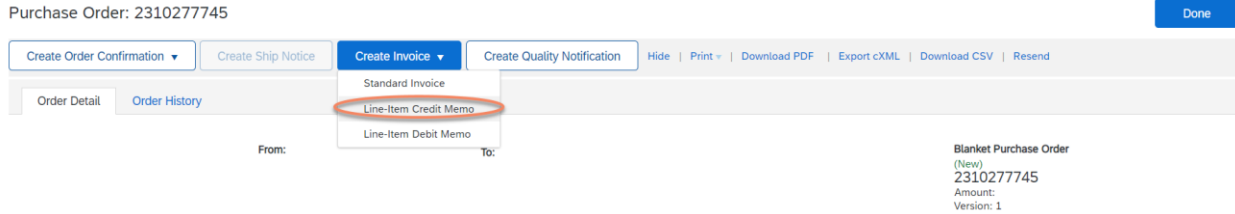
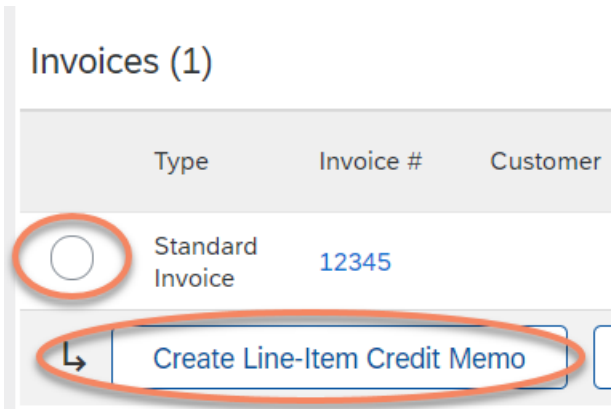


# Creating Credit Memo in the Ariba network.

1. Enter the PO in Ariba.
  - a. By using the interactive e-mail (standard account users)
  - b. By search for the PO in the Ariba inbox (Enterprise account users)
2. Select create credit invoice by selecting: Line-item Credit memo



3. Select the invoice you want to credit
  - a. Create Line-item Credit memo



4. Credit information, credit invoice number, and invoice date are mandatory fields to fill in. Ariba will automatically make the invoice a full credit, so all line item information is already filled in. You can click next if nothing needs to be edited.
5. Submit the credit