

Creating Credit Notes for Suppliers

This document is a quick-reference guide for suppliers who need to create credit notes in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Credit notes are created when the State returns goods to the supplier, there was a price dispute, there was a discount given, or whenever there is a situation that requires the supplier to reimburse the State. Suppliers will be able to create credit notes directly from the Supplier Portal.

Creating a Credit Note from the Supplier Portal

1. From your Supplier Portal in the APP, navigate to the **Invoicing** tab and select **Manage My Invoices** from the dropdown.
2. Select the **New Credit Note** button at the top of the page.
3. Enter the **Credit Note Number** and **Credit Note Date**.
4. Indicate the **Order** that the credit note is for and then click the **Save** button.

CREDIT NOTE HEADER

Standalone Credit : Status :

3 Credit Note Number :

Credit Note Date :

Site :

Supplier : Goodwill Industries of Central Arizona

Contact :

Address :

CREDIT NOTE AMOUNT

Total Credit Amt : USD

Tax amount :

Amount (pretax) :

ORDERS/CONTRACTS

4 Order : (only USD) ...

5. If desired, you can attach a file for reference.

SCANNED CREDIT NOTE

Scanned Credit Note :

6. Once all information is entered, select **Validate**.
7. Select **Approve**.