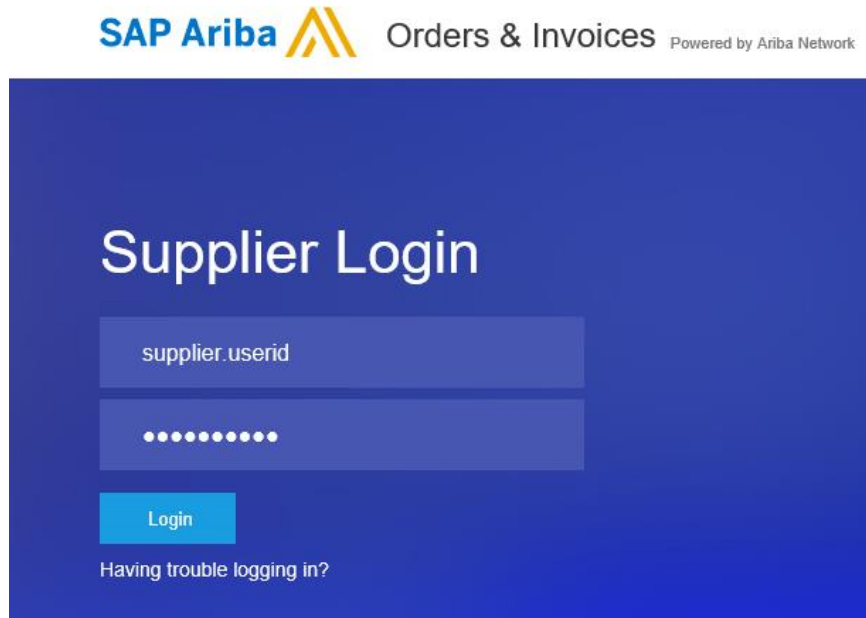
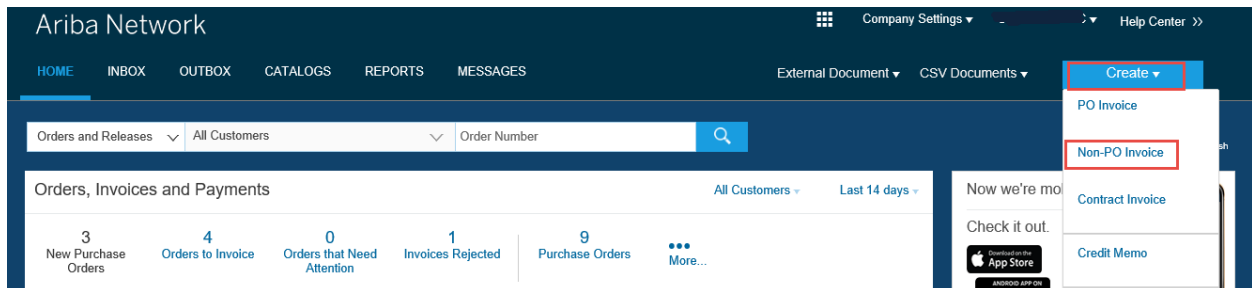


CREATE CREDIT MEMO

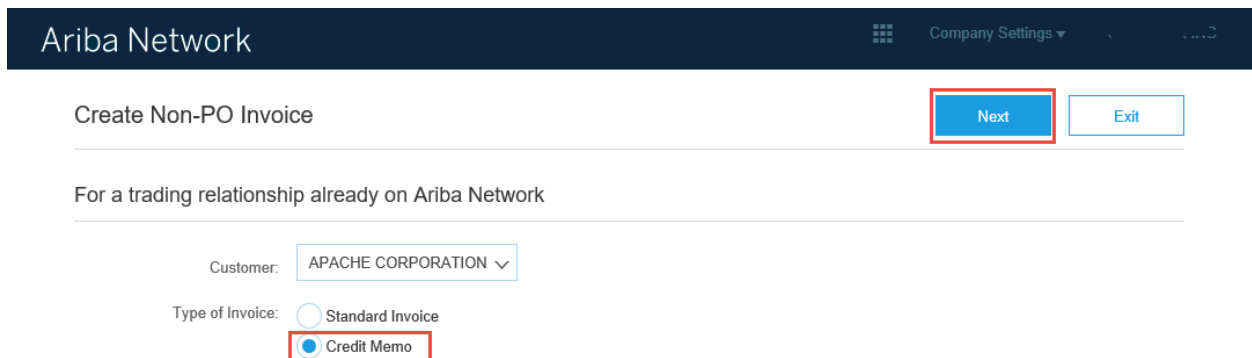
1. Log into Supplier.ariba.com using valid UserID and Password.



2. From Ariba Home page, click **Create** and select **Non-PO invoice**.



3. Select **Credit Memo** and click **Next**.



4. In the **Header Information**, enter **Credit Memo Number**. Number must be 16 characters or less, contain no special characters and no lower case letters.
5. Enter **Service Period Start Date** and **End Date**.

Ariba Network Company Settings Help Center

Create Credit Memo Next Exit

Header Information

Credit Memo Number: Information Only. No action is required from the customer. * Indicates required field

Credit Memo Date:

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Service Period

Start Date:

End Date:

6. Select **Bill To**, based on region.

Address

Remit To:

Name:

Address:

Remittance ID:

Choose Address:

Bill To:

Name: Apache Corporation

Department Name:

Address: P.O. Box 27709
Houston, TX 77227-7709
United States



7. Scroll down to **Invoice Recipient** section and enter the Apache requestor email address in the **Email Address** field. The Credit Memo will be routed for approval based on the Email address provided. Please note, there are no validity checks on the email address entered. If an incorrect email address is entered, the credit memo will be rejected once it has been submitted.

Issued By:

Name: * SHAWCOR INC-TEST-TEST

Department Name:

Email Address:

Address 1: * 975 SCI AVE

Address 2:

Address 3:

City: * DALLAS

State: * Texas

Zip: * 75397

Country: * United States [USA]

This selection will refresh the page content.

Invoice Recipient:

Name: * APACHE CORPORATION

Department Name:

Email Address: Required field

Address 1: * 2000 POST OAK BLVD

Address 2:

Address 3:

City: * HOUSTON

State: * Texas

Zip: * 77056

Country: * United States [USA]

This selection will refresh the page content.

- Scroll down to **Ship To** section and provide additional information for the credit memo in **Comments** text box. Here you may reference the invoice to be credited or include information, like the quantity and description of items being returned.

Ship To:

Name:

Department Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

This selection will refresh the page content.

Inspection Date:

Comments: *

- Scroll down to **Adjustment** section. Enter the credit memo subtotal. This must be a negative amount.
- Add the applicable tax, by clicking the down arrow and select **Other Tax**. Blank sections under **Adjustment in Tax** will be displayed.

Adjustment

Adjustment in Subtotal: (Amount must be Negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description
<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Create Tax](#)

Configure Tax Menu

Taxes

0% Sales Tax

Other Tax

- In the **Tax Category**, select the applicable tax category from the drop down. In this example, **Sales Tax** is selected. Enter the **Tax Rate** percentage. The amount from the **Adjustment in Subtotal** will default to **Taxable Amt** field.

Adjustment in Tax Create Tax ▾

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description
<input type="text" value=""/>	<input type="text" value="8.25"/> %	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Sales Tax	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
VAT				
GST				
Use Tax				
PST				
QST				
HST				
Withholding Tax				
Other				

Charges Create Charge

Charge Amount	Description	Start Date	End Date
Handling: <input type="text" value=""/>			
Tipping: <input type="text" value=""/>			

(Amount must be negative.)

- Attachment of a supporting document is required. Click on the **Browse** button to select appropriate supporting document and click **Add Attachment**. Once attached, the file name will be displayed under the **Name** field.

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

Name	Size (bytes)	Content Type
<input type="checkbox"/> Attachment.docx	11837	application/vnd.openxmlformats-officedocument.wordprocessingml.document

- Review all required data has been entered. Once reviewed, click **Next**.

14. **Create Credit Memo** summary page is displayed. If any additional changes are required, click the **Previous** button to go back and make edits. If no further updates are needed, click **Submit**.

Ariba Network Company Settings Help Center >>

Create Credit Memo Previous Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Credit Memo

Credit Memo Number: CR123445	Subtotal: \$40.00 USD
Credit Memo Date: Wednesday 15 May 2019 9:41 PM GMT-05:00	Total Tax: \$-3.30 USD
SERVICE PERIOD	Total Amount without Tax: \$-40.00 USD
Start Date : 1 May 2019	Amount Due: \$43.30 USD
End Date : 2 May 2019	

15. Confirmation of Credit Memo is displayed.

Ariba Network

Invoice CR123445 has been submitted.

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