

SAP Business Network Supplier guide

How to submit a credit invoice



Create credit memo/invoice



1. In dashboard search for the invoice that you want to credit
2. Click on the three dots
3. Choose: credit line-item credit memo

The screenshot shows the 'Workbench' dashboard with a navigation bar at the top containing 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'More'. The 'Workbench' section displays a summary of key metrics: 3 New orders, 1 Invoices, 0 Changed orders, 4 Orders, 0 Items to confirm, and 0 Items to ship. Below this, there is a search filter for 'Invoices (1)' with options for 'Edit filter', 'Save filter', and 'Last 31 days'. Search criteria include 'Customers', 'Invoice number', 'Reference', and 'Invoice date'. A table lists the search results, with the first row highlighted. A context menu is open over the first row, showing options: 'Create line-item credit memo', 'Create line-item debit memo', 'Edit', and 'Copy'. Red boxes and numbers 1, 2, and 3 highlight the search result, the context menu, and the 'Create line-item credit memo' option respectively.

Pin	Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status
1	INV_4528578612	Eri sson AB - TEST	4528578612	Mar 5, 2024	€124 EUR	Acknowledged	Sent

4. Choose: Quantity or Price Adjustment
5. Add comment, reason to credit note
6. Adjust the Quantity/ Price and submit the credit note

Credit Memo Type

Quantity Adjustment ⓘ
 Price Adjustment ⓘ

Invoice Header

Summary

Credit Memo #:

Credit Memo Date: 5 Mar 2024

Original Invoice No: INV_4528578612

Original Invoice Date: 5 Mar 2024

Remit To: Hirsatantie 11

Bill To: Jorvas Finland
Ericsson Eesti AS
Tallinn
Estonia

Subtotal: -100.00 EUR
 Total Tax: -24.00 EUR
 Total Amount without Tax: -100.00 EUR
 Amount Due: -124.00 EUR

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: TIM NORDIC OY - TEST
Jorvas Finland

Ship To: Ericsson Eesti AS
Tallinn
Estonia

Deliver To:

Additional Fields

Supplier Account ID #:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Service Start Date:

Service End Date:

Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Line Items

Insert Line Item Options

Tax Category: 24% VAT / Standard rate
 Shipping Documents
 Special Handling
 Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
10	<input checked="" type="checkbox"/>	MATERIAL		test PO for Finland demo		-10	EA

Pricing Details

Unit Conversion: 1

Price Unit: EA

Price Unit Quantity: 1

Tax

Category: VAT

Location:

Description: Standard rate

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -100.00 EUR

Rate(%): 24

Tax Amount: -24.00 EUR

Exempt Detail: (no value)

Date Of Supply: 5 Mar 2024

Triangular Transaction

Comments

Line Item Actions | Delete



