



Airbus Credit Note Principles in Coupa

- Airbus can process Credit Notes electronically. You have to create a Credit Note for the **total amount to fully offset the corresponding Invoice**
- Credit Note has to replicate the Invoice completely (type/number of lines, currency, PO references...)
- Credit Note can be associated only to 1 initial Invoice
- Credit Note must have negative total

Important Remarks:

Due to configuration of Coupa, and considering the legal framework in which the system will operate for Airbus, a **Technical Credit Note** needs to be issued in the following cases:

Invoice has errors

- (!) Full CN is to be issued by the supplier to offset the incorrect invoice
 - This CN must exactly reflect the Invoice, thus having the same error as the invoice (if wrong UoM in invoice, the CN must have wrong UoM too)
 - Invoice is corrected and posted
 - **Important:** Units of Measure and Currency **must** remain as it is in the PO, please do not adjust!
 - **Business** or **Standard** Credit Notes should be issued as usual when needed
- (!) For rejected goods, discounts, etc.

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Need Support?

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(Monday-Friday, Business working hours CE(S)T)

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Supplier Quick Reference Guide #2

Credit Note Creation

English



AIRBUS



Creating a Credit Note in Coupa

You need to go into the Invoice tab and click the **icon to create a Credit Note**

None	06/21/18	Draft	C900002656	0.00 EUR	No		
TestInvoice2	06/21/18	Approved	C900002658	1,000.00 EUR	No		
None	06/21/18	Draft	C900002657	1,000.00 EUR	No		
TestInvoice1	06/21/18	Pending Approval	C900002657	1,000.00 EUR	No		
None	06/21/18	Draft	C900002657	1,000.00 EUR	No		

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Invoice Against Contract **Create** **Credit note**

1. Choose the invoice number you want to resolve

Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason Resolve issue for invoice number Other (e.g. rebate)

Select an Option

- INVTTest_AmntCalc
- INV_TDA_INT**
- Test_INT_TDA
- TestAutoDispute2
- TestAutoDispute
- TestInvoice2
- TestInvoice1
- TC-DS-FR
- TC-DS-NL
- TC-DS-IJK

2. Click on **Create** button

Credit Note

How do you want to correct invoice "INV_TDA_INT" ?

Completely cancel the invoice with a credit note

Adjust invoice with a credit note

Cancel **Create**

- Fill the **Credit Note #** fields with the number of the credit note generated by your own system.
- Make sure that this number has not been used before.
- Fill the **Credit Note Date** with the same date of the credit note generated by your own system.
- Remember to use the **same VAT** rate as in initial invoice

Important Remarks:

(!) Do not attach PDF Credit Note to the electronic one.

(!) Don't send any duplicate of electronic Credit Note by paper or PDF

Create Credit Note Create

General Info

* **Credit Note #**

* **Credit Note Date** 01/09/20

Payment Term 3010

* **Original Date of Supply** 11/29/19

* **Currency** EUR

Delivery Number

Status Draft

Original Invoice # Test ZDA Inv

Original Invoice Date 11/29/19

Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

Credit Reason

Early Payment Provisions Use N/A if not relevant

Margin Scheme

