Create and Publish Subsequent Credit or Debit with SNC (Supplier) EN

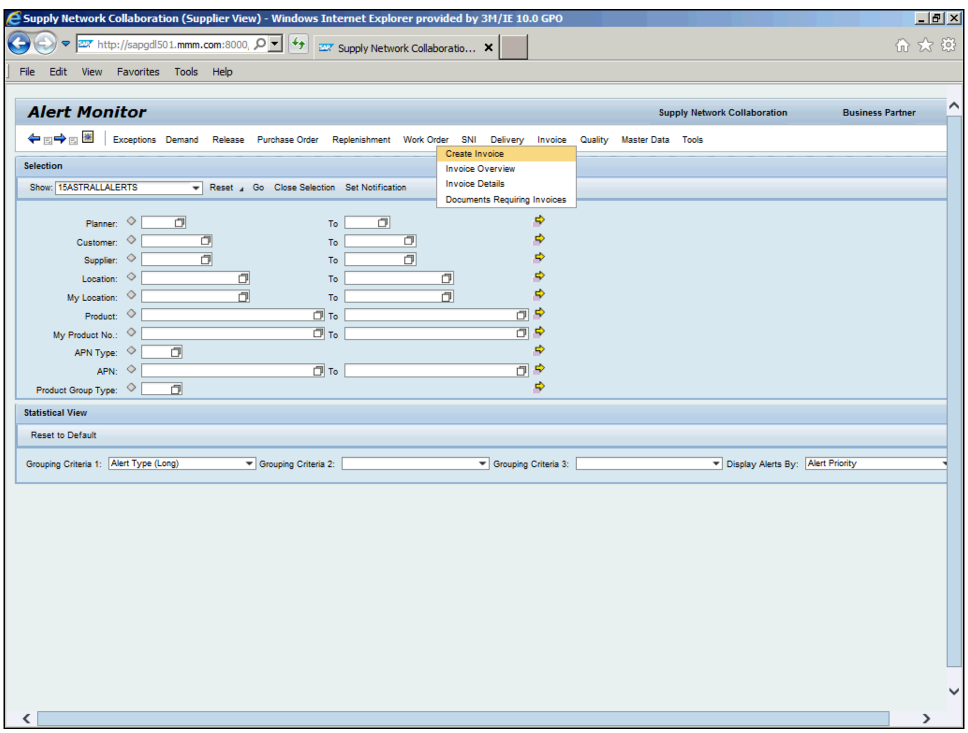
Use this Supplier portal activity to create a subsequent credit or debit memo.

Subsequent credit is the process to reduce the price for an existing invoice with reference to an ASN.

Subsequent debit is the process to increase the price for an existing invoice with reference to an ASN.

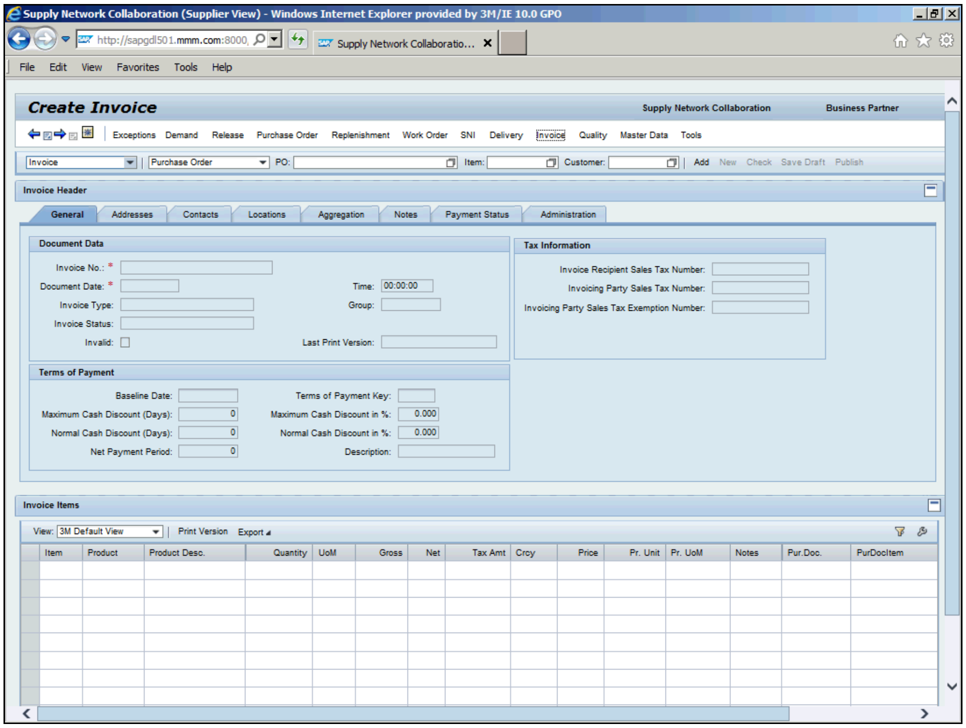
Important: Only use this process for exceptional situations, normally the PO price cannot be adjusted. Prior to making the adjustment both the 3M buyer and AP Invoice processor must agree to the invoice change. This process does not allow for quantity adjustments.

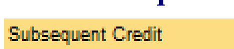
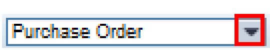
Step	Action
1.	After logging into the SAP SNC system, the *Alert Monitor* displays.
2.	Click the **Invoice** menu. Invoice

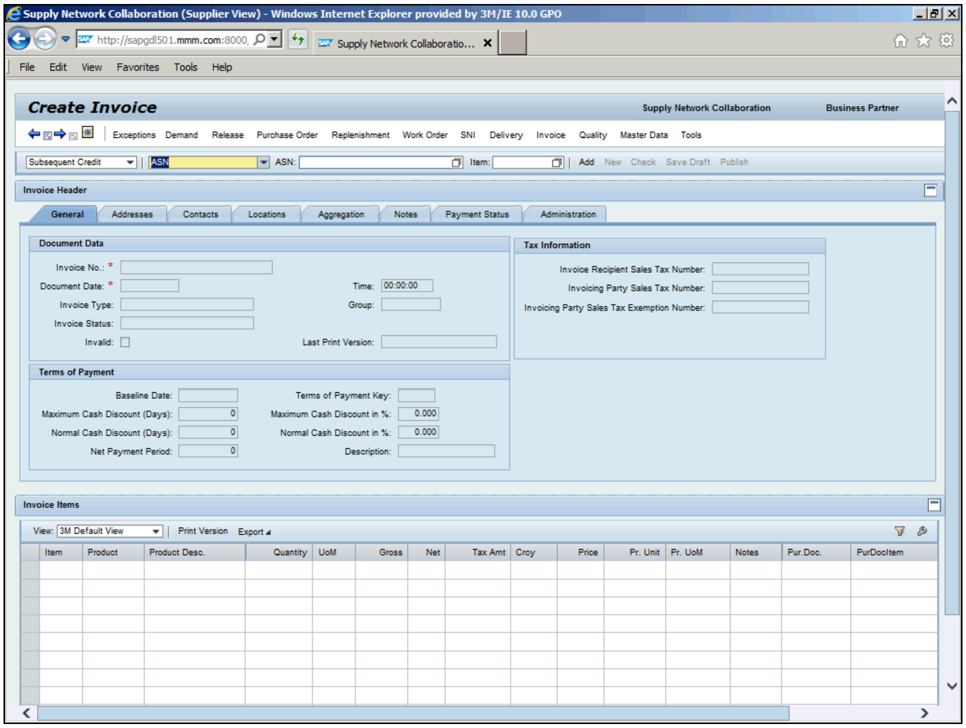


Step	Action
3.	Click the **Create Invoice** menu item. Create Invoice

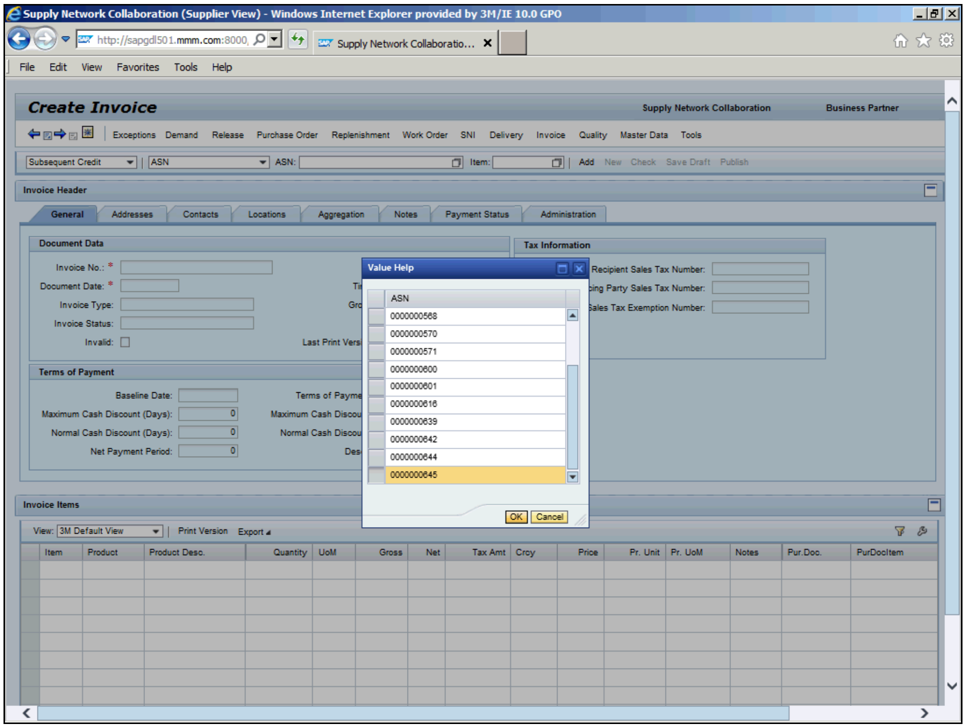
Step	Action
4.	The *Create Invoice* screen displays. Complete the fields across the top of the screen to access the ASN for adjustment.



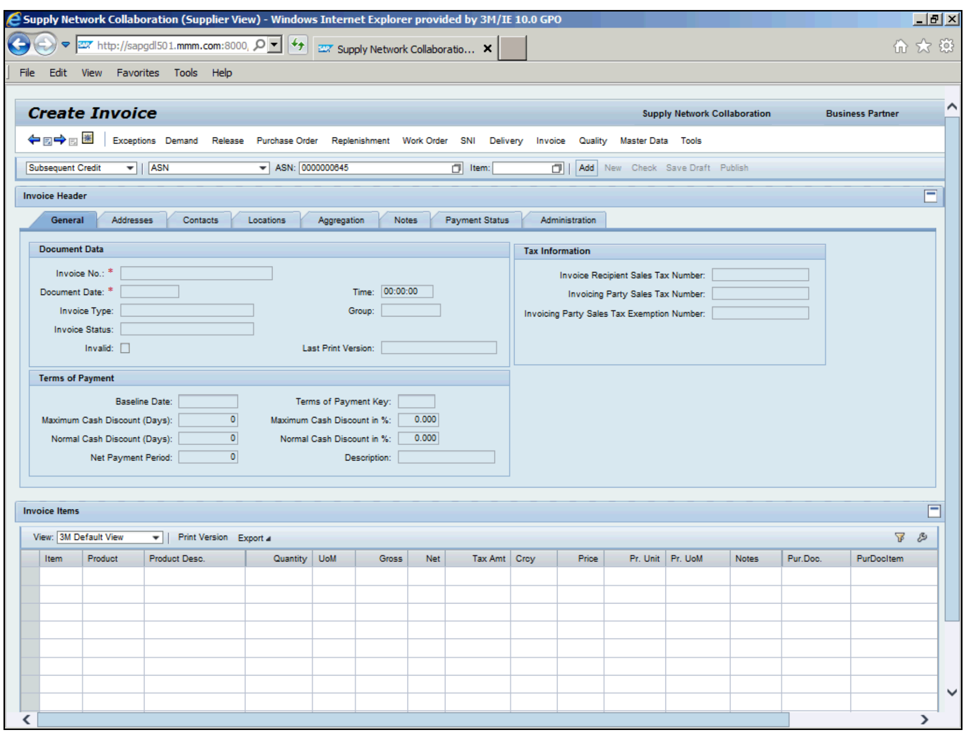
Step	Action
5.	Click the button to the right of the **Invoice** field. 
6.	In this example, create a subsequent credit to apply a price reduction (as agreed to with the 3M Buyer and AP Processor).
7.	Click **Subsequent Credit**. 
8.	Click the button to the right of the **PO:** field. 
9.	Click **ASN**. 



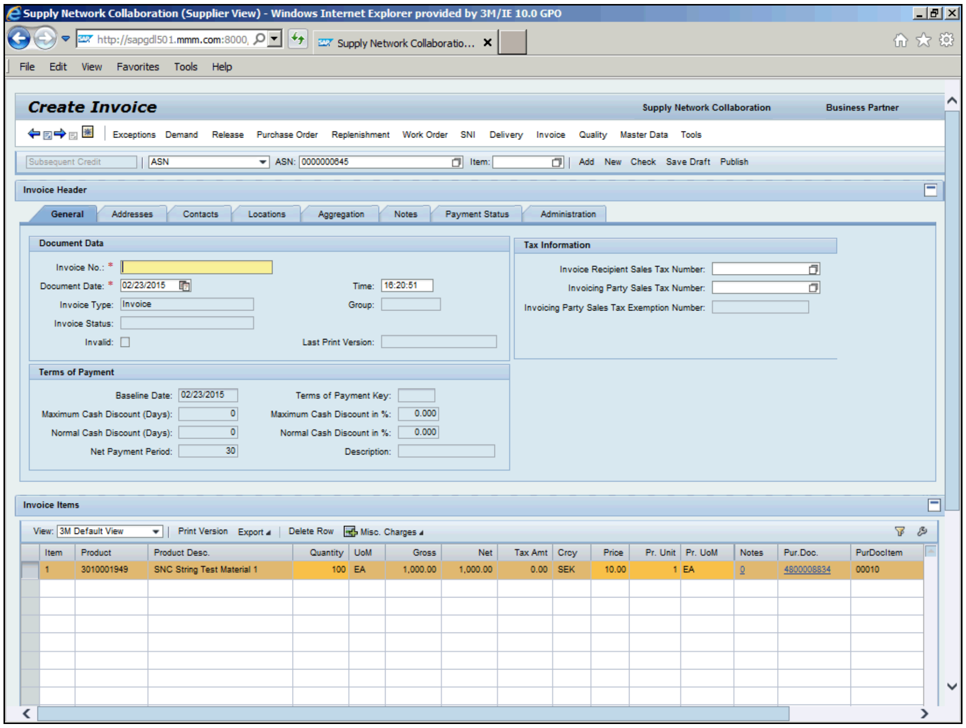
Step	Action
10.	Click the button to the right of the **ASN:** field. 
11.	Select the ASN for adjustment. Scroll as necessary. **Important:** These invoice price adjustments only apply to previously invoiced ASNs.
12.	Click an entry in the list. 

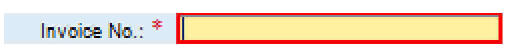
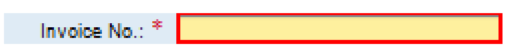


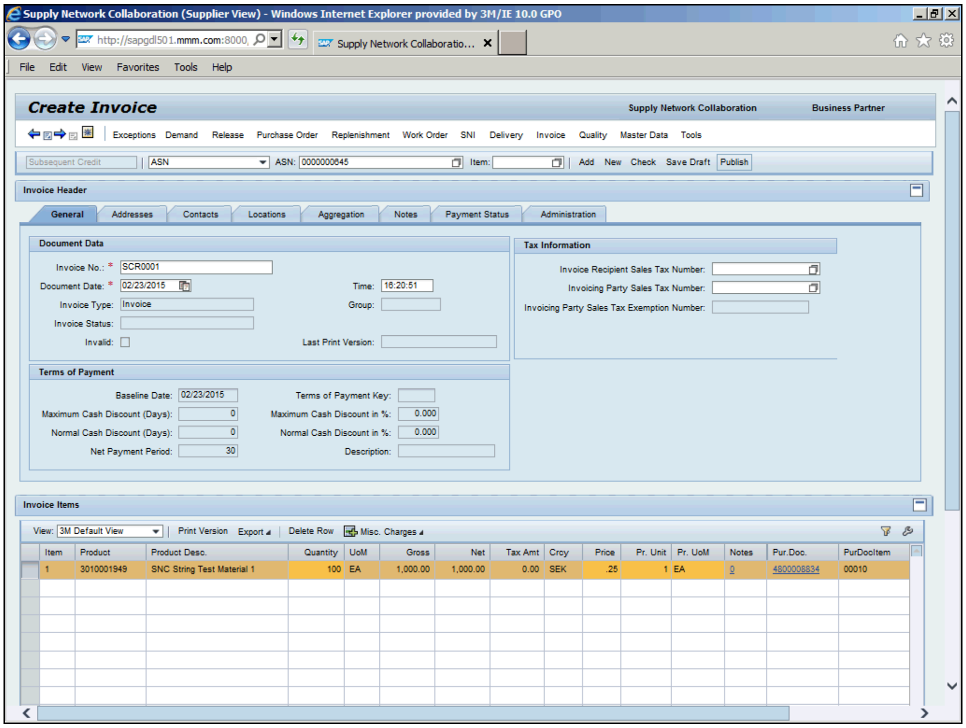
Step	Action
13.	Click **OK**. 



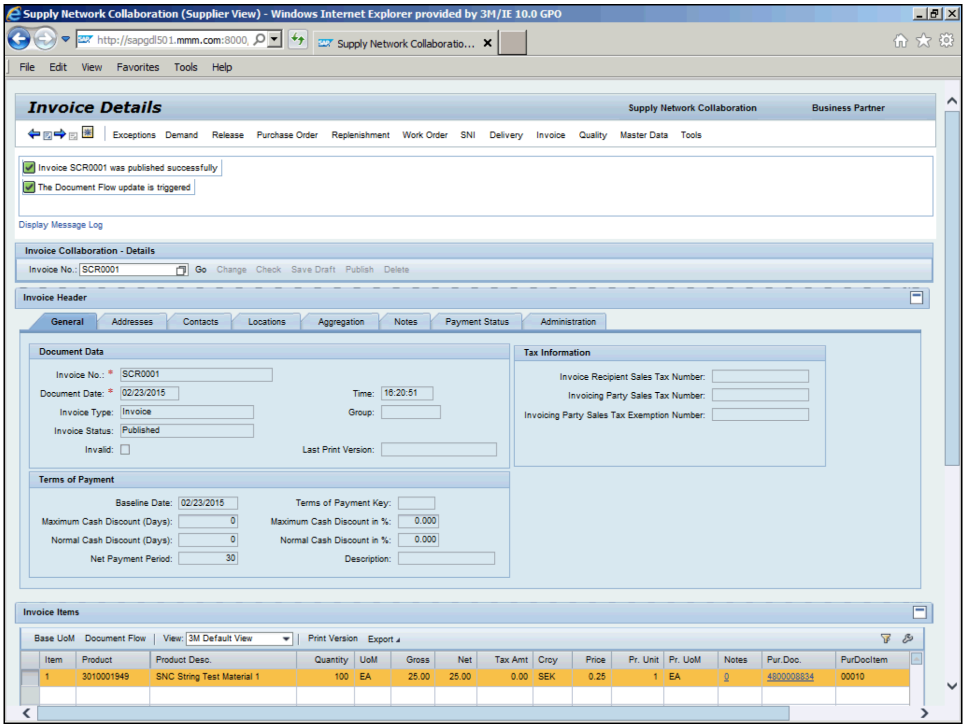
Step	Action
14.	Click **Add**. 
15.	Information related to the selected ASN populates on the screen.



Step	Action
16.	Click the **Invoice No.:** field. 
17.	Type **Invoice No.:** "**SCR0001**". 
18.	In this example, the original price was 10 SEK per unit on the initial invoice. The new price is 9.75 SEK per unit. Enter the credit by entering the price difference of .25 SEK per unit.
19.	Click the **Price** field. 
20.	Type **Price** "**.25**".



Step	Action
21.	Click **Publish**. 
22.	After publishing SNC lists the status of the publish at the top of the screen. **Green** checkbox indicates success. **Yellow** triangle indicates a warning and the action will proceed. **Red** indicates an error condition. **Note:** Errors (red) must be corrected in order to publish.



Step	Action
23.	You have completed this activity. **End of Procedure.**

