

How to create a Line-Item Credit Memo

Purchase Order: 450030657

Create Order Confirmation Create Ship Notice **Create Invoice**

Order Detail Order History **1**

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Invoices **2**

Invoice #	Customer	Reference	Submit Method
<input checked="" type="radio"/> test22062021a	Novartis Pharma	450030657	Online
<input type="radio"/> test11062021a	Novartis Pharma	450030657	Online
<input type="radio"/> test10062021a	Novartis Pharma	450030657	Online

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice

Summary **3**

Credit Memo #:

Credit Memo Date: 8 Apr 2022

Original Invoice No: test22062021a

Original Invoice Date: 22 Jun 2021

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Tax Category: 0% VAT / VAT 0% Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	EMPTY_FIELD	FO FLUOXETIN 20 1A DT DE 20µm255mm	46220595	-1	MTR	140.58 EUR	-0.14 EUR

Pricing Details Price Unit: MTR Unit Conversion: 1 Price Unit Quantity: 1,000.0 Description:

Tax Category: VAT Taxable Amount: -0.14 EUR Rate(%): 19 Tax Amount: -0.03 EUR Remove

It is not possible to cancel already submitted invoice.

In case you need to cancel your invoice please submit a Line-item credit memo and resubmit the invoice accordingly if needed.

Few simple steps:

- 1) Select the order or the invoice and click on **Create Invoice - Line-item credit memo**.
- 2) Select the invoice you want to credit.
- 3) Fill only the credit memo number, other details will be prepopulated automatically.
- 4) Click on **Next**, review and **Submit**.