

## Quick Reference Guide

# Line-Item Credit Memo via the Ariba Network (for EPIC)

The following is a basic step-by-step guide for AT&T suppliers to create a Line-Item Credit Memo transaction on the Ariba Supplier Network.

### Logging in:

- Go to <http://supplier.ariba.com>. Enter Username and Password; click the **Log In** button.
- Click the **Outbox** tab.
- Search for the desired invoice.
- Click the **Invoice Number** hyperlink to view the invoice details.
- Click the **Create Line-Item Credit Memo** button (to begin credit processing).

### On the Generate Line-Item Credit Memo page:

- In the *Summary* section, enter **Credit Memo #**. The credit memo number must be unique and not yet used to credit AT&T. Only alphanumeric characters are accepted (no spaces, dashes, slashes, etc.). The maximum length of the credit memo number field is 16 characters.
- In the *Summary* section, update the **Credit Memo Date**, if necessary (defaults to today's date). Cannot be a future date or older than 2 years.

**NOTE:** *The amount and quantity fields mentioned in the following three steps will default to the negative invoiced values. These values may be adjusted to issue a partial credit. The absolute value of these fields can be less than or equal to, but not greater than, the invoiced value.*

- If the invoice being credited has a *Tax* section, adjust the **Taxable Amount** or **Tax Amount**, if necessary. Enter zero (0) if not crediting the tax; otherwise, the amount must be a negative value.
- If the invoice being credited has a *Shipping Cost* section, adjust the **Shipping Amount**, if necessary. Enter zero (0) if not crediting the shipping amount; otherwise, the amount must be a negative value.
- For each line item in the *Line Items* section, adjust the **Quantity** if necessary. Enter zero (0) or delete the line item if not crediting the line item; otherwise, the quantity must be a negative value.
- Click the **Update** button to view the impact of any revisions.
- Click the **Next** button.

### On the Review page:

- Review the line-item credit memo for accuracy. The credit totals and subtotals will appear as negative values. Click the **Previous** button to make corrections on a previous screen.
- Click the **Submit** button to submit your line-item credit memo to the Ariba SN. Your submitted line-item credit memo is stored in your Ariba SN **Outbox** tab, under **Invoices**.

Once submitted, your electronic line-item credit memo will be sent from the Ariba SN to the AT&T Accounts Payable system for processing.