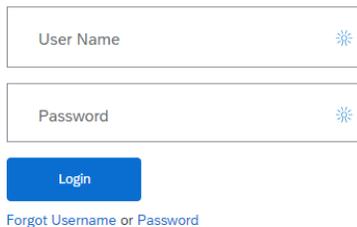


## Creating a Credit Memo

Ariba allows suppliers to create a Credit Note against an existing invoice within the portal. A Credit Note can be created using the following steps:

### Supplier Login



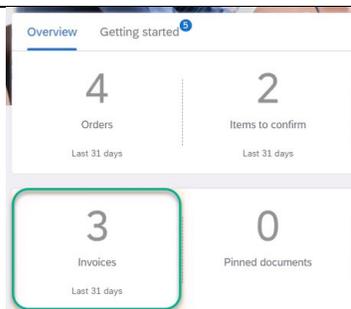
User Name

Password

Login

[Forgot Username or Password](#)

Go to the Ariba supplier login page at <https://supplier.ariba.com/> and login to your desired account.

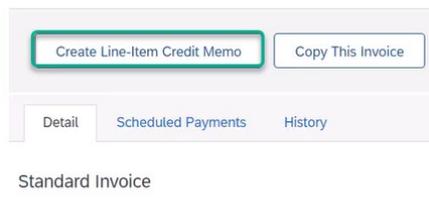


Once logged in, navigate to the **Workbench** tab and click on the **Invoices** option.

Type	Invoice Number	Customer
Standard Invoice	INV1234_1	
Standard Invoice	INV1234	

In the **Invoices Screen**, click on the number of the invoice you wish to create a credit note for.

Invoice: INV123



Create Line-Item Credit Memo Copy This Invoice

Detail Scheduled Payments History

Standard Invoice

In the **Invoice Display Screen**, click on the **Create Line-Item Credit Memo** button on the top of the screen.

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

In the credit memo creation screen, fill in the details of your credit. Some of the fields will be automatically filled. Fields with an asterisk (\*) are mandatory.

Scroll down to the bottom of the screen and click the **Next** button.

Please be aware the clicking **Save** will save your current progress but will not submit the invoice.

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 Archive, click here.

Line-Item Credit Memo

(Original Invoice No: INV123)

Credit Memo Number:

Credit Memo Date:

Original Invoice Number: INV123

Original Invoice Date:

Original Purchase Order:

In the review screen, you can verify that all the credit memo details are correct before making the Submission final.

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

Scroll down to the bottom of the screen. If revisions need to be made, click the **Previous** button to go back to the invoice editing screen. If all the data is correct, click the **Submit** button.

Please be aware the pressing the **Save** button will save your current progress but will not submit the invoice.

SAP Business Network

Invoice has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

You will receive a notification that the credit memo has been submitted.