

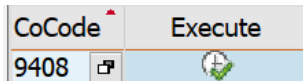
I have received a NOPO invoice for approval but I am not the correct Requestor / Approver

The invoice can be sent to incorrect person due to:

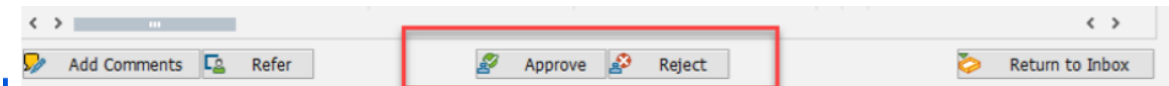
- Incorrect Requestor indicated in the Requestor field in the invoice header
- Incorrect Cost Object (Cost Center, Internal Order) indicated on the invoice line item in the coding

If you received invoice as Requestor (your name is indicated in the Requestor field):

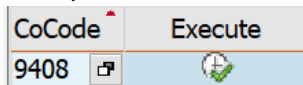
1. Open invoice in “SAP Business Workplace” transaction by clicking on the document or “VIM Workplace” transaction using “Execute “button



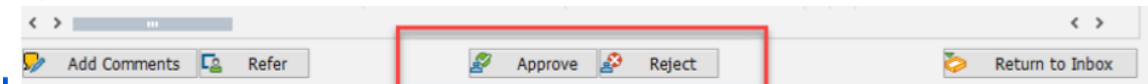
2. Reject invoice with a comment informing that you are not a correct Requestor using “Reject” button at the bottom of the invoice information. If you are aware about correct Requestor name, indicate it in the comment.

**If you received invoice as Cost Object Owner (your Cost Object is indicated in the invoice line item details):**

1. Open invoice in “SAP Business Workplace” transaction by clicking on the document or “VIM Workplace” transaction using “Execute “button



1. Reject invoice with a comment informing that incorrect Cost Object was indicated, using “Reject” button at the bottom of the invoice information. If you are aware about correct Cost Object, indicate it in the comment.



If you believe you are not a correct invoice approver but you cannot login to SAP, contact respective P2P Team to verify invoice routing ([Submit Support Ticket](#))

Related articles

How to approve invoice - SAP inbox navigation - VIM Workplace - SAP Business Workplace

I have received an invoice reminder but I cannot log in to SAP