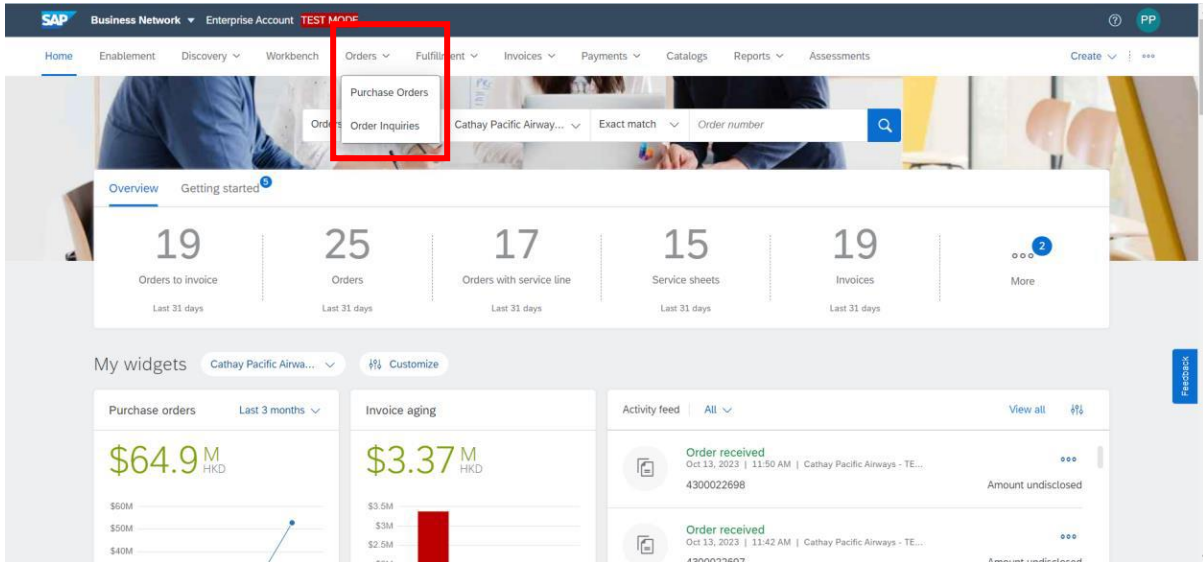


Vendor Guide: How to input Credit Notes

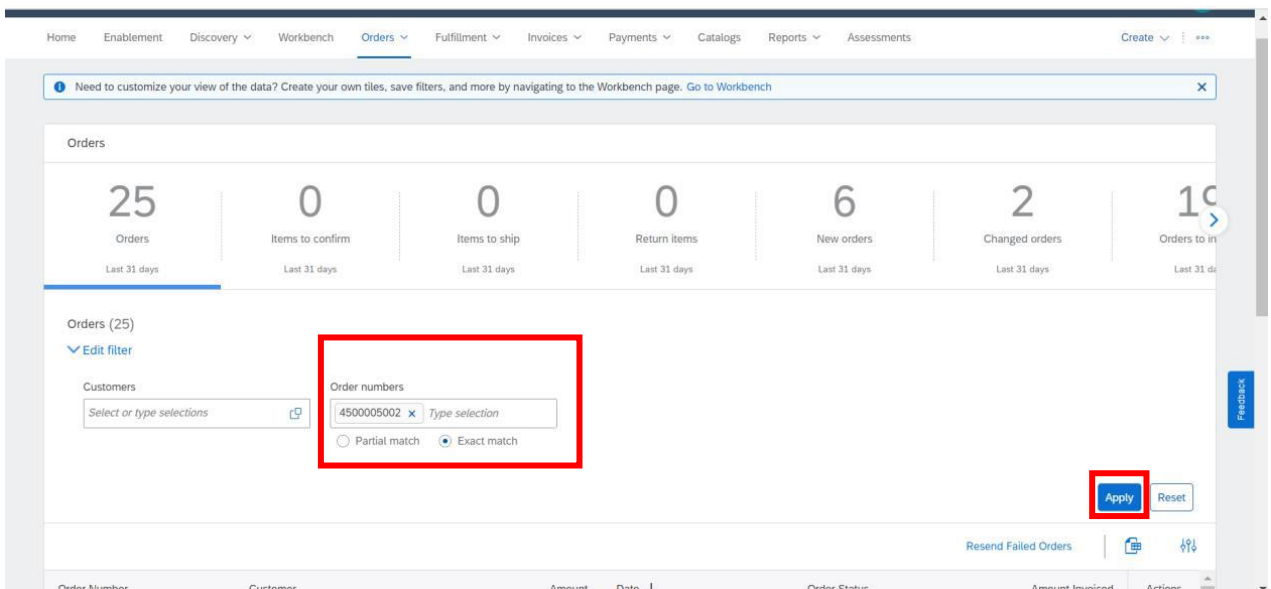
Step 1. Open Ariba Network page & Login to your user account

Step 2. Go to Orders -> Purchase orders

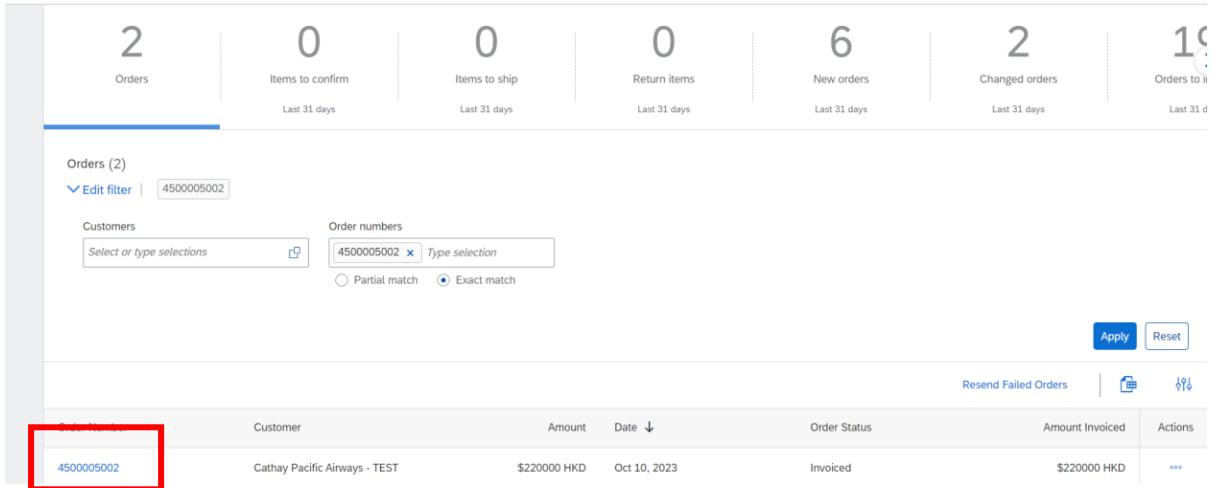


Step 3. Please follow the steps below to enter a PO number and apply an exact match:

- Enter the PO number in the designated field.
- Select the "Exact match" option.
- Click on the "Apply" button.
- These steps will ensure that the entered PO number is matched exactly, providing accurate results.



4. Click on the PO Number and open



Orders (2)

▼ Edit filter | 4500005002

Customers: Select or type selections

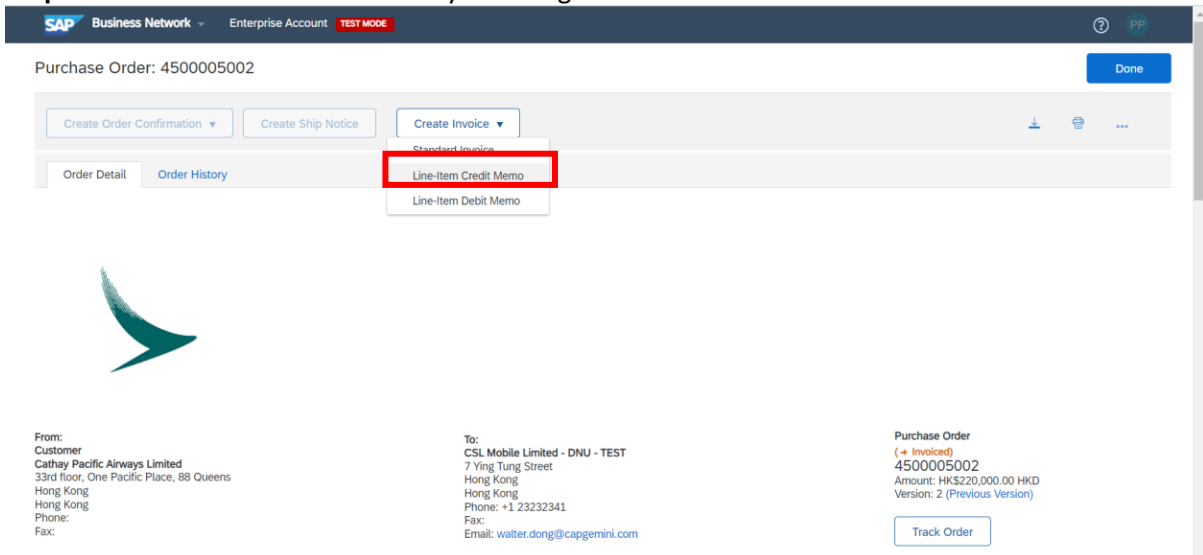
Order numbers: 4500005002 x Type selection

Partial match Exact match

Apply Reset

Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500005002 Cathay Pacific Airways - TEST	\$220000 HKD	Oct 10, 2023	Invoiced	\$220000 HKD	...

Step 5. Select Create Credit Invoice by selecting Line-item Credit memo



Purchase Order: 4500005002 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Standard Invoice

Order Detail Order History **Line-Item Credit Memo** Line-Item Debit Memo

From: Customer
Cathay Pacific Airways Limited
33rd floor, One Pacific Place, 88 Queens
Hong Kong
Phone:
Fax:

To: CSL Mobile Limited - DNU - TEST
7 Ying Tung Street
Hong Kong
Phone: +1 23232341
Fax:
Email: walter.dong@capgemini.com

Purchase Order
(+ Invoiced)
4500005002
Amount: HK\$220,000.00 HKD
Version: 2 (Previous Version)

Track Order

Step 6. Select the invoice you want to credit

a. Click 'Create a Line-item Credit memo' button

SAP Business Network - Enterprise Account TEST MODE

Line-Item Memo Done

Invoices (2)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
<input type="radio"/> Invoice test	Cathay Pacific Airways - TEST	4500005002	Online	Supplier	No	Order	10 Oct 2023	HK\$110,000.00 HKD	Acknowledged	Sent
<input type="radio"/> SES testing	Cathay Pacific Airways - TEST	4500005002	Online	Supplier	No	Order	10 Oct 2023	HK\$110,000.00 HKD	Acknowledged	Sent

Done

Step 7. Credit information, credit invoice number, and invoice date, attachments are mandatory fields to fill in.

Ariba will automatically make the invoice a full credit, so all line-item information is already filled in. You can click next if nothing needs to be edited.

Create Line-Item Credit Memo

Credit Memo Type
 Quantity Adjustment Price Adjustment

Invoice Header * Indicates required field

Summary

Credit Memo #:*

Credit Memo Date:* 13 Oct 2023

Original Invoice No: Invoice test

Original Invoice Date: 11 Oct 2023

Remit To: GPO Box9787

hong kong
Hong Kong

Bill To: Cathay Pacific Airways Limited

Hong Kong
Hong Kong

Subtotal: HK\$-110,000.00 HKD
 Total Tax: HK\$0.00 HKD
 Amount Due: HK\$-110,000.00 HKD

[View/Edit Addresses](#)

Tax

Step 8. Click 'Submit' button to submit the credit

Insert Line Item Options

Tax Category: 0% V0 / Zero Rated
 Shipping Documents
 Special Handling
 Discount
 Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Catering stoc(ZCAT) for Ext. Mat. 1	00000000000000173	-50	CT	HK\$2,200 HKD	HK\$-110,000.00 HKD

Pricing Details

Unit Conversion: 1 Price Unit: CT Price Unit Quantity: 1
 Description:

Tax

Category: V0 Taxable Amount: HK\$-110,000.00 HKD Remove
 Location:
 Rate(%): 0
 Description: Zero Rated Tax Amount: HK\$0.00 HKD
 Regime:

SAP Business Network - Enterprise Account **TEST MODE**

Create Line-Item Credit Memo
 Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Hong Kong. The document's destination country is: Hong Kong.
 If you want your invoices to be stored in the SAP Business Network 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: Invoice test)

Credit Memo Number: j'hijh	Subtotal: HK\$-110,000.00 HKD
Credit Memo Date: Friday 13 Oct 2023 12:49 PM GMT+08:00	Total Tax: HK\$0.00 HKD
Original Invoice Number: Invoice test	Amount Due: HK\$-110,000.00 HKD
Original Invoice Date: Wednesday 11 Oct 2023 2:30 PM GMT+08:00	
Original Purchase Order: 4500005002	

REMIT TO:	BILL TO:	SUPPLIER:
CSL Mobile Limited - DNU - TEST Postal Address: GPO Box 9787 Hong Kong Hong Kong Remit To ID: GPOBox9787	Cathay Pacific Airways Limited Postal Address: 33rd floor, One Pacific Place, 88 Queens Hong Kong Hong Kong Address ID: 1000	CSL Mobile Limited - DNU - TEST Postal Address: 7 Ying Tung Street Hong Kong Hong Kong