S2P Connect

Supplier Portal Training Guide: How to create a Credit Memo

DUPONT™

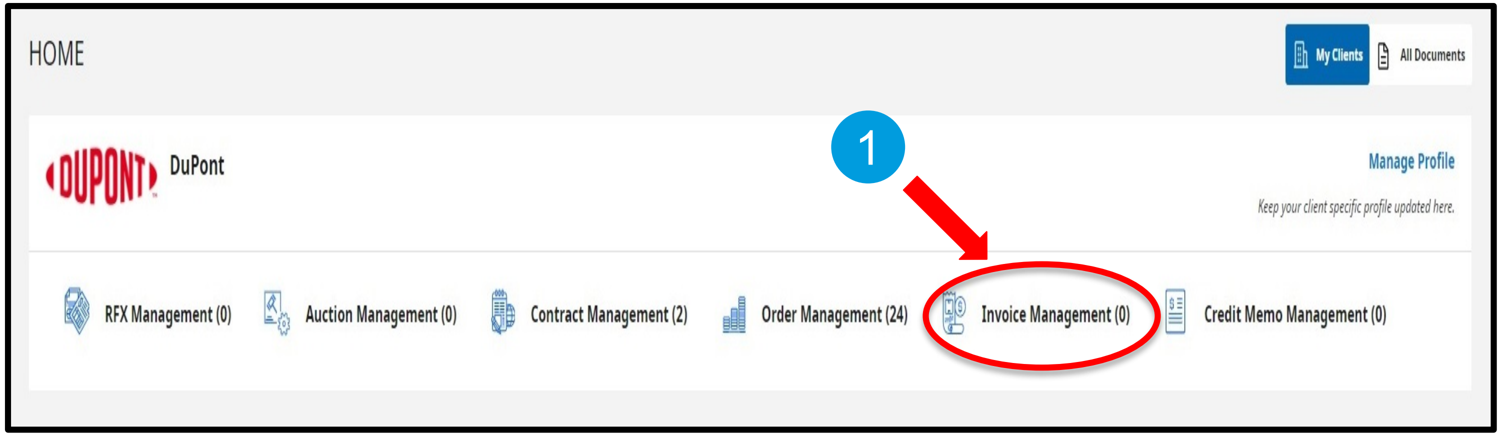
Please note:

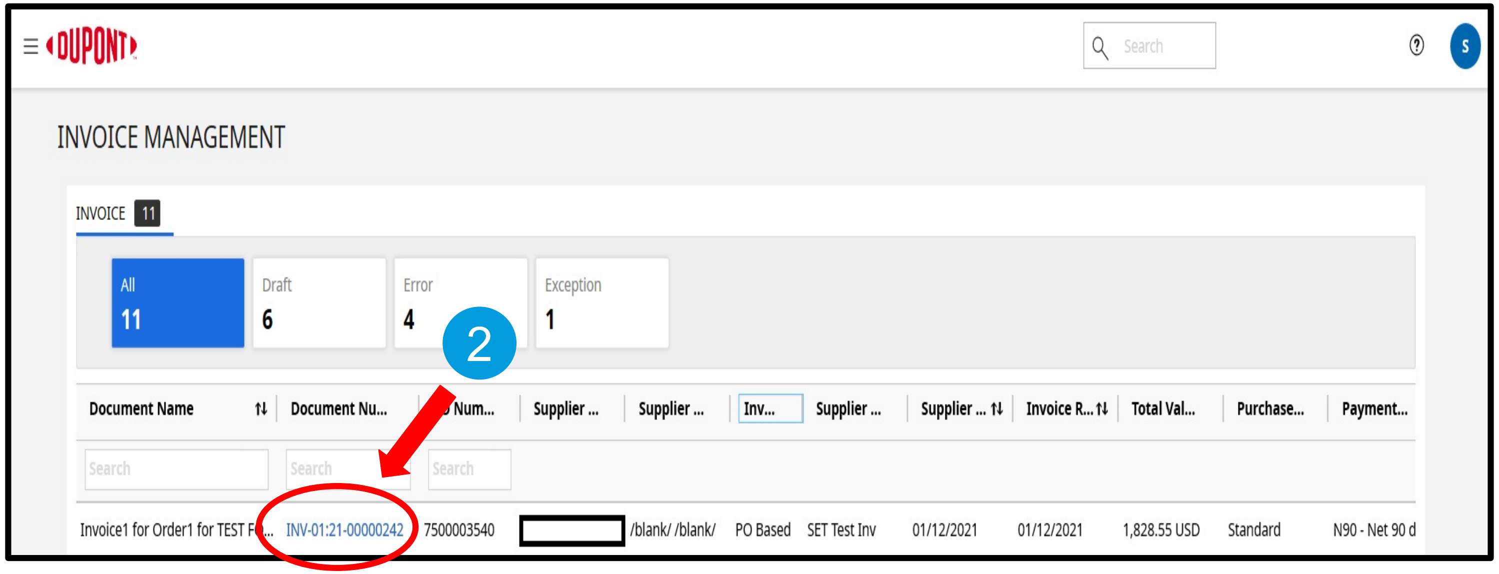
These instructions are ONLY for suppliers who have been onboarded to the S2P Connect Supplier Portal.

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.





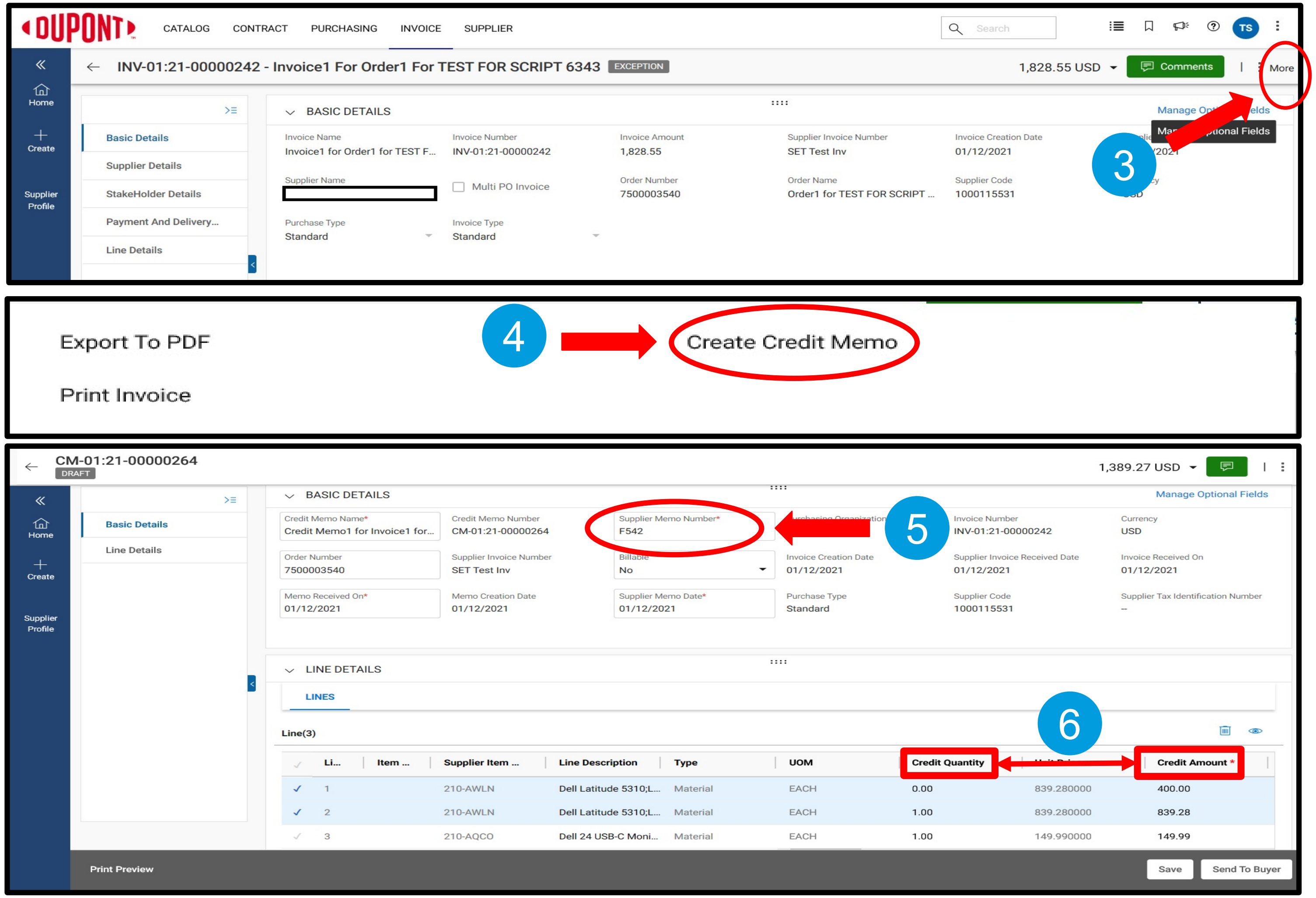
Create Credit Memo (cont.)

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.

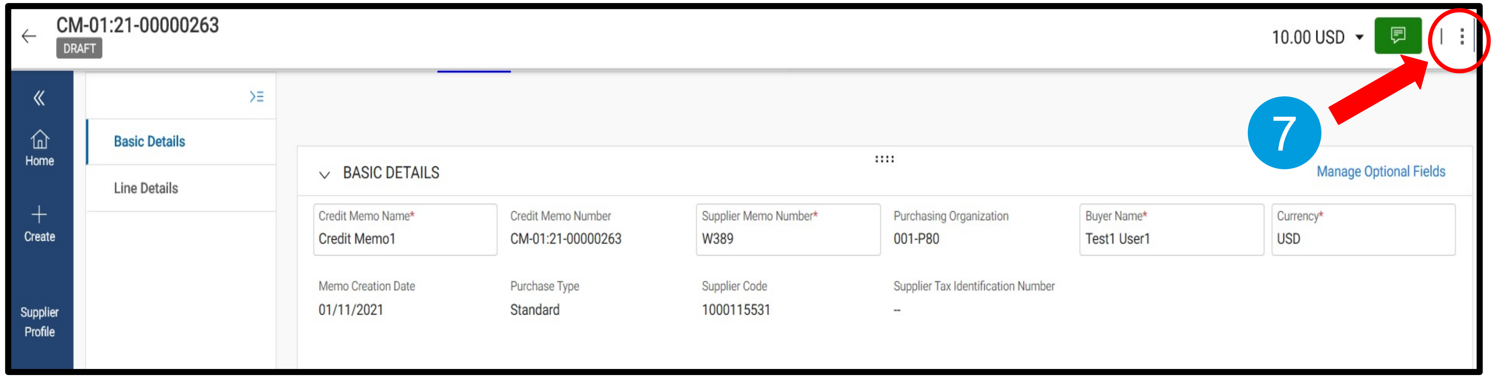


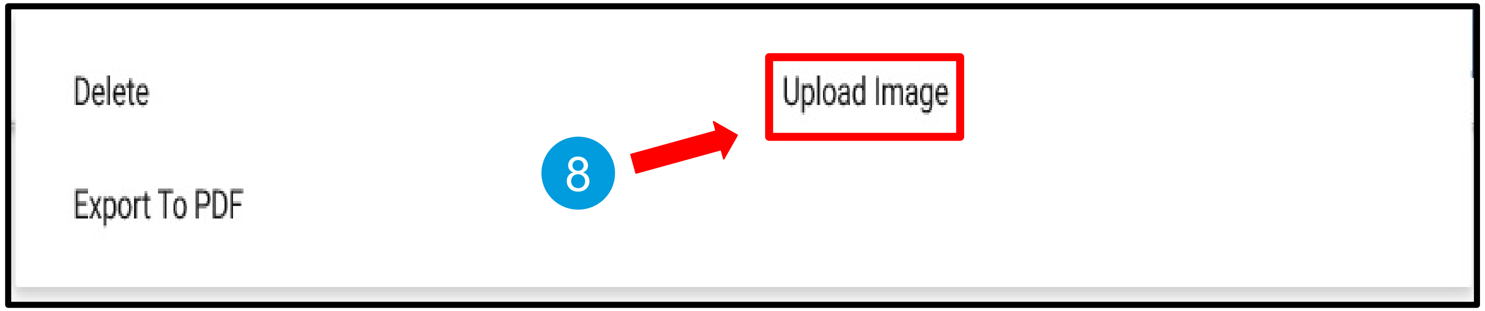
Create Credit Memo (cont.)

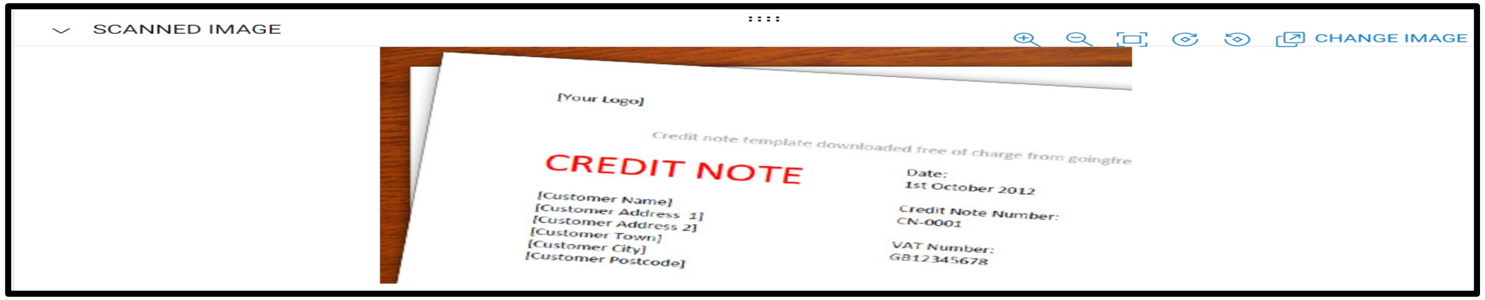
7) Click on the **3 dots**.

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**.