



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

Documents

INVOICE 02

Draft 770 03

Document Name	Document Number	PO Number	Supplier Name	Supplier Contact	Invoice Source	Supplier Invoice N...	Supplie
Invoice1 for PO1 for s&t ...	CREDINV-02-22-000594	P000081894	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	CI testasdd	02/25/2
Invoice25 for PO1 for A...	CREDINV-02-22-000593	P000022685	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	CI Test	02/25/2
Invoice3 for PO2 for RS...	CREDINV-02-22-000585	P000082159	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based		02/25/2
Invoice3 for PO1 for Adv...	ADV-02-22-000563	P000036000	3M SCHWEIZ GMBH	3M SCHWEIZ GMBH Co...	PO Based	Test-001	02/03/2

5. Click the **More menu**
6. Select **Delete**

Invoice

SINV2022.009379 - Invoice8 For PO For Discount-2 Draft

9,900.00 CHF Comments More

BASIC DETAILS

* Indicates mandatory fields

Invoice Name*	Invoice8 for PO for Discount-2	Invoice Number	SINV2022.009379	Invoice Amount*	0.00	Supplier Invoice Number*	skhLGSK	Invoice Creation Date	02/15/2022
Supplier Invoice Date*	02/15/2022	Supplier Name	3M SCHWEIZ GMBH	<input type="checkbox"/> Non PO Invoice	<input type="checkbox"/> Multi PO Invoice	Order Number*	P000075847		
Supplier Code	10002758	Company VAT Number	CHE-116.267.986 MWST	<input type="checkbox"/> Local Currency		Conversion Factor			
Supplier SC Number	--	Invoice Type	Standard						

Upload Image

Export To PDF

Delete

Print Invoice

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

