

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
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Business Network Enterprise	Account TEST MODE				0
Home Enablement Discovery ~	Workbench Orders ~ Fulfillr	ent ~ Invoices ~ Paym	nents ~ Catalogs Reports	 Assessments 	Create 🗸 🕴
	Purchase Orders Orders Orders Order Inquiries	Cathay Pacific Airway v E	xact match V Order number	Q	90
Overview Getting started	9				
19 Orders to invoice	25 orders	17 Orders with service line	15	19	o o o ²
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	
My widgets Cathay Pa Purchase orders Las	icific Airwa > 타양 Customize t 3 months > Invoice aging		Activity feed 🔰 All 🗸		View att - 약동
\$64.9 ^M	\$3.37	7 M	Order received Oct 13, 2023 11:50 4300022698	AM Cathay Pacific Airways - TE	ooo Amount undisclosed
SEOM	\$3.5M		Order received		

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.

Orders						
25 Orders	O Items to confirm	m Items to ship	O Return items	6 New orders	2 Changed orders	1 Orders to
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31
Ordore (25)						
Orders (25) ✓ Edit filter Customers	Or	der numbers	1			
Orders (25) ✓ Edit filter Customers Select or type selections	Ori CP	der numbers 1500005002 x Type selection Datial watch]			
Orders (25) ✓ Edit filter			1			



4. Click on the PO Number and open

2 _{Orders}	O Items to confirm Last 31 days	O Items to ship Last 31 days	O Return items Last 31 days	6 New orders Last 31 days	2 Changed orders Last 31 days	Orders to in Last 31 d
Orders (2) Cutomers Select or type selections	Order number 9 450000500 9 Partial t	Prs 12 x Type selection match • Exact match			Арріу	Reset
					Resend Failed Orders	je 49¢
	Customer	Amount	Date 🦊	Order Status	Amount Invoiced	Actions
4500005002	Cathay Pacific Airways - TES	ST \$220000 HKD	Oct 10, 2023	Invoiced	\$220000 HKD	***

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

		0 😬
Purchase Order: 4500005002		Done
Create Order Confirmation 🔻	Create Invoice V	≟ ⊕
Order Detail Order History	Line-Item Credit Memo	
	Line-Item Debit Memo	
N		

Step 6. Select the invoice you want to credit

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



Invoic	es (2)										=
	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status (i)	Invoice Status (i)
\bigcirc	Invoice test 🖉	Cathay Pacific Airways -	4500005002	Online	Supplier	No	Order	10 Oct 2023	HK\$110,000.00 HKD	Acknowledged	Sent
\bigcirc	SES testing	Cathay Pacific Airways - TEST	4500005002	Online	Supplier	No	Order	10 Oct 2023	HK\$110,000.00 HKD	Acknowledged	Sent
Ļ	Create Line	-Item Credit M	emo Cres	ate Line-Item Debit	Memo	Edit	Сору	Create No	n-PO Invoice		

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 Cre	dit Memo		[Update	Save	Exit Next
Credit Memo Type Quantity Ad	justment ①					
 Invoice Header 					* Indicates required field	Add to Header 🔻
Summary Credit Memo #:4 Credit Memo Date: Original Invoice Date: Remit To Bill To:	Invoice test I Oct 2023 Invoice test I Oct 2023 GPO Box9787 hong kong	Subtotal: Total Tax: Amount Due:	HK\$-110,000.00 HKD HK\$0.00 HKD HK\$-110,000.00 HKD			View/Edit Addresses

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



Insert	Line Item Options									
insert	Tax Cat	egory: 0% V0 / Zero Rated	Shippir	g Documents Special Ha	andling	Discount		Add t	o Included	t Lin
									Jincluded	
	No. Include	Type Part #	Description	Customer Part #	Quantity	Unit	Unit Price	9	Subto	otal
	10 💿	MATERIAL	Catering stoc(ZCAT) for Ext. Mat. 1	00000000000000173	-50	СТ	HK\$2,200 HKE	HK\$-11	0,000.00 HI	IKD
	Pricing Details	Unit Conversion:	Price Unit: CT (i)	Price Unit Di	t Quantity: 1 escription:					
	Тах	Category:*	VO	∼ Taxal	ble Amount:	HK\$-110,000.00) HKD			Rer
		Location:			Rate(%):	0				
		Description:	Zero Rated	-	Tax Amount:	HK\$0.00 HKD				
		Regime:		\sim						
						Update	Save	Exit		
	Business Network 👻	Enterprise Account	MORE			Update	Save	Exit		
P l	Business Network ~	Enterprise Account	N00E		ſ	Update	Submit	Exit	2	PF
P l	Business Network ~ Line-Item Credit I	Enterprise Account 1157 Memo	MODE			Update Previous	Save	Exit	() () () () () () () () () () () () () (PI
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