

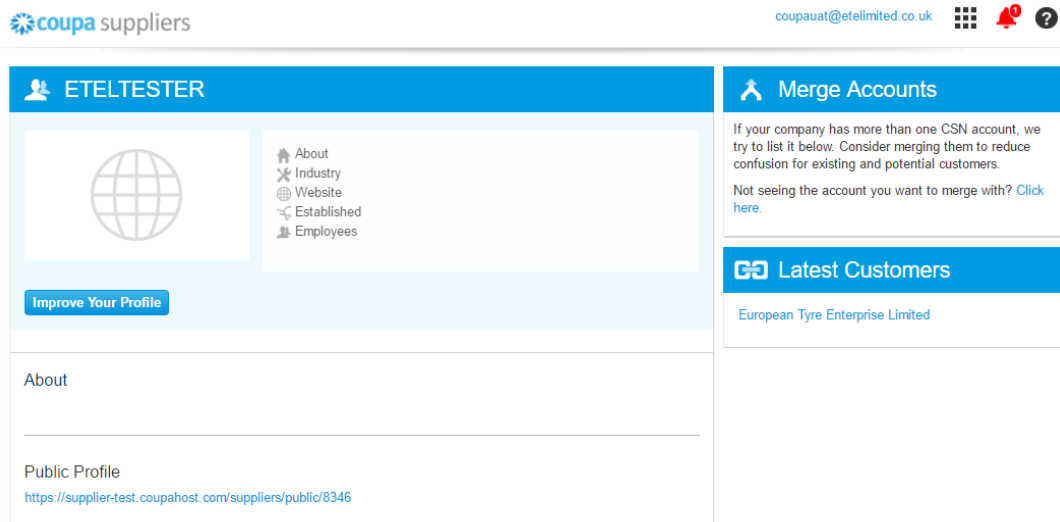


Creating a Credit Note in the Coupa Supplier Network Portal





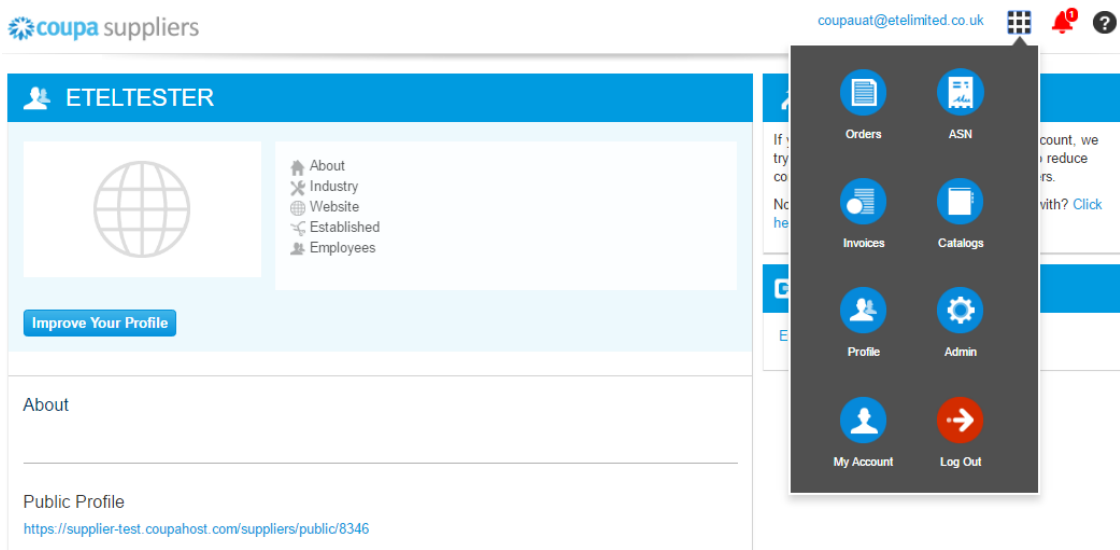
- Open the CSN portal and log in.



- Move the mouse to the menu button, represented by 9 square blocks, in the top right of the page to show the menu.





Once the menu is visible.

- click the 'Orders' button on the top left of the menu.







This will display all your open(?) purchase orders.

 **coupa** suppliers coupauat@etelimited.co.uk   

Purchase Orders

View All <input type="text"/>							
PO Number	Order Date	Status	Acknowledged	Items	Unanswered Comments	Total	Actions
40	11/29/16	Issued	None	1 PALLET of Sprocket	No	10.00 GBP	 

One invoice is shown as outstanding, with a status of issued.

On the right hand side of the Row an image of a red stack of coins is displayed. Clicking this image will allow you to create a credit note.

- Click the Red Coins





You are now able to add details to the credit note.

- Begin by entering a credit note number



Create Credit Note Create



<p>* Credit Note # <input type="text"/></p> <p>* Credit Note Date <input type="text" value="11/29/16"/> </p> <p>Payment Terms D000</p> <p>Original Date of Supply <input type="text" value="11/29/16"/> </p> <p>* Currency <input type="text" value="GBP"/></p> <p>Delivery Number <input type="text"/></p> <p>Status Draft</p> <p>* Original Invoice # <input type="text"/></p> <p>* Original Invoice Date <input type="text"/> </p> <p>Image Scan <input type="button" value="Choose File"/> No file chosen</p> <p>Supplier Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Attachments Add File URL Text</p> <p>Early Payment <input type="text" value="Use N/A if not relevant"/></p>	<p>* Supplier EOUKHETEL-SBOT01</p> <p>* Remit-To Address  BOTTOMLINE TECHNOLOGIES EUROPE LTD Default 23 middlefield letchworth sg6 3ee United Kingdom United Kingdom (GB380094851) wholesale</p> <p>Customer European Tyre Enterprise Limited</p> <p>Bill To Address European Tyre Enterprise Ltd PO Box 6895 Willenhall Wolverhampton WV1 9XZ United Kingdom VAT ID 380094850</p> <p>Ship To Address 25 Middlefield Letchworth SG6 3NB United Kingdom</p>
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- The date of the credit note will be populated automatically with today's date but this can be overridden manually.
- The Currency

You are required to specify the Original Invoice Number and Original Invoice date. This information can be found by using the Menu and Navigating to the Invoices page.

- You can now scroll down the Credit Note




Cash Accounting Scheme

* Credit Reason

* Exchange Rate

Lines ☐ Line Level Taxat

Type	Description	Qty	UOM	Price	Total
	Sprocket	1	PALLET	10.00	10.00

PO Line	Contract	Billing
40-1	<input type="text"/>	C9424-5123015-P0002

[Add Line](#)

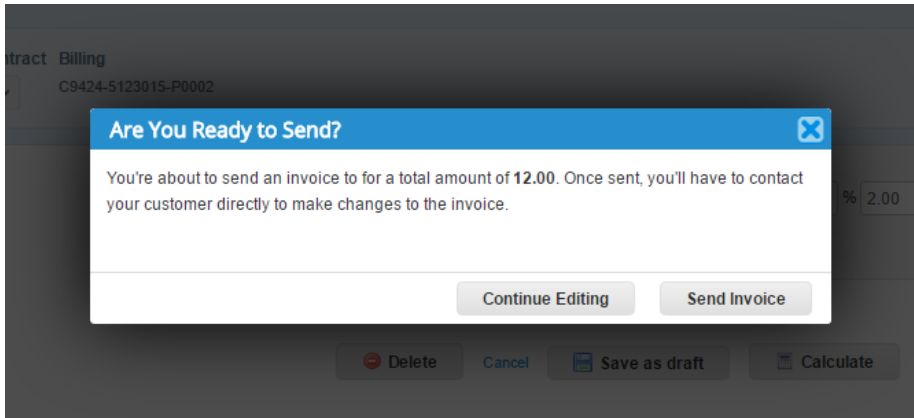
Subtotal	10.00
Tax Description	<input type="text"/> 0 % 0
Total Tax	0.00
Total	10.00

- Provide a reason for this Credit note and the Exchange rate. These are mandatory fields.
- Check the lines detail and ensure the Quantity, Unit of Measure and Price are correct.
- Now select a tax code, and press Calculate.

The Total Tax and Total lines now update to reflect the changes you've made.

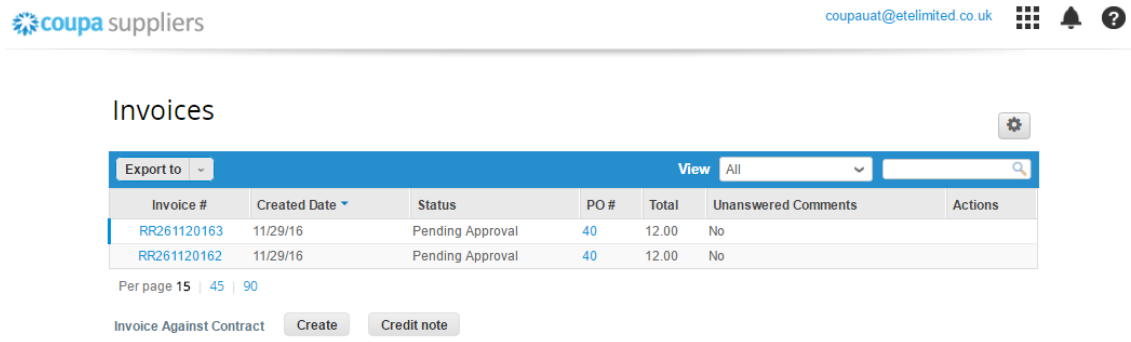
- Press Submit.

You will be prompted to confirm the total amount.

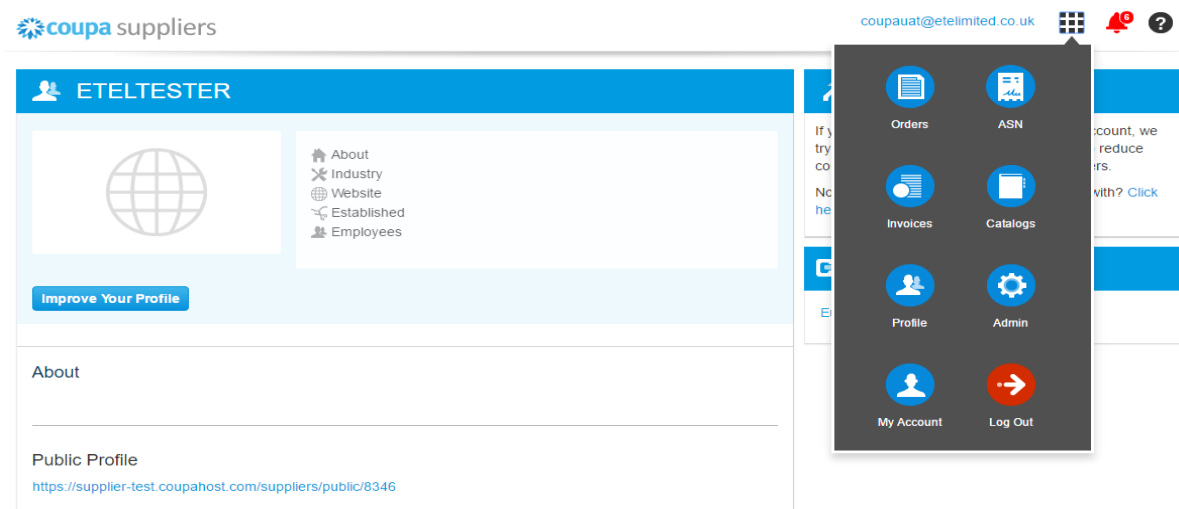


- If you are happy with the amount confirm by selecting “Send Invoice”.

You have successfully created a Credit Note!



- Credit Notes can be found at any time by pressing the menu button and clicking the Invoices button.



Credit Notes can be identified in the table on the Invoices page because they have red negative values.



Invoices



Invoice #	Created Date	Status	PO #	Total	Unanswered Comments
ML07122016	12/07/16	Pending Approval	63	-12.00	No
RR071220161	12/07/16	Pending Approval	61	480.00	No
None	12/07/16	Draft	57	200.00	No
BL123456	12/01/16	Approved	47	84.00	No
RR261120163	11/29/16	Pending Approval	40	12.00	No
RR261120162	11/29/16	Pending Approval	40	12.00	No

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