Correct Returned Invoices/Credit Memos

Contents
Locate 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.

![E-Market screenshot]

4. 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

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

![Invoice screenshot]
Correct Returned Invoices/Credit Memos

Correct/Submit

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.