## COMPLETING A REQUEST FOR CREDIT

This guide is relevant if you have received a Request for Credit PO against an order previously invoiced through Ariba.

A Request for Credit is created by Tirlan where a Credit Memo against the original Purchase order is not possible. For example the goods were sourced over multiple POs, the POs have been closed, or are not identifiable.

Request for Credit POs will be clearly identifiable as they will contain the text;

'This is a Request for Credit – This is not a Purchase Order (PO) Please submit the credit amount using the 'Create Invoice' button above.'

## **INSTRUCTIONS:**

ACCESSING THE 'REQUEST FOR CREDIT' PO						
1.	Log into Ariba with your	Home Workbench	Orders ~ Fulfillment ~ Involces ~ F	Payments ~ Catalogs Report	ts – Messages	
	username and password.	Workbench				
	From your workbench click on	31 Orders	21 Orders to invoice	2 Changed orders	30 Invoices	Invoices pendir
	the 'Orders to Invoice' tile and	Last 31 days	Last 365 days	Lest 31 days	Last 365 days	Last 31 c
	select the PO that you wish to	Orders to invoice  Control Con	(21) ave filter   Last 365 days			
	submit an invoice against.					
		Order Number	Customer		Amount	Date J
		4590058455	tirlan		€742.99 EUR €150.18 EUR	Aug 23, 2021
2.	You will be brought directly to the Request for Credit PO	Purch	ase Order: 459000	1093		
		Creat	te Order Confirmation 🔻	Create Ship	Notice	Create Invoice 🔻
		Orc	der Detail Order Histo	огу		
		This is Order the 'Cr	a Request for Credit – This (PO) Please submit the create Invoice' button above	is not a Purchase dit amount using		

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COMPLETING THE REQUEST FOR CREDIT				
3.	At the top of the screen, click Create Invoice and then select STANDARD INVOICE.	Purchase Order: 4590001093		
		Create Order Confirmation 🔻	Create Ship Notice Create Invoice	
	Do not select Credit memo here or your submission will	Order Detail Order His	Standard Invoice Line-Item Credit Memo	
	be rejected!	This is a Request for Credit – Tl Order (PO) Please submit the c the 'Create Invoice' button abov	Line-Item Debit Memo	
4.	Accept Request for credit	▼ Invoice Header		
		Please be advised that only one tax rate should be applied per PO line item. Splitting line items across multiple tax rates will result in a failed transmission.		
		Request for Credit acceptance - Please accept this request for credit and submit your credit note for this amount to Glanbia		
		Summary Purchase Order: 4590000907		
		Invoice #:* Request for Credit Invoice Date:* 30 Apr 2020		
		Service Description:		
		Remit To: Charm Sciences Inc		
		Boston , MA United States Bill To: c/o Glanbia Business Service	s Inc.	
		4255 Meridian Parkway, Suit United States	e 151 , Aurora	
5.	Enter your <b>invoice number</b>	Summary		
	Input your organisation's internal invoice reference here.	Purchase Order: 4590001093		
		Invoice #:*	Credit 1234	
	Enter your <b>invoice date</b>	Invoice Date:*	24 Jun 2020	
	Enter your Tax/ Vat ID	Service Description:		
		Supplier Tax ID:*	ie1234567	
6.	Skip the section called			
	down until you reach the	Supplier VAT	Customer VAT	
	Supplier VAT section.	Supplier VAT/Tax ID:* IE00000000T	Customer VAT/Tax ID:* IE 9513123F	
	Enter your <b>VAT/Tax ID</b> again here	Supplier Commercial Identifier:		
		Supplier Commercial Credentials:		

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<ul> <li>Scroll down the page to the Line Items section.</li> <li>The Request for credit PO should match exactly the amount you have agreed to credit to Tirlan.</li> </ul>	Scroll down the page to the Line Items section.	Line Items	а сполнения, а полнения от готочку году птолос
	The Request for credit PO should match exactly the	Insert Line Hem Options	count Add to Included Lines
	No.         Include         Type         Part #         Description         Customer Part #           10         Image: Comparison of the state of th	Quantity         Unit         Unit Price         Subtotal           100         KG         1.60 EUR         160.00 EUR	
		Pricing Details Price Unit: KG Price Unit Quantity: 1 Init Conversion: 1 Description	
8.	Select Tax Category	Line Items	
	A) EMEA Suppliers:	Insert Line Item Options	pping Documents
Select the applicable ware from the dropdown <b>B) US Suppliers:</b> Select the applicable <b>S</b> <b>Tax</b> from the dropdown You must apply the same of VAT/TAX that you end the original invoice	Select the applicable VAT/Tax rate from the dropdown menu.		
	B) US Suppliers:	Insert Line Item Options Tax Category: 23% VAT / Standard Rate Taxes	na Documente
	Select the applicable <b>Sales</b> <b>Tax</b> from the dropdown menu.	No.         Include         Type         Part #         9% VAT / Sec           1         Image: Material Model         Not Available         13.5% VAT / F           Excluded line items cannot be modified.         23% VAT / State	Ind Reduced omer Par reduced Rate
	You must apply the same level of VAT/TAX that you entered on the original invoice	2 DMATERIAL Not Available 0% VAT / Zero	Rated / Ex

## ADDING ATTACHMENTS TO YOUR SUBMISSION

For certain purchase types, Tirlan may require you to attach a PDF copy of your own Credit Document to your submission. If you are required to attach a copy of your credit document, an error will occur if you try to submit your credit memo without adding an attachment.

9.	Scroll to the top of the page and	Aiba Network Standard Account Upgrade Instruce 💿 💿 💷
	click Add to Header.	Create Invoice Update Save Dat Not
		Invoice Header     * Industri anguled field     Ald to Industri
		Summary Purchase Online: 400004816 Solutions Purchase Online: 400004816 Solutions Purchase Online: 400004816 Total Trace 4000 BLR Purchase Online: 400004816 Purchase Annovae Date: 400004816 Purchase Online: 40004816 Purchase Online: 4000
10.	Select Attachment from the	
	dropdown menu.	Update Save Exit Next
		<ul> <li>Indicates required field</li> <li>Add to Header</li> <li>Shipping Cost</li> <li>Shipping Tax</li> <li>Shipping Documents</li> <li>Additional Reference Documents and Dates</li> <li>Comment</li> <li>Attachment</li> </ul>

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11.	Scroll down the page to the	Supplier VAT Customer VAT		
	Attachment section (beneath	Supplier VAT/Tax ID:* IE000000000T Customer VAT/Tax ID:* IE 0513123F		
	Supplier VAT).	Supplier Commercial Identifier.		
	, , ,	Supplier Commercial Createntials:		
	Click Browse.			
		Matachments The total size of all attachments cannot exceed 10MB		
		Browse Add Attachment		
12.	Locate a copy of your PDF credit	×		
	memo from your computer.	→ Desktop → Invoices v ♂ Search Invoices P		
		Name Date modified Type Size		
		Invoice 239678 14/08/2019 16:51 Adobe Acrobat D 144 K8		
	Double click on the document			
	you wish to add to your			
	submission.	(G		
		t) NP		
		<sup>3</sup> ) v		
		Invoice 259673 V All Files (*.*) V Open Cancel		
10				
13.	Select Add Attachment so that	d to your The total size of all attachments cannot exceed 10MB		
	the document is added to your			
	submission.	C:\Users\kellyallen\Desktop\Invoices\Invoice 259678.pdf		
	K	Add Attachment		
	If you have added your documen	L Name Site Redeel Proce		
	successfully, it will appear as per	Attachments and reprint Commun. 1940		
	screenshot.	Le Detre		
CUDMITTI				
SUBMITTI	IG THE REQUEST FOR CREDIT			
14.	At the bottom of the page,			
	select <b>Next.</b>	Update Save Exit Next		
		Create Invoice Previous Save Submit Exit		
	Review the details of the credit			
	and soloot Submit	Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is treated. The document's destination country is treated. If you want your primeries to the derived in the other low force more tracking on a brother to the na archiver sensire. Note that you will also be able to archive old		
	and select <b>Subinit</b> .	In your many partitions to be detected as the streng sum occurrent addressing, you can be be and the streng service. These data you must be detected as a streng of the archiving service. Standard Invarience		
		Invoice Number: Credit 1234 Subtotab: 160.00 EUR Invoice Date: Wednesday 24 Jun 2020 10:11 PM GMT+01:00 Total Tax: 21.60 EUR		
		Original Purchase Order: 4590001093 Amount Due: 181.60 EUR		
		REMIT TO: SUPPLIER:		
		Meadowfresh Foods Ltd-TEST Glanbia Chilled Foods Meadowfresh Foods Ltd-TEST Portal Address: Portal Address: Portal Address:		
		Test         Glanbia Foods trefand Limited         Test           Waterford         PO Box 16. Dungarvan Co. Waterford         Waterford		
		X35 F207 Ireland Ireland Address ID: CHIL		
		Tax ID of Supplier: ie1234567		