



DeKalb County
G E O R G I A

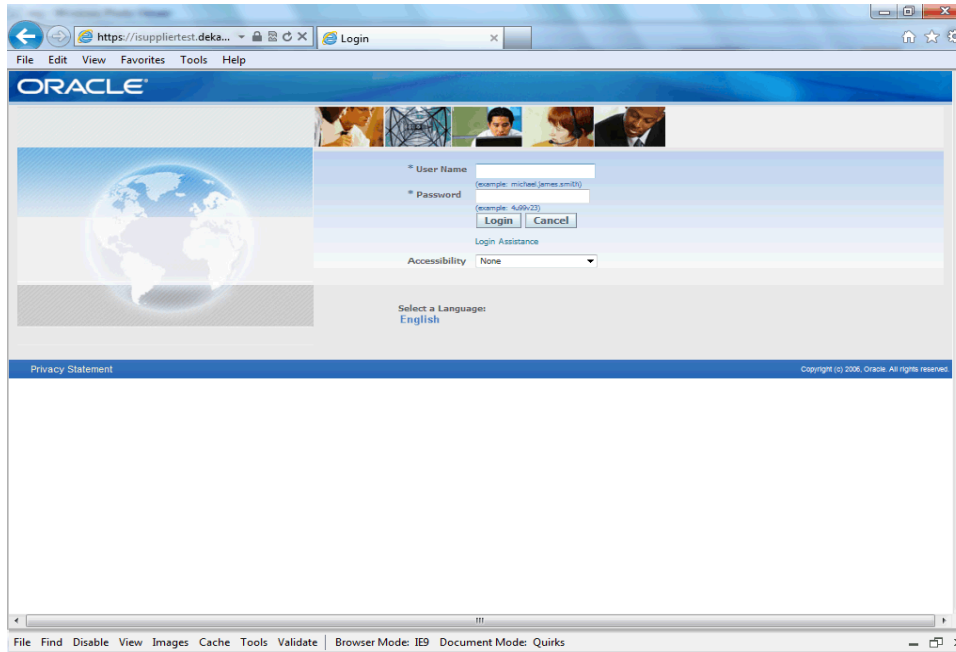
JOURNEY TO PROCUREMENT EXCELLENCE

Submitting a Credit Memo

Submitting a Credit Memo



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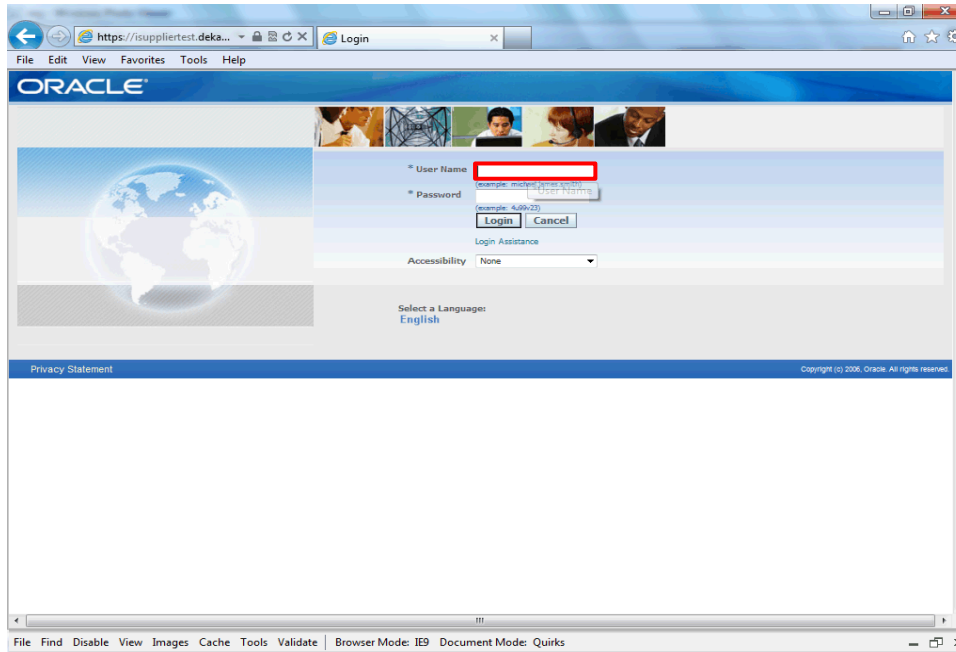


In this course you will learn how to
Submit a Credit Memo in iSupplier.

Submitting a Credit Memo



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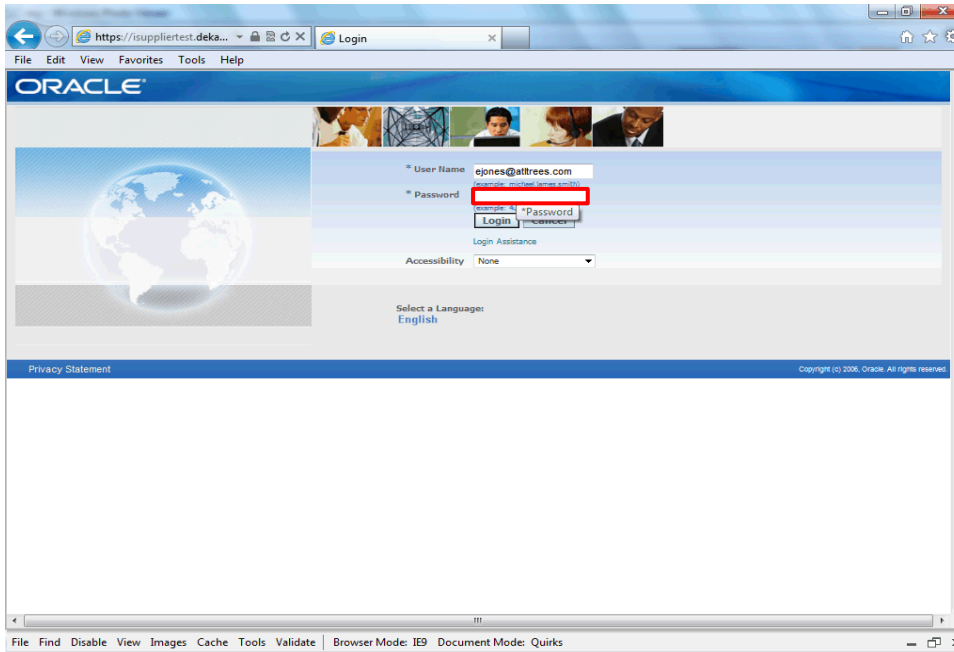
Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

Submitting a Credit Memo



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A screenshot of a web browser window showing the Oracle iSupplier Portal login page. The browser's address bar displays 'https://suppliertest.deka...'. The page has a blue header with the 'ORACLE' logo. Below the header is a navigation bar with icons for Home, My Profile, My Account, My Orders, My Invoices, and My Messages. The main content area features a globe on the left and a login form on the right. The login form includes fields for 'User Name' (containing 'ejones@altrees.com') and 'Password' (containing a redacted password). Below the password field are 'Login' and 'Forgot Password' buttons. There is also a 'Login Assistance' link and an 'Accessibility' dropdown menu set to 'None'. At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The browser's status bar at the bottom shows 'Browser Mode: IE9 Document Mode: Quirks'.

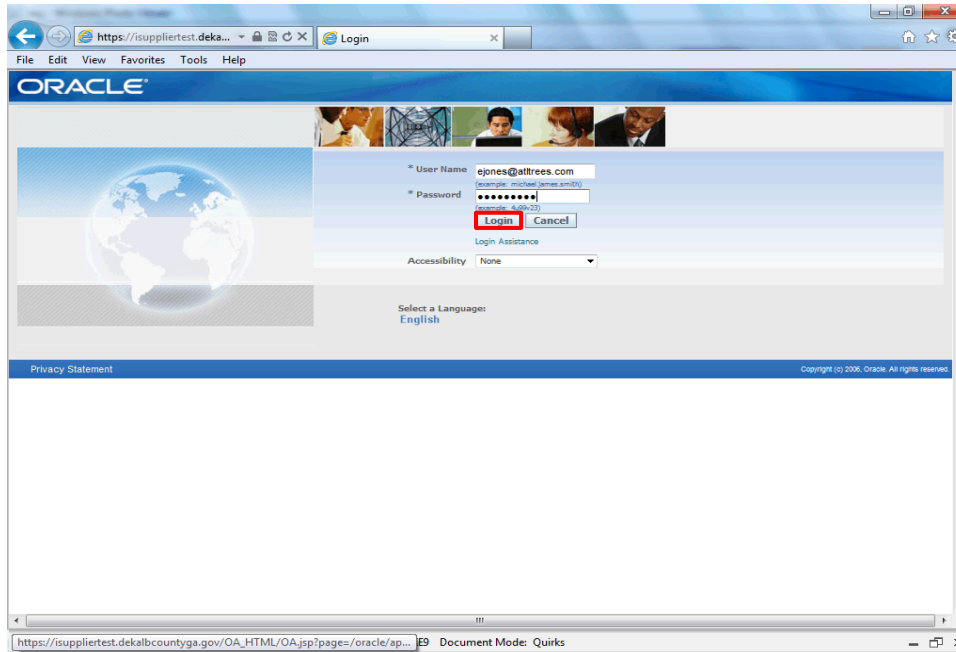
Step 2

Click in the **Password** field and enter the password you created during the registration process.

Submitting a Credit Memo



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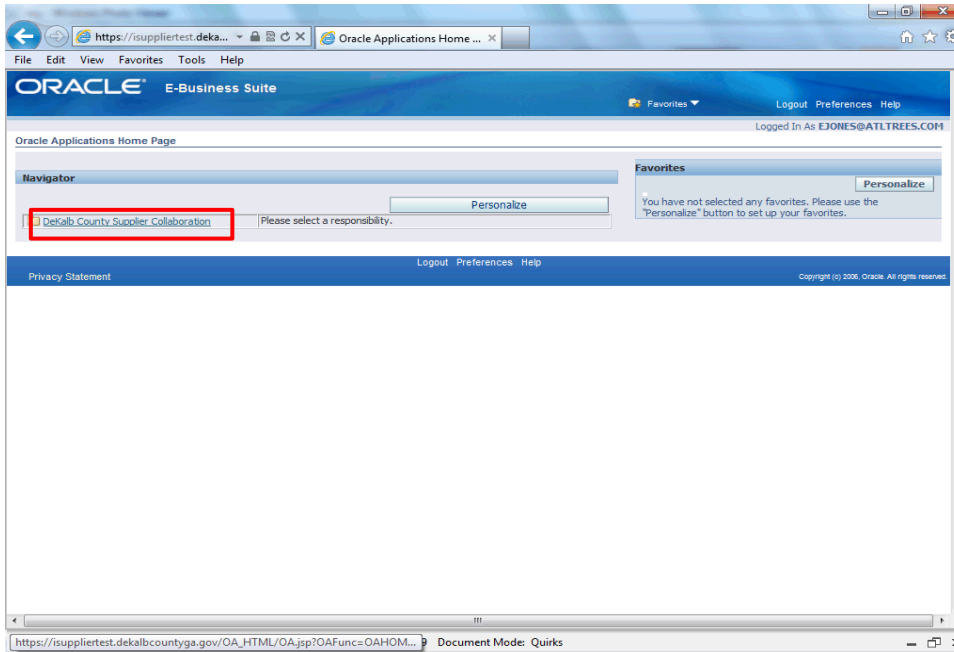
Step 3

Click the **Login** button.

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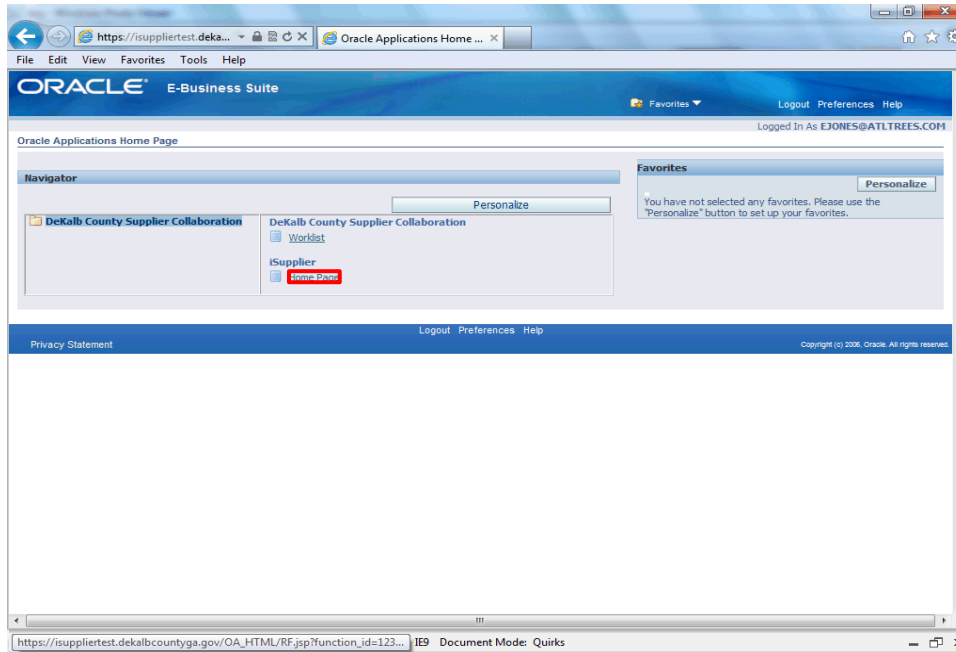
Step 4

Click the **DeKalb County Supplier Collaboration** link.

Submitting a Credit Memo



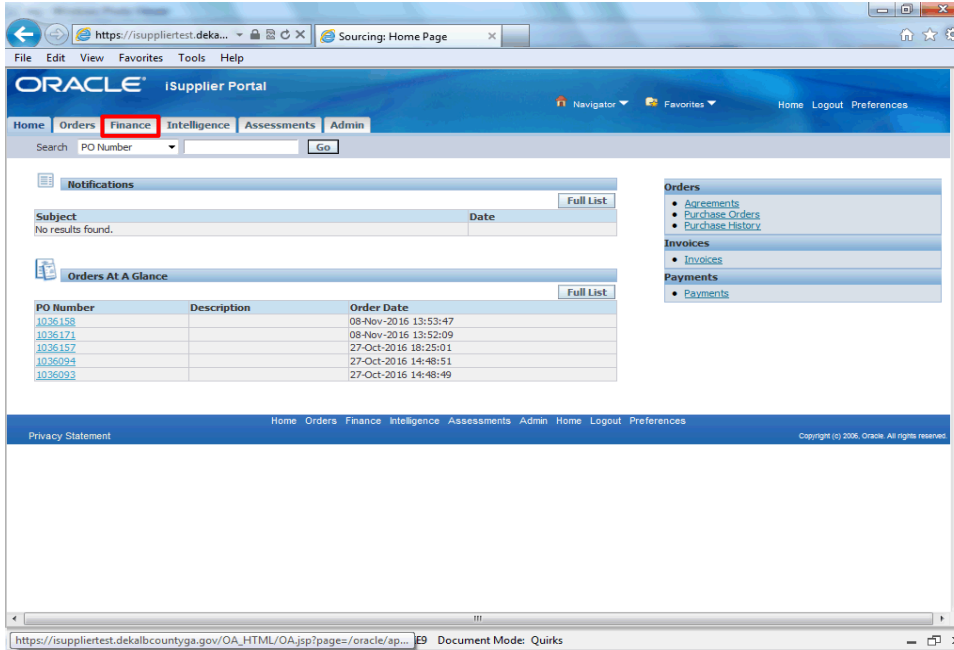
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Step 5

Click the **Home Page** link.

Submitting a Credit Memo



The screenshot shows the Oracle iSupplier Portal interface. The 'Finance' tab is highlighted with a red box. The page includes a search bar for PO Number, a 'Full List' button, and a table of orders. The table has columns for PO Number, Description, and Order Date. The 'Orders' sidebar contains links for Agreements, Purchase Orders, and Purchase History. The 'Invoices' sidebar contains a link for Invoices. The 'Payments' sidebar contains a link for Payments.

| PO Number | Description | Order Date |
|-------------------------|-------------|----------------------|
| 1036158 | | 08-Nov-2016 13:53:47 |
| 1036171 | | 08-Nov-2016 13:52:09 |
| 1036157 | | 27-Oct-2016 18:25:01 |
| 1036094 | | 27-Oct-2016 14:48:51 |
| 1036093 | | 27-Oct-2016 14:48:49 |

Step 6

Click the **Finance** tab.

Submitting a Credit Memo



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The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a search form. The search form includes fields for Supplier (set to 'ATLANTA ARBORETUM'), Invoice Number, Invoice Date From, Invoice Date To, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. There are 'Go' and 'Clear' buttons below the search fields. A table below the search form shows a single row with the text 'No search conducted.' and a 'Go' button. The bottom of the page features a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 7

Click the **Go** button next to **Create Invoice with a PO**.

Submitting a Credit Memo



The screenshot shows the Oracle iSupplier Portal interface. The search section is active, and the 'Purchase Order Number' field is highlighted with a red box. The search results table is empty, displaying 'No search conducted.'

| Select | PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Price | Unit | Ship To | Ship Slip | Packing Slip | Waybill |
|--------|----------------------|------|----------|-----------------------|------------------|-------------|----------------------|---------|----------|----------|-----|-------|------|---------|-----------|--------------|---------|
| | No search conducted. | | | | | | | | | | | | | | | | |

Step 8

The system will not allow a blind search of all existing Purchase Orders. You can search by PO Number, Date, Buyer or whether Advances and Financing were included/ excluded.

In this example, we will search by PO Number. Click in the **Purchase Order Number** field and enter a PO Number.

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The screenshot shows the Oracle iSupplier Portal search page. The browser address bar displays https://isuppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/a.... The page title is "ORACLE iSupplier Portal". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Create Invoices" section is active, with sub-tabs for "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Create Invoice: Purchase Orders" step is shown as "Step 1 of 4".

The search form includes the following fields:

- Purchase Order Number:
- Purchase Order Date:
- Buyer:
- Advances and Financing:

Buttons: "Go" (highlighted with a red box), "Clear", "Advanced Search", "Cancel", "Next".

| Select PO Number | Line | Shipments | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Price | Unit | Ship | Packing | Waybill |
|----------------------|------|-----------|-----------------------|------------------|-------------|----------------------|---------|----------|----------|-----|-------|------|------|---------|---------|
| No search conducted. | | | | | | | | | | | | | | | |

Footer: Privacy Statement, Home Orders Finance Intelligence Assessments Admin Home Logout Preferences, Copyright (c) 2006, Oracle. All rights reserved.

Step 9

Click the **Go** button.

Submitting a Credit Memo



Step 10

The system will retrieve all Purchase Order lines meeting your search criteria. You can add as many lines to a Credit Memo as required by clicking the **checkbox** next to the line you wish to add to the credit memo.

| Select | PO Number | Line | Ship | Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Price | Curr | Ship To | Packing Slip | Waybill |
|-------------------------------------|-----------|------|------|-----------|---|-------------|----------------------|---------|----------|----------|-----------|-------|------|----------------------|--------------|---------|
| <input checked="" type="checkbox"/> | 1036177 | 3 | 1 | | (Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. | | | 160 | 160 | 159 | US Dollar | 1 | USD | PARKS MAIN INVENTORY | | |

Submitting a Credit Memo



The screenshot shows the 'Create Invoice' page in the iSupplier Portal. The 'Add to Invoice' button is highlighted with a red box. Below it is a table with the following data:

| Select | PO Number | Line | Ship | Item | Supplier | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Packing Slip | Waybill |
|--------------------------|-----------|------|------|---|----------|---------|----------|----------|-----------|------------|------|----------------------|--------------|---------|
| <input type="checkbox"/> | 1036177 | 3 | 1 | (Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. | | 160 | 160 | 159 | US Dollar | 1 | USD | PARKS MAIN INVENTORY | | |

Step 11

With the line(s) selected, click the **Add to Invoice** button.

You can continue to add lines or search for new lines that did not meet the initial search criteria to add to your credit memo.

Submitting a Credit Memo



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The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. Below these, there are sub-tabs for Create Invoices, View Invoices, and View Payments. A progress bar indicates the current step is 'Purchase Orders' (Step 1 of 4). The 'Next' button is highlighted in a red box. Below the progress bar, there is a search section with fields for Purchase Order Number (1036177), Purchase Order Date, Buyer, and Advances and Financing (Excluded). There are 'Go' and 'Clear' buttons. Below the search section, there is a table with columns for PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Packing Slip, and Waybill. The table contains one row with the following data: PO Number: 1036177, Line: 3, Shipment: 1, Advances or Financing: (checkbox), Item Description: (Arborserv Inc.) Complete removal including grinding of the stump @ 3661, Item Number: (blank), Supplier Item Number: (blank), Ordered: 160, Received: 160, Invoiced: 159, UOM: US Dollar, Unit Price: 1, Curr: USD, Ship To: PARKS MAIN INVENTORY, Packing Slip: (blank), Waybill: (blank). There are 'Select All' and 'Select None' buttons above the table. At the bottom of the screenshot, there is a 'File' menu and a 'Browser Mode: IE9 Document Mode: Quirks' indicator.

Step 12

Click the **Next** button.

Submitting a Credit Memo



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ORACLE iSupplier Portal

Home Logout Preferences

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier ATLANTA ARBORETUM

Tax Payer ID

* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Please attach electronic invoice by clicking on Add **None**

* Invoice Number

* Invoice Date 21-Nov-2016
(example: 21-Nov-2016)

Invoice Type Invoice

Currency USD

Invoice Description

Customer

* Customer Tax Payer ID

Customer Name

Address

Items

Document Mode: Quirks

Step 13

To search for your remittance address, click the **Search for Remit To** button.

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Search and Select: Remit To

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Remit To **Go**

Results

| Select | Quick Select | Supplier | Remit To | Address | Organization |
|----------------------|--------------|----------|----------|---------|--------------|
| No search conducted. | | | | | |

Cancel Select

Customer Tax Payer ID

Customer Name

Address

Items

| PO Number | Item Line | Shipment Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|-----------|-----------------|---------------------------------|----------------------|---------|--------------------|----------|------------|-----|--------|
| | | | (Advanced Fee) Complete remoual | | | | | | | |

Step 14

To retrieve all of your remittance addresses, click the **Go** button.

Submitting a Credit Memo



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Search and Select: Remit To

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To [] Go

Results

| Select | Quick Select | Supplier | Remit To | Address | Organization |
|-----------------------|----------------------------------|-------------------|------------|---|--------------------|
| <input type="radio"/> | <input checked="" type="radio"/> | ATLANTA ARBORETUM | AP-ATLANTA | AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA GA 30305 | DEKALB COUNTY - OU |

Cancel Select

Customer Tax Payer ID []
Customer Name []
Address []

Items

| PO Number | Line | Shipment Number | Item | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|-----------------|------|------------------|----------------------|---------|--------------------|----------|------------|-----|--------|
| [] | | | | | | | | | | | |

Step 15

The system will retrieve all of your payment sites. Select the correct address by clicking on the **Quick Select** button.

Submitting a Credit Memo



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The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays 'https://isuppliertest.deka...'. The page title is 'iSupplier Portal: Create Invo...'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Create Invoices' section is active, showing a progress bar with steps: 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. The 'Create Invoice: Details' form is displayed, with a note '* Indicates required field'. The form is divided into sections: 'Supplier', 'Invoice', 'Customer', and 'Items'. The 'Supplier' section includes fields for Supplier (ATLANTA ARBORETUM), Tax Payer ID, Remit To (AP-ATLANTA), Address (AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA GA 30305), Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section includes a note 'Please attach electronic invoice by clicking on Add None Add...', Invoice Number (highlighted with a red box), Invoice Date (21-Nov-2016), Invoice Type (Invoice), and Currency (USD). The 'Customer' section includes a field for Customer Tax Payer ID. The 'Items' section is currently empty. The browser status bar at the bottom shows 'File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks'.

Step 16

Click in the **Invoice Number** field and enter your internal Credit Memo number.

Submitting a Credit Memo



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ORACLE iSupplier Portal

Home Logout Preferences

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier ATLANTA ARBORETUM
Tax Payer ID
* Remit To AP-ATLANTA
Address AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA GA 30305
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

Please attach electronic invoice by clicking on Add None Add...

* Invoice Number CM-1036177-1
* Invoice Date 21-Nov-2016
Invoice Type Invoice
Currency USD
Invoice Description

Customer

* Customer Tax Payer ID
Customer Name
Address

Items

File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks

Step 17

Click the **Invoice Type** list.

Submitting a Credit Memo



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The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled "Create Invoice: Details" and is part of a 4-step process. The "Supplier" section is populated with "ATLANTA ARBORETUM" and its address. The "Invoice" section shows an invoice number of "CM-1036177-1" and a date of "21-Nov-2016". The "Invoice Type" dropdown menu is open, and "Credit Memo" is selected and highlighted with a red box. Other options in the dropdown include "Invoice". The "Customer" section is currently empty.

Step 18

Select **Credit Memo** from the drop down list.

Submitting a Credit Memo



ORACLE iSupplier Portal

Home Logout Preferences

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier ATLANTA ARBORETUM
Tax Payer ID
* Remit To AP-ATLANTA
Address AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA GA 30305
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

Please attach electronic invoice by clicking on Add **None** **Add...**

* Invoice Number CM-1036177-1
* Invoice Date 21-Nov-2016
(example: 21-Nov-2016)
Invoice Type Credit Memo
Currency USD
Invoice Description

Customer

* Customer Tax Payer ID
Customer Name
Address

Items

Step 19

Without exception, all credit memos must be submitted with an electronic copy of your original invoice attached. Failure to comply with this requirement will result in your credit memo being cancelled. Once a Credit Memo is cancelled, it will need to be resubmitted and the credit memo number that was entered on the cancelled invoice **cannot be reused**.

To proceed, click the **Add...** button.

Submitting a Credit Memo



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A screenshot of the Oracle iSupplier Portal's 'Add Attachment' screen. The browser address bar shows 'https://isupplier.test.dek...'. The page title is 'ORACLE iSupplier Portal'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Add Attachment' section has buttons for 'Cancel', 'Add Another', and 'Apply'. Below this is the 'Attachment Summary Information' section with fields for 'Title' (highlighted with a red box), 'Description', and 'Category' (set to 'From Supplier'). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with a 'Browse...' button next to the 'File' field. At the bottom, there are 'Cancel', 'Add Another', and 'Apply' buttons.

Step 20

In the Add Attachment screen, click in the **Title** field and enter a name for your attachment.

Submitting a Credit Memo



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A screenshot of a web browser window showing the Oracle iSupplier Portal. The browser's address bar displays 'https://suppliertest.deka...'. The page title is 'Payables: Add Attachment'. The Oracle logo and 'iSupplier Portal' are at the top. A navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Add Attachment' and contains three sections: 'Attachment Summary Information', 'Define Attachment', and a bottom section with 'Cancel', 'Add Another', and 'Apply' buttons. In the 'Attachment Summary Information' section, the 'Title' field contains '1036177-1 Credit memo', the 'Description' field is empty, and the 'Category' is 'From Supplier'. In the 'Define Attachment' section, the 'Type' is set to 'File' (selected with a radio button), and a 'Browse...' button is highlighted with a red box. Below the 'Browse...' button is a text input field labeled 'file and path input'. The browser's status bar at the bottom shows 'File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks'.

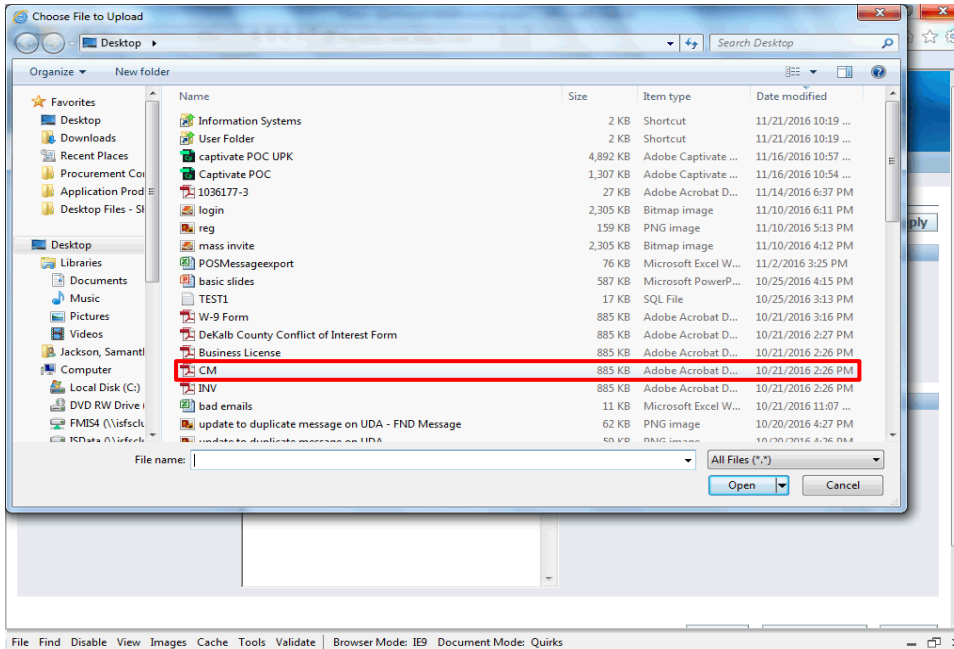
Step 21

In the Attachment Region, click the **Browse...** Button next to the File Field.

Submitting a Credit Memo



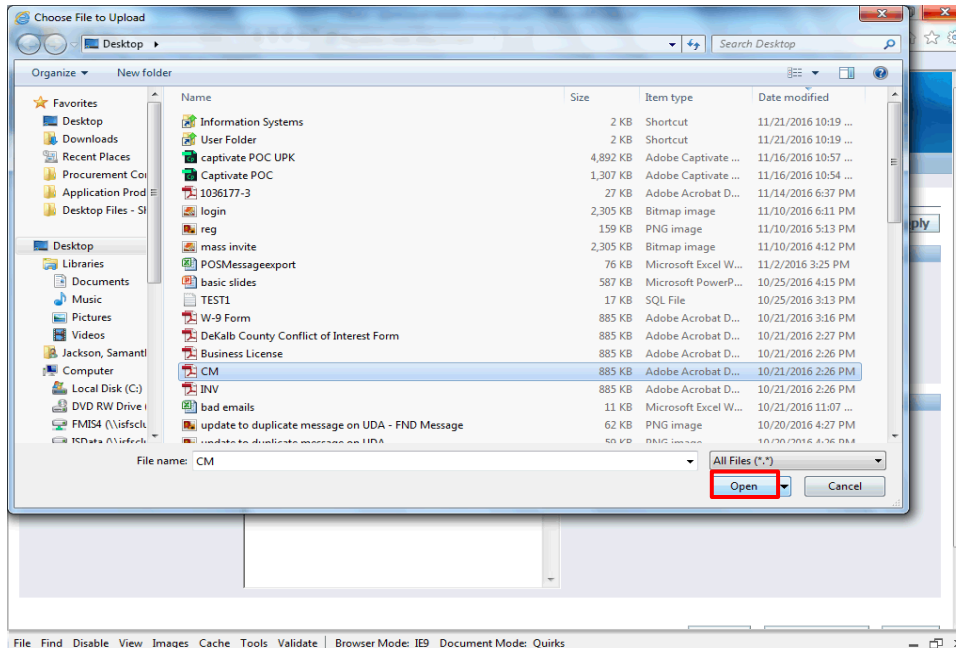
DeKalb County
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Step 22

Select the appropriate attachment and click on the **Open** button.

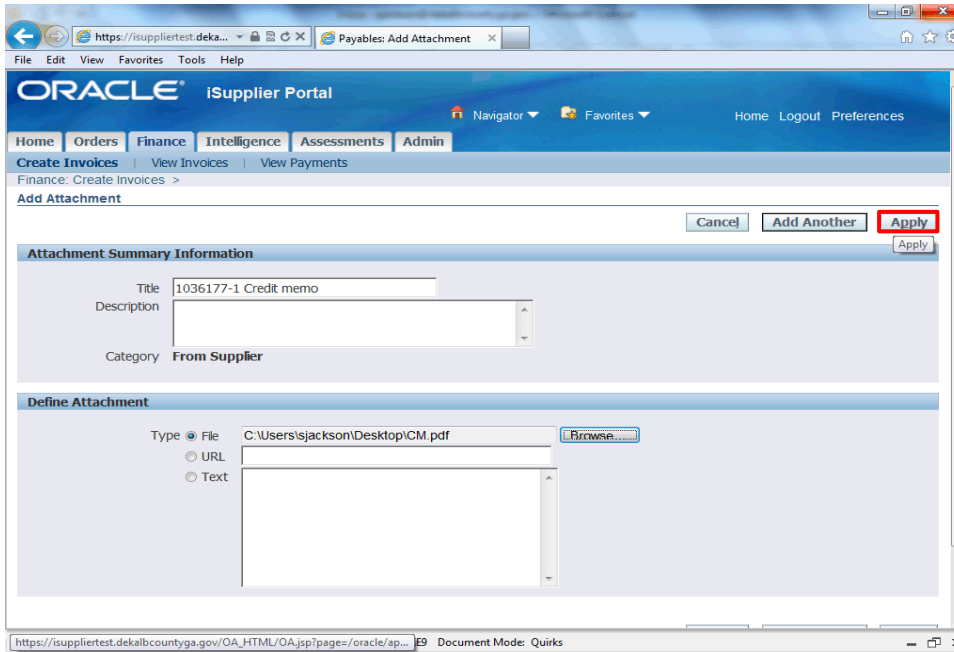
Submitting a Credit Memo



Step 21

Click the **Open** button.

Submitting a Credit Memo



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://supplierest.deka...". The page title is "Payables: Add Attachment". The Oracle logo and "iSupplier Portal" are visible at the top. The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Finance" menu is expanded, showing "Create Invoices", "View Invoices", and "View Payments". The "Add Attachment" section has buttons for "Cancel", "Add Another", and "Apply". The "Apply" button is highlighted with a red box. Below this, the "Attachment Summary Information" section contains a "Title" field with the value "1036177-1 Credit memo", a "Description" field, and a "Category" dropdown set to "From Supplier". The "Define Attachment" section has radio buttons for "File", "URL", and "Text", with "File" selected. A file path "C:\Users\sjackson\Desktop\ICM.pdf" is entered, and a "Browse" button is next to it.

Step 21

Click the **Apply** button.

Submitting a Credit Memo



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Supplier


* Supplier: ATLANTA ARBORETUM
* Tax Payer ID: [Field]
* Remit To: AP-ATLANTA
Remit To Bank Account: [Field]
Unique Remittance Identifier: [Field]
Remittance Check Digit: [Field]

Invoice

Please attach electronic invoice by clicking on Add [Attachment List...](#) [Add...](#)

* Invoice Number: CM-1036177-1
* Invoice Date: 21-Nov-2016 (example: 21-Nov-2016)
Invoice Type: Credit Memo
Currency: USD
Invoice Description: [Field]

Customer

* Customer Tax Payer ID: [Field] 
Customer Name: [Field]
Address: [Field]

Items

| PO Number | Line | Shipment Number | Item | Item Description | Supplier Item Number | Ship To | Available Quantity | Quantity | Unit Price | UOM | Amount |
|-----------|------|-----------------|------|--|----------------------|----------------------|--------------------|----------|------------|-----------|--------|
| 1036177 | 3 | 1 | | (Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032-- CLIMBER NEEDED | | PARKS MAIN INVENTORY | 1 | | 1 | US Dollar | 1 |

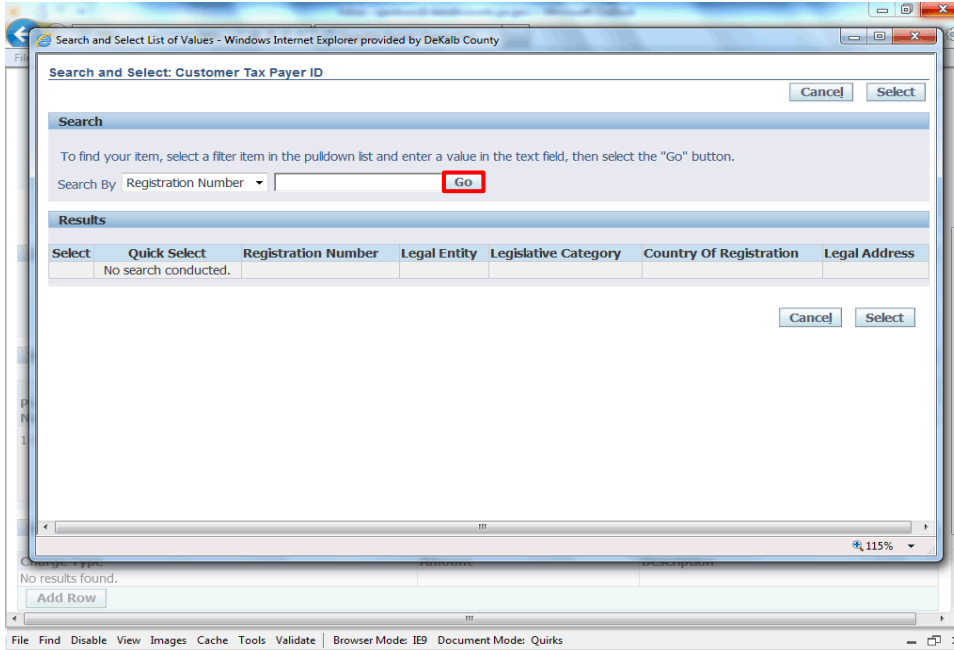
Shipping and Handling

[Field]

Step 22

Next, you will need to enter the DeKalb County Taxpayer ID. Click the **Search for Customer Tax Payer ID** button.

Submitting a Credit Memo



Search and Select List of Values - Windows Internet Explorer provided by DeKalb County

Search and Select: Customer Tax Payer ID

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Registration Number **Go**

Results

| Select | Quick Select | Registration Number | Legal Entity | Legislative Category | Country Of Registration | Legal Address |
|----------------------|--------------|---------------------|--------------|----------------------|-------------------------|---------------|
| No search conducted. | | | | | | |

Cancel Select

No results found.
Add Row

File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks

Step 23

Click the **Go** button.

Submitting a Credit Memo



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Search and Select List of Values - Windows Internet Explorer provided by DeKalb County

Search and Select: Customer Tax Payer ID

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Registration Number [] Go

Results

| Select | Quick Select | Registration Number | Legal Entity | Legislative Category | Country Of Registration | Legal Address |
|-----------------------|-----------------------|---------------------|--------------------|----------------------|-------------------------|--|
| <input type="radio"/> | <input type="radio"/> | SYS11976 | DEKALB COUNTY - LE | Income Tax | US | The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030 |

Cancel Select

No results found.
Add Row

File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks

Step 24

Click the Quick Select button next to **SYS11976**.

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Customer Tax Payer ID: SYS11976
Customer Name: DEKALB COUNTY - LE
Address: The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030

| PO Number | Line | Shipment Number | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | *Quantity | Unit Price | UOM | Amount |
|-----------|------|-----------------|-------------|--|----------------------|----------------------|--------------------|-----------|------------|-----------|--------|
| 1036177 | 3 | 1 | | (Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032-- CLIMBER NEEDED | | PARKS MAIN INVENTORY | 1 | | | US Dollar | 1 |

Shipping and Handling

| Charge Type | Amount | Description |
|-------------------|--------|-------------|
| No results found. | | |

Navigation: Cancel Back Step 2 of 4 Next

Step 25

Scroll down to proceed. You must specify your credit quantity as a negative number.

Click on **Next** to proceed.

Submitting a Credit Memo



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ORACLE iSupplier Portal

Home Logout Preferences

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next **Submit**

Supplier

* Supplier ATLANTA ARBORETUM
Tax Payer ID
* Remit To AP-ATLANTA
Address
Remit To Bank Account XXXXXXX5025
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number CM-1036177-1
* Invoice Date 21-Nov-2016
Invoice Type Credit Memo
* Currency USD
Invoice Description
Attachment [Attachment List...](#)

Customer

* Customer Tax Payer ID SYS11976
Customer Name DEKALB COUNTY - LE
Address

Summary Tax Lines

Calculate

| Summary Tax Line Number | Tax Regime Code | Tax Code | Tax Status Code | Tax Jurisdiction Code | Tax Rate Code | Tax Rate | Tax Amount | Line | Status |
|-------------------------|-----------------|----------|-----------------|-----------------------|---------------|----------|------------|------|--------|
| No results found. | | | | | | | | | |

Document Mode: Quirks

Step 31

Validate the information you have entered. If you need to modify any details, you can click on the **Back** button.

Here, we will click the **Submit** button to proceed.

Submitting a Credit Memo



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The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://isuppliertest.deka...". The page title is "iSupplier Portal: Create Invo...". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Create Invoices" section is active, with sub-links for "View Invoices" and "View Payments". A progress bar shows the current step is "Review and Submit".

Confirmation
Credit memo CM-1036177-1 was submitted to our Accounts Payable department on 21-Nov-2016. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: CM-1036177-1

[Printable Page](#) [Create Another](#)

| Supplier | Invoice |
|--|---|
| * Supplier: ATLANTA ARBORETUM * Tax Payer ID * Remit To: AP-ATLANTA Address Remit To Bank Account: XXXXXXXX5025 Unique Remittance Identifier Remittance Check Digit | * Invoice Number: CM-1036177-1 * Invoice Date: 21-Nov-2016 Invoice Type: Credit Memo * Currency: USD Invoice Description: Attachment Attachment List... |

| Customer |
|---|
| * Customer Tax Payer ID: SYS11976 Customer Name: DEKALB COUNTY - LE Address |

Items

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You have just finished Submitting a Credit Memo for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.