



Fortescue™

Goods Order Credit Note Processing

We are Fortescue

Goods Order Credit Note Processing

How to Submit a Credit Note against an Invoice for a Goods Purchase Order in SAP Business Network



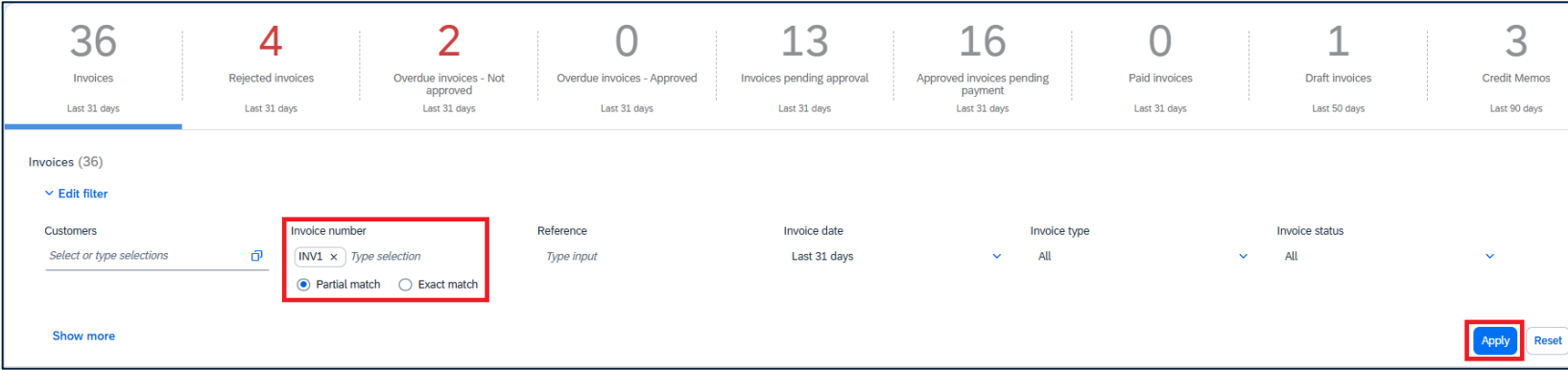
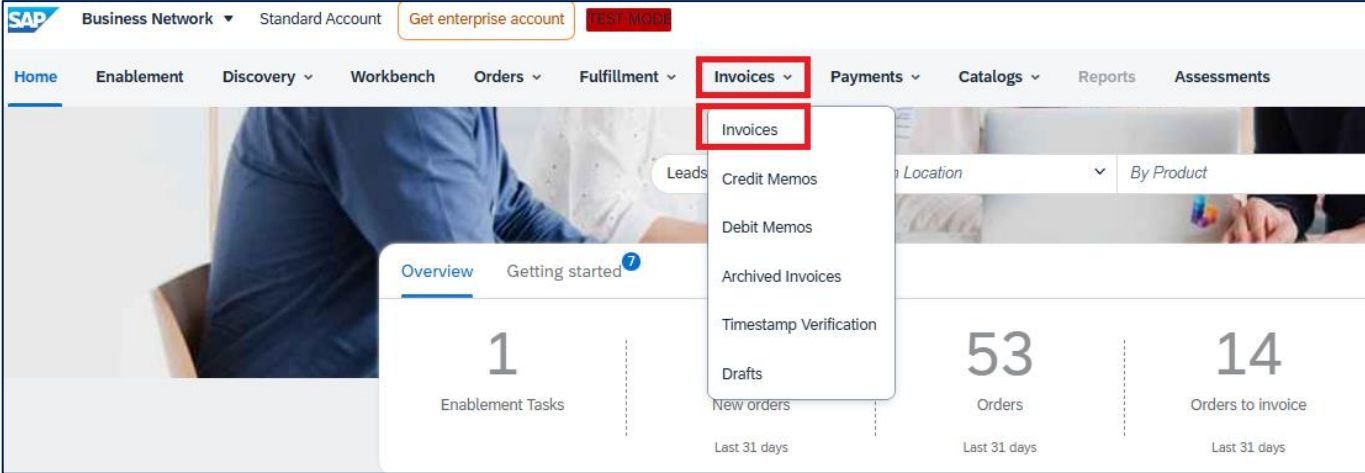
Credit notes can be issued for:

1. Goods returned
2. Overcharge

Select the Invoice to be Credited



- 1. From the SBN Home Page, navigate to **Invoices** and select **Invoices** from the drop-down selection.
- 2. Use the filter option to search for the invoice that the credit note must be entered against
 - a. Enter the invoice number
 - b. Select **Partial or Exact match**
- 3. Click on **Apply**



Enter Credit Note Details



5. The selected invoice will be displayed
6. Click on **Actions**
7. Select **Create line-item credit memo**
8. Enter a unique Credit Note Number
 - a. This field accepts capital letters only
 - b. Specific special characters, and
 - c. Cannot be longer than 16 characters
9. Credit note cannot be back dated, must be current date
10. The original invoice and date will be displayed
11. Review your ABN to ensure it is correct

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address
INV1	Fortescue Ltd - TEST	4502791.305	Mar 19, 2025	\$1650 AUD	Acknowledged	Sent	

Create Line-Item Credit Memo

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

Invoice Header

Summary

Credit Memo #: * CN01-12345

Credit Memo Date: * 28 Mar 2025

Original Invoice No: INV1

Original Invoice Date: 19 Mar 2025

Supplier Tax ID: * W8888888888888888

Remit To: [Empty]

Perth Western Australia
Australia

Bill To: **Pilbara Energy Generation Pty Ltd (ACN: 631 303 305)**

Perth WA
Australia

Subtotal: \$-1,500.00 AUD
Total Tax: \$-150.00 AUD
Amount Due: \$-1,650.00 AUD

Enter Credit Note Details and Confirm



12. Use the toggle under **Include** to exclude lines you do not wish to include in the credit note
13. Enter the **Quantity** you wish to credit in the **Quantity** box if it is not a full credit
14. The tax details will match the previously submitted invoice
15. Click on **Next**
16. Review the invoice details on the next screen
17. Click on **Submit**

Line Items

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax 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	99-7932	3 x NOSE, 244 BT, -08 BT		-100	EA	\$10.00 AUD	\$-1,000.00 AUD
<p>Pricing Details</p> <p>Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1 Description:</p> <p>Tax</p> <p>Category: GST Taxable Amount: \$-1,000.00 AUD Location: Rate(%): 10.000 Description: Goods and Services Tax Tax Amount: \$-100.00 AUD Regime: Exempt Detail: (no value)</p>									
20	<input checked="" type="checkbox"/>	MATERIAL	99-7932	3 x NOSE, 244 BT, -08 BT		-5	EA	\$100.00 AUD	\$-500.00 AUD
<p>Pricing Details</p> <p>Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1 Description:</p> <p>Tax</p> <p>Category: GST Taxable Amount: \$-500.00 AUD Location: Rate(%): 10.000 Description: Goods and Services Tax Tax Amount: \$-50.00 AUD Regime: Exempt Detail: (no value)</p>									

Create Line-Item Credit Memo

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:Australia. The document's destination country is:Australia.
 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

(Original Invoice No: INV1)

Credit Memo Number: CND1-12345	Subtotal: \$-1,500.00 AUD
Credit Memo Date: Friday 28 Mar 2025 11:29 AM GMT+08:00	Total Tax: \$-150.00 AUD
Original Invoice Number: INV1	Amount Due: \$-1,650.00 AUD
Original Invoice Date: Wednesday 19 Mar 2025 1:29 PM GMT+08:00	
Original Purchase Order: 4502791305	