

Line Item Credit Memo

To create an Line Item Credit Note for Light Account:

1. Open the Invoice Status from your mailbox
2. Click **Continue and log in to your account.**

1

Header information:
Fri 23/03/2018 1:05 PM
ntu ariba Test <testntuariba@gmail.com>
Fwd: FW: Approved - Invoice test - to Nanyang Technological University - TEST (ANID: AN01392586839-T) - Notification from Ariba Network

From: Escutin, Anna Franczesca

If there are problems with how this message is displayed, click here to view it in a web browser.

Your customer Nanyang Technological University - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01394577246-T).

Country	SG
Customer	Nanyang Technological University - TEST
Invoice number	test
Invoice Status	Approved
Description	Header Level Exceptions: --- PO Closed for Invoicing The purchase order has been closed for invoicing.--- PO Closed for Invoicing The purchase order has been closed for invoicing.---

[View invoice](#)

2

Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

Line Item Credit Memo

3. Choose **Create Line-Item Credit Memo**

Note: Supplier can only create a Line item Credit memo for approved invoices

The screenshot shows the Ariba Network interface. At the top, there is a dark blue header with the Ariba Network logo, a 'Test Mode' badge, and links for 'Upgrade from light account' and 'Learn More'. On the right side of the header are 'Company Settings', 'Czesca Escutin', and 'Help Center >>'. Below the header, the text 'Invoice: 001-VP' is displayed on the left, and a blue 'Done' button is on the right. A horizontal menu contains several options: 'Create Line-Item Credit Memo' (highlighted with a red box), 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below this menu are three tabs: 'Detail', 'Scheduled Payments', and 'History'. The main content area is titled 'Standard Invoice'.

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number : 001-VP
Invoice Date : Wednesday 28 Feb 2018 2:30 AM GMT-08:00
Submission Method : Paper Invoice
Origin : Supplier

Subtotal : **\$0.00 SGD**
Total Tax : **\$0.00 SGD**
Total Special Handling : **\$0.00 SGD**
Total Shipping : **\$0.00 SGD**
Total Charges : **\$0.00 SGD**
Total Discount Amount : **\$0.00 SGD**
Amount Due : **\$0.00 SGD**

Line Item Credit Note

Once the **Credit Note** is submitted, the Layout will display as below:

Line-Item Credit Memo

(Original Invoice No: 123456)

Credit Memo Number :	15765
Credit Note Date :	Thursday 15 Feb 2018 8:04 PM GMT+08:00
Original Invoice Number :	123456
Original Invoice Date :	Thursday 15 Feb 2018 4: 45 PM GMT+08:00
Original Purchase Order	PO117
Subtotal :	\$-125,001.00 SGD
Total Tax :	\$-8,750.07 SGD
Total Amount without Tax :	\$-125,001.00 SGD
Amount Due :	\$-133,751.07 SGD

Line Item Credit Memo Summary

Subtotal: \$-125,001.00 SGD
Total Tax: \$-8,750.07 SGD
Total Amount without Tax: \$-125,001.00 SGD
Amount Due: \$-133,751.07 SGD