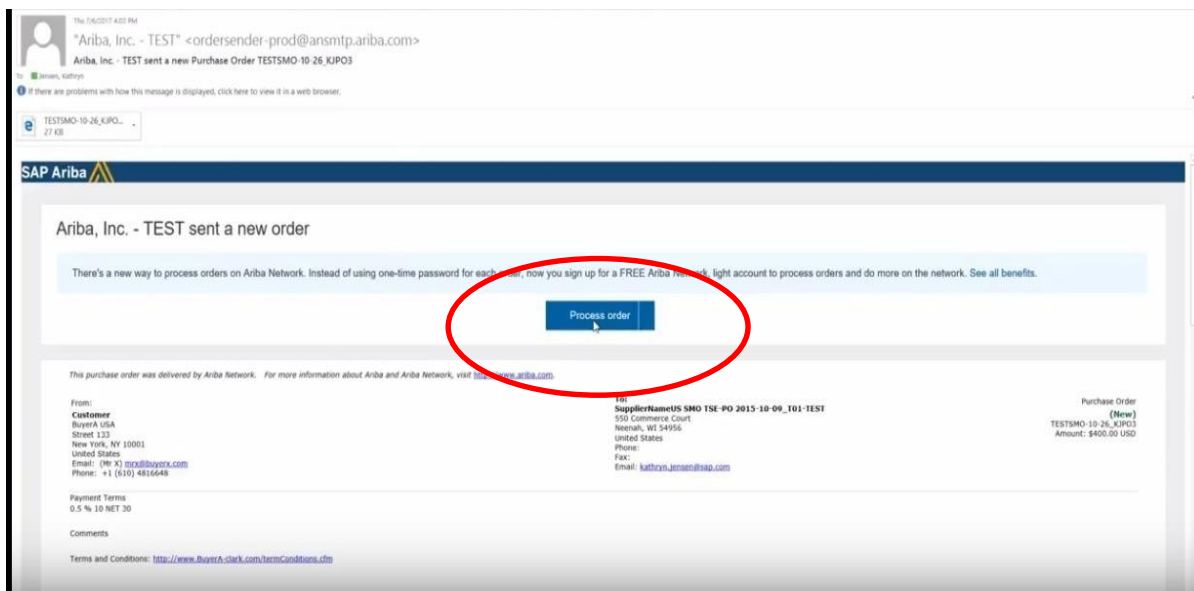


Overview

This document provides step-by-step instructions for using an Ariba-generated PO notification e-mail to sign up for an Ariba Network Light Account to transact electronically with Constellation Brands for future purchasing and invoicing activities.

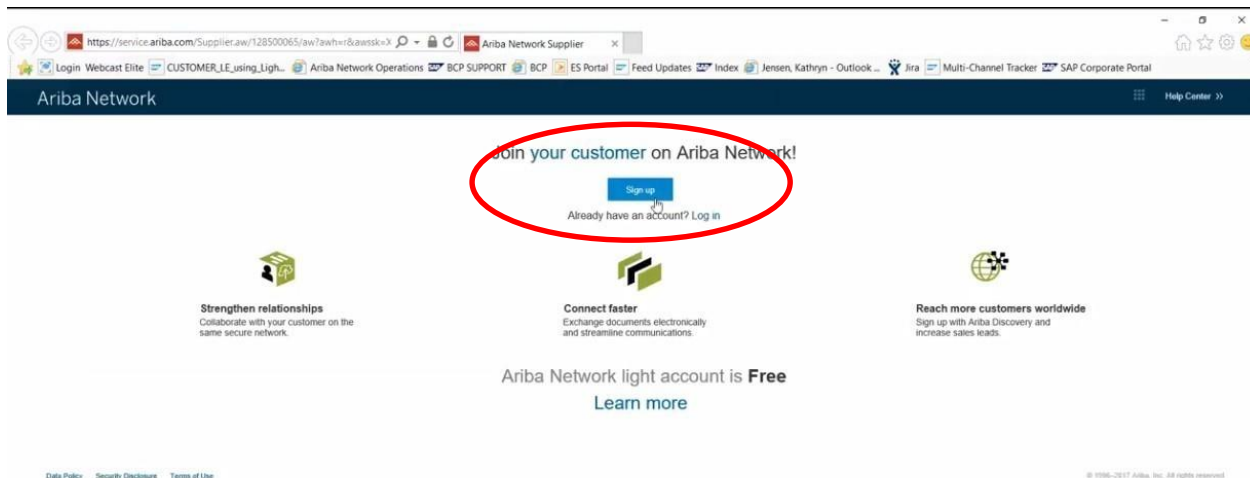
Ariba Registration via Ariba-generated PO e-mail

1. Open PO e-mail received from Ariba
2. Click on 'Process Order' button



This will redirect you to the Ariba webpage

3. Click on 'Sign up' button



4. Enter required information about your company and account administrator

Required Fields:

- Company Name
- Address (Country, City, State, Zip Code)
- Name
- Email
- User Name
- Password

Ariba Network

Register

Company information

* Indicates a required field

Company Name*

Country* United States [USA] ▼ If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address*

City*

State* Alabama ▼

Zip*

User account information

* Indicates a required field

Name*

Email*

Use my email as my username

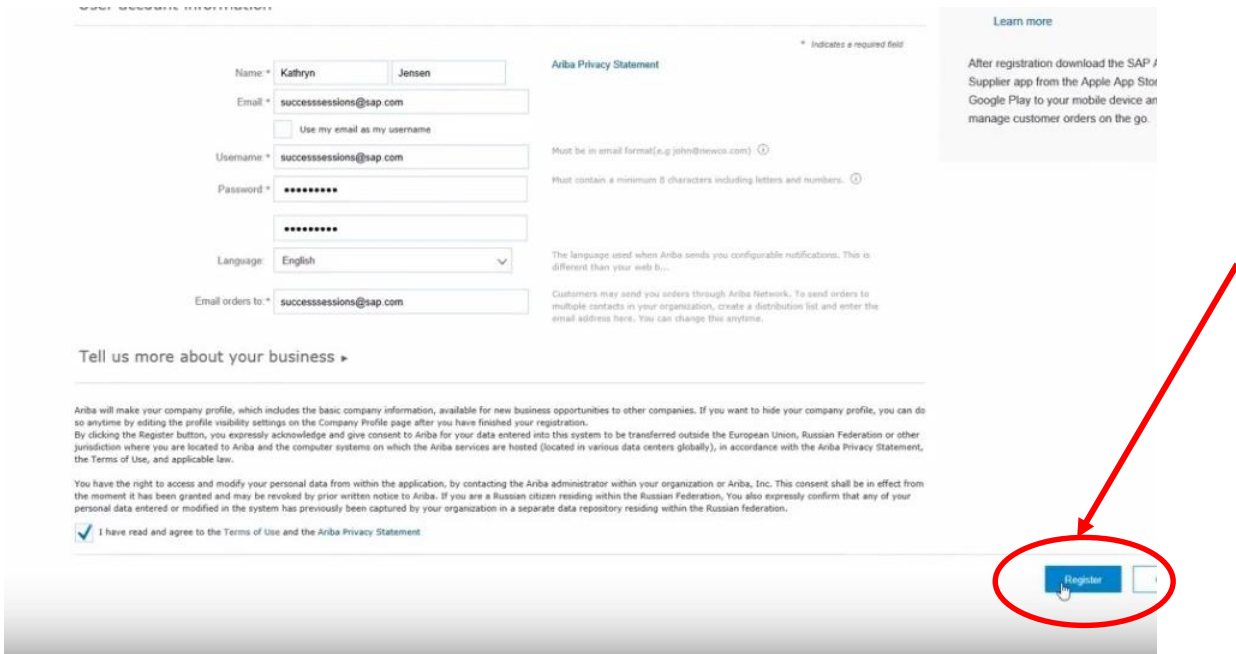
Username* Must be in email format(e.g. john@newco.com) ⓘ

Password* Must contain a minimum 8 characters including letters and numbers. ⓘ

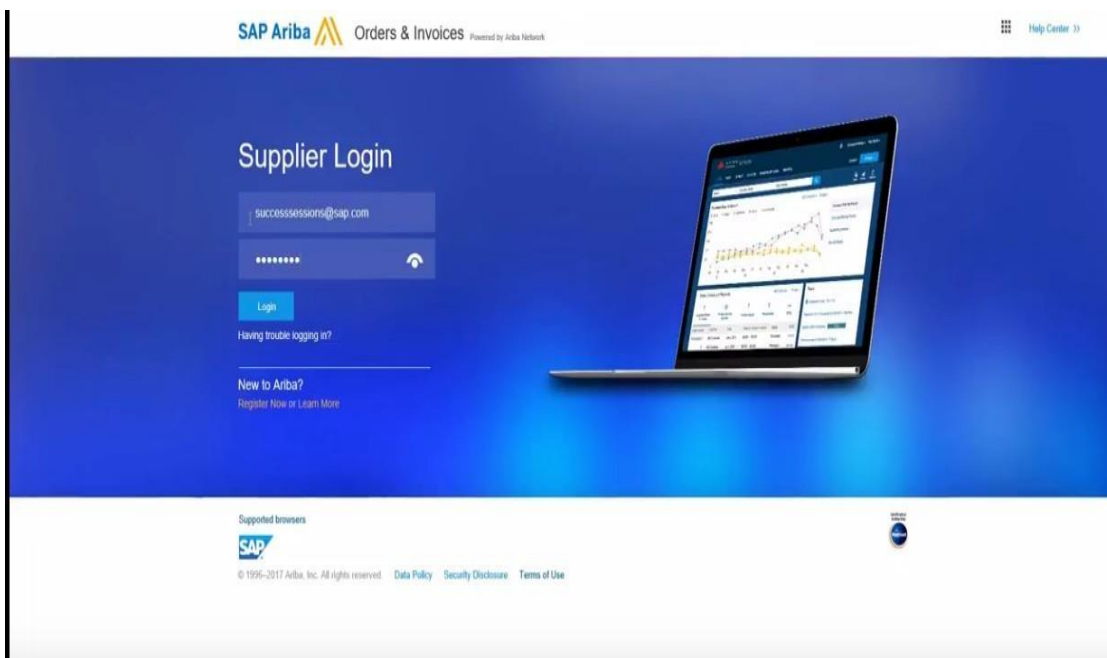
Repeat Password*

[Ariba Privacy Statement](#)

5. Read all terms and conditions and then click 'Register' button



6. After you are registered you can go to www.supplier.ariba.com and Log in to the Ariba Network using the username and password you just created.



7. Check your mailbox to confirm your email in Ariba

- Once you register your company you will receive an email asking to confirm your account. If you have more than one email address you can add it in here.

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to jsmith@wkchairs.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

8. Click Go to my Company Profile

- The page contains the next steps to complete the profile, it's required to have 100% of the profile complete in order to transact with CBI.

✓ Your Ariba username has been verified.

Complete Your Company Profile Now

35%

- Add company contacts to ensure your trading partners can contact you.
- Add marketing and financial details to help new trading partners find you.
- View additional company profile recommendations in the completeness meter.

Why is your company profile important?

Completing your company profile enables buying organizations to locate your company when searching for suppliers by commodity, industry, sales territory, or other criteria.

Buyers use your company profile to evaluate your capabilities.

Ariba uses information in your company profile to automatically match your capabilities with new opportunities.

Once you are registered, the Dashboard will include key ongoing management capabilities. You are now transacting with CBI and can return to the previous email to confirm the PO.

The screenshot shows the Ariba Network dashboard interface. At the top, there is a navigation bar with the Ariba logo and 'Network' text. Below this is a secondary navigation bar with tabs: HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, REPORTS, and CSV Documents. The main content area displays a search bar with filters for 'Orders and Releases' and 'All Customers', and a search field for 'Order Number'. Below the search bar, there are two summary cards: '3 New Purchase Orders' and '3 Orders to Confirm'. A table lists three orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. A callout box in the center lists four key controls: 1. Solution Navigator, 2. Company Account Settings, 3. User Account Navigator, and 4. Help Center. Red circles and arrows point from these numbers to the corresponding icons in the top navigation bar.

The Dashboard includes the following controls

1. Solution Navigator
2. Company Account Settings
3. User Account Navigator
4. Help Center

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
PO8087	ACME Insurance	New	\$2,420.97 USD	29 Jan 2016	\$0.00 USD	Select ▾
PO8070	ACME Insurance	New	\$5,492.45 USD	29 Jan 2016	\$0.00 USD	Select ▾
PO1009	Super Soda, Inc.	New	\$800.00 USD	28 Jan 2016	\$0.00 USD	Select ▾