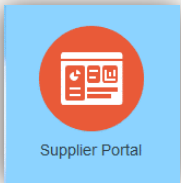




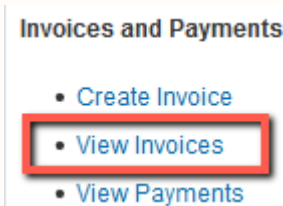
CANCELLING YOUR INCOMPLETE INVOICES

How to Cancel your Incomplete Invoices

1. Click the below link to access the Oracle Cloud Supplier Portal.
<https://edmk.fa.us2.oraclecloud.com/>
2. Log into Oracle with your Login
 - a. If you do not have a login, go to [Access](#)
3. Click on the [Supplier Portal] Icon



4. On the left, click on [View Invoices]



5. You will be asked to search through a field tied to your Invoice. You will only need to fill out one of the mandatory (**) fields for the query to work
You can also filter by [Invoice Status] to "Incomplete" and [Supplier] to your company name to see all incomplete invoices for your company.

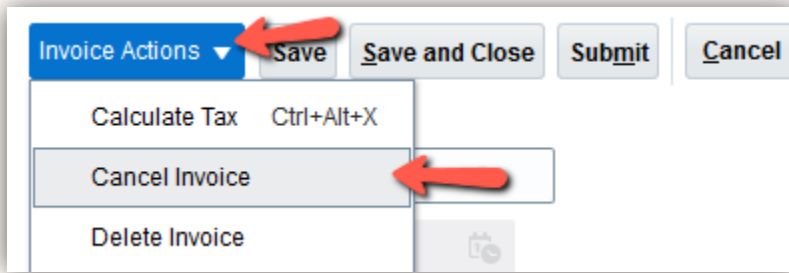
6. Once [Search Results] have appeared, click on the hyperlink of the Invoice number you are trying to Cancel. You will know which invoices to cancel shown under [Invoice Status] as "incomplete"

Search Results

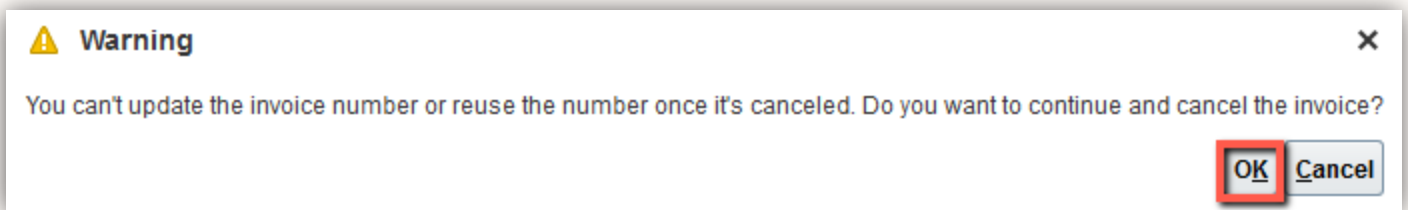
View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Invoice Amount	Unpaid Amount	Invoice Status	Payment Number
Hyperlink	3/20/21	Standard	[REDACTED]	[REDACTED]	1005TPOUSDISP02	[REDACTED]	USD	Incomplete	
Hyperlink	3/10/21	Standard	[REDACTED]	[REDACTED]	1005TPOUSDISP01	[REDACTED]	USD	Incomplete	

- Once in the Invoice, find [Invoice Actions] on the top right of the page and click [Cancel Invoice]



- You will get a Warning message, click OK
 - This simply states when you create another invoice, you cannot reuse the same invoice number that is cancelled. The system will now allow the reuse of the same Invoice number; cancelled or not.



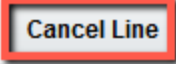
This should Cancel your invoice.

Some common errors may require for the Line items added to be removed first:

1. Make sure the line item is highlighted by clicking the empty box next to the line [Number]
2. Click [Cancel Line]

This should allow the line item to be canceled and ready to use on the new Invoice

Lines

View ▾ + × 

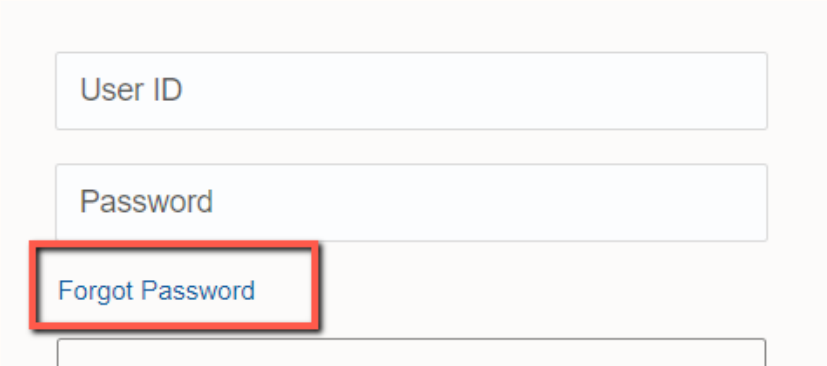
* Number	* Type	Purchase Order		
		* Number	* Line	* Sche
1	Item	US1005...	1	1
Total				

SUPPLIER PORTAL ACCESS

If you do not have a User ID or a password, you may request a user account be created. Once the account is created you will receive an email from the automated system with your userid and temporary password link.

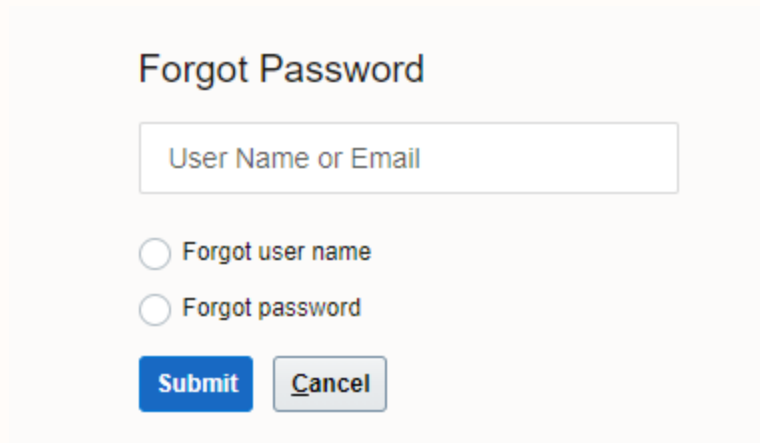
The email will come from 'edmk...'. If you do not receive the email, do check your spam or junk folder.

If you already have a user account but cannot login due to an invalid userid or password, please click on the [Forgot Password] link on the sign-in page.



A screenshot of a sign-in form. It features three input fields: 'User ID', 'Password', and a blue link labeled 'Forgot Password' which is highlighted with a red rectangular border. Below the 'Forgot Password' link is a horizontal line.

You will be brought to the [Forgot Password] page. Enter your Userid or Email address and select the correct option.



A screenshot of the 'Forgot Password' page. The title 'Forgot Password' is at the top. Below it is a text input field labeled 'User Name or Email'. Underneath are two radio button options: 'Forgot user name' and 'Forgot password'. At the bottom are two buttons: a blue 'Submit' button and a grey 'Cancel' button.

You may also request a supplier portal account or password reset from the following SMO team:

- Rena Betancourt Rena.Betancourt@sandisk.com
- Sharona Shragay Sharona.Shragay@sandisk.com
- Nur Ilyana Binti Ibrahim nur.ilyana.binti.ibrahim@sandisk.com
- Winnie Teoh winnie.teoh@sandisk.com