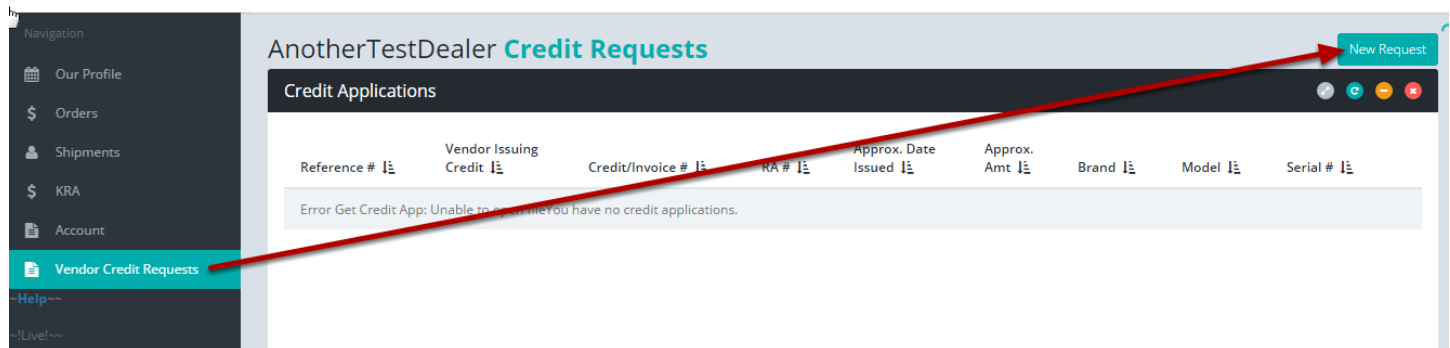


How to create a credit request

This lesson takes you through creating a credit request.

Go to Vendor Credit Requests > New Request



At New Credit Request pop up, enter information, then CLICK Continue

New Credit Request

CREDIT INFORMATION

Vendor Issuing Credit: HP (Vendor)

Credit#(if available): 12345

Invoice# (if available): 54321

RA # (Include Return Auth Form): 98765

Approximate Date Issued: 04/01/16

Approximate Amount: 1000

PRODUCT INFORMATION

Brand: HP (Brand)

Model: 1PNL571AA

Serial Number: 5847660210-0043

NOTE: *G #'s & T #'s DO NOT HELP US TO LOCATE CREDITS. *ACTUAL CREDIT/INVOICE# IS THE BEST INFORMATION YOU CAN PROVIDE. When following up on status of request please use Credit Ref #

Cancel Continue

*****To help speed up and verify your request, fill out more fields and be more specific with your information**

At New Credit Request pop up, upload any supporting documents, then **CLICK Save**

New Credit Request

Upload Proof of "Scrap Returns"

You may upload PDF, Word, and JPEG files (.pdf, .doc, .docx, .jpg and .jpeg file extensions)

Select Document to Upload

Choose File No file chosen

Save Skip

***Uploading a supporting document here will also help speed up and verify your request

*If a document is unavailable, CLICK Skip

Credit Request is now submitted

AnotherTestDealer Credit Requests

Click on a line item to view Credit Request Details

New Request

Reference #	Vendor Issuing Credit	Credit/Invoice #	RA #	Approx. Date Issued	Approx. Amt	Brand	Model	Serial #
1350 Status:	HP (Vendor)	Cr: 456789 In: 987654	12345	03/01/2016	\$500	HP (Brand)	1PNL571AA	465113BXN-0024-Q
1349 Status:			1765	04/01/2016	\$1000	HP (Brand)	1PNL571AA	5847660210-0043

This is the Credit Ref #. Use this # when following up on status.