

Invoices in Loaded Status

Suppliers may see invoices in their outboxes with a **Loaded** status. These do not change, nor are they paid.

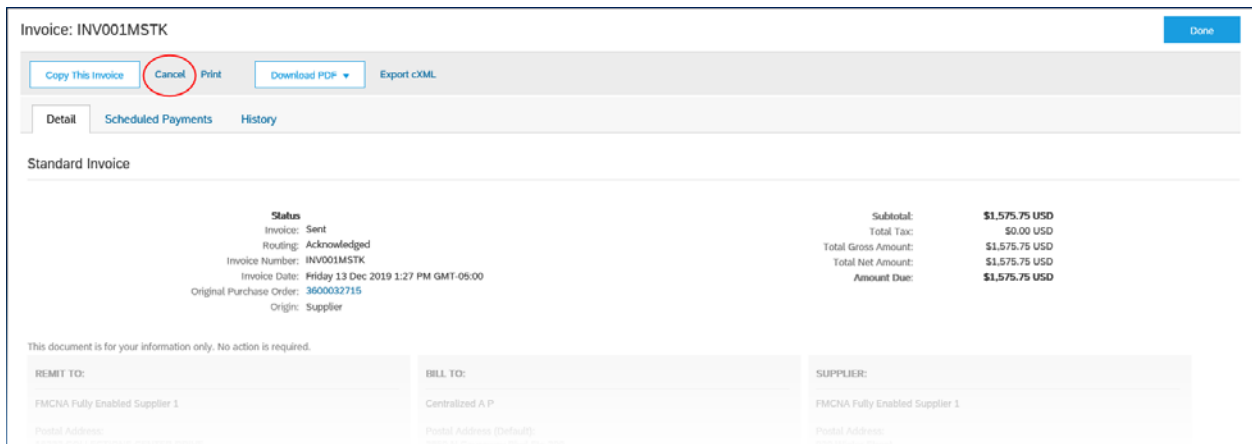
An invoice with loaded status occurs when the **Information Only** field (highlighted below) is selected. This field is in the Additional Fields section of the Invoice Header:



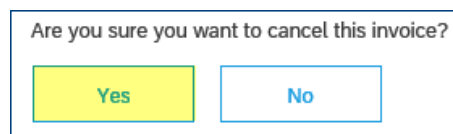
When this field is checked, the resulting document is essentially a reference document. Even though it looks like an Invoice, this document won't be recognized as an Invoice by Ariba/R2P.

To Fix Invoices in Loaded Status:

1. Access the Invoice directly in your Supplier Outbox – find the invoice by number, and click on the number to display it.



2. Click on the Cancel link shown above.
3. Confirm with a Yes:



4. Go back to your Purchase Order, and create a new Invoice, making sure that the Information Only field is left **UNCHECKED**.