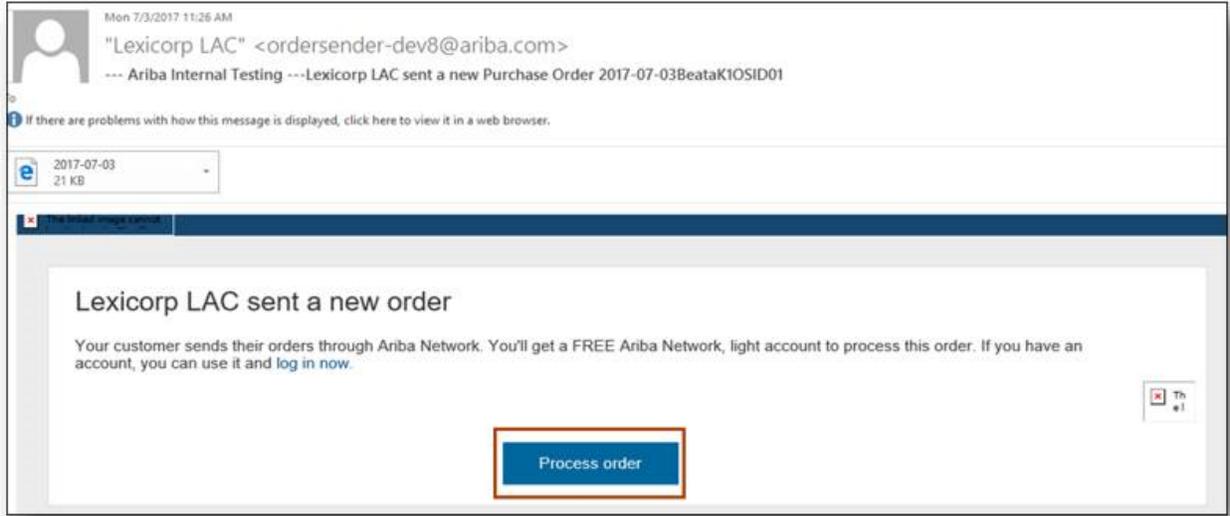
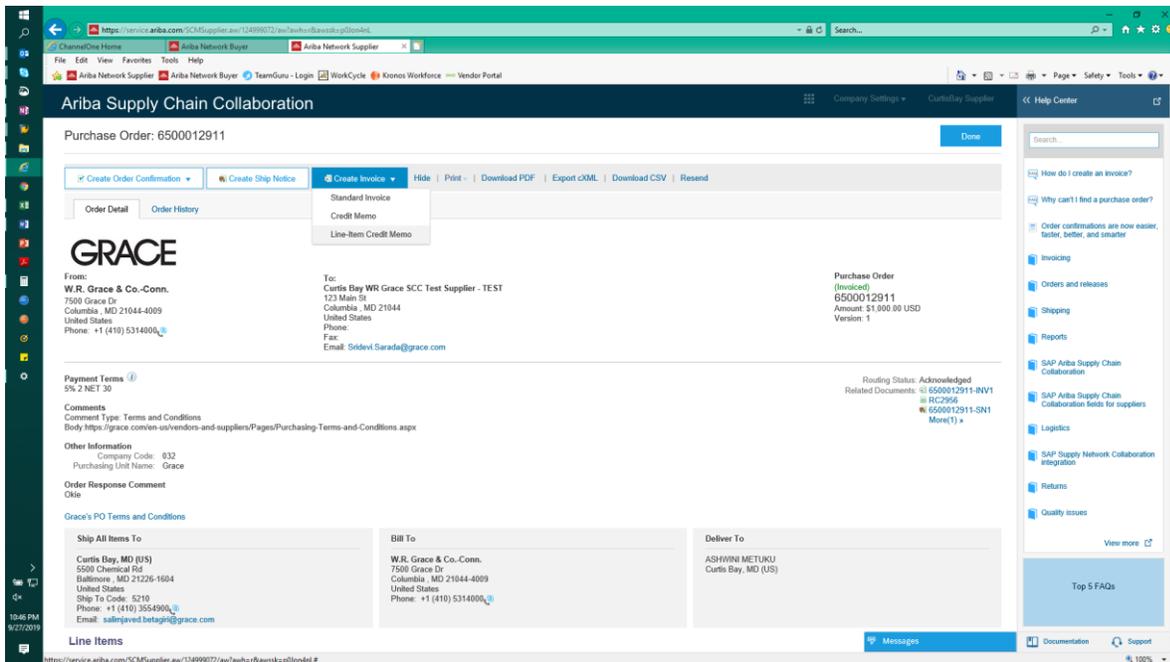


CREATE A LINE ITEM CREDIT MEMO (LIGHT ACCOUNT)

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”

Invoices (1)

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date ↓	Amount
Standard Invoice	INV6500010893	WR Grace - TEST	6500010893	Online	Supplier	Supplier	No	Order	29 Jul 2019	\$8,120.00

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

Create Line-Item Credit Memo Update

Credit Memo Type
 Quantity Adjustment Price Adjustment

Invoice Header

Summary

Credit Memo #:	CM6500010693	Subtotal:	\$-6,120.00 USD
Credit Memo Date:	29 Jul 2019	Total Tax:	\$0.00 USD
Original Invoice No:	INV6500010693	Total Gross Amount:	\$-6,120.00 USD
Original Invoice Date:	29 Jul 2019	Total Net Amount:	\$-6,120.00 USD
Supplier Tax ID:		Amount Due:	\$-6,120.00 USD

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”.

Comment

Reason for Credit Memo: *

Default Credit Memo Comment Text:

*Attachments

The total size of all attachments cannot exceed 10MB

No file chosen

6. Click on ‘NEXT and then ‘SUBMIT’

Create Line-Item Credit Memo Previous Submit Save Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV6500010693)

Credit Memo Number:	CM6500010693	Subtotal:	\$-6,120.00 USD
Credit Memo Date:	Monday 29 Jul 2019 1:58 PM GMT-04:00	Total Tax:	\$0.00 USD
Original Invoice Number:	INV6500010693	Total Gross Amount:	\$-6,120.00 USD
Original Invoice Date:	Monday 29 Jul 2019 4:31 AM GMT-04:00	Total Net Amount:	\$-6,120.00 USD
Original Purchase Order:	6500010693	Amount Due:	\$-6,120.00 USD

DEBIT TO: BILL TO: SUPPLIER: