

From JDSN, select Create Credit Memo. Select the John Deere Unit from the drop down. Fill in the Purchase Order #, Supplier # and the suppliers own email address. Click Create



JDSN » Credit Memo » Create Credit Memo

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John Deere Unit that issued the Purchase Order * * indicates required field

Purchase Order Number

John Deere Supplier Number *

E-mail Address * Supplier email address

Create

Fill in the credit memo details. All fields marked with an * are required. Attach a copy of the credit memo. Select the PO line needed, fill in the credit memo quantity, the system will automatically extend the price for the quantity. Fill in any other charges, tax, or freight if needed.

Credit Memo Details * indicates required field

Supplier 13229 - JOHN DEERE CYLINDER DIVISION

John Deere Unit Deere & Co US-AG (AG North America)

Purchase Order 5500661936

Email Address test13@gmail.com

Telephone *

Credit Memo Number *

Credit Memo Date * Oct 2016 [clear this date](#)

Original Invoice Number

Original Invoice Date Aug 2016 [clear this date](#)

Reason for Credit

Electronic Copy of Credit Memo

Attach Original Credit Memo *

Note: The attachment file must not exceed 10MB and must be one of the following formats: .xls, .xlsx, .doc, .docx and .pdf

Available Line Details

Select lines to include in Credit Memo. + Add Row

Line	Material Number	Description *	Price * (USD)	Credit Memo Quantity *	Extended Price (USD)
<input checked="" type="checkbox"/>	10	AHC10684	HYDRAULIC CYLINDER,	<input type="text" value="1"/>	-201.90
Other Charges					<input type="text"/>
Freight Charges					<input type="text"/>
Tax Amount					<input type="text"/>
Credit Memo Total					-201.90

When complete, click on Save or Submit. You can save and finish at another time or submit right away.

Additional Information

Notes/Comments

File Attachments

Formats Accepted: .xls, .xlsx, .doc, .docx, .pdf, .tif, .tiff, .jpg, and .txt

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You will receive an email with the details. From here you can create another credit or search for previously submitted credit memos.

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Credit Memo submit - Credit Memo has been successfully submitted to John Deere.

John Deere Unit that issued the Purchase Order * * indicates required field

Purchase Order Number

E-mail Address *

To search for a credit memo, click on Search Credit Memo. Fill in the email address that was used when submitting and the supplier #. These options will pull up all credit memos submitted under that email address. Or you can use the other fields to narrow it down to a specific credit.

JDSN » Credit Memo » Search Credit Memo

Navigation

Email Address * * indicates required field

Supplier *

John Deere Unit

Credit Memo Number Status

Credit Memo Date Range through

Show results per page

Showing 1 to 1 of 1 results

Supplier	John Deere Unit	Credit Memo Date	Credit Memo Number	Amount Submitted	Status
0000013229	Deere & Co US-AG (AG North America)	13 Oct 2016	CREDIT123	USD -201.90	Submitted

Showing 1 to 1 of 1 results

Show results per page

You can then click on the Credit Memo Number to view the details. While it is still in Submitted Status, you can cancel it if needed. After an overnight cycle, changes can no longer be made and you would need to contact APSS 309-765-8275 if there is an issue.

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- Navigation**
- Create Credit Memo
 - Search Credit Memo

Credit Memo Details

Supplier	000013229 - JOHN DEERE CYLINDER DIVISION
John Deere Unit	Deere & Co US-AG (AG North America)
Purchase Order	5500661936
Email Address	test13@gmail.com
Telephone	309-123-4567
Credit Memo Number	CREDIT123
Credit Memo Date	13 Oct 2016
Credit Memo Status	Submitted
Original Invoice Number	invoice123
Original Invoice Date	13 Aug 2016
Reason for Credit	parts returned

Electronic Copy of Credit Memo

Original Credit Memo [Test credit.docx](#)

Line Details

Line	Material Number	Description	Price (USD)	Credit Memo Quantity	Extended Price (USD)
10	AHC10684	HYDRAULIC CYLINDER,	-201.90000	1	-201.90
Other Charges					
Freight Charges					
Tax Amount					
Credit Memo Total					-201.90

Additional Information

Notes/Comments

Attachments

