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