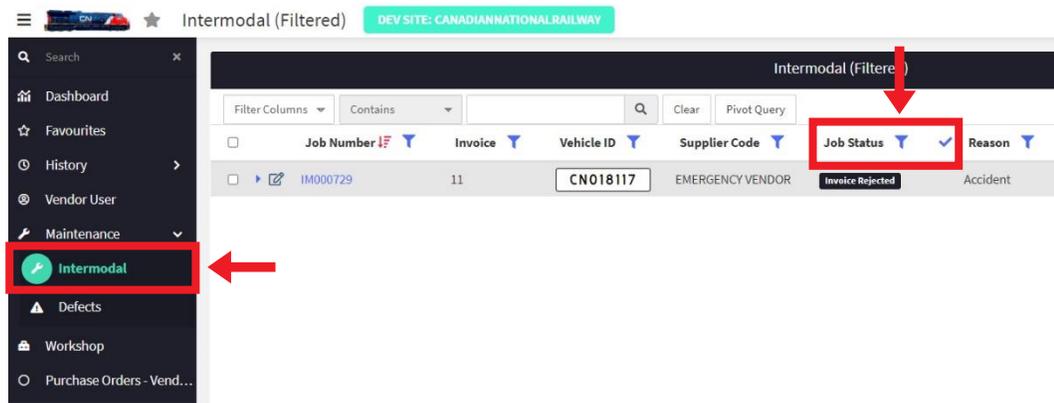
## Vendor Resubmits a Rejected Invoice

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

### Steps

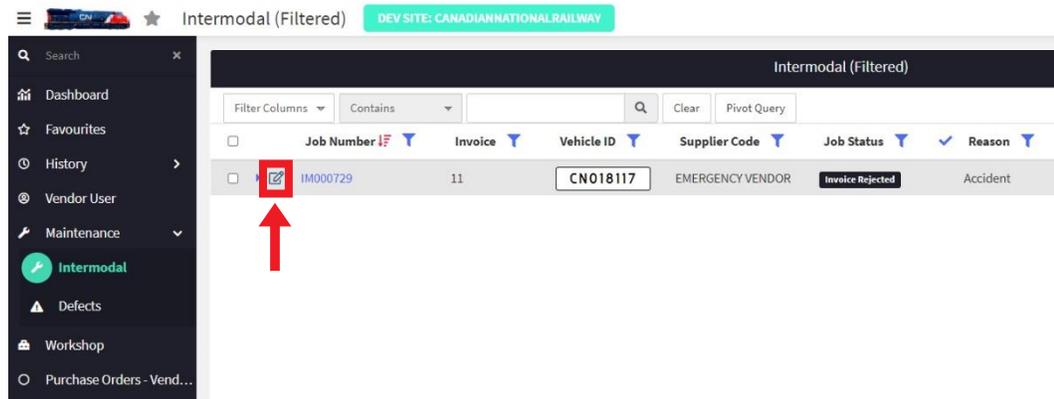
1

Go to Maintenance > Intermodal Module and filter the Job Status to 'Invoice Rejected'.



2

Open the relevant Work Order in edit mode by clicking on the paper-pencil icon .



- 3. Identify the job detail line(s) with an **Invoice Rejected** status which require your attention.

Job Details - Intermodal **Batch Parts** **Model Services** +

Job Details - Intermodal					
Filter Columns	Contains		Q	Clear	
Item Number	Job Detail Status	Internal/External	Supplier Code	Comments	
000001	<b>Invoice Rejected</b>	E	50590		

- 4. Review the **Rejection Reason** and **Rejection Comments**.

Wheel Removed? **No** Retorque defect

Rejection Reason	<b>Incorrect Pricing</b>
Rejection Comments	tax amount is wrong

Parts: Labour:

- 5. Amend the values that require attention.

- 6. Save the detail line.

7

Click the Resubmit Invoice button.

The screenshot shows the Intermodal system interface for a work order. The top navigation bar includes 'Description', 'Purchase Orders', 'Invoicing', 'Uploads', and 'Auditing'. The 'Invoicing' tab is active. The main form displays the following information:

Job Number	IM000729	PO Ref. #	
Vehicle ID	CN018117	Job Status	Invoice Rejected
Reason	Accident	Make	HYSTER
Internal/External	External	Model	RS4641LCH
Depot	I/M Terminal - Taschereau	Model Year	2018
Original Estimate Total Cost	0.00	Warranty	0
Charge To Costcentre	Monterm Eqgmt Repair	Vehicle Group	IM01

Operational Status: UNAVAILABLE Days Off Road: 0.00

Buttons: Add Defect or Service, Waiting for parts, Resubmit Invoice (highlighted), Return Parts, Refresh Form.

The System updates the Work Order Header status to **Invoice Approval Pending**, re-initiating the process for approval by CN.