

# Submit a Credit Memo

Suppliers can create and submit credit memos with supporting documentation.

<https://einvoice.usps.com>

## Step 1 Select USPS iSupplier External eInvoice Creation or Home Page

Home

**Navigator** Personalize

- USPS iSupplier External Account Inquiry
- USPS iSupplier External eInvoice Creation**
- Home Page
- USPS iSupplier External User Maintenance

**Worklist** Full List

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From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP Vacation Rules - Redirect or auto-respond to notifications.

**Table Diagnostics**

## Step 2 Select the Finance tab

Supplier Home Orders **Finance**

Create Invoices View Invoices View Payments

**Invoice Actions** Create Invoice With a PO Go

**Search**

Note that the search is case insensitive

Supplier OSHKOSH DEFENSE LLC

Invoice Number

Invoice Date From (14-Sep-2023)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.								

**Table Diagnostics**

### Step 3

Select GO to create invoice with PO on the right hand side.  
\*Leave this page blank

Supplier Home Orders Finance

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With PO Go

Search

Note that the search is case insensitive

Supplier OSHKOSH DEFENSE LLC

Invoice Number

Purchase Order Number

Invoice Amount

Invoice Date From (14-Sep-2023)

Invoice Date To

Invoice Status

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Table Diagnostics

- ### Step 4 & 5
- Enter the Purchase Order Number/Contract number for which to submit a credit memo.
  - Leave all other fields blank
  - Select GO at the bottom of the page.

Supplier Home Orders Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 3DVPRT22C0001 X

Purchase Order Date (14-Sep-2023)

Buyer

Organization

Go Clear

PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
No search conducted.											

Advanced Search

- Step 6 & 7**
- Select the check box for the appropriate line item and shipment if you have multiple line items.
  - Select Next on the right hand side.

Supplier Portal

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Cancel Step 1 of 4 **Next**

Search

Note that the search is case insensitive

Purchase Order Number: 3DVPRT23C0016  
 Purchase Order Date: (14-Sep-2023)  
 Buyer: [Search]  
 Organization: [Search]

Go Clear

PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input checked="" type="checkbox"/>	3DVPRT23C0016	1	50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI	2984140052	0	101315500	DOLLARS	1	USD	1831BH	UNITED STATES POSTAL SERVICE
<input checked="" type="checkbox"/>	3DVPRT23C0016	2	test 99 mil inv	3000000000	0	0	DOLLARS	1	USD	USPS LOCATION	UNITED STATES POSTAL SERVICE

- Step 8**
- Enter an Invoice number.
  - Select Credit Memo from the Invoice Type drop down.
  - Enter credit memo details.
    - Enter reason for credit memo.
    - Add attachment(s) (not required).
    - Add Quantity as a Negative Dollar amount.
  - Select Next.

Supplier Portal

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Cancel Back Step 2 of 4 **Next**

Supplier

\* Supplier: OSHKOSH DEFENSE LLC  
 \* Remit To: 1  
 Address: XX XXX XXXX XXXXXXXX WI XXXXXXXXXX

Invoice

\* Invoice Number: CREDIT123  
Note: Invoice Number is uppercase with maximum length of 30 characters and cannot contain any invalid characters (tabs or spaces will fail).

Invoice Date: 11-Sep-2023  
 Invoice Type: Credit Memo  
 Currency: USD  
 Invoice Description: Credit  
NOTE: Descriptions exceeding 20 characters in length will be truncated on the Remittance when the Invoice is paid.

Attachment +

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
3DVPRT23C0016	1			50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVICE STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AFTER THE DELI		1831BH	2882824552	-200	-200	1	DOLLARS -200



# Step 9

- Verify entries
  - Invoice number
  - Description
  - Credit Amount
- Agree to Confirmation to submit invoice

The screenshot shows the 'Create Invoice: Manage Tax' interface. At the top, there are navigation tabs: 'Supplier Home', 'Orders', and 'Finance'. Below these are links for 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar indicates the current step is 'Manage Tax', with previous steps being 'Purchase Orders' and 'Details', and the next step being 'Review and Submit'. The 'Submit' button is circled in red.

The main form is divided into 'Supplier' and 'Invoice' sections. The 'Supplier' section includes fields for 'Supplier' (OSHKOSH DEFENSE LLC), 'Remit To' (1), and 'Address'. The 'Invoice' section includes fields for 'Invoice Number' (TEST1234), 'Invoice Date' (14-Sep-2023), 'Date Invoice Received' (14-Sep-2023), 'Invoice Type' (Standard), 'Currency' (USD), and 'Invoice Description' (Testing Services). A 'Confirmation' dialog box is open, asking the user to verify the information and agree to the terms. The 'Agree' button in the dialog is circled in red.

The 'Items' section contains a table with the following data:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
30VPR723C0016	1	1	50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POST POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE CHANGED AF	ELECTRIC	1831BH	2832824552	2000	DOLLARS	1	2,000.00
30VPR723C0016	2	1	test 99 mil Inv		USPS LOCATION	3000000000	600	DOLLARS	1	600.00

Below the table is an 'Invoice Summary' section with the following data:

Item	Amount
Items	2,600.00
Less Rebate	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Recalculate Total</b>	<b>Total (USD) 2,600.00</b>

