Creating Credit Memo in the Ariba network.

- 1. Enter the PO in Ariba.
 - a. By using the interactive e-mail (standard account users)
 - b. By search for the PO in the Ariba inbox (Enterprise account users)
- 2. Select create credit invoice by selecting: Line-item Credit memo

Purchase Order: 2310277745

Create Order Confirmation Create Ship Notice	Create Invoice Create Quality Notification	Hide Print + Download PDF Export cXML Download CSV Resend
Order Detail Order History	Standard Invoice	
From:	Line-Item Debit Memo To:	Blanket Purchase Order (New) 2310277745 Amount: Version: 1

3. Select the invoice you want to credit a. Create Line-item Credit memo

Invoices (1)				
	Туре	Invoice #	Customer	
\bigcirc	Standard Invoice	12345		
L,	Create Line-Item Credit Memo			

- 4. Credit information, credit invoice number, and invoice date are mandatory fields to fill in. Ariba will automatically make the invoice a full credit, so all line item information is already filled in. You can click next if nothing needs to be edited.
- 5. Submit the credit