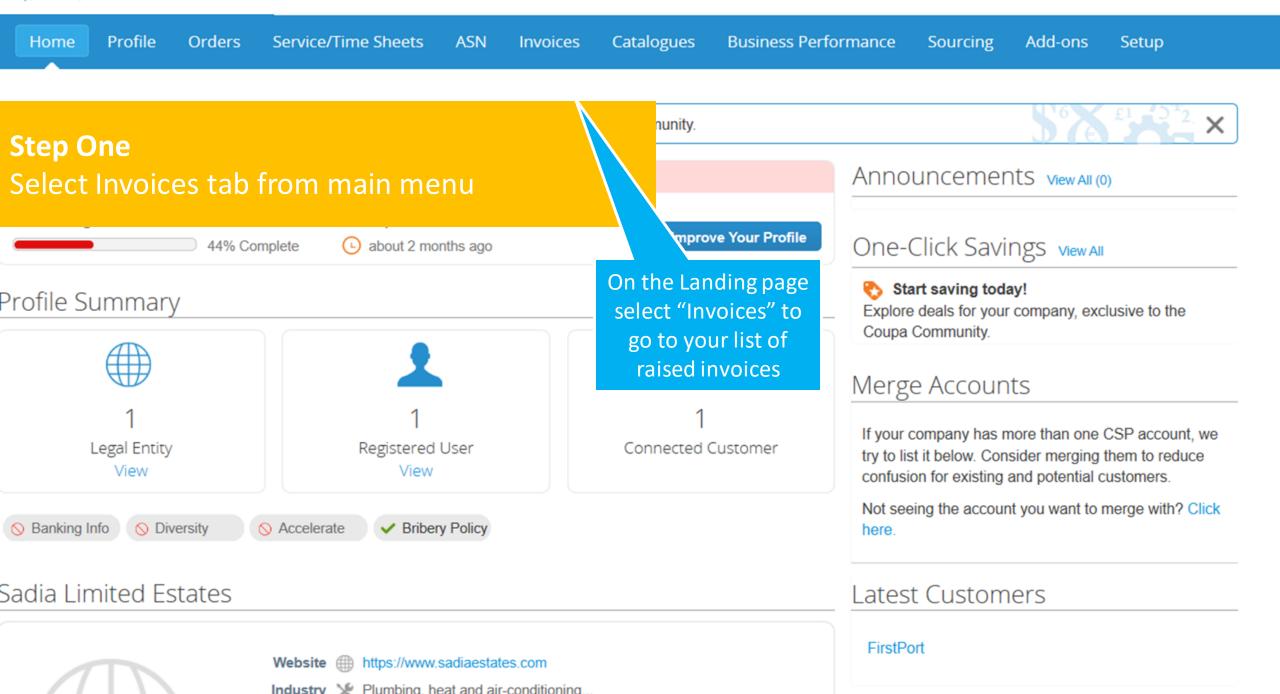


# **Supplier Portal**

## Raising A Credit Note



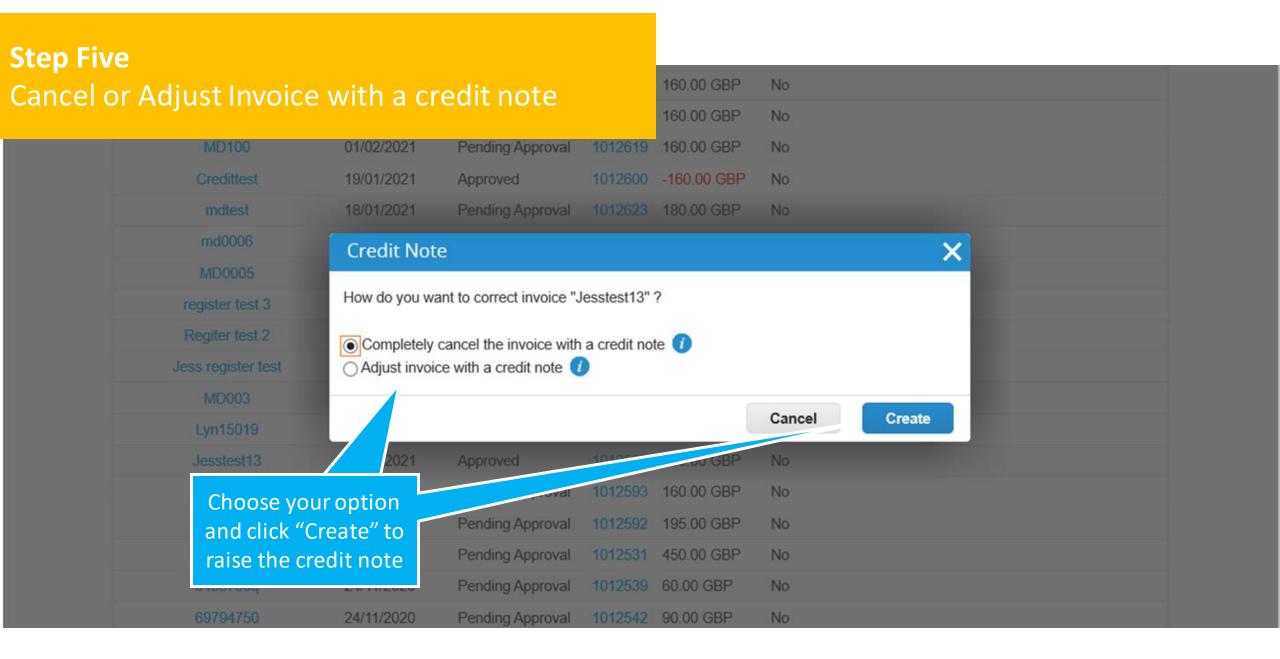


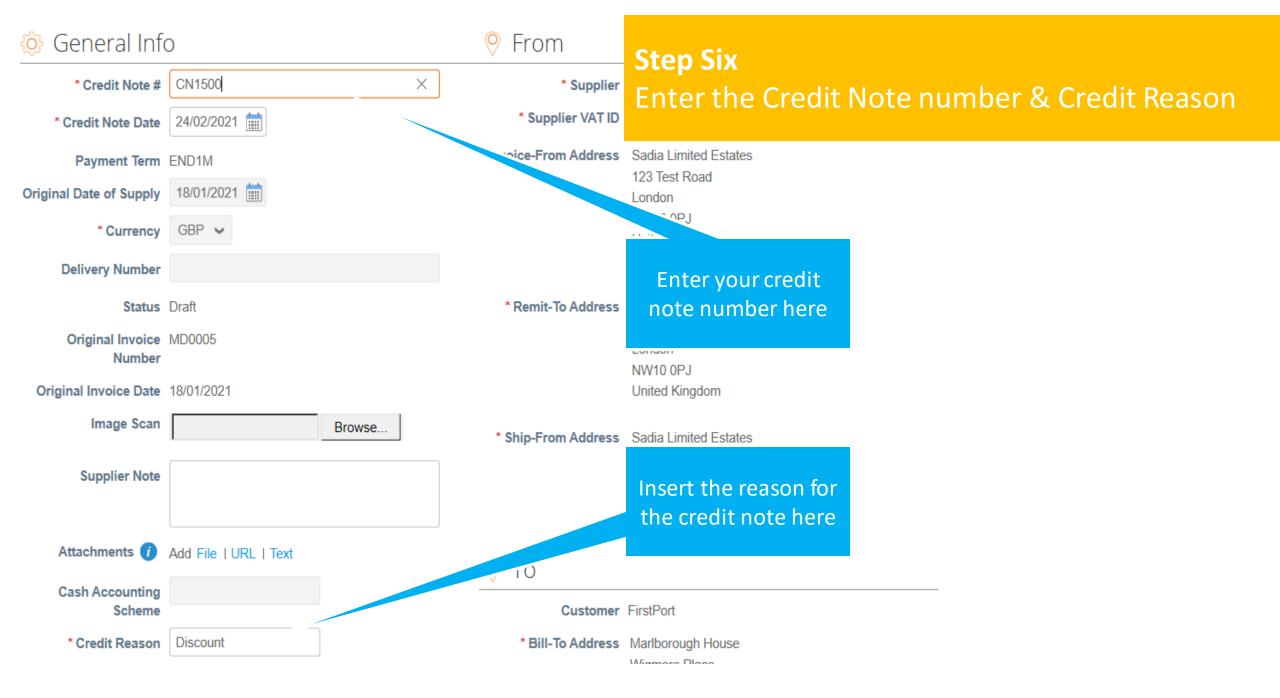
### 🗱 coupa supplier portal

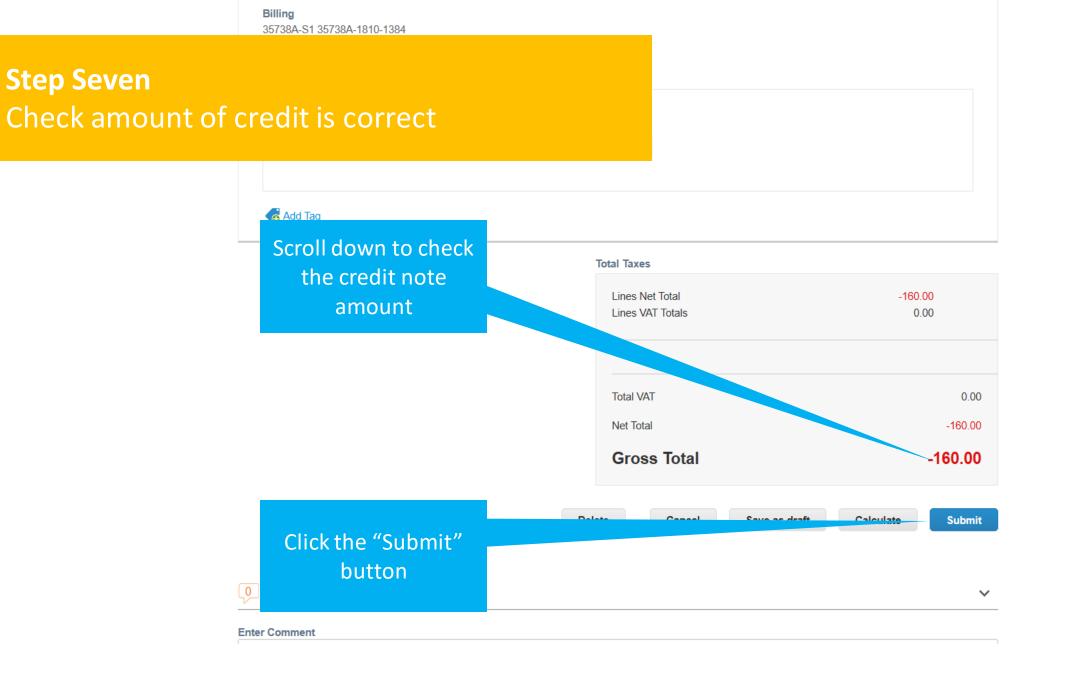
					gues l	Business Performance	Sourcing	Add-ons S	etup
Step Tw Select C	<b>70</b> Create Credit Not	e							
	Invoices Create Invoices 🕧					Select Customer	FirstPort		~
				_					_
	Create Invoice from PO	Cre-	- Invesion from Contract		Create Blan	k Invoice Create	e Credit Note		
	Export to ~		Click 'Create Cr Note'	edit	٧	liew All	✓ Search	<b>,</b> 0	
	Invoice #	Created [	Note		Gross Total	Unanswered Comments	Dispute reas	son Actions	
	CN 2000	23/02/2021	Pending Approval	1012601	-20.00 GBP	No			
	None	23/02/2021	Draft	1012600	160.00 GBP	No		100	
	None	23/02/2021	Draft	1012600	160.00 GBP	No		100	
	CN 1000	23/02/2021	Pending Approval	1012622	-160.00 GBP	No			
	MD Test CN1	23/02/2021	Pending Approval	1012623	-180.00 GBP	No			
	None	23/02/2021	Draft	1012680	0.00 GBP	No		100	

					160.00 GBP	No		<b>Z (3)</b>
Step Th	ree				160.00 GBP	No		10
					160.00 GBP	No		10
Find the	right invoice				160.00 GBP	No		
	Paid test 2 100221	10/02/2021	Approved	1012680	160.00 GBP	No		
	MD100	01/02/2021	Pending Approval	1012619	160.00 GBP	No		
	Credittest	19/01/2021	Approved	1012600	-160.00 GBP	No		
	mdtest							
	md0006	Credit Not	te				×	
	MD0005	If you are issu	ing a credit note in rega	ards to a pro	blem with an inv	voice or goo	ds shipped, please	
	register test 3		voice number. If you are	issuing a c	redit note purely	to offer a ci	redit to your	
	Regiter test 2	customer, piea	ase select other.				_	
	Jess register test	Reason	esolve issue for invoice	number	Select		~	
	MD003	0 01	ther (e.g. rebate)					
	Lyn15019							
	Jesstest13		Click the dropdo			Cancel	Continue	
	MD002	14/01/2021	arrow to find t	3	160.00 GBP	No		
	MD 001	13/01/2021	correct invoid	ce 2	195.00 GBP	No		
	0001000	08/01/2021	Pending Approval	1012531	450.00 GBP	No		
	3485789q	24/11/2020	Pending Approval	1012539	60.00 GBP	No		
	69794750	24/11/2020	Pending Approval	1012542	90.00 GBP	No		
	32957328	20/11/2020	Approved	1012525	1,200.00 GBP	No		

Step Four					160.00 GBP	No		
Check the In	voice Numb	erand	d create the Cr	edit	160.00 GBP	No		
Note					160.00 GBP	No		
Note		11/02/202		1012000	160.00 GBP	No		
F	Paid test 2 100221	10/02/202		1012680	160.00 GBP	No		
	MD100	01/02/202			160.00 GBP	No		
	Credittest	19/01/202	21 Approved	1012600	-160.00 GBP	No		
	mdtest	Credit	Noto					
	md0006	Credit	Note				×	
	MD0005	If you are	issuing a credit note in rega	rds to a pro	blem with an in	voice or good	s shipped, please	
	register test 3		e invoice number. If you are , please select other.	issuing a c	redit note purely	to offer a cre	edit to your	
	Regiter test 2	customen	, please select other.					
	Jess register test	Reason (	Resolve issue for invoice	number	Jesstest13		~	
	MD003	(	⊖ Other (e.g. rebate)		·			
	Lyn15019							
	Jesstest13					Cancel	Continue	
	MD002	14/01/201	21 Pending	1012593	160.00 GBP			
	MD 001	13/0		240		No		
	0001000	08/0	Check the Invoice		450.00 GBP	No		
	3485789q	24/1	Number then click	012539	60.00 GBP	No		
	69794750	24/1	'Continue'	012542	90.00 GBP	No		
	32957328	20/1		012525	1,200.00 GBP	No		







..... Chat with Coupa Support

#### **Step Eight** Send Credit Note -80.00 **PO** Line Labour Amount Contract Supplier part number 1012623-1 Are you ready to send? Х Coupa is about to create a credit note on your behalf. Please make sure you are not attaching another credit note to this transaction as the Coupa generated PDF is your and your customer's **CIS Commodity** legal credit note. No Billing Continue Editing Send Credit Note 35738A-S1 35738A-1810-1384 Taxes Click here to send the credit note VAT Poto VAT Amount Tay Poference

## **Step Eight (a)** Create a replacement Invoice if needed

#### Work Order ID PM-WO-DRYRUNXW732

Lines

Line	Descript	tion	Supplier part number	UOM	Net Weight	Price/Weight	Quantity	Price	Total	PO Line
1 F	PM-WO-DRYRUNXW732 E2E - Se	ervice Description first hour						-80.00	-80.00	1012623-
r	reactive Plumbing	Create Replaceme	ent Invoice			×				1
	Labour Amount None	Do you want to create a r	new invoice to replace the	one yo	u just cancel	ed?				
	CIS Commodity No									
Taxes				N	D D	Yes				
VAT D	escription	VAT Rate	VAT Amou	ot		Tax Ref	erence			
VAT		0.0%	U.(		to create					
					ement needed					
						replacemen				
~ -					select	'No' to con process		S	00.00	1010000

<b>Step Nine</b> Check your Credit approval	Note has	been sent	for					
				Select Cu	stomer	FirstPort	~	
Invoices Create Invoices () Create Invoice from PO		our credit not own in the list o pending app	of invoid		Invoice	Create C	credit Note	
Export to 👻				Vi	ew All		✓ Search	<b>_</b> 0
Invoice .	Created Date	Status	PO #	Gross Total	Unanswe	ered Comments	Dispute reason	Actions
CN0005	24/02/2021	Pending Approval	1012623	-160.00 GBP	No			
CN 2000	23/02/2021	Pending Approval	1012601	-20.00 GBP	No			
None	23/02/2021	Draft	1012600	160.00 GBP	No			/ 😣
CN 1000	00/00/0004	Donding Approval	1010600	160.00 CPD	No			