

How to Submit credit memo in Ariba

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: [FD06_SS_1](#)
FD06
[FD05_SS_1](#)
[More\(8\) »](#)

1. Click on the original invoice

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

2. Click on Create Line-Item credit Memo

Detail Scheduled Payments History

Standard Invoice

Status


Invoice: Sent
Routing: Acknowledged
Invoice Number: FD06
Invoice Date: Tuesday 8 Mar 2022 8:15 PM GMT+05:30
Original Purchase Order: [4502309442](#)
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal:	\$100.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$100.00 USD
Total Amount without Tax:	\$100.00 USD
Total Net Amount:	\$100.00 USD
Amount Due:	\$100.00 USD

▼ Invoice Header

Summary

Credit Memo #: *

Credit Memo Date: * 7 Nov 2024 

Original Invoice No: FD06

Original Invoice Date: 8 Mar 2022

Supplier Tax ID:

Remit To: Momentive Enterprise Test Supplier 2 - TEST

Pittsburgh, PA
United States

Bill To: **MPM Silicones, LLC**

Waterford, New York
United States

Subtotal: **-\$100.00 USD**
Total Tax: \$0.00 USD
Total Amount without Tax: **-\$100.00 USD**
Total Net Amount: **-\$100.00 USD**
Amount Due: **-\$100.00 USD**

3. Enter Details like Credit memo number & date*

***The Credit memo date:** will auto-populate as current date and kindly change the credit memo date as per the PDF credit memo copy (up to 60 days back date)

00010 TEST PO #1 2/23/2022 Add/Update ▾

No.	Include	Type	Part#	Description	Quantity	Unit	Original Price	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		TEST PO #1 2/23/2022	100	-100 PCE	\$1.00 USD		\$-100.00 USD

Service Sheet Details Service Sheet #: FD06_SS_1 Service Line No.: 1

4. Select the line (check the required line item)

If it is a multiple line invoice and we need credit only for one line please unclick the blue slide button

Please validate quantities as per the original invoice and subtotal will auto be calculated as per the quantity and unit price.
If it is 1:1 PO (blanket PO) update the credit memo amount in quantity column and subtotal will be auto calculated

Update Save Exit **Next**

5. Click on Next

Please validate your Credit memo and original invoice number, date, amount and PO line (quantity and amount), if everything is correct, please click on submit button.

Create Line-Item Credit Memo Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. 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 SAP Business Network 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.

Line-Item Credit Memo

Credit Memo Number: 1234	Subtotal: \$-100.00 USD
Credit Memo Date: Saturday 28 Sep 2024 12:00 PM GMT+05:30	Total Tax: \$0.00 USD
Original Invoice Number: FD06	Total Gross Amount: \$-100.00 USD
Original Invoice Date: Tuesday 8 Mar 2022 8:15 PM GMT+05:30	Total Amount without Tax: \$-100.00 USD
Original Purchase Order: 4502309442	Total Net Amount: \$-100.00 USD
	Amount Due: \$-100.00 USD

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.	Qty / Unit	Unit Price	Sub Total
00010			TEST PO #1 2/23/2022				
1	00010.10	SERVICE	TEST PO #1 2/23/2022	100	-100 / (PCE)	\$1.00 USD	\$-100.00 USD

DETAILS

Once submitted below screen will be visible

SAP Business Network TEST MODE ? MS

Invoice TEST123 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

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