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 (479xxxxxx).

METHOD 1: ACCESSING THE INVOICE YOU WISH TO BOOK A CREDIT MEMO AGAINST					
1.	Log into Ariba with your username and password.	Home Workbench Orde	rs ~ Fulfillment ~ Invoices ~	Payments V Catalogs	Reports V Messages
	From your workbench click on the 'Invoices' tile and select the Invoice that you wish to submit a credit memo against.	Workbench 31 Orders Lett 31 days	20 Orders to invoice Last 365 days	2 Changed orders Last 31 days	31 Invoices Latt 365 days
		Invoices (31) Edit filter Save filter	Last 365 days		
		Туре	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 .	Create Line-Item Credit Memo Copy This Invoice Print Download PDF Detail Scheduled Payments History		
		Status Invoice: Sent Routing: Acknowledged Invoice Number: TestInv Invoice Date: Monday 2J Jun 2021 4:45 PM GMT+01:00 Original Blanket Purchase Order: 4799001806 Submission Method: Online Origin: Supplier Seurce 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 Ouantity Adjustment Price Ad		

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	Note: Credit Memo Type - 'Quantity Adjustment' is for 459xxxxx & 49xxxxxx PO format only	Create Line-Item Credit Memo
5.	Enter your Credit Memo # . Input your organisation's internal Credit Memo reference here.	Invoice Header Summary Credit Memo #:* Credit Memo Date:* 10 Feb 2020 Original Invoice No: test 0% Original Invoice Date: 6 Feb 2020
6.	Scroll down the page to the Comment section and enter a reason for the Credit Memo.	Comment Reason for Credit Memo:* Goods were faulty, no replacements available. Issuing credit note as refund. Default Credit Memo Comment Text:
7.	Click on the blue arrow beside the PO line you wish to submit a credit against – this will generate another line. You will then be able to select the credit line item underneath the invoiced line. Enter the credit note amount (note this must be a pegative figure) and	Convert A france to call them? A france to call them? A france to call them? A france to call the call to acylet get for De too acylet to get the macross range A france to call the call to dest them? A france to call the call to dest them? Banket F Di Bank D for Dates to the call to acylet get for De too acylet to the macross range D for them and the call to acylet get for De too acylet to the macross range D for them and the call to acylet get for De too acylet to the macross range D for them and the call to acylet get for De too acylet to the macross range D for them and the call to acylet get for De too acylet to the macross range D for them and the call to acylet get for De too acylet to the macross range D for the too acylet to acylet get for De too acylet to acylet get to acylet to acylet get for De too acylet too acylet get for De too acylet to acylet get for De too acylet get for
	click edit	Add to Header • Blanket PO Items Line Quantity UOM Price Part # Auxiliary Part ID Description • 10 Undexclosed CR2 Undexclosed Non Cabling tem Test • 10.1 1 CR2

8.	Select the VAT rate to be applied to the credit memo	Pricing Details	Price Unit: CH2 Unit Convensor: 1 Inspection Date:	Plice Usit Quantity 1 Description:	
	(this should mirror the VAT rate applied to the original invoice it relates to).	Tax	Critegry, Div W/104 septy good or arekes	Traditionance 400 GR Ten Monice 400 GR Ten Monice 400 GR Nemary transit 240 Rafter ∨	Renove
		Accounting Reference	Indexes ID	Deceptor:	Dave

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.			
8.	Click Add to Header	Add to Header Line Items Insert Line Item Options Tax Category: 9% VAT / Second Reduced Rate No. Include To MATERIAL No. Include Pricing Details Price Unit: No. Include Type Part # Description Image: Conversion: 1 No. Include Type Part # Description 1 No. Include Type Part # Description 1 No. Include Type Part # Description 1 Image: Conversion: 1 No. Include Type Part # Description 1 Image: Conversion: 1 No. Include Type Part # Description 1 Image: Conversion: 1 No. Include Type Part # Description	ments
9.	Select Attachment from the dropdown menu.	Update Save Exit Next * Indicates required field Add to Header * Indicates required field Add to Header Shipping Cost Shipping Tax Shipping Documents Additional Reference Documents and Dates EUR Comment Attachment	

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10.	Click Choose File	Attachments The total store of all straturhnests cannot exceed IDMB Choose File No Add Attachment Add Attachment Add Attachment Add Attachment Add Attachment Add to Header Line Items Items Items Items Item Copions Items Items Item Remo Items Item Remo Item Copions Items Item Include Item Include
11.	Locate a copy of your PDF credit	Desktop > Invoices V O Search Invoices P
	memo from your computer. Double click on the document you wish to add to your submission.	Name Date modified Type Size [A] Invoice 259678 L4/08/2016 10.51 Adobe Acrobet D 144 KB (0) Invoice 259678 All Files (-*) V (1) Description Cancel
12.	Select Add Attachment so that the document is added to your submission. The attachment will then appear below (you can add multiple attachments as required).	Attachments The total size of all attachments cannot exceed 10MB Choose File No file chosen Add Attachment Name Glanbia Inv 11584 PO 4900089642.pdf L Delete

SUB	MITTING THE CREDIT MEMO	
13.	At the bottom of the page, select Next.	Update Save Exit Next
14.	Review the details of the credit note and select Submit .	Ariba Network Company Settings Upgrade from tight account Lears More Create Line-Item Credit Memo Provides Confirm and submit the line-item credit memo. It will be electronically signed according to the compliance map and your customer's invoice rules. Th qualifies as Domestic Trade. The document's originating country is: Ireland. If the document's destination country is: Ireland. If divoices conce you subscribe to the archiving service. Divoices Line-Item Credit Memo Credit Memo Credit Memo (Original Invoice No: 20056) Credit Memo Date: Friday 2 Feb 2018 5.18 PM GMT+00.00 Total Tax: 0.00 EU Original Invoice No: 200563 Subtotal: 106.69 EU Original Purchase Order: 4900000444