Login to the Dallas ISD Portal
http://disdops.dallasisd.org/OA_HTML/AppsLocalLogin.jsp

Expand **DISD iSupplier** User by clicking on the + sign
Select **Transaction Inquiry**
Select the **Finance** tab
Navigate to the right side of the screen and select **Go** next to **'Create Invoice with a PO'**
Enter the PO number in the **Purchase Order Number** Field and then Press **Go**
Select the lines to be credited by placing a check mark in the square box in front of each line.
Select **Next** button
Key in an invoice number in the **Invoice Number** field.
For **Invoice Type**, you must select Credit Memo
Enter the **Quantity** you are crediting for each line (the quantity should be a negative value)
Select **Next** button
Select **Submit** button
Finished!