Requirements for a credit note

When issuing credit notes, please note the following points to ensure smooth processing.

We ask you to provide the following information:

- Recipient
- Supplier number
- Factory code number
- Surname, first name of the responsible functional department

With regard to the business case, we ask for further information:

- Invoice reference
- Debit number of the debit received starting with 4*********
- Purchase Order number
- Delivery note
- Account Assignment Information (Cost Center/Internal Order)
- Bordero/Travel Number

Thank you very much for your understanding

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