BRYNMAWR | E-MARKET

Correct Returned Invoices/Credit Memos

Contents

ocate and Open	.1
Correct/Submit	.2

Locate and Open

- 1. Users will receive an e-mail from a comment added to the invoice/credit memo alerting them the invoice has been returned.
- 2. Login to E-Market.
- 3. From the *Accounts* menu icon, hover over *Invoices* then click *View Draft Invoices*.



 Your returned invoice(s) will be listed in the section called *My Drafts*. The status will indicate *Returned*. Click on the *Invoice Number* in blue to open invoice/credit memo Invoices

My Drafts Search					
2001341	96587	MAIN LINE SPRING WATER	No POs	Returned	11/4/2021

5. If you did not receive a separate email explaining the reason for return, click on *Comments* tab then read the comment.



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Correct Returned Invoices/Credit Memos

Correct/Submit

- 6. Click _____ to view th
 - _____ to view the invoice in a summary format.
 - To correct a section, click 🖉 in that section, make changes then click save.
 - *Attach Invoice* section-To add an attachment, click Add. Click *Select files*, locate and choose file, click *Open*, click *Save Changes*.

sense Document mormation (SKIP TH	S SECTION)		Rectangu					<i>a y</i>		Deute	_
inter Invoice Number & Date	ø	Attach Invoice			Enter AP Not	es (OPTIONAL)		ø v	MAIN LINE SPRING	WATER	
upplier Invoice No. 362020A		Internal Attachments	Date	Add	Internal Notes	no value			Supplier Invoice No.		362020
woice Date 3/6/2020		<u>↓</u> Sample 3 11 20.docx	3/11/2020						Total (15.00 USD)		
									Subtotal		18
nter Accounting Codes							(Discount		
-									Tax1		
NE									Tax2		
MC - Fund	BMC - Account C	code	BMC - Dept			BMC - Project			Shipping		
prestricted	51701 Office Supplies		01310 Controllers Office			99999 Project Default			Handling		
	chief capping		control of the			rigeorocito		_			18
Line								··· 🛛 🔹			
No PO Number>								··· 🗖	What's next?		
									Next Step BMC	Account Code Approval	
Status PO Line Item		Catalog No.	Size/Packaging	L	Jnit Price	Quantity	Ext. Price		Approvers Mac	ntosh ADMIN/LOCAL, Donna	
					15.00	01-151	15.00	_	Thor	npson Admin LOCAL, Annemarie	

Attach Invoice section-To remove an attachment, click the *** to the right of attached
document name and click Remove

Attach Invoice (RECOMMENDED)		Ente	
Internal Attachments	Date	Add	Interi
⊥ Test Attachment.docx	3/22/2021	Edi	t

To correct the bottom section, click item description in blue, make changes then click Save .
<No PO Number>

	Status	P0 Line	Item
1	\checkmark	\langle	samples of street names

7. When finished, click submit located on the top right side of the screen. If you do not click submit your invoice/credit memo will remain a draft which means it will not be paid.

