



## Quick Reference Guide

# How to Submit Credit Memo for Service PO

Audience: City of Ottawa – Enterprise Suppliers

Date: 01 April 2022

- Do not Submit Credit Memo for Service PO through Ariba Network.
- Credit Memos can be sent to your Buyer (City of Ottawa) via a separate email. Make sure you indicate PO number as a reference on the Credit Memo Document.
- Please send your Credit Memo to [apayable-cfournisseurs@ottawa.ca](mailto:apayable-cfournisseurs@ottawa.ca)