

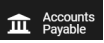
# Correct Returned Invoices/Credit Memos

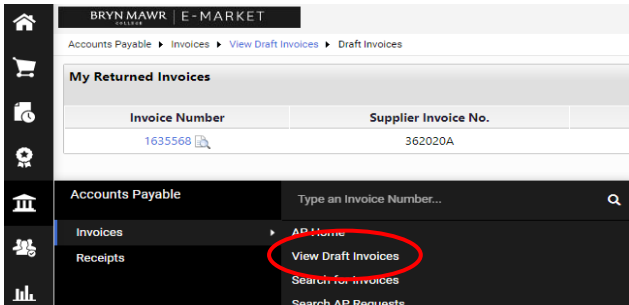
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Locate and Open ..... 1

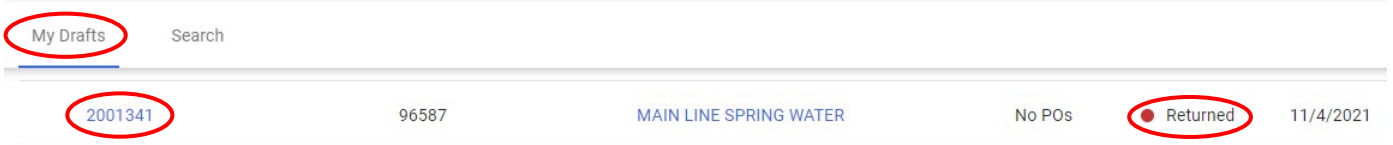
Correct/Submit ..... 2

## Locate and Open

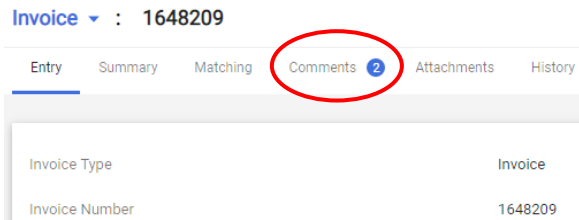
1. Users will receive an e-mail from a comment added to the invoice/credit memo alerting them the invoice has been returned.
2. Login to E-Market.
3. From the  menu icon, hover over *Invoices* then click *View Draft Invoices*.



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.

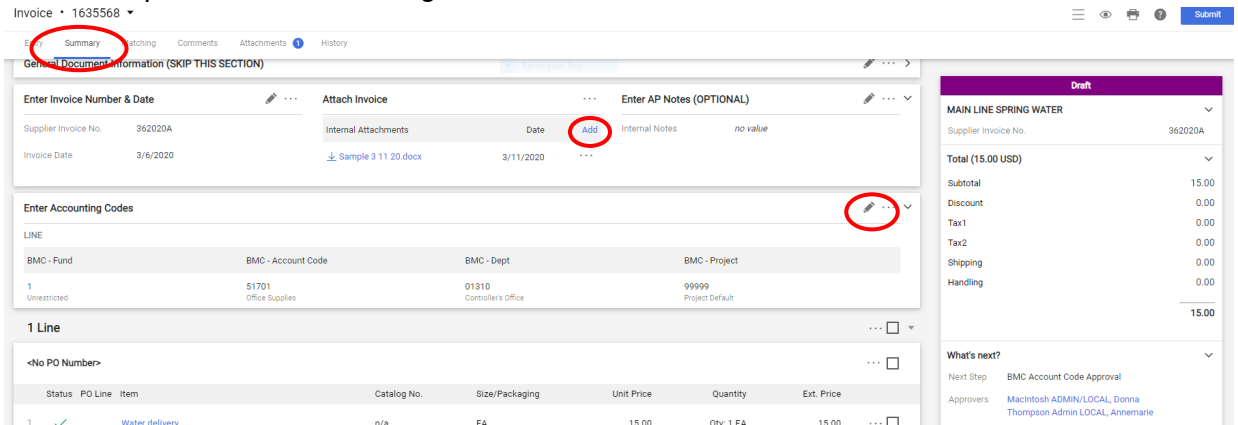


## Correct Returned Invoices/Credit Memos

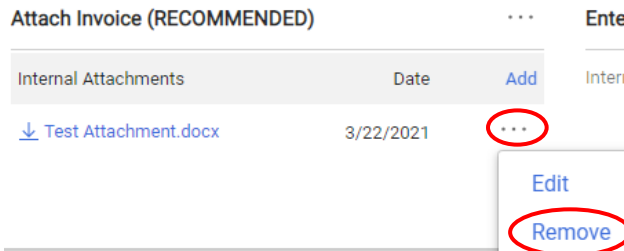
### Correct/Submit

6. Click [Summary](#) to view the invoice in a summary format.

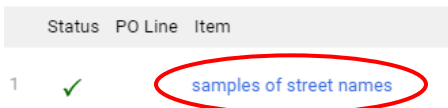
- To correct a section, click  in that section, make changes then click [Save](#).
- Attach Invoice** section-To add an attachment, click [Add](#). Click *Select files*, locate and choose file, click *Open*, click *Save Changes*.



- Attach Invoice** section-To remove an attachment, click the **...** to the right of attached document name and click [Remove](#).



- To correct the bottom section, click item description in blue, make changes then click [Save](#).



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.

