



Credit Memo



Credit Memo



STEP 1. To create a Credit Memo, you need to access the proper PO and select the invoice attached to the PO as a related document:

Purchase Order: 8000031673 Done

[Create Order Confirmation](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | [Order History](#)

	From: Takeda Austria GmbH St. Peter-Straße 25,, Plant 18 Line 2 Plant 18 Line 3 4020 Linz Austria	To: Merck Export GmbH-TKDTEST Test Str. 250 64293 Darmstadt Germany Phone: +49 (44) 1234568 Fax: Email: bprtest.supplier.2017@gmail.com	Purchase Order (Invoiced) 8000031673 Amount: 100.00 EUR Version: 1
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Payment Terms ⓘ
Net pr. 60 days

Comments
Comment Type: Terms and Conditions
Body: <http://www.takeda.at/disclaimer/agb2/>

Other Information
Customer VAT/Tax ID: ATU56259907
Purchasing Unit Name: GMS - Takeda Austria GmbH_7070_Austria_Linz

Routing Status: Acknowledged
Related Documents: [Special5](#)
[RC31157](#)

Credit Memo



STEP 2. Select the „Create Invoice” button and choose „Line-Item Credit Memo”.

Navigation bar: [Create Order Confirmation](#) | [Create Service Sheet](#) | **[Create Invoice](#)** | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | [Order History](#)

From:
Takeda GmbH
Robert-Bosch-Str. 8
78224 Singen
08
Germany

To:
XXXTakedaTest - TEST
Sterlinga 8a
91-425 Lodz
Łódzkie
Poland
Phone: +48 (42) 000
Fax:



Purchase Order
(New)
8000141366
Amount: 100.00 EUR
Version: 1

STEP 3. Please check the appropriate invoice and click „Create Line-Item Credit Memo”.

Line-Item Memo

Done

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
  1/2019	Takeda - TEST	8000141365	Online	Supplier	No	Order	14 Nov 2019	126.00 EUR	Sent	Sent

Actions: [Create Line-Item Credit Memo](#) | [Create Line-Item Debit Memo](#) | [Edit](#) | [Copy](#) | [Create Non-PO Invoice](#) | [Create Contract Invoice](#)

Credit Memo



STEP 4. Please choose “Quantity Adjustment” or “Price Adjustment” and fill required fields in the “Summary” section.

Credit Memo Type

Quantity Adjustment ⓘ Price Adjustment ⓘ

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Credit Memo #:*

Credit Memo Date:* 19 Nov 2019

Original Invoice No: 1/2019

Original Invoice Date: 14 Nov 2019

Supplier Tax ID:*

Remit To ▼

Lodz

Poland

Bill To: **Takeda GmbH**

Singen
08
Germany

Subtotal: -110.00 EUR
Total Tax: -16.00 EUR
Total Amount without Tax: -110.00 EUR
Tax:
Amount Due: -126.00 EUR

[View/Edit Addresses](#)

Credit Memo



STEP 5. If there was a special handling amount added to the invoice, it will appear on Credit Memo note automatically. If it's not required, you can remove it using **“Remove”** option on the right.

Special Handling

Special Handling Amount:

[Remove](#)

Special Handling Tax

Category:*

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

Triangular Transaction

[Remove](#)

Credit Memo



STEP 6. According to the option ticked previously (step 4) you will be able to enter the Quantity for “**Quantity Adjustment**” or Unit Price for “**Price Adjustment**”. If there is no action required in the “**Tax**” section, you can remove it using “**Remove**” option on the right.

Insert Line Item Options

Tax Category: VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test1		-1	EA	100.0000 EUR	-100.00 EUR

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -100.00 EUR

Rate(%): 15

Tax Amount: -15.00 EUR

Exempt Detail: (no value)

Date Of Supply: 14 Nov 2019

Triangular Transaction

Remove

Quantity adjustment →

Insert Line Item Options

Tax Category: VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test1		1	EA	-100.0000 EUR	-100.00 EUR

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -100.00 EUR

Rate(%): 15

Tax Amount: -15.00 EUR

Exempt Detail: (no value)

Date Of Supply: 14 Nov 2019

Triangular Transaction

Remove

Price adjustment →

Credit Memo



STEP 7. Here you can preview your credit note. If all included data is correct select „Submit” to send the document.

Create Credit Memo

Previous **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Germany. The document's destination country is:Austria. If you want your invoices to be stored in the Arriba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Credit Memo

Credit Memo Number: 101
Credit Memo Date: Thursday 19 Sep 2019 10:57 AM GMT+02:00
Original Purchase Order: 8000140053

Subtotal: -100.00 EUR
Total Tax: 0.00 EUR
Total Special Handling: -10.00 EUR
Total Shipping: -5.00 EUR
Total Gross Amount: -115.00 EUR
Total Net Amount: -115.00 EUR
Amount Due: -115.00 EUR

BILL FROM: Merck Export GmbH-TKDTEST Postal Address: Frankfurter Str. 250 64293 Darmstadt Germany	RECEIVING CORRESPONDENT BANK: SWIFT Code: 12000 Account Name: TEst Account ID: 12312321 Account Type: Checking	WIRE PAYMENT TO BANK: ABC SWIFT Code: 12000 IBAN ID: 12345678901234567890123456 Account Name: TEst Account ID: 12312321 Account Type: Checking
REMIT TO: Merck Export GmbH-TKDTEST Postal Address: 33 Donauefeldstrasse 4040 Wien Austria Remit To ID: 0000183688:2008400001	SUPPLIER: Merck Export GmbH-TKDTEST Postal Address: Frankfurter Str. 250 64293 Darmstadt Germany Email:	CUSTOMER: Takeda - TEST Postal Address: Japan 100-0402 TOKYO TO Tokyo Owoggt Tokyo Email:

Purchase Order: 8000140053

Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

 From: Takeda Austria GmbH St. Peter-Strasse 25 Plant 18 Line 2 Plant 18 Line 3 4020 Linz Austria	To: Merck Export GmbH-TKDTEST Test Str. 250 64293 Darmstadt Germany Phone: +49 (44) 1234568 Fax: Email: bprtest.supplier.2017@gmail.com	Purchase Order (New) 8000140053 Amount: 200.00 EUR Version: 1
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Payment Terms
NET 90
90 Tage netto

Comments
Comment Type: Terms and Conditions
Body: http://www.takeda.at/bsclaimertag2/

Other Information
Customer VAT/Tax ID: ATU56259997
Distribution Unit Name: FARM - Takeda Austria GmbH 7070 Austria Linz

Routing Status: Acknowledged
Related Documents: 1

Credit memo is now attached to the PO in “Related Documents” section.