

Submit a Credit

1. To submit a credit against a submitted invoice, click on Create Invoice.
2. In the top section, enter the PO number for the credit, the Credit Memo number and date. Change the Type to Credit Memo. Add your attachment (pdf copy of invoice is required)
3. Use the Select & Add icon only (never use the + sign or your invoice will be rejected)
4. In the Search Results highlight the line(s) you are crediting and click Apply until you have all your lines selected. If all PO lines are on your invoice, you can use Select All. Click OK and the lines will be available for editing.

1

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

2

Create Invoice

Identifying PO: [PO Number]

Supplier: [Supplier Name]

Taxpayer ID: [Taxpayer ID]

Supplier Site: [Supplier Site]

Address: [Address]

Supplier Tax Registration Number: [Supplier Tax Registration Number]

Remit-to Bank Account: [Remit-to Bank Account]

Unique Remittance Identifier: [Unique Remittance Identifier]

Unique Remittance Identifier Check Digit: [Unique Remittance Identifier Check Digit]

Description: [Description]

Attachments: None +

Tax Control Amount: [Tax Control Amount]

Invoice Actions: Save Save and Close Submit Cancel

* Number: [Number]

* Date: 4/23/24

* Type: Invoice

Currency: Credit memo Invoice

3

Lines

View + X [Select & Add icon] Cancel Line

4

Select and Add: Purchase Orders

Search Results

View [Select & Add icon] [Details icon] [Select All]

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
22105-3	1	1				Newmont-Musselw...	900005 - Main War...	2,500.00

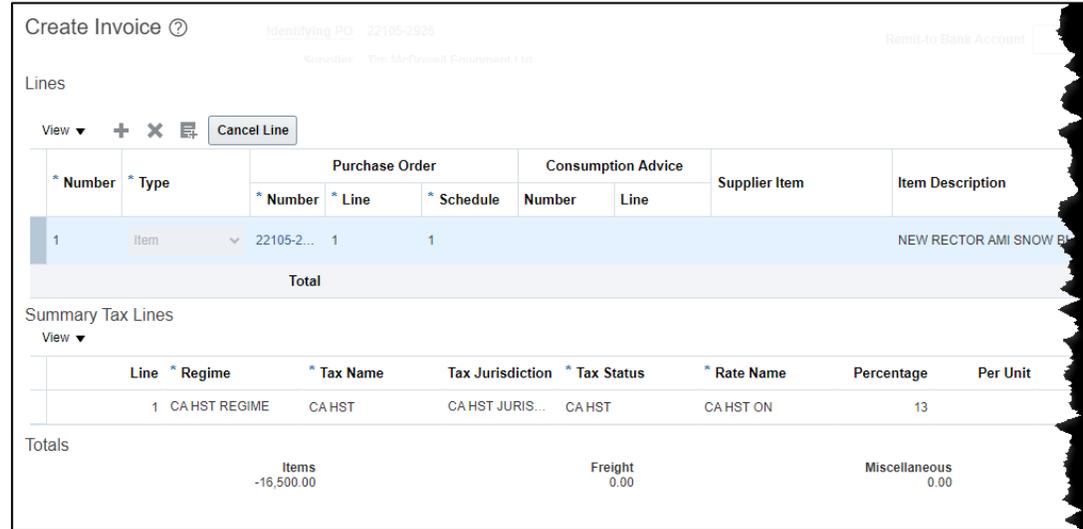
Apply OK Cancel

Submit a Credit

5. Edit the negative quantities on Goods POs or dollars on Service POs to match your credit (Ensure the **Tax Classification** box is empty)
6. Click Invoice Actions and select Calculate Tax (you will see the Summary Tax line populate). Your credit memo should balance to the Invoice Amount in the bottom corner. Click Submit. The credit is now submitted, and you will see a green confirmation message.

NOTE: If you are issuing a credit for an RMA for goods that includes a restock fee, please reach out to the buyer for instructions on how to proceed.

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Create Invoice ⓘ Identifying PO: 22105-2525 Remit to Bank Account

Supplier: Tim McFadden Equipment Ltd

Lines

View ▾ + × [Cancel Line]

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
1	Item	22105-2...	1	1				NEW RECTOR AMI SNOW B...
Total								

Summary Tax Lines

View ▾

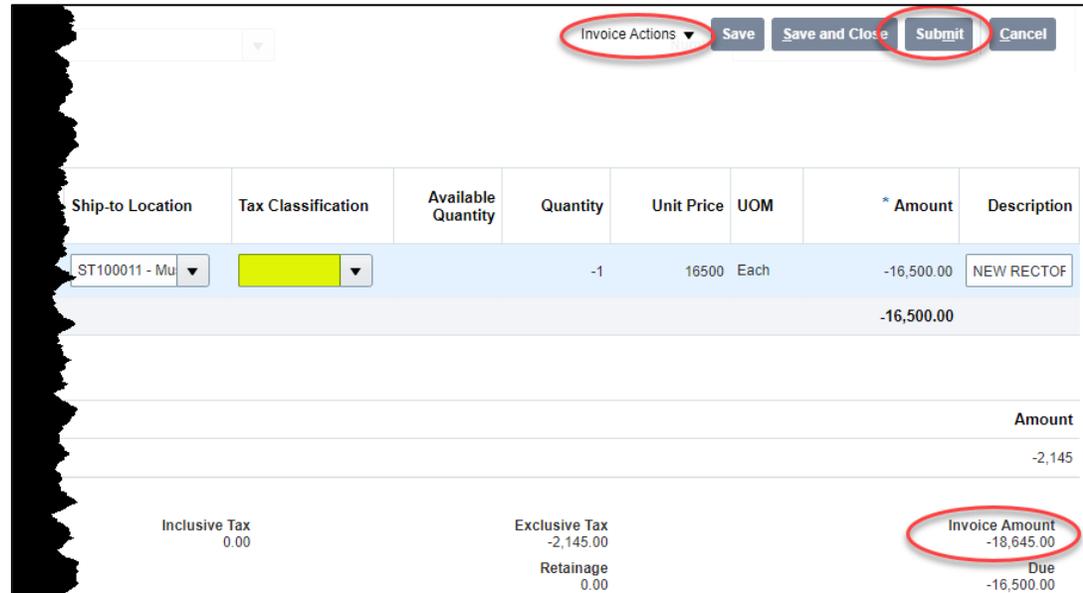
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit
1	CA HST REGIME	CA HST	CA HST JURIS...	CA HST	CA HST ON	13	

Totals

Items	-16,500.00	Freight	0.00	Miscellaneous	0.00
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This is a split screen view

6



Invoice Actions ▾ Save Save and Close Submit Cancel

Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
ST100011 - Mu			-1	16500	Each	-16,500.00	NEW RECTOR
							-16,500.00

Amount

			-2,145			
Inclusive Tax	0.00	Exclusive Tax	-2,145.00	Invoice Amount	-18,645.00	
			Retainage	0.00	Due	-16,500.00