

How to create a credit memo

- Access the purchase order
- Then Go to Create Invoice
 - Select Line-Item Credit Memo

Purchase Order: 7000086183 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History

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

Boston Scientific

From:
Boston Scientific Medical Device (Malaysia) Sdn. Bhd.
PMT 741, Persiaran Cassia Selatan 1, Taman Perindustrian Batu Kawan
Accounts Payable Dept
PO Box: 9188
14110 Bandar Cassia, Pulau Pinang
MA
Malaysia

To:
HONG POH ENGINEERING CONSTRUCTION - TEST
NO 26-02 PINE VALLEY BUSINESS CENTRE LEB
SDN BHD
011060 Paya Terubong
Pahang
Malaysia
Phone:
Fax:
Email: melania.sancho@bsci.com

Purchase Order (Invoiced)
7000086183
Amount: RM15,000.00 MYR
Version: 1

- Then select the invoice you want to process the credit against to.

Line-Item Memo Done

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
7000086183	Boston Scientific - TEST	7000086183	Online	Supplier	No	Order	22 Oct 2020	RM15,000.00 MYR	Acknowledged	Approved

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

- Then you can start to create the credit memo
 - By quantity adjustment
 - By price adjustment
- Indicate credit memo #

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type

Quantity Adjustment Price Adjustment

▼ Invoice Header * Indicates required field Add to Header ▾

Summary

Credit Memo #:

Credit Memo Date: 9 Nov 2020

Original Invoice No: 7000086183

Original Invoice Date: 22 Oct 2020

Supplier Tax ID:

Remit To: NO 26-02 Pine Valley

Penang
Malaysia

Bill To: Boston Scientific Medical Device (Malaysia) Sdn. Bhd.

Subtotal: RM-15,000.00 MYR
Total Tax: RM0.00 MYR
Amount Due: RM-15,000.00 MYR View/Edit Addresses

- Select Add to Header in order to select "Attachment" and be able to add the PDF credit memo copy.

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

Quantity Adjustment Price Adjustment

▼ Invoice Header * Indicates required field

Summary

Credit Memo #:

Subtotal: RM-100.00 MYR
Total Tax: RM0.00 MYR
Amount Due: RM-100.00 MYR

Add to Header
Shipping Cost
Special Handling
Attachment

- Complete all the corresponding information and add the attachment

Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Attachments

The total size of all attachments cannot exceed 25MB

Browse... Add Attachment Remove

- Update quantity and click update

Insert Line Item Options

Tax Category: 0% SST / No Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	UAT - INV-032A		-5	EA	RM10.00 MYR	RM-15,000.00 MYR

Line Item Actions Delete

Update Save Exit Next

- It is required to add Tax on the line level

Line Items

Insert Line Item Options

Tax Category: 0% SST / No Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	UAT - INV-032A		-5	EA	RM10.00 MYR	RM-50.00 MYR

Line Item Actions Delete

Edit
Add
Tax
Special Handling
Discount
Comments
Attachment

Update Save Exit Next

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- Tax information needs to be included even though is 0%. Once tax is included click update and then next.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	UAT - INV-032A		-5	EA	RM10.00 MYR	RM-50.00 MYR

Tax

Category: 0% SST / No Tax

Location:

Description: No Tax

Regime:

Taxable Amount: RM-50.00 MYR

Rate(%): 0

Tax Amount: RM0.00 MYR

Line Item Actions

- Once you check the credit memo you can click "Submit"

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
SST	0%		RM-50.00 MYR	RM0.00 MYR		No Tax		

Line Item Credit Memo Summary

Subtotal: **RM-50.00 MYR**

Total Tax: RM0.00 MYR

Amount Due: **RM-50.00 MYR**