

# S2Pconnect

Supplier Portal Training Guide: How to create a Credit Memo



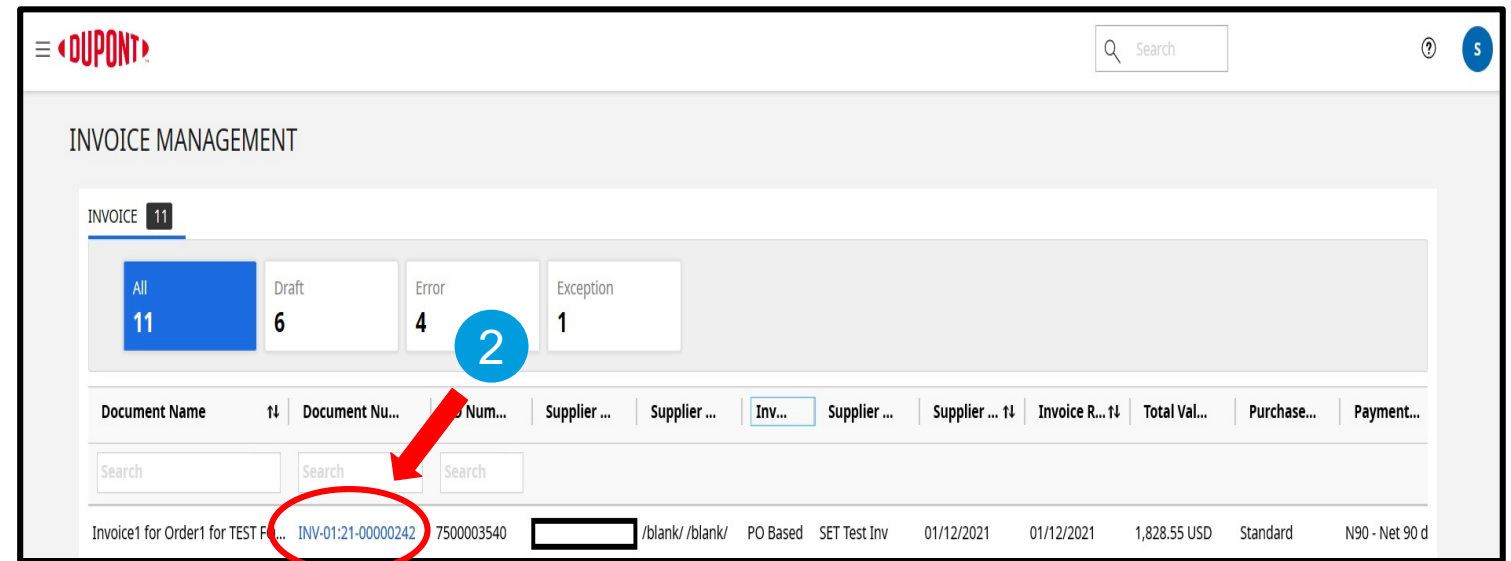
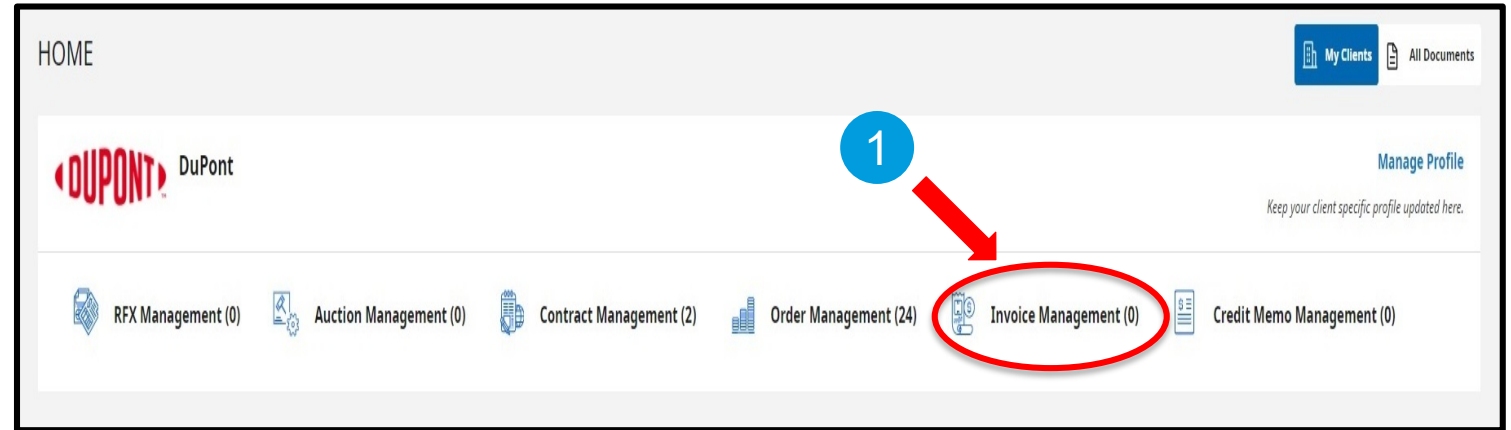
Please note:

These instructions are ONLY for suppliers who have been onboarded to the S2P Connect Supplier Portal.



# Create a Credit Memo

- 1) To issue a Credit Memo to your customer, click on the **Invoice Management** tile from the home page.
- 2) Click on the **Invoice Number** for which the credit memo is to be applied.



# Create Credit Memo (cont.)

- 3) Click on the **More** button.
- 4) Select **Create Credit Memo** option.
- 5) Enter **Supplier Memo Number**.
- 6) Enter **Credit Quantity** or **Credit Amount** as required.

The screenshot shows the S2Pconnect interface for creating a credit memo. The interface is divided into several sections: Basic Details, Supplier Details, StakeHolder Details, Payment And Delivery..., and Line Details. The 'BASIC DETAILS' section contains fields for Invoice Name, Invoice Number, Invoice Amount, Supplier Invoice Number, Invoice Creation Date, Supplier Name, Multi PO Invoice, Order Number, Order Name, Supplier Code, Purchase Type, and Invoice Type. The 'LINE DETAILS' section contains a table with columns for Line, Item, Supplier Item, Line Description, Type, UOM, Credit Quantity, and Credit Amount. The 'Credit Quantity' and 'Credit Amount' columns are highlighted with red boxes and arrows, indicating the required input for step 6.

**Step 3:** Click on the **More** button in the top right corner of the invoice details page.

**Step 4:** Click on the **Create Credit Memo** option in the 'Export To PDF' section.

**Step 5:** Enter the **Supplier Memo Number** (F542) in the 'BASIC DETAILS' section.

**Step 6:** Enter the **Credit Quantity** (1.00) in the 'LINE DETAILS' section.

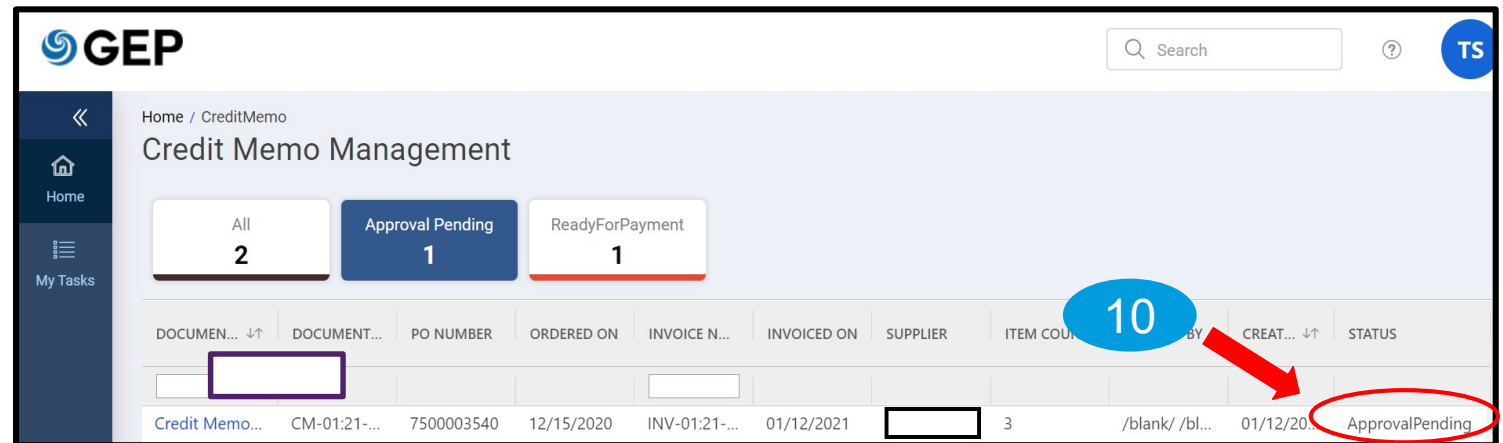
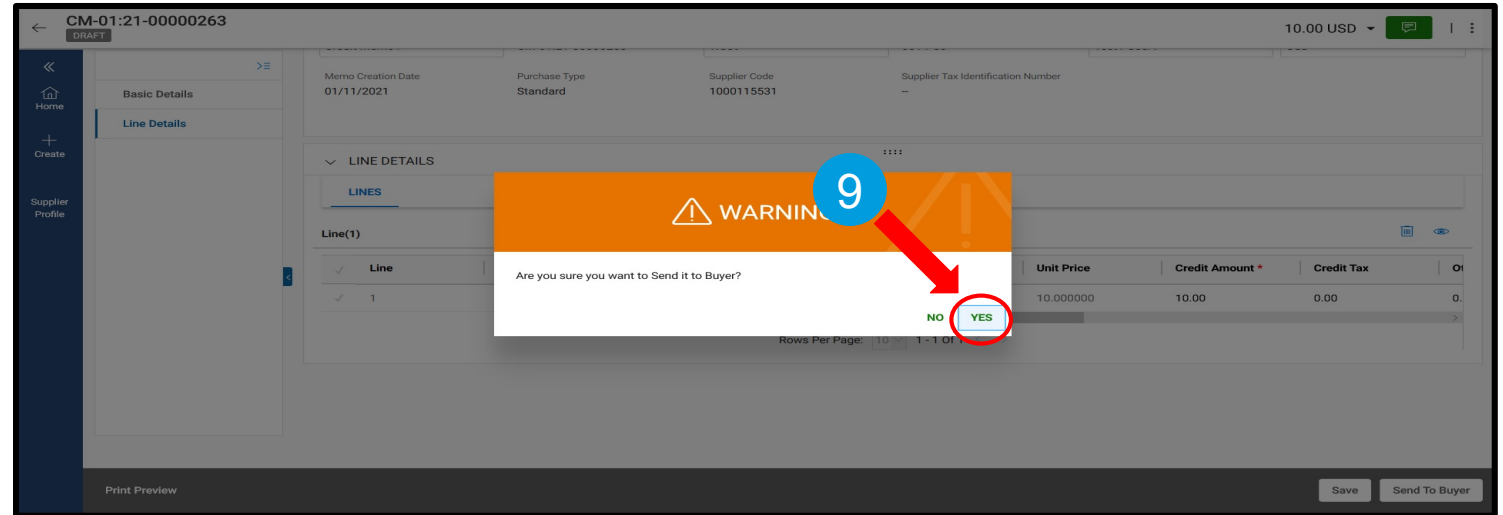
# Create Credit Memo (cont.)

- 7) Click on the **3 dots**.
- 8) Click **Upload Image** and attach the credit memo document (acceptable formats are PDF, JPG & PNG)

NOTE: Attaching an image is mandatory

# Create Credit Memo (cont.)

- 9) After uploading the image, click **Send To Buyer** on the bottom right corner. You will receive the message *Are you sure you want to send to Buyer?* Select **Yes**.
- 10) Once you click *Send to Buyer*, it will take you to *Credit Memo* tab, where you can see the credit memo with **Approval Pending Status**.





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