1. Open the email notification for the purchase order you are processing and click on the button "PROCESS ORDER" and it would direct you to another page.

| Mon 7/3/2017 11/26 AM "Lexicorp LAC" <ordersender-dev8@ariba.com> Ariba Internal TestingLexicorp LAC sent a new Purchase Order 2017-07-03BeataK1OSID01 b If there are problems with how this message is displayed, click here to view it in a web browser,</ordersender-dev8@ariba.com> | |
|---|------------|
| 2017-07-03 21 KB | |
| Lexicorp LAC sent a new order Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have a account, you can use it and log in now. | n (* 75 |

2. Find the button "CREATE INVOICE" then select "LINE ITEM CREDIT MEMO"

| | | | | - 0 |
|---|--|---------------------------------------|---|--|
| https://service.ariba.com/SCMSupplier.aw/124999072/aw?awh | =r8awssk=p0Jon4nL | ✓ ≜ C Search | | <u>,</u> P+ h ★4 |
| ChannelOne Home Ariba Network Buyer Ariba Network Buyer | Ariba Network Supplier × 🖸 | | | |
| 🏨 🏧 Ariba Network Supplier 🗧 Ariba Network Buyer 🦪 TeamGuru - Lo | gin 🔜 WorkCycle 🙌 Kronos Workforce 🚥 Vendor Portal | | 🖞 • 🖾 • | 🖂 🖶 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 |
| Ariba Supply Chain Collaboration | n | | | Help Center (|
| Purchase Order: 6500012911 | | | Done | Search |
| Create Order Confirmation 👻 | Create Involce Hide Print - Download PDF Export cXML Dow | mload CSV Resend | | How do I create an invoice? |
| Order Detail Order History | Standard Invoice | | | Why can't I find a purchase order? |
| | Credit Memo | | | Order confirmations are now easier factor baller and smarter |
| GRACE | Line Hell Order Hellin | | | |
| From: | To: | Purchase O | der | |
| W.R. Grace & CoConn. 7500 Grace Dr | Curtis Bay WR Grace SCC Test Supplier - TEST 123 Main St | (Invoiced) 65000125 | 911 | Criters and releases |
| Columbia , MD 21044-4009 United States | Columbia , MD 21044 United States Phone | Amount: \$1,0 Version: 1 | 00.00 USD | Shipping |
| Phone: +1 (410) 5314000 | Fax: Email: Sridevi.Sarada@grace.com | | | Reports |
| | | | | SAP Ariba Supply Chain Collaboration |
| Payment Terms 1 5% 2 NET 30 | | Rout Related D | ing Status: Acknowledged ocuments: C 6500012911-INV1 | SAP Ariba Supply Chain |
| Comments Comment Type: Terms and Conditions | | | 6500012911-SN1 More(1) > | Collaboration fields for suppliers |
| Body:https://grace.com/en-us/vendors-and-suppliers/Pages/Purchas | sing-Terms-and-Conditions.aspx | | | Logistics |
| Company Code: 032 Purchasing Unit Name: Grace | | | | SAP Supply Network Collaboration integration |
| Order Response Comment Okie | | | | Returns |
| Grace's PO Terms and Conditions | | | | Quality issues |
| Ship All Items To | Bill To | Deliver To | | View more |
| Curtis Bay, MD (US) 5500 Chemical Rd Ballimore, MD 21226-1604 United States Ship To Code: 5210 Phone: +1 (410) 3554000_0 Email: saling/wod betajn@grace.com | W.R. (new A. CoCom. 7500 Grace D Columba, MD 2164-4009 United State Phone. +1 (410) 5314000 ₄ 0 | ASHWINI METUKU Curfis Bay, MD (US) | | Top 5 FAQs |
| Line Items | | \$ | Messages | Documentation Q Support |
| s://service.ariba.com/SCMSupplier.aw/124999072/aw?awh=r&awssk=p0Jon | 4nL# | | | R 100% |

3. Mark the corresponding invoice for processing and click on "Create Line Item Credit Memo"

| Invo | ces (1) | | | | | | | | | | |
|------|---------------------|------------------|-----------------------|-------------------|---------------|--------------|----------|------------------|------------|----------------|------------|
| | Туре | Invoice # | Customer | Reference | Submit Method | Submitted By | Origin | Self Billing | Source Doc | Date 1 | Amount |
| | Standard Invoice | INV6500010693 | WR Grace - TEST | 6500010693 | Online | Supplier | Supplier | No | Order | 29 Jul 2019 | \$6,120.00 |
| 4 | Create Line | Item Credit Memo | Create Li | ne-Item Debit Mem | o Edit | Сору | | Create Non-PO In | nvoice | Create Contra | ct Invoice |

4. Always select "QUANTITY ADJUSTMENT" as credit memo type and enter the credit memo reference number (e.g. 1234-CN)



5. Enter the reason for the issuance of credit memo then click on "ADD TO HEADER" then select "ATTACHMENT". Browse the folder to select the file(s) to be attached and click on "ADD ATTACHMENT".

| Comment |
|---------|
| |

6.

| Reason for Credit Memo:* | Invoice Cancellation per Business need | | |
|--|---|---|--------------|
| | | | |
| Default Credit Memo Comment Text: | | | |
| | | | |
| *Attachments | | | |
| The total size of all attachme | ents cannot exceed 10MB | | |
| Choose File No file chose | Add Attachment | | |
| Add to Header 🔻 | | | |
| Click on 'NEXT and the | n 'SUBMIT' | | |
| Create Line-Item Credit Memo | | Previous Submit Save | E |
| Confirm and submit the line-item credit memo. States. The document's destination country is: If you want your invoices to be stored in the Ar subscribe to the archiving service. | It will not be electronically signed according to the countries of o United States. riba long term document archiving, you can subscribe to an archiv | rigin and destination of invoice. The document's originating c ring service. Note that you will also be able to archive old invo | ountry is:Un |

| Original Invoice No: INV6500010693) | | | | | | | | |
|-------------------------------------|-------------------------------------|----------|-----------------|--------------|-----------------|--|--|--|
| Credit Memo Number: | CM6500010693 | | Subto | tal: | \$-6,120.00 USD | | | |
| Credit Memo Date: | Monday 29 Jul 2019 1:58 PM GM1-04:0 | 00 | Total | lax: | \$0.00 USD | | | |
| Original Invoice Number: | INV6500010693 | 00 | Iotal Gross Amo | unt: | \$-0,120.00 USD | | | |
| Original Invoice Date: | Monday 29 Jul 2019 4:31 AM GM1-04: | 00 | Iotal Net Amo | unt: | \$-0,120.00 USD | | | |
| Original Purchase Order: | 6500010695 | | Amount L | ue: | \$-0,120.00 USD | | | |
| | | | | | | | | |
| PEMIT TO: | | BILL TO- | | CI IDDI IED- | | | | |