

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. Select the **Invoices** tab.
2. **Select** your previously created invoice.
3. Under the Invoices section, click **Create Line-Item Credit Memo**.
4. Complete information for the credit memo. The amount and taxes will automatically be negative. Make sure that all required fields marked with asterisks (*) are filled in.
5. Click **Next**.
6. Review the Credit Memo.
7. Click **Submit** to send the credit memo to Georgia-Pacific.

1.

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This page will be replaced with our new Workbench concept soon. Try the new Workbench

Invoices

▼ Search Filters

Customer: All Customers

Invoice Number: * TEST4599951350 ⓘ

☐ Partial number ☒ Exact number

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing
<input type="radio"/> TEST4599951350	Georgia-Pacific - TEST	4599951350	Online	Supplier	No

3.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	10000		MATERIAL	Not Available	GREASE,INDUSTRIAL,121951,GREASE GNRL SCH 220 CARTRIDGE 13 7		-1	PK	\$45.88 USD	\$-45.88 USD

GP Part #: GP02820238

Additional Fields

Vehicle ID #:

BOL #:

Line Item Actions

Subtotal: \$-91.76 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$-91.76 USD
Total Net Amount: \$-91.76 USD
Amount Due: \$-91.76 USD

Update Save Exit **Next**

7.

5.