

SUBMITTING CREDIT MEMOS AGAINST A FRAMEWORK PO

This guide is relevant if you need to submit a credit note against an invoice matched to a Framework PO (479xxxxxxx).

METHOD 1: ACCESSING THE INVOICE YOU WISH TO BOOK A CREDIT MEMO AGAINST

1. Log into Ariba with your username and password.

From your workbench click on the 'Invoices' tile and select the Invoice that you wish to submit a credit memo against.

Type	Invoice Number	Invoice Status	Customer
Standard Invoice	mjtest	Sent	tirlan
Standard Invoice	Test note	Rejected	tirlan

CREATING THE CREDIT MEMO

2. You will be brought directly to the Invoice that you need to issue the credit memo against.

At the top of the screen, click **Create Line-Item Credit Memo**.

Standard Invoice

Status
 Invoice: Sent
 Routing: Acknowledged
 Invoice Number: TestInv
 Invoice Date: Monday 21 Jun 2021 4:45 PM GMT+01:00
 Original Blanket Purchase Order: 4790001806
 Submission Method: Online
 Origin: Supplier
 Source Document: Blanket PO

4. Credit memos processed against a framework order PO / invoice should be a 'Price Adjustment' so select this option at the top of the page

A pop up will appear advising you that the credit memo type has changed – click 'Yes' to continue

Create Line-Item Credit Memo

Credit Memo Type
 Quantity Adjustment
 Price Adjustment

▼ Invoice Header

Summary

Credit Memo #:

Credit Memo Date: 13 Oct 2021

Original Invoice No: TestInv
 Original Invoice Date: 21 Jun 2021

Supplier Tax ID: ie1234567
 Remit To: Unichem_5013727_TEST

Subtotal: 0.00 EUR
 Total Tax: -9.00 EUR
 Amount Due: -9.00 EUR

	<p><i>Note: Credit Memo Type - 'Quantity Adjustment' is for 459xxxxxx & 49xxxxxx PO format only</i></p>	
<p>5.</p>	<p>Enter your Credit Memo #.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Input your organisation's internal Credit Memo reference here.</p> </div>	
<p>6.</p>	<p>Scroll down the page to the Comment section and enter a reason for the Credit Memo.</p>	
<p>7.</p>	<p>Click on the blue arrow beside the PO line you wish to submit a credit against – this will generate another line.</p> <p>You will then be able to select the credit line item underneath the invoiced line. Enter the credit note amount (<i>note this must be a negative figure</i>) and click edit</p>	

<p>8. Select the VAT rate to be applied to the credit memo (this should mirror the VAT rate applied to the original invoice it relates to).</p> <p>Then click 'Done'</p>	
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ADDING ATTACHMENTS TO YOUR SUBMISSION

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

<p>8. Click Add to Header</p>	
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<p>9. Select Attachment from the dropdown menu.</p>	
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<p>10. Click Choose File</p>	
<p>11. Locate a copy of your PDF credit memo from your computer.</p> <p>Double click on the document you wish to add to your submission.</p>	
<p>12. Select Add Attachment so that the document is added to your submission.</p> <p>The attachment will then appear below (you can add multiple attachments as required).</p>	

<p>SUBMITTING THE CREDIT MEMO</p>																					
<p>13. At the bottom of the page, select Next.</p>																					
<p>14. Review the details of the credit note and select Submit.</p>	<p>Line-Item Credit Memo</p> <p>(Original Invoice No: 290568)</p> <table border="0"> <tr> <td>Credit Memo Number :</td> <td>CR290568</td> <td>Subtotal :</td> <td>-106.69 EUR</td> </tr> <tr> <td>Credit Memo Date :</td> <td>Friday 2 Feb 2018 5:18 PM GMT+00:00</td> <td>Total Tax :</td> <td>0.00 EUR</td> </tr> <tr> <td>Original Invoice Number :</td> <td>290568</td> <td>Amount Due :</td> <td>-106.69 EUR</td> </tr> <tr> <td>Original Invoice Date :</td> <td>Friday 6 Oct 2017 11:00 AM GMT+00:00</td> <td></td> <td></td> </tr> <tr> <td>Original Purchase Order :</td> <td>4900000444</td> <td></td> <td></td> </tr> </table>	Credit Memo Number :	CR290568	Subtotal :	-106.69 EUR	Credit Memo Date :	Friday 2 Feb 2018 5:18 PM GMT+00:00	Total Tax :	0.00 EUR	Original Invoice Number :	290568	Amount Due :	-106.69 EUR	Original Invoice Date :	Friday 6 Oct 2017 11:00 AM GMT+00:00			Original Purchase Order :	4900000444		
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