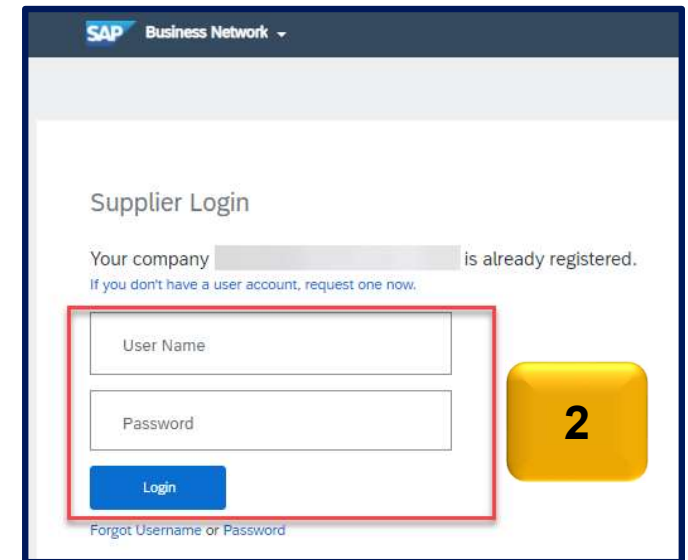
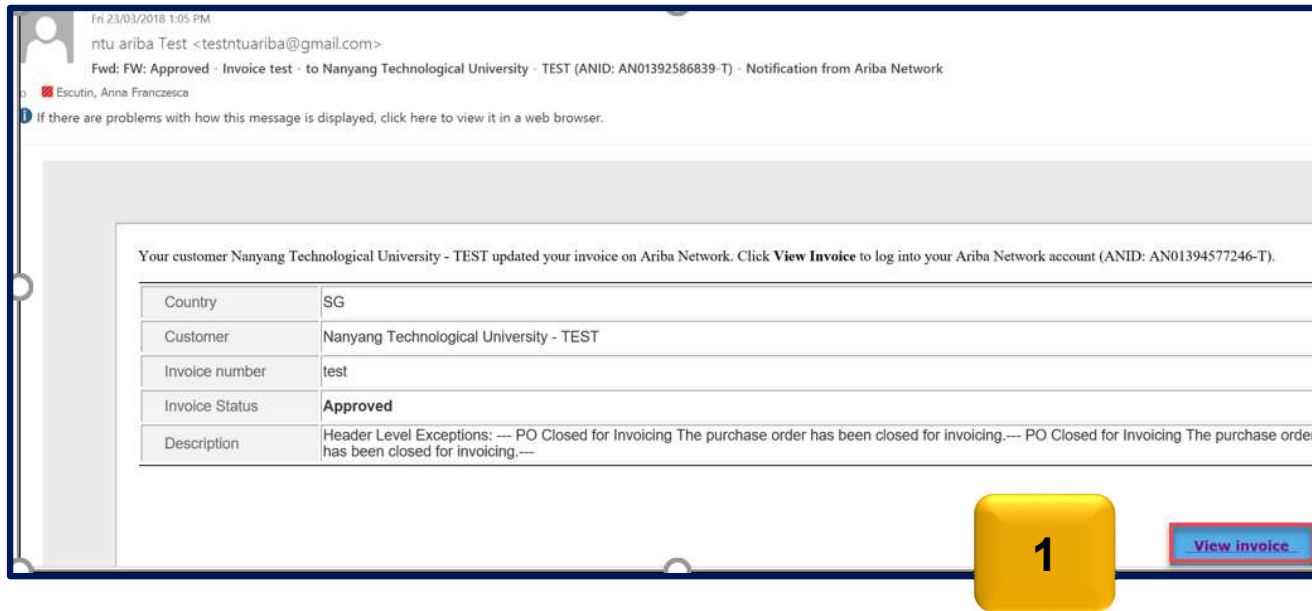


Line Item Credit Memo

Edit and Resubmit Invoices

To create an Line Item Credit Note for Standard Account:

1. Open the invoice notification on your mailbox. Click **View Invoice**
2. **Log in** to your account.



Edit and Resubmit Invoices

To create an Line Item Credit Note for Standard Account:

3. Choose **Credit Line-Item Credit Memo**

Note: Supplier can only create a Line item Credit memo for approved invoices.

Invoice: 001-VP 3 Done

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status		Subtotal :	\$0.00 SGD
Invoice: Approved		Total Tax :	\$0.00 SGD
Routing: Acknowledged		Total Special Handling :	\$0.00 SGD
Invoice Number : 001-VP		Total Shipping :	\$0.00 SGD
Invoice Date : Wednesday 28 Feb 2018 2:30 AM GMT-08:00		Total Charges :	\$0.00 SGD
Submission Method : Paper Invoice		Total Discount Amount :	\$0.00 SGD
Origin : Supplier		Amount Due :	\$0.00 SGD

Edit and Resubmit Invoices

Once the **Credit Note** is submitted, the Layout will display as below:

Line-Item Credit Memo

(Original Invoice No: 123456)

Credit Memo Number : 15765

Credit Note Date : Thursday 15 Feb 2018 8:04 PM
GMT+08:00

Original Invoice Number :123456

Original Invoice Date : Thursday 15 Feb 2018 4:
45 PM GMT+08:00

Original Purchase Order PO117

Subtotal :	\$-125,001.00 SGD
Total Tax :	\$-8,750.07 SGD
Total Amount without Tax :	\$-125,001.00 SGD
Amount Due :	\$-133,751.07 SGD

Line Item Credit Memo Summary

Subtotal:	\$-125,001.00 SGD
Total Tax:	\$-8,750.07 SGD
Total Amount without Tax:	\$-125,001.00 SGD
Amount Due:	\$-133,751.07 SGD