## **Creating and submitting a Credit Memo**

Screenshot
C ① ê mutariba.com/workbench/?scope=INVOICESEtile=INVOICES_TRANSACTION       SAP Manuşed Bookmarks        • Privacy error        • Portal Home - Porta.         • Admin App
L         U         U         L           Involces         Rejected involces         Overdue involces - Not         Overdue involces - Approved         Involces pending approval         Approved
Last 31 days L
Invoice Number         Customer         Reference         Invoiced Date         Amount         Routing Status         Invoice Status         From address           INV04864         Stryker Corporation - 4700004864         Jan 12, 2023         €150.00 EUR         Acknowledged         Sent         Stryker Supplier
123214 Stryker Corporation: 6434200366 Dec 19, 2022 ¥500.00 JPY Acknowledged Sent Stryker Supplier Pittsburgh, PA, U



Description	Screenshot	
Credit Memo Creation		
Once you have selected your invoice you want to create the credit memo against, you will be brought to the invoice summary page.	Ariba Network Admin             x                x                 Ariba Network Admin             x               Ariba Network Supplier             x             +	5 ×
From the top or bottom of the page, select "Create Line-Item Credit Memo".	Subtotal: ¥500 JPY \$3.70 USD Total Tax: ¥0 JPY Amount Due: ¥500 JPY \$3.70 USD (1 Japanese Yen = 0.0074 US Dollar)	
As you create your credit memo, the required fields will be marked with an asterisk.	Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML	
	Dom	
	© 2022 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclosure Terms	of Use
	▼ Invoice Header = Indicates required field Add to Header	•
	Summary Credit Memo Jit* I I I Credit Memo Jit* I J I Credit Memo Date* I J Jan 2023 I Original Invoice Note I 23214 Original Invoice Note I 23214 Original Invoice Note I 23214 Original Invoice Date: I Dec 2022 Supplier Tax ID: Remit To: Stryker Supplier 2 - TEST Pittsburgh, PA United States Bill To: Stryker Corporate Accounts Payable GRAND PAPIDS, MI United States	esses
	Tax U Header level tax ①	



Description	Screenshot
<b>Credit Memo Creation</b> Make sure to fill in the required field of "Reason for credit memo". This lets	Exchange Rate from* Japanese Yen to US Dollar : Comment
Stryker know the reason for the credit memo.	Reason for Credit Memo:* Default Credit Memo Comment Text:
Your line items associated with this invoice will automatically populate below. You can choose to select whether	Add to Header 👻
a line item is included in the credit	Line Items           No.         Include         Type         Part #         Description         Customer Part #         Quantity         Unit         Unit         Price         Subtotal
memo by toggling the "include" button.	10 C MATERIAL TESTMATERIAL002-2 SYK Testing Material 002 TESTMATERIAL0025 EA () ¥100 JPY ¥-500 JPY
Note: The quantity and subtotal will	Price Unit:     EA ①     Price Unit:     1       Unit Conversion:     1     Description:
show as negative representing the credit memo.	Add to Header  Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced
	No. Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal
After inserting the required information, click next to be brought to the review	10       MATERIAL       TESTMATERIAL002-2       SYK Testing Material 002       TESTMATERIAL002       _5       EA       W100 JPY       V-500 JPY         Pricing Details       Price Unit:       EA       0       Price Unit:       1       Description:
page prior to submitting the credit memo to Stryker.	Line Item Actions   Delete
	Turn on Error Dump ① Hide/Show XML
select Submit	Update Save Exit Next