CREATE A LINE ITEM CREDIT MEMO (LIGHT ACCOUNT)

1. Open the email notification for the purchase order you are processing and click on the button "PROCESS ORDER" and it would direct you to another page.
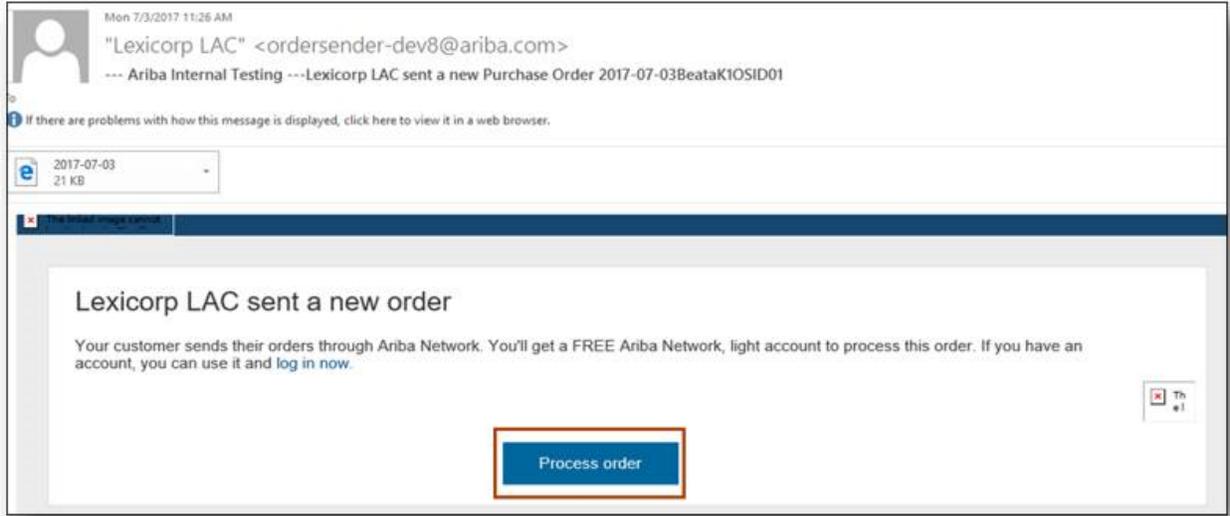
2. Find the button "CREATE INVOICE" then select "LINE ITEM CREDIT MEMO"
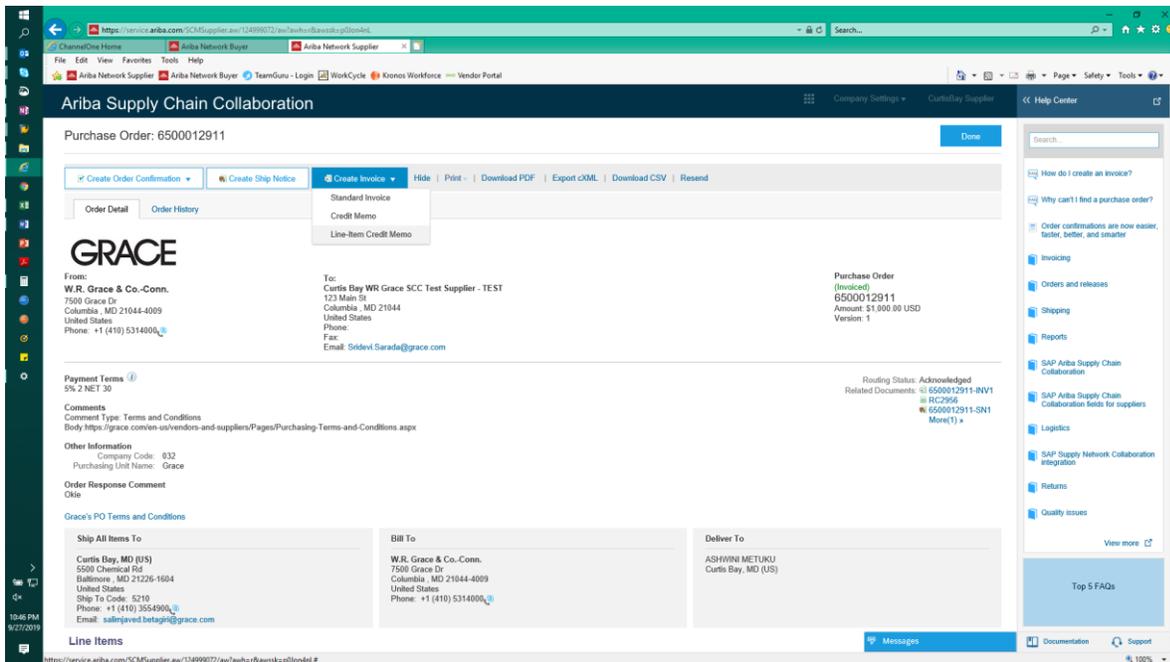
3. Mark the corresponding invoice for processing and click on "Create Line Item Credit Memo"

4. **Always select "QUANTITY ADJUSTMENT"** as credit memo type and enter the credit memo reference number (e.g. 1234-CN)

5. Enter the reason for the issuance of credit memo then click on "ADD TO HEADER" then select "ATTACHMENT". Browse the folder to select the file(s) to be attached and click on "ADD ATTACHMENT".

6. Click on 'NEXT and then 'SUBMIT'