

Ariba Network – Light Account

Credit Memos

SAP Ariba 

Submitting Credit Memos Option 1

- Begin the process of creating a Credit Memo by locating the Purchase Order sent to your email address
- Click **“Process Order”** to Log In to your Ariba Network Light Account, and view your PO and locate the submitted invoice

The screenshot shows an email interface with the following elements:

- Sender:** TEST* <ordersender-prod@ansmtp.ariba.com>
- Subject:** TEST sent a new Purchase Order PO63811
- Attachments:** PO63811.htm (19 KB). A red box highlights this attachment with an arrow pointing to the text: "Click to open and view PO Attachment".
- Body:** "SAP Ariba" logo, followed by "TEST sent a new order". Below this is a blue button labeled "Process order". A red box highlights this button with an arrow pointing to the text: "Click 'Process Order' to Log In and take action on Purchase Order".
- Order Details:** "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>."
- From:** ACCOUNTS PAYABLE, PO BOX 31916, ST LOUIS, MO 63131, United States.
- To:** WYUU WLLD WSIT PO BOX 905537, CHARLOTTE, NC 28290-5537, United States. Email: alex.cosenlino@sap.com.
- Payment Terms:** NET 60.
- Other Information:** VMI: No, Delivery Instructions: 303-323-1300, Legal Entity: [Redacted], Terms and Conditions: [Redacted], Preparer: [Redacted], Preparer Email: [Redacted], Preparer Phone: 3.03E+14.
- Ship To:** COEGW02-Greenwood Village, 6399 S Fiddlers Green Circle, Ste 600, Greenwood Village, CO 80111, United States. Ship To Code: COEGW02, Phone: +1.313.6314, Email: [Redacted].
- Bill To:** ACCOUNTS PAYABLE, PO BOX 31916, ST LOUIS, MO 63131, United States.
- Deliver To:** Rawls, Mikel, COEGW02-Greenwood Village.
- Line Items Table:**

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal
2	Not Available LA Test - Upgrade	Material	1 (EA)	\$100.00 USD	\$100.00 USD
- Order Information:** Order submitted on: Friday 8 Sep 2017 1:13 PM GMT-07:00. Received by Ariba Network on: Friday 8 Sep 2017 1:13 PM GMT-07:00. This Purchase Order was sent by [Redacted].
- Sub-total:** \$ 100.00 USD

Submitting Credit Memos Option 1

- Click on Invoice number found within “**Related Documents**”

Ariba Network Test Mode Company Settings Alex Test

Purchase Order: PO63811 Done

[Create Order Confirmation](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | [Order History](#)

From:
ACCOUNTS PAYABLE
email: [redacted]
PO BOX 31916
ST LOUIS, MO 63131
United States

To:
[redacted]
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States
Phone:
Fax:
Email: alex.cosentino@sap.com

Payment Terms ⓘ
NET 60

Other Information
VMI: No
Delivery Instructions: 303-323-1300
[View more](#)

Ship All Items To
COEGW02-Greenwood Village
6399 S Fiddlers Green Circle, Ste 600
Greenwood Village, CO 80111
United States
Ship To Code: COEGW02
Phone: +1 (3) 0314
Email: [redacted]

Bill To
ACCOUNTS PAYABLE
email: [redacted]
PO BOX 31916
ST LOUIS, MO 63131
United States

Deliver To
Rawls, Mikel
COEGW02-Greenwood Village

Related Documents
Routing Status: Acknowledged
Related Documents: [INV63811TEST](#)
[TEST000AC10](#)
[CM63811](#)

Line Items Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal
2	Not Available	Material	1 (EA)	\$100.00 USD	\$100.00 USD

LA Test - Upgrade

Order submitted on: Friday 8 Sep 2017 4:13 PM GMT-04:00
Received by Ariba Network on: Friday 8 Sep 2017 4:13 PM GMT-04:00
This Purchase Order was sent by [redacted] and delivered by Ariba Network.

Sub-total: \$ 100.00 USD
Total Invoiced: \$ 100.00 USD

Submitting Credit Memos Option 1

- When invoice review screen loads, click on **“Create Line Item Credit Memo”** to open credit memo creating screen

Ariba Network Test Mode Company Settings Alex Test Help Center >>

Invoice: INV63811TEST Done Previous

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status		Subtotal :	\$100.00 USD
Invoice: Approved		Total Tax :	\$0.00 USD
Routing: Acknowledged		Total Gross Amount :	\$100.00 USD
Invoice #: INV63811TEST		Total Net Amount :	\$100.00 USD
Invoice Date: Tuesday 24 Oct 2017 9:20 AM GMT-04:00		Amount Due :	\$100.00 USD
Purchase Order: PO63811			
Transmission Method: Online			
Origin: Supplier			
Source Document: Order			

REMIT TO:

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

BILL TO:

ACCOUNTS PAYABLE

Postal Address (default):
email: [REDACTED]
PO BOX 31916
ST LOUIS, MO 63131
United States
Address ID: 2592996

SUPPLIER:

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

BILL FROM:

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

CUSTOMER:

Postal Address:
12405 Powerscourt Dr. Ste. 100
St. Louis, MO 63131
United States

Submitting Credit Memos Option 1

- Credit Memo submission screen will load. Populate all required fields:
- Unique Invoice Number for Credit Memo
- Add Invoice Date (No Backdating Permitted)
- All quantity and price information will be negative (reflecting a refund)

Ariba Network

Test Mode

Company Settings Alex Test Help Center >>

Create Line-Item Credit Memo

Update Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Credit Memo #: **←**

Credit Memo Date: **←**

Original Invoice No: INV63811TEST

Original Invoice Date: 24 Oct 2017

Supplier Tax ID:

Remit To:

Bill To: **ACCOUNTS PAYABLE**

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

Adjust shipping charge if necessary

Ship To:

Deliver To:

Shipping Cost

Shipping Amount: **←**

Shipping Date:

Remove

Shipping Tax

Additional Fields

Summary Totals:

Subtotal:	\$-50.00 USD
Total Tax:	\$-4.00 USD
Total Shipping:	\$-10.00 USD
Total Gross Amount:	\$-64.00 USD
Total Net Amount:	\$-64.00 USD
Amount Due:	\$-64.00 USD

Submitting Credit Memos – Option 1

- Add comment through “**Add To Header**” dropdown menu
- Make changes to line item quantity and tax information if necessary
- Click “**Next**” to review Credit Memo before submitting

The screenshot displays the SAP Credit Memo submission interface. Key elements are highlighted with red boxes:

- Comment Section:** Includes fields for "Reason for Credit Memo" and "Default Credit Memo Comment Text".
- Add to Header:** A dropdown menu button located below the comment fields.
- Line Items Table:** A table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. The row for item 2 shows a quantity of -0.5.
- Tax Section:** Includes a dropdown for "Category" (Sales Tax), "Taxable Amount" (\$-50.00 USD), "Rate(%)" (8), and "Tax Amount" (\$-4.00 USD).
- Next Button:** A blue button at the bottom right of the interface.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	LA Test - Upgrade		-0.5	EA	\$100.00 USD	\$-50.00 USD

Submitting Credit Memos – Option 1

- Click **“Submit”** to submit the credit memo and complete the process

Ariba Network Test Mode Company Settings Alex Test Help Center >>

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

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. 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.

Line-Item Credit Memo

(Original Invoice No: INV63811TEST)

Credit Memo #
CMTEST1234

Credit Memo Date :	Tuesday 31 Oct 2017 1:12 AM GMT-04:00	Subtotal :	\$-50.00 USD
Original Invoice No :	INV63811TEST	Total Tax :	\$-4.00 USD
Original Invoice Date :	Tuesday 24 Oct 2017 9:20 AM GMT-04:00	Total Shipping :	\$-10.00 USD
Original Purchase Order :	PO63811	Total Gross Amount :	\$-64.00 USD
		Total Net Amount :	\$-64.00 USD
		Amount Due :	\$ 64.00 USD

REMIT TO:

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

BILL TO:

ACCOUNTS PAYABLE

Postal Address (default):
email: [REDACTED]
PO BOX 31916
ST LOUIS, MO 63131
United States
Address ID: 2592996

SUPPLIER:

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

BILL FROM:

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

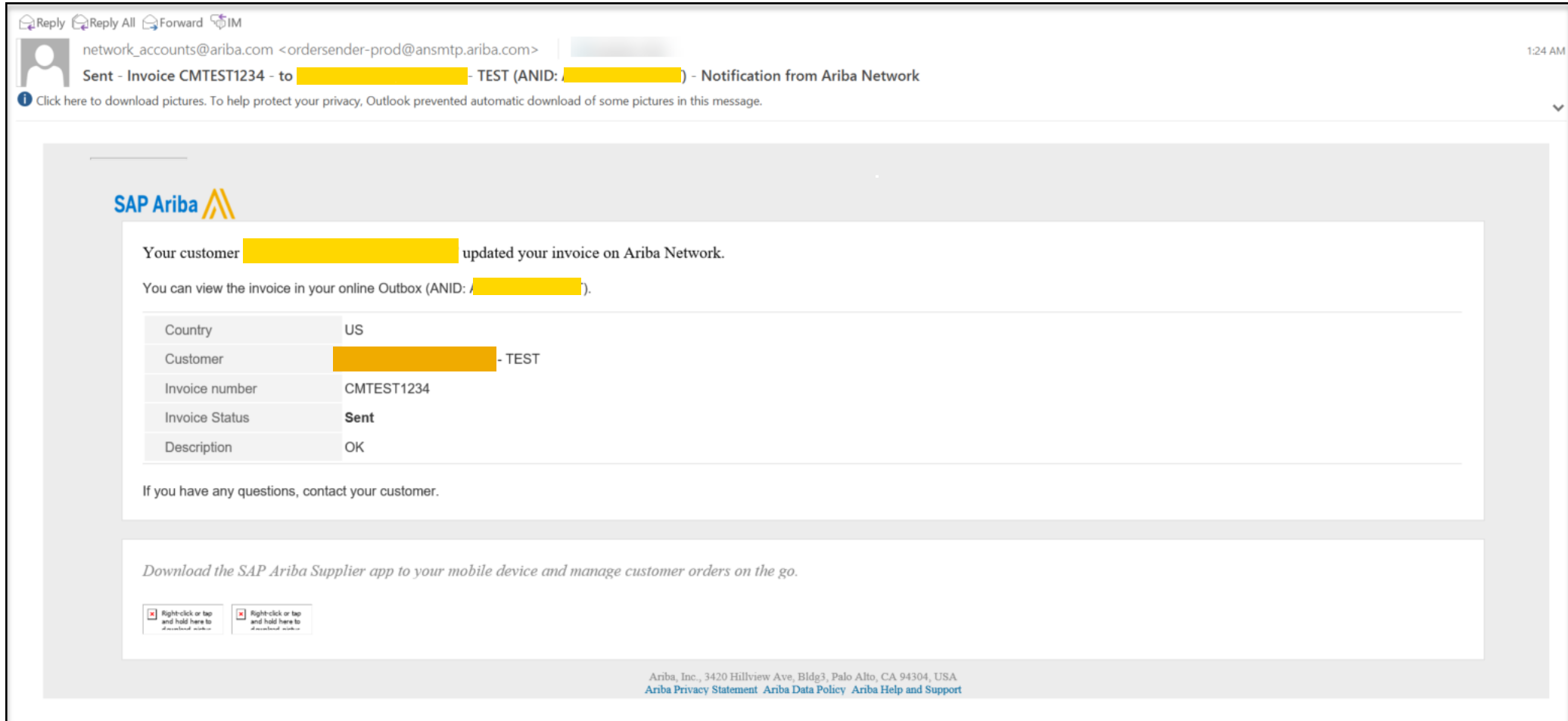
CUSTOMER:

Postal Address:
12405 Powerscourt Dr. Ste. 100
St. Louis, MO 63131
United States

SHIPPING INFORMATION:

Submitting Credit Memos – Option 1

- Review Confirmation sent you your email address notifying that the Credit Memo has been submitted



The screenshot shows an email interface with the following details:

- Sender: network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>
- Subject: Sent - Invoice CMTEST1234 - to [redacted] - TEST (ANID: [redacted]) - Notification from Ariba Network
- Time: 1:24 AM
- Message body content:
 - SAP Ariba logo
 - Text: "Your customer [redacted] updated your invoice on Ariba Network. You can view the invoice in your online Outbox (ANID: [redacted])."
 - Table with invoice details:

Country	US
Customer	[redacted] - TEST
Invoice number	CMTEST1234
Invoice Status	Sent
Description	OK

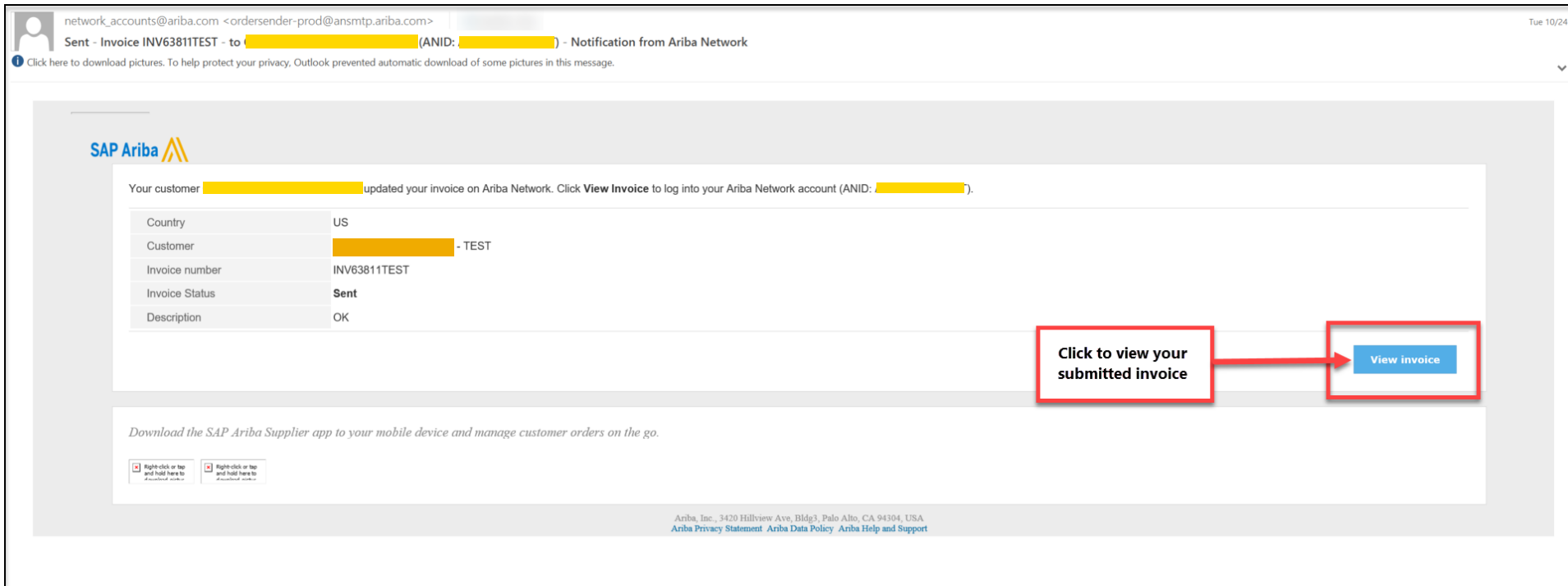
If you have any questions, contact your customer.

Download the SAP Ariba Supplier app to your mobile device and manage customer orders on the go.

Footer: Ariba, Inc., 3420 Hillview Ave. Bldg3, Palo Alto, CA 94304, USA
[Ariba Privacy Statement](#) [Ariba Data Policy](#) [Ariba Help and Support](#)

Submitting Credit Memos – Option 2

- Begin Credit Memo process by locating the confirmation received after submitting invoice
- Click **“View Invoice”** to review submitted invoice and begin Credit Memo process



Submitting Credit Memos Option 2

- When invoice review screen loads, click on **“Create Line Item Credit Memo”** to open credit memo creating screen

Ariba Network Test Mode Company Settings Alex Test Help Center >>

Invoice: INV63811TEST Done Previous

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status		Subtotal :	\$100.00 USD
Invoice: Approved		Total Tax :	\$0.00 USD
Routing: Acknowledged		Total Gross Amount :	\$100.00 USD
Invoice #: INV63811TEST		Total Net Amount :	\$100.00 USD
Invoice Date: Tuesday 24 Oct 2017 9:20 AM GMT-04:00		Amount Due :	\$100.00 USD
Purchase Order: PO63811			
Transmission Method: Online			
Origin: Supplier			
Source Document: Order			

REMIT TO:

[Redacted]

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

BILL TO:

ACCOUNTS PAYABLE

Postal Address (default):
email: [Redacted]
PO BOX 31916
ST LOUIS, MO 63131
United States
Address ID: 2592996

SUPPLIER:

[Redacted]

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

BILL FROM:

[Redacted]

Postal Address:
WYUU WLLD WSJT PO BOX 905537
CHARLOTTE, NC 28290-5537
United States

CUSTOMER:

[Redacted]

Postal Address:
12405 Powerscourt Dr. Ste. 100
St. Louis, MO 63131
United States

Submitting Credit Memos Option 2

- Credit Memo submission screen will load. Populate all required fields:
- Unique Invoice Number for Credit Memo
- Add Invoice Date (No Backdating Permitted)
- All quantity and price information will be negative (reflecting a refund)

Ariba Network

Test Mode

Company Settings Alex Test Help Center >>

Create Line-Item Credit Memo

Update Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Credit Memo #: CMTEST1234

Credit Memo Date: 31 Oct 2017

Original Invoice No: INV63811TEST

Original Invoice Date: 24 Oct 2017

Supplier Tax ID:

Remit To: CHARLOTTE, NC
United States

Bill To: ACCOUNTS PAYABLE
ST LOUIS, MO
United States

Subtotal: \$-50.00 USD
Total Tax: \$-4.00 USD
Total Shipping: \$-10.00 USD
Total Gross Amount: \$-64.00 USD
Total Net Amount: \$-64.00 USD
Amount Due: \$-64.00 USD

Shipping

Header level shipping Line level shipping

Ship From: CHARLOTTE, NC
United States

Ship To: COEGW02-Greenwood Village
Greenwood Village, CO
United States

Deliver To: COEGW02-Greenwood Village

Shipping Cost

Shipping Amount: \$-10.00 USD

Shipping Date:

Shipping Tax

Additional Fields

Submitting Credit Memos – Option 2

- Add comment through “**Add To Header**” dropdown menu
- Make changes to line item quantity and tax information if necessary
- Click “**Next**” to review Credit Memo before submitting

The screenshot shows the SAP Credit Memo submission interface. Key areas are highlighted with red boxes:

- Comment Section:** A red box encloses the "Reason for Credit Memo" and "Default Credit Memo Comment Text" input fields.
- Add to Header:** A red box highlights the "Add to Header" dropdown button.
- Line Items Table:** A red box highlights the "Quantity" field in the table row for line item 2, which is currently set to -0.5.
- Tax Section:** A red box encloses the "Sales Tax" configuration area, including fields for Category, Location, Description, Regime, Taxable Amount (\$-50.00 USD), Rate (%) (8), and Tax Amount (\$-4.00 USD).
- Next Button:** A red box highlights the "Next" button at the bottom right of the interface.

Other visible elements include the "Remove" button in the top right, the "Add to Included Lines" button, and the "Line Item Actions" and "Delete" buttons at the bottom left.

Submitting Credit Memos – Option 2

- Click **“Submit”** to submit the credit memo and complete the process

Ariba Network Test Mode Company Settings Alex Test Help Center >>

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

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. 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.

Line-Item Credit Memo

(Original Invoice No: INV63811TEST)

Credit Memo #
CMTEST1234

Credit Memo Date :	Tuesday 31 Oct 2017 1:12 AM GMT-04:00	Subtotal :	\$-50.00 USD
Original Invoice No :	INV63811TEST	Total Tax :	\$-4.00 USD
Original Invoice Date :	Tuesday 24 Oct 2017 9:20 AM GMT-04:00	Total Shipping :	\$-10.00 USD
Original Purchase Order :	PO63811	Total Gross Amount :	\$-64.00 USD
		Total Net Amount :	\$-64.00 USD
		Amount Due :	\$ 64.00 USD

REMIT TO: [Redacted] Postal Address: WYUU WLLD WSJT PO BOX 905537 CHARLOTTE, NC 28290-5537 United States	BILL TO: ACCOUNTS PAYABLE Postal Address (default): email: [Redacted] PO BOX 31916 ST LOUIS, MO 63131 United States Address ID: 2592996	SUPPLIER: [Redacted] Postal Address: WYUU WLLD WSJT PO BOX 905537 CHARLOTTE, NC 28290-5537 United States
BILL FROM: [Redacted] Postal Address: WYUU WLLD WSJT PO BOX 905537 CHARLOTTE, NC 28290-5537 United States	CUSTOMER: [Redacted] Postal Address: 12405 Powerscourt Dr. Ste. 100 St. Louis, MO 63131 United States	

SHIPPING INFORMATION:

Submitting Credit Memos – Option 2

- Review Confirmation sent you your email address notifying that the Credit Memo has been submitted

The screenshot shows an email interface with the following details:

- Sender: network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>
- Subject: Sent - Invoice CMTEST1234 - to [redacted] (ANID: [redacted]) - Notification from Ariba Network
- Time: 1:24 AM
- Message body content:
 - SAP Ariba logo
 - Text: "Your customer [redacted] updated your invoice on Ariba Network. You can view the invoice in your online Outbox (ANID: [redacted])."
 - Table with invoice details:

Country	US
Customer	[redacted] - TEST
Invoice number	CMTEST1234
Invoice Status	Sent
Description	OK

If you have any questions, contact your customer.

Download the SAP Ariba Supplier app to your mobile device and manage customer orders on the go.

Footer: Ariba, Inc., 3420 Hillview Ave. Bldg3, Palo Alto, CA 94304, USA
[Ariba Privacy Statement](#) [Ariba Data Policy](#) [Ariba Help and Support](#)