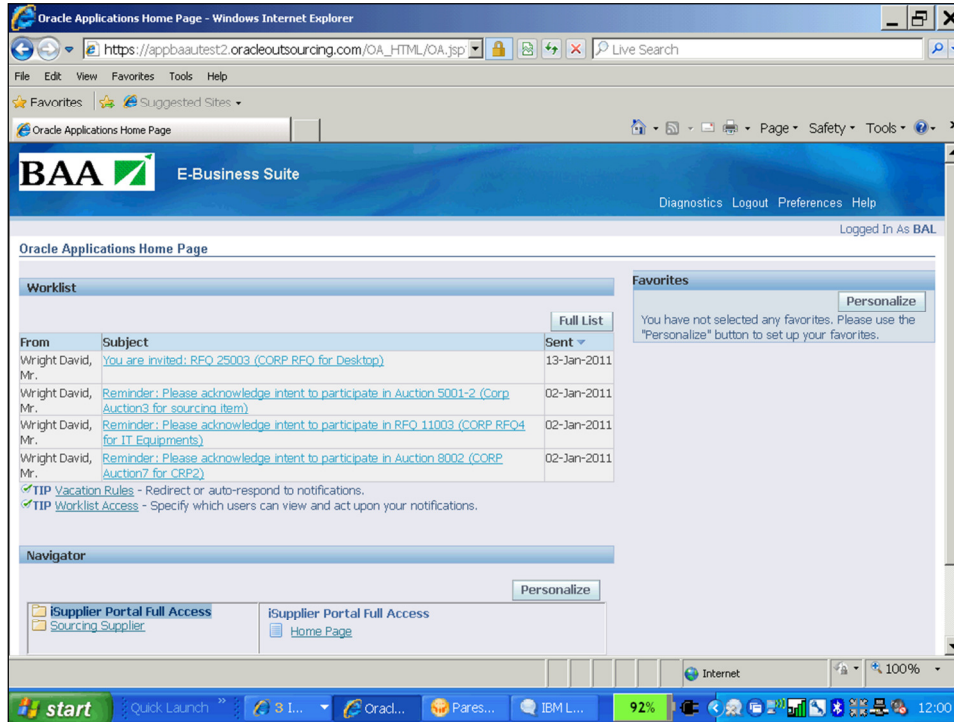












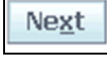






# Create Credit Memo

## Procedure



Step	Action
1.	Click the <b>iSupplier Portal Full Access</b> link. 
2.	Click the <b>Finance</b> tab. 
3.	Click the <b>Go</b> button. 
4.	Click in the <b>Purchase Order Number</b> field. 
5.	Enter the desired information into the <b>Purchase Order Number</b> field. Enter <b>"203000029"</b> .
6.	Click the <b>Go</b> button. 
7.	Click in the <b>Select</b> field. 

Step	Action
8.	Click the <b>Next</b> button. 
9.	Click in the <b>Invoice Number</b> field. 
10.	Enter the desired information into the <b>Invoice Number</b> field. Enter " <b>11112</b> ".
11.	Click in the <b>Invoice type</b> field. 
12.	Click an entry in the list. 
13.	User can attach credit memo soft copy by add attachment option
14.	Click the scrollbar. 
15.	Click in the <b>Quantity</b> field. 
16.	Enter the desired information into the <b>Quantity</b> field. Enter " <b>-5</b> ".
17.	Click the <b>Next</b> button. 
18.	Click the scrollbar. 
19.	Click the <b>Next</b> button. 
20.	Click the scrollbar. 
21.	Click the <b>Submit</b> button. 
22.	<b>End of Procedure.</b>