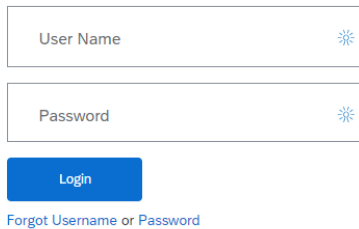


## 创建贷票据

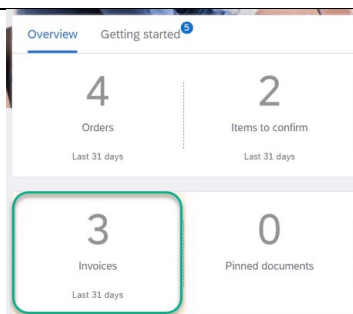
Ariba 允许供应商在门户内针对现有发票创建贷票据。可以使用以下步骤创建贷票据：

### Supplier Login



The login form contains two input fields: 'User Name' and 'Password', both with asterisks indicating required fields. Below the fields is a blue 'Login' button and a link for 'Forgot Username or Password'.

前往 Ariba 供应商登录页面 <https://supplier.ariba.com/> 并登录到您所需的账户。

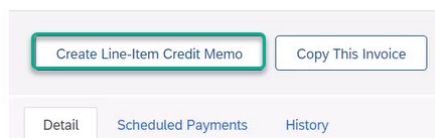


登录后，导航到 **Workbench**（工作台）选项卡，并点击 **Invoices**（发票）选项。

Type	Invoice Number	Customer
Standard Invoice	INV1234_1	
Standard Invoice	INV1234	

在 **Invoices**（发票）屏幕中，点击您要创建贷票据的发票号码。

Invoice: INV123



The form shows two buttons: 'Create Line-Item Credit Memo' (highlighted with a green box) and 'Copy This Invoice'. Below the buttons are tabs for 'Detail', 'Scheduled Payments', and 'History'.

在 **Invoice Display**（发票显示）屏幕中，点击屏幕顶部的 **Create Line-Item Credit Memo**（创建行项目贷票据）按钮。

Standard Invoice

Status  
Invoice: Sent  
Routing: Sent

Credit Memo Type  
You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header

Summary

Credit Memo #:\*

Credit Memo Date:\*

Original Invoice No: INV123

Original Invoice Date:

Remit To

在贷票据创建屏幕中，填写贷项的详细信息。某些字段会自动填写。带有星号 (\*) 的字段是必填项。

向下滚动到屏幕底部，点击 **Next**（下一步）按钮。

请注意，点击 **Save**（保存）将保存您当前的进度，但不会提交发票。

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will be electronically signed according to destination country is:Czech Republic. If you want your invoices to be stored in the Ari

Line-Item Credit Memo

(Original Invoice No: INV123)

Credit Memo Number:  
Credit Memo Date:  
Original Invoice Number: INV123  
Original Invoice Date:  
Original Purchase Order:

在审核屏幕中，您可以在最终提交前验证所有贷票据的详细信息是否正确。

Subtotal:  
Total Tax:  
Total Gross Amount:  
Total Net Amount:  
Amount Due:

向下滚动到屏幕底部。如果需要修改，请点击 **Previous**（上一步）按钮返回发票编辑屏幕。如果所有数据都正确，请点击 **Submit**（提交）按钮。

请注意，点击 **Save**（保存）按钮将保存您当前的进度，但不会提交发票。

SAP Business Network

Invoice has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

您将收到贷票据已提交的通知。