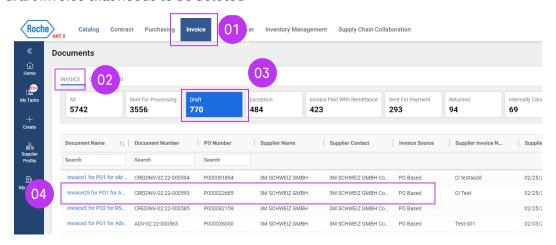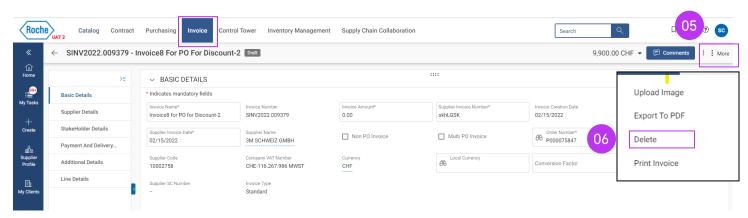# Delete Draft Invoice

This guide will walk you through deleting draft invoices in myBuy GEP SMART.

Note: Submit invoices to Roche / Genentech for payment using only one method. For example, if you submit an invoice via email, do not also submit an invoice via myBuy GEP SMART. Even draft invoices created in myBuy GEP SMART will result in a duplicate submission if you have submitted your invoice via email or postal mail. **Duplicate submissions will cause errors** in processing and will delay payment or duplicate payment.

1. Select the Invoice module
2. Click on Invoice tab
3. Click on the Draft sub-tab
4. Select the draft invoice that needs to be deleted

5. Click the More menu
6. Select Delete

7. Select Yes from the confirmation pop up to proceed. Your draft invoice is now deleted.