



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS[®]

Creating credit notes

Coupa Supplier Guide

Creating credit notes

You can create a credit note in multiple ways.

a) Either from the invoice screen selecting create credit note; this will pop up a new screen asking for which invoice the credit note should be created and if the invoice should be completely cancelled or only adjusted.

b) By navigating to the Purchase order and clicking on the red coin stack.

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Business Performance Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

Select Customer Sherwin-Williams

Invoices

Instructions From Customer

Sherwin-Williams is driving strategic improvements in the way we purchase and pay for goods and services. One of the benefits of these changes is more consistent, on-time payments to suppliers as a result of electronic invoicing. Please review with all personnel involved with customer invoicing and update your billing system(s) as appropriate.

Create Invoices **a**

Create Invoice from PO Create Invoice from Contract Create Blank Invoice **Create Credit Note**

Export to View All Search

| Invoice # | Created Date | Status | PO # | Total | Unanswered Comments | Dispute Reason | Actions |
|-----------|--------------|------------------|-------------|------------|---------------------|----------------|---------|
| 123 | 09/05/23 | Pending Approval | DEP00535927 | 169.40 EUR | No | | |

Per page 15 | 45 | 90

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer Sherwin-Williams

Purchase Orders

Instructions From Customer

Sherwin-Williams is driving strategic improvements in the way we purchase and pay for goods and services. One of the benefits of these changes is more consistent, on-time payments to suppliers as a result of electronic invoicing. Please review with all personnel involved with customer invoicing and update your billing system(s) as appropriate.

Click the Action to Invoice from a Purchase Order

Export to View All Search

| PO Number | Order Date | Status | Acknowledged At | Items | Unanswered Comments | Total | Assigned To | Actions |
|-------------|------------|--------|-----------------|--|---------------------|------------|-------------|---------------------------|
| DEP00535927 | 09/05/23 | Issued | None | 2 Each of COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests To... | No | 140.00 EUR | | Create Credit Note |

Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason Resolve issue for invoice number 123 Other (e.g. rebate)

Cancel Continue

Credit Note

How do you want to correct invoice "123" ?

Completely cancel the invoice with a credit note Adjust invoice with a credit note

Cancel Create

Coupa Supplier Guide

Creating credit notes

Fill out all fields marked with the red asterisk *

Create Credit Note Create

This credit note applies to invoice 123. When approved, the credit will fully cancel the invoice's impact to the transaction.

General Info

* Credit Note #

* Credit Note Date 09/05/23

Payment Term

Original Date of Supply 09/05/23

* Currency EUR

Delivery Number

Status Draft

Original Invoice # 123

Original Invoice Date 09/05/23

Image Scan No file chosen

Supplier Note

Attachments [File](#) | [URL](#) | [Text](#)

Cash Accounting Scheme

Credit Reason

Margin Scheme

From

* Supplier AV demo

* Supplier VAT ID BE99999999

* Invoice From Address AV demo
123
123
123 123
Belgium

* Remit-To Address AV demo
123
123
123 123
Belgium

* Ship From Address AV demo
123
123
123 123
Belgium

To

Customer Sherwin-Williams

* Bill To Address Sherwin Williams Spain Coatings S.L.
C/ ALDAYA 9 POLIGONO
INDUSTRIAL
46469 BENIPARRELL
Spain

Neighborhood None

Registration Number None

* Buyer VAT ID ESB96976485

Ship to Address Carrer del Priorat 2
08211 Castellar del Vallès Catalunya
Spain
Location Code: ESP Barcelona Sales

Neighborhood None

Registration Number None

CIN

Corporate Identification Number for India Use

Coupa Supplier Guide

Creating credit notes

Verify that the line level amount is negative

Lines

Adjustment Type Quantity

| Type | Description | Qty | UOM | Price | |
|------|----------------------|----------|------|-------|---------|
| | COVID-19 Antigen Rap | -2.00000 | Each | 70.00 | -140.00 |

PO Line: [DEP00535927-1](#)

Service/Time Sheet Line: None

Contract:

Supplier Part Number:

Tax Recoverability:

HSN Code:
Please include here the 8 digit HSN code of the item for Intrastat reporting

Net Mass (in kilos):
Please include the total line (all items included in this line) weight in kilos

Intrastat country of origin:
Please include the 2-digit ISO country code of the item manufacturer for Intrastat reporting purposes

Billing: 186-10004-102952-6056001-1002-0000-000

Taxes

| VAT Rate | VAT Amount | Tax Reference |
|----------|------------|----------------------|
| 21.0% | -29.40 | <input type="text"/> |

Coupa Supplier Guide

Creating credit notes

Click on submit if all is filled in

Totals & Taxes

| | |
|------------------|---------|
| Lines Net Total | -140.00 |
| Lines VAT Totals | -29.40 |

Shipping

VAT

Tax Reference

Handling

VAT

Tax Reference

Misc

VAT

Tax Reference

| | |
|--------------------|----------------|
| Total VAT | -29.40 |
| Net Total | -140.00 |
| Gross Total | -169.40 |

0 Comments

[Mute Comments](#) ^

Enter Comment

[Add File](#) | [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Coupa Supplier Guide

Creating credit notes

Coupa will ask for a confirmation before sending out the Credit note.

After sending out the Coupa Credit note, Coupa will ask if you need to create a replacement invoice. If you click on yes, you will be brought to the screen allowing you to create a new invoice for the original PO. The same can be done by clicking on No, navigating to the PO and clicking on the gold coin stack.

Are You Ready to Send?



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 legal credit note.

Continue Editing

Send Credit Note

Create Replacement Invoice



Do you want to create a new invoice to replace the one you just canceled?

No

Yes