

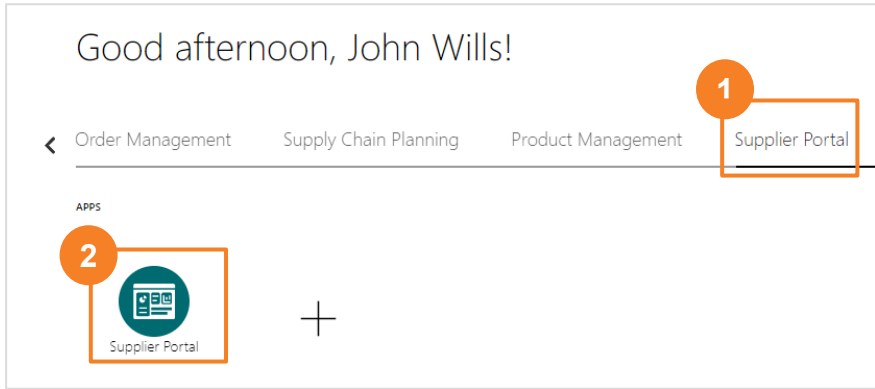
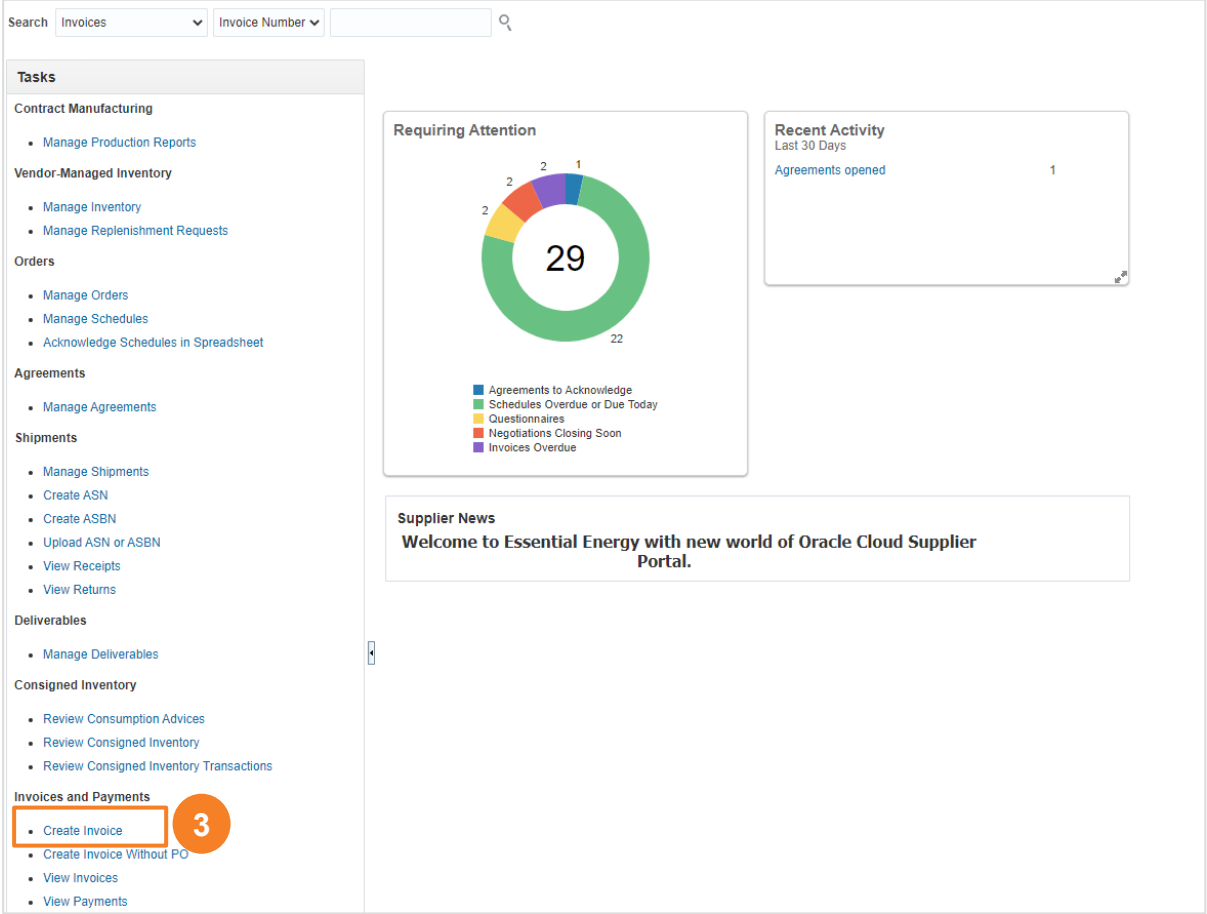


How to Create a Credit Memo for a Return (Non-Inventory)


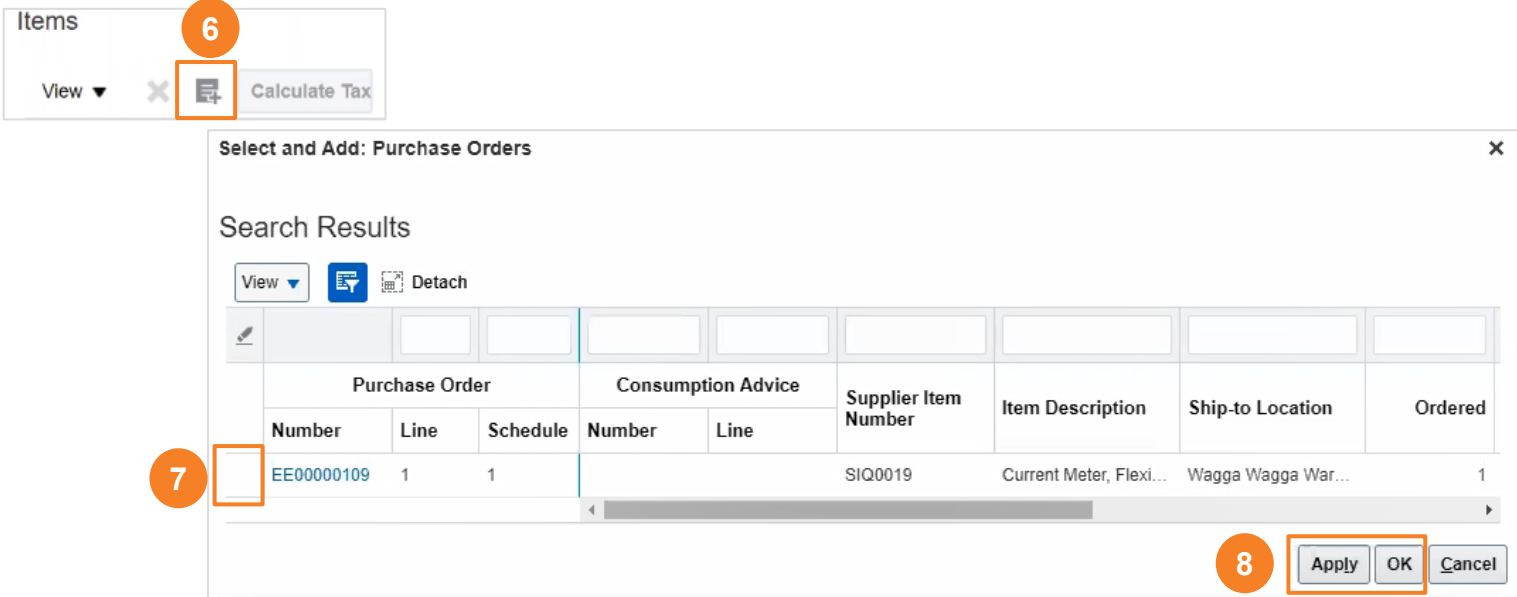
 <p>Why should I use this guide?</p>	<p>If Essential Energy wants to return goods, they will contact you to create a credit memo for the order. This guide provides information to assist you in creating a credit memo for goods returned. This guide comprises two parts:</p> <ul style="list-style-type: none"> • Create Credit Memo for Return of Full Order. • Create Credit Memo for Part of an Order.
 <p>Who might use this guide?</p>	<ul style="list-style-type: none"> • Suppliers needing to create a credit memo for a full return on an order (pg.1). • Suppliers needing to create a credit memo for part of an order (pg.7)

Create Credit Memo for Return of Full Order:


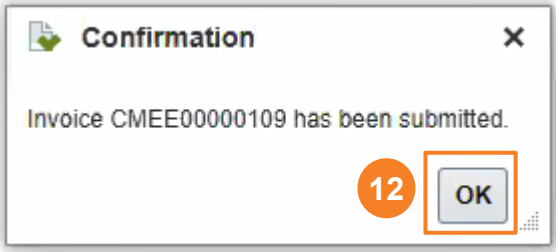
Step	Action
1	After you login, navigate to the Supplier Portal tab.
2	<p>Click on the Supplier Portal app.</p> 

Step	Action
3	<p>In the Task list, select Create Invoice.</p> 

Step	Action
4	<p>Enter the mandatory fields:</p> <p>4a: Identifying Purchase Order Number</p> <p>4b: Internal Invoice Number</p> <p>4c: Insert Date</p> <p>4d: Select Type as Credit Memo</p> <div data-bbox="385 555 1973 1083" style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p>Create Invoice ? Submit Cancel</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>* Identifying PO 4a</p> <p>Supplier</p> <p>Taxpayer ID</p> <p>* Supplier Site Port Macquarie</p> <p>Address PO Box 84, Port Macquarie, New South Wales, 2444, AU</p> <p>Remit-to Bank Account</p> <p>Unique Remittance Identifier</p> <p>Unique Remittance Identifier Check Digit</p> <p>Supplier Tax Registration Number</p> </div> <div style="width: 45%;"> <p>* Number 4b</p> <p>* Date 27-Nov-2020 4c</p> <p>* Type Credit memo 4d</p> <p>Invoice Currency AUD - Australian Dollar</p> <p>Payment Currency AUD - Australian Dollar</p> <p>Description</p> <p>Attachments None +</p> </div> </div> </div>

Step	Action
5	<p>Select Ok.</p> 
6	<p>Scroll down to the heading Items and click on the Add icon.</p>
7	<p>Highlight the row.</p>
8	<p>Click on Apply and then on Ok.</p> 

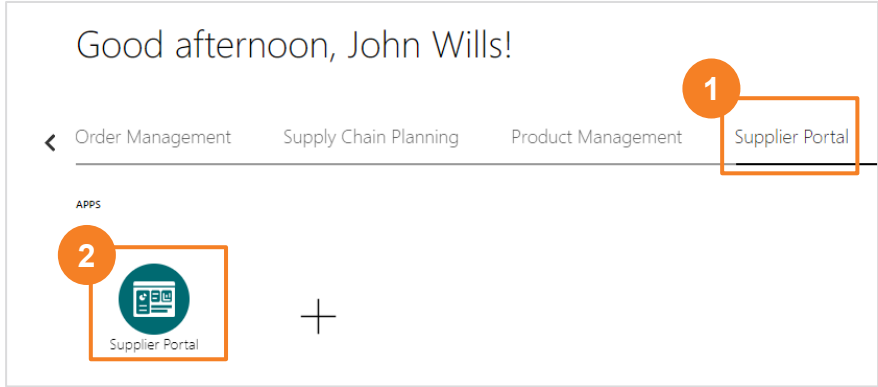
Step	Action																		
9	<p>The item you want to return will appear as -1 in the Quantity field. This means your credit note has been created.</p> <table border="1" data-bbox="517 344 1787 707"> <thead> <tr> <th data-bbox="517 384 824 512">Ship-to Location</th> <th data-bbox="824 384 1003 512">Available Quantity</th> <th data-bbox="1003 384 1182 512">Quantity</th> <th data-bbox="1182 384 1384 512">Unit Price</th> <th data-bbox="1384 384 1507 512">UOM</th> <th data-bbox="1507 384 1787 512">* Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="517 512 824 600">Wagga Wagga Wareh...</td> <td data-bbox="824 512 1003 600">-1</td> <td data-bbox="1003 512 1182 600">-1</td> <td data-bbox="1182 512 1384 600">310</td> <td data-bbox="1384 512 1507 600">Each</td> <td data-bbox="1507 512 1787 600">-310.00</td> </tr> <tr> <td colspan="5" data-bbox="517 600 1787 663"></td> <td data-bbox="1507 600 1787 663">-310.00</td> </tr> </tbody> </table>	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Wagga Wagga Wareh...	-1	-1	310	Each	-310.00						-310.00
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Wagga Wagga Wareh...	-1	-1	310	Each	-310.00														
					-310.00														
10	<p>Scroll down to see the Invoice Amount.</p> <table border="1" data-bbox="819 812 1480 1291"> <thead> <tr> <th colspan="2" data-bbox="819 812 1480 876">Totals</th> </tr> </thead> <tbody> <tr> <td data-bbox="819 876 1120 987">Items</td> <td data-bbox="1120 876 1480 987">-310.00</td> </tr> <tr> <td data-bbox="819 987 1120 1067">Freight</td> <td data-bbox="1120 987 1480 1067">0.00</td> </tr> <tr> <td data-bbox="819 1067 1120 1147">Miscellaneous</td> <td data-bbox="1120 1067 1480 1147">0.00</td> </tr> <tr> <td data-bbox="819 1147 1120 1227">Tax</td> <td data-bbox="1120 1147 1480 1227">0.00</td> </tr> <tr> <td data-bbox="819 1227 1120 1291">10 Invoice Amount</td> <td data-bbox="1120 1227 1480 1291">-310.00</td> </tr> </tbody> </table>	Totals		Items	-310.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	10 Invoice Amount	-310.00						
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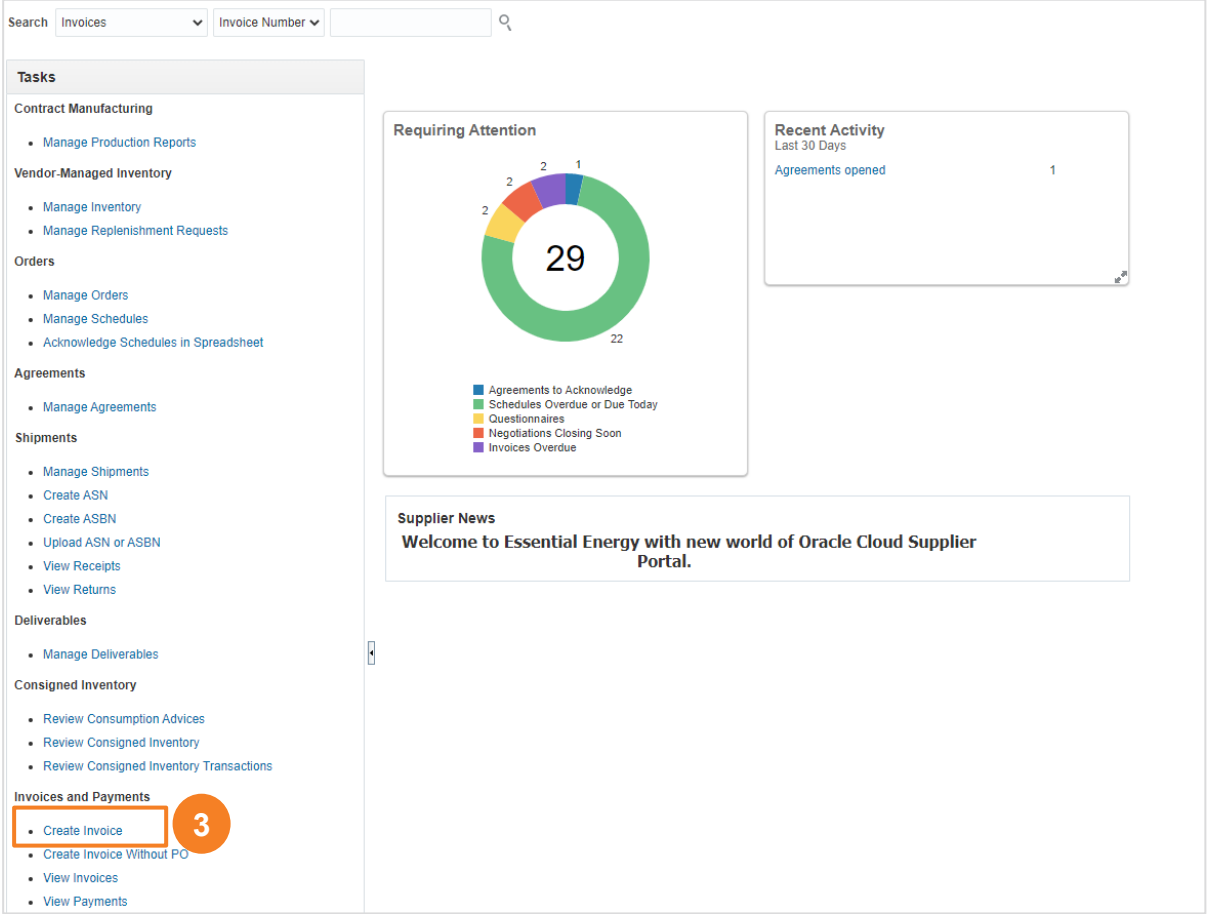
Step	Action
11	Scroll back up and click on Submit . 
12	Click on Ok . 

Create Credit Memo for Return of Part Order:


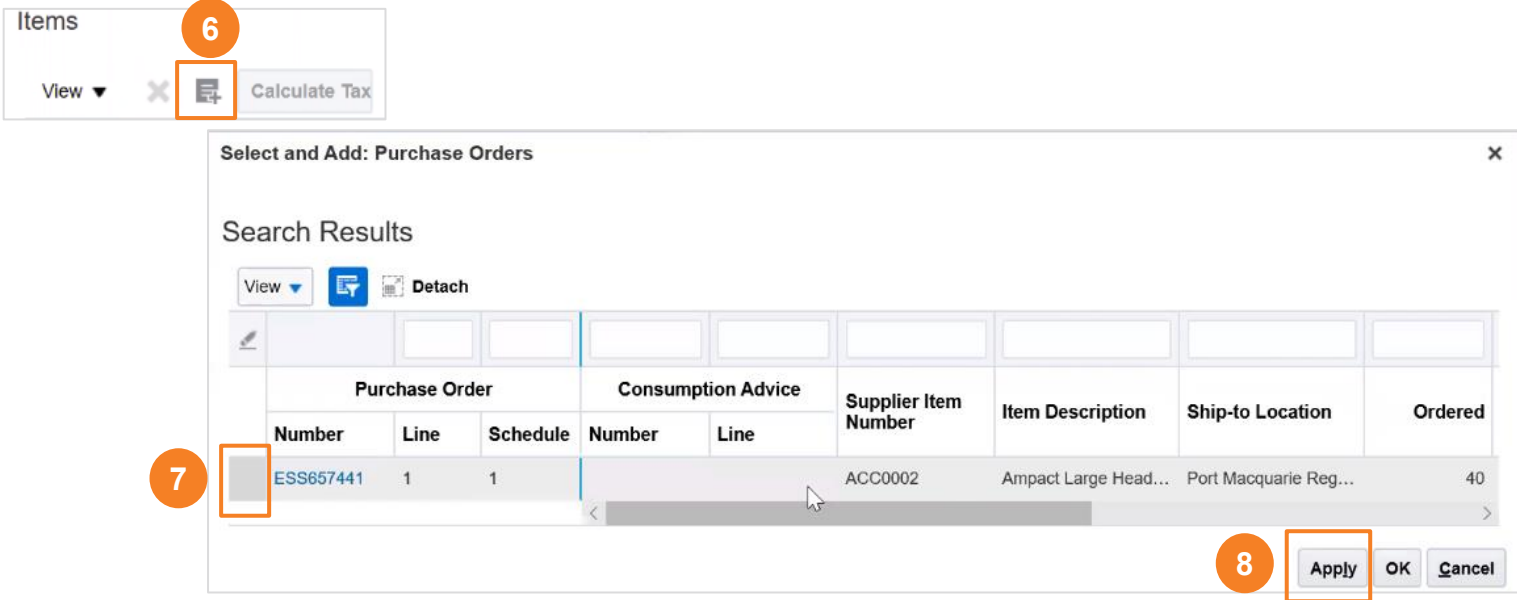
Note: This example demonstrates that 10 was received, 40 was invoiced and 30 was returned.

Step	Action
1	After you login, navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app.



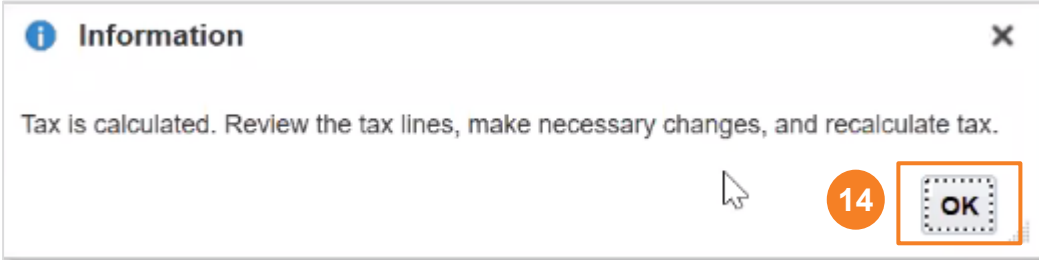
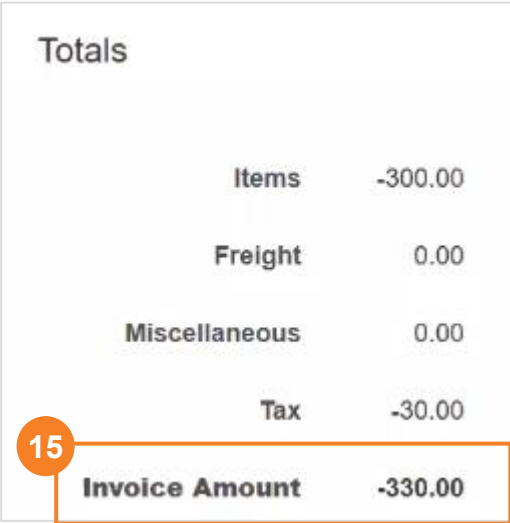
Step	Action
3	<p>In the Task list, select Create Invoice.</p> 

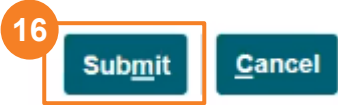
Step	Action
4	<p>Enter the mandatory fields:</p> <p>4a: Identifying Purchase Order Number</p> <p>4b: Internal Invoice Number</p> <p>4c: Insert Date</p> <p>4d: Select Type as Credit Memo</p> <div data-bbox="385 555 1971 1082" style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p>Create Invoice ? Submit Cancel</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>* Identifying PO ESS657441 4a</p> <p>Supplier <input type="text"/></p> <p>Taxpayer ID <input type="text"/></p> <p>* Supplier Site Port Macquarie</p> <p>Address PO Box 84, Port Macquarie, New South Wales, 2444, AU</p> <p>Remit-to Bank Account <input type="text"/></p> <p>Unique Remittance Identifier <input type="text"/></p> <p>Unique Remittance Identifier Check Digit <input type="text"/></p> <p>Supplier Tax Registration Number <input type="text"/></p> </div> <div style="width: 45%;"> <p>* Number CM_ESS657441 4b</p> <p>* Date 27-Nov-2020 4c</p> <p>* Type Credit memo 4d</p> <p>Invoice Currency AUD - Australian Dollar</p> <p>Payment Currency AUD - Australian Dollar</p> <p>Description <input type="text"/></p> <p>Attachments None +</p> </div> </div> </div>

Step	Action
5	Select Ok . 
6	Scroll down to the heading Items and click on the Add icon.
7	Highlight the row.
8	Click on Apply . 

Step	Action																																	
9 10	<p>Note: This example demonstrates that 10 was received, 40 was invoiced and 30 was returned.</p> <p>Click on Ok.</p> <p>Click on Exit.</p> <div data-bbox="432 368 1883 938" style="border: 1px solid #ccc; padding: 10px;"> <p>Select and Add: Purchase Orders 10 x</p> <p>Search Results</p> <p>View ▼ 📄 📄 Detach</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Purchase Order</th> <th>ion</th> <th>Ordered</th> <th>Received</th> <th>Consumed</th> <th>Invoiced</th> <th>Unit Price</th> <th>UOM Name</th> <th>Packing Slip</th> </tr> <tr> <th>Number</th> <th>Line</th> <th>Schedule</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td>ESS657441</td> <td>1</td> <td>1</td> <td>Reg...</td> <td>40</td> <td>10</td> <td></td> <td>40</td> <td>10</td> <td>Each</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">9 OK Cancel</p> </div>	Purchase Order			ion	Ordered	Received	Consumed	Invoiced	Unit Price	UOM Name	Packing Slip	Number	Line	Schedule									ESS657441	1	1	Reg...	40	10		40	10	Each	
Purchase Order			ion	Ordered	Received	Consumed	Invoiced	Unit Price	UOM Name	Packing Slip																								
Number	Line	Schedule																																
ESS657441	1	1	Reg...	40	10		40	10	Each																									
11	<p>Insert the return Quantity. In this case it is 30 so we enter -30.</p> <div data-bbox="407 1082 1895 1358" style="border: 1px solid #ccc; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item Description</th> <th>Ship-to Location</th> <th>Available Quantity</th> <th>Quantity</th> <th>Unit Price</th> <th>UOM</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td>Ampact Large Head, Yellow ...</td> <td>Port Macquarie Regio...</td> <td>-40</td> <td style="border: 1px solid orange;">-30</td> <td>10</td> <td>Each</td> </tr> </tbody> </table> </div>	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Ampact Large Head, Yellow ...	Port Macquarie Regio...	-40	-30	10	Each																					
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Step	Action										
12	<p>Scroll down to see the Invoice Amount.</p> <div data-bbox="898 341 1413 847"><p>Totals</p><table><tr><td>Items</td><td>-300.00</td></tr><tr><td>Freight</td><td>0.00</td></tr><tr><td>Miscellaneous</td><td>0.00</td></tr><tr><td>Tax</td><td>0.00</td></tr><tr><td>Invoice Amount</td><td>-300.00</td></tr></table></div>	Items	-300.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Invoice Amount	-300.00
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Freight	0.00										
Miscellaneous	0.00										
Tax	0.00										
Invoice Amount	-300.00										
13	<p>Scroll back up and click on Submit.</p> <p>Note: As soon as you click on submit, the taxes will also be calculated on this credit memo (as described in next step).</p> <div data-bbox="954 1031 1305 1118"><p>13 <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p></div>										

Step	Action												
14	<p>Click on Ok.</p> 												
15	<p>Scroll down to view the new Invoice Amount.</p>  <table border="1" data-bbox="898 711 1406 1235"> <thead> <tr> <th colspan="2">Totals</th> </tr> </thead> <tbody> <tr> <td>Items</td> <td>-300.00</td> </tr> <tr> <td>Freight</td> <td>0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>0.00</td> </tr> <tr> <td>Tax</td> <td>-30.00</td> </tr> <tr> <td>Invoice Amount</td> <td>-330.00</td> </tr> </tbody> </table>	Totals		Items	-300.00	Freight	0.00	Miscellaneous	0.00	Tax	-30.00	Invoice Amount	-330.00
Totals													
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Freight	0.00												
Miscellaneous	0.00												
Tax	-30.00												
Invoice Amount	-330.00												

Step	Action
16	Click on Submit . 
17	Click on Ok . 