

Creating credit notes

OUR TEAM. OUR TIME. SHERWIN-WILLIAMS.

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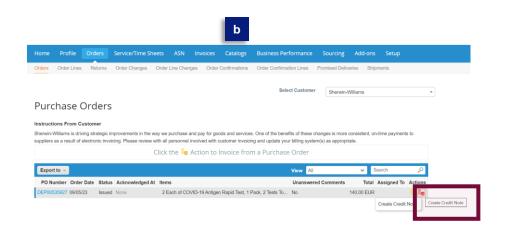
Coupa Supplier Guide

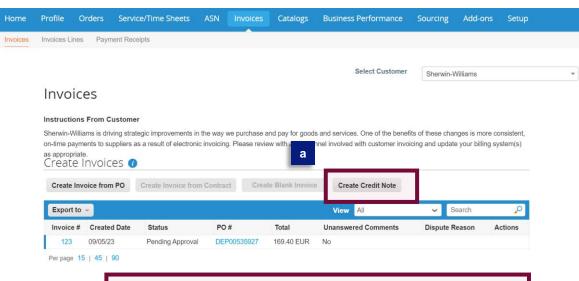
Creating credit notes

You can create a credit note in multiple ways.

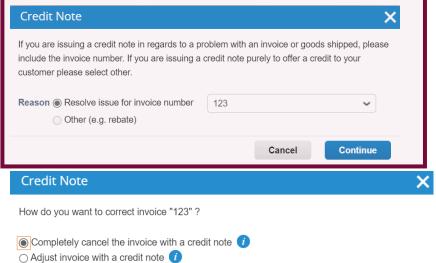
a) Either from the invoice screen selecting create credit note; this will pop up a new screen asking for which invoice the credit note should be created and if the invoice should be completely cancelled or only adjusted.

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





Home



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Create

Fill out all fields marked with the red asterisk *

🔅 General Inf	0	💛 From	
* Credit Note #		* Supplier	AV demo
* Credit Note Date	09/05/23	* Supplier VAT ID	BE999999999 🗸
Payment Term	~	* Invoice From Address	
Original Date of Supply	09/05/23		123 123
* Currency	EUR 🖌		123 123 Belgium
Delivery Number			123
-	Decé		123
Status			123 123
Original Invoice # Original Invoice Date		* Remit-To Address	AV demo
Image Scan	Choose File No file chosen		123 123
intige ocur	Choose The Ho hie chosen		123 123
Supplier Note			Belgium
		* Ship From Address	AV demo
Attachments 🥡	Add File URL Text		123 123
Cash Accounting			123 123
Scheme			Belgium
Credit Reason		💛 To	
Margin Scheme		Customer	Sherwin-Williams
		* Bill To Address	Sherwin Williams Spain Coatings
			C/ ALDAYA 9 POLIGONO INDUSTRIAL
			46469 BENIPARRELL Spain
		Neighborhood	
		Registration Number	None
		* Buyer VAT ID	ESB96976485 🗸
		Ship to Address	Carrer del Priorat 2
			08211 Castellar del Vallès Catalu Spain
		Naightenter	Location Code: ESP Barcelona S
		Neighborhood Registration Number	

Corporate Identification Number for India Use

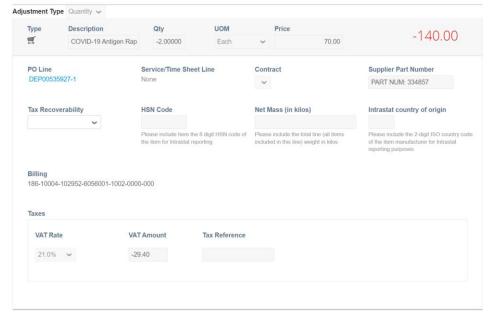
Create Credit Note Create



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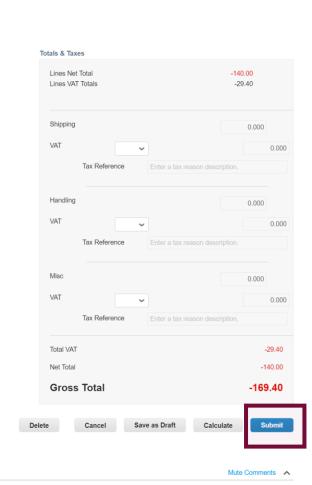
Verify that the line level amount is negative

📕 Lines



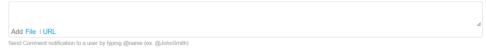


Click on submit if all is filled in



읻 Comments

Enter Comment



Add Comment



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.

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

Are You Ready to Send?

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

Yes

No



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