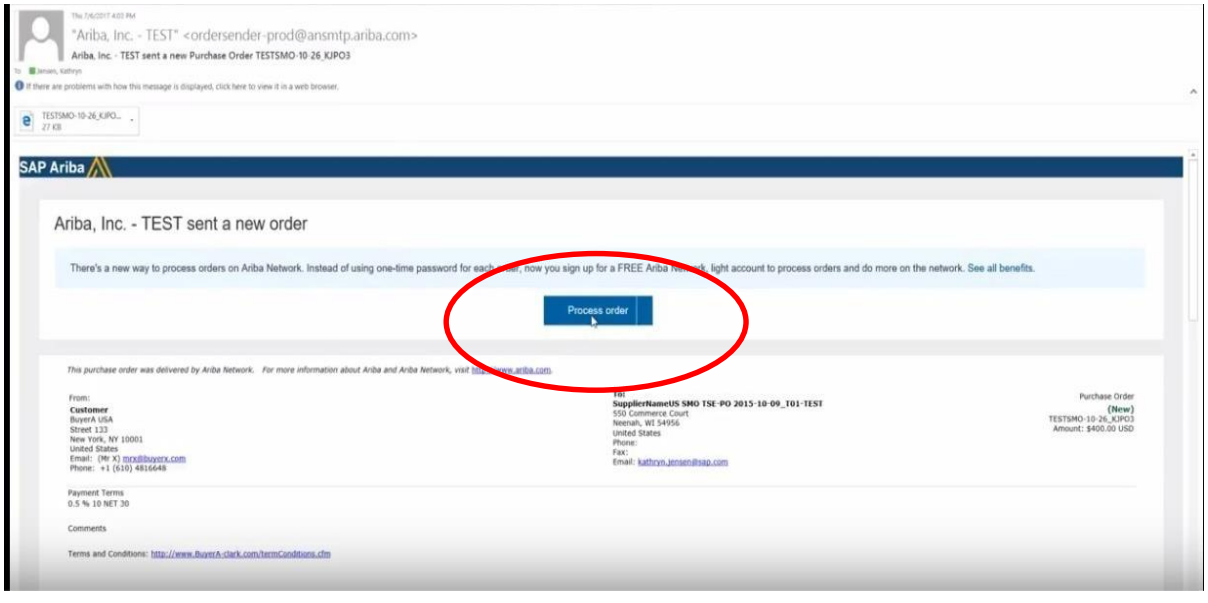
Overview

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.

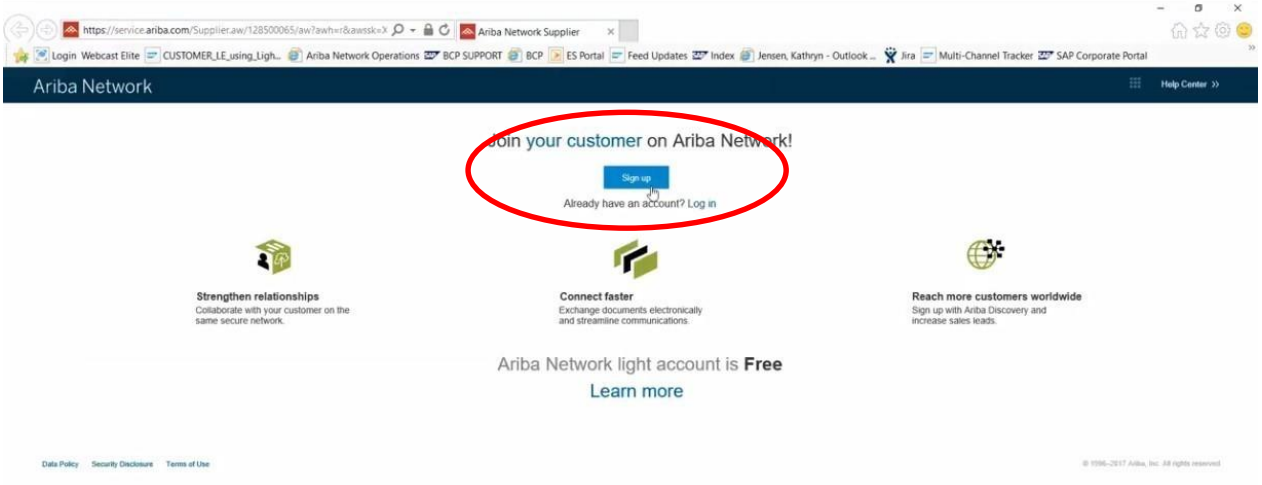
Ariba Registration via Ariba-generated PO e-mail

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



This will redirect you to the Ariba webpage

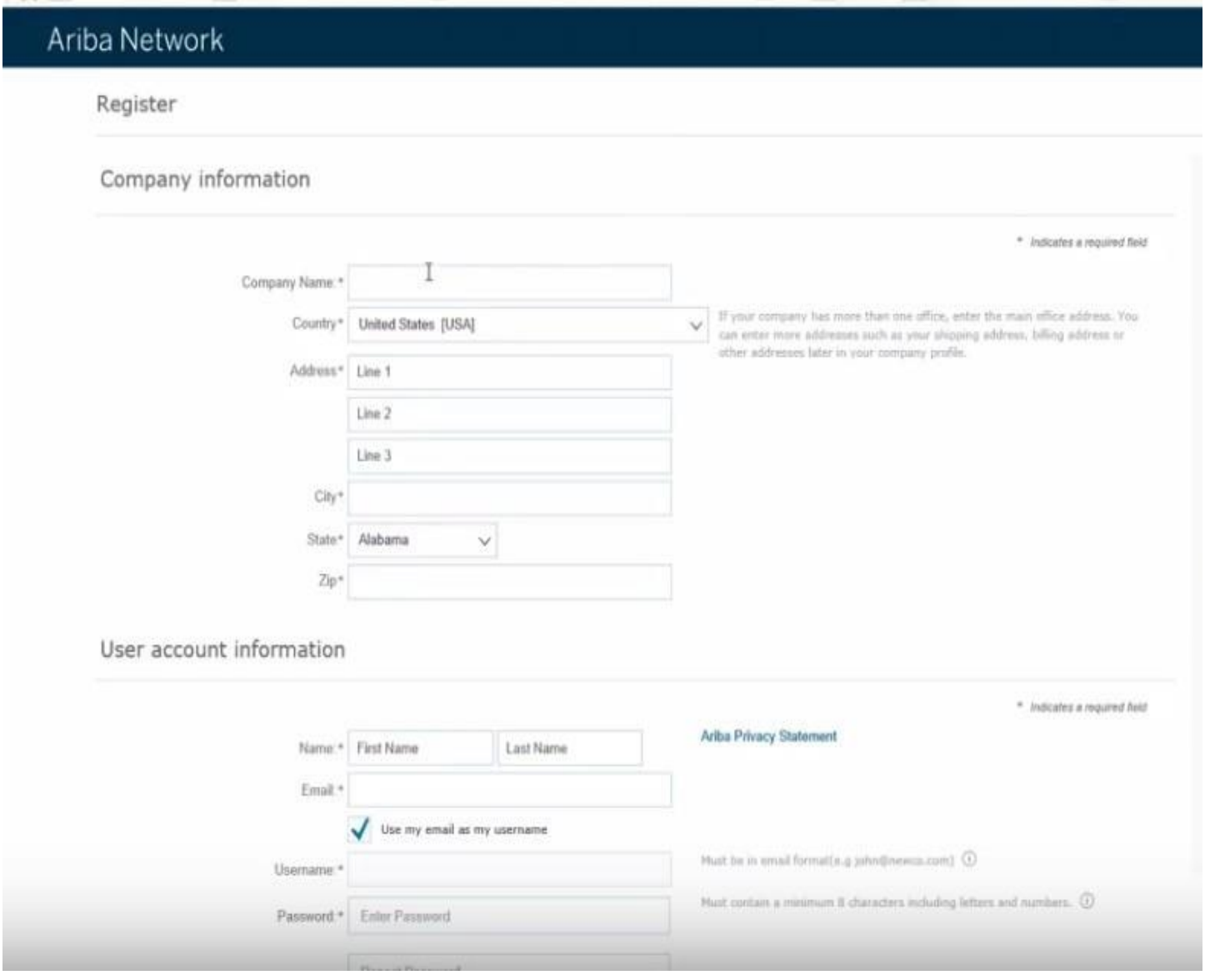
3. Click on 'Sign up' button



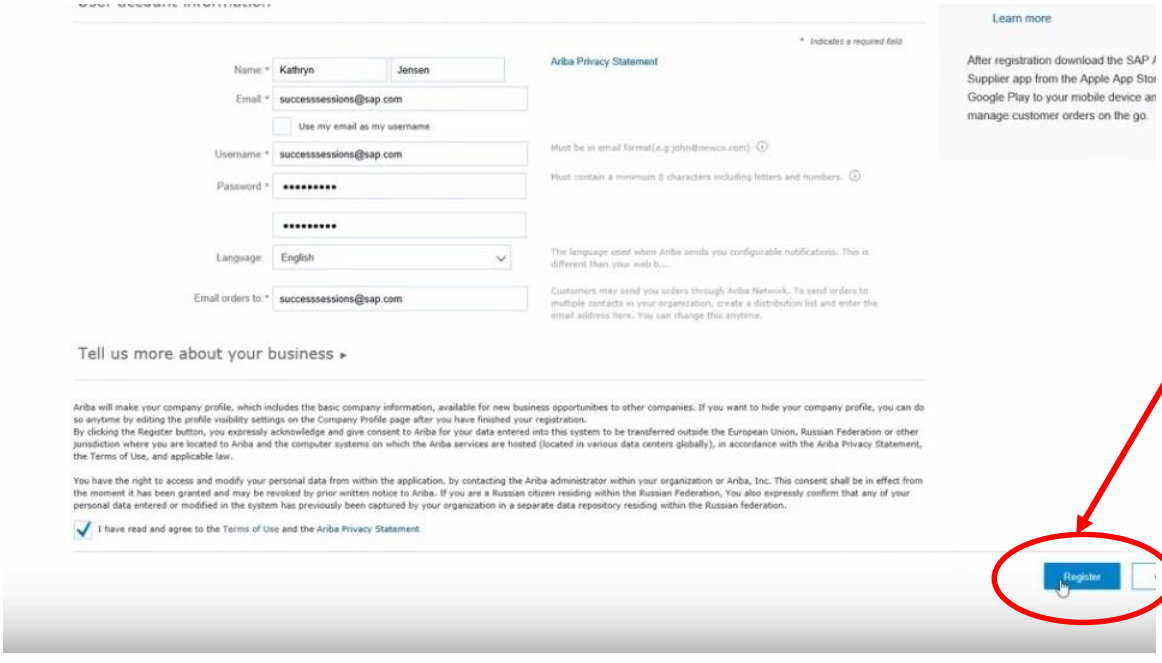
4. Enter required information about your company and account administrator

Required Fields:

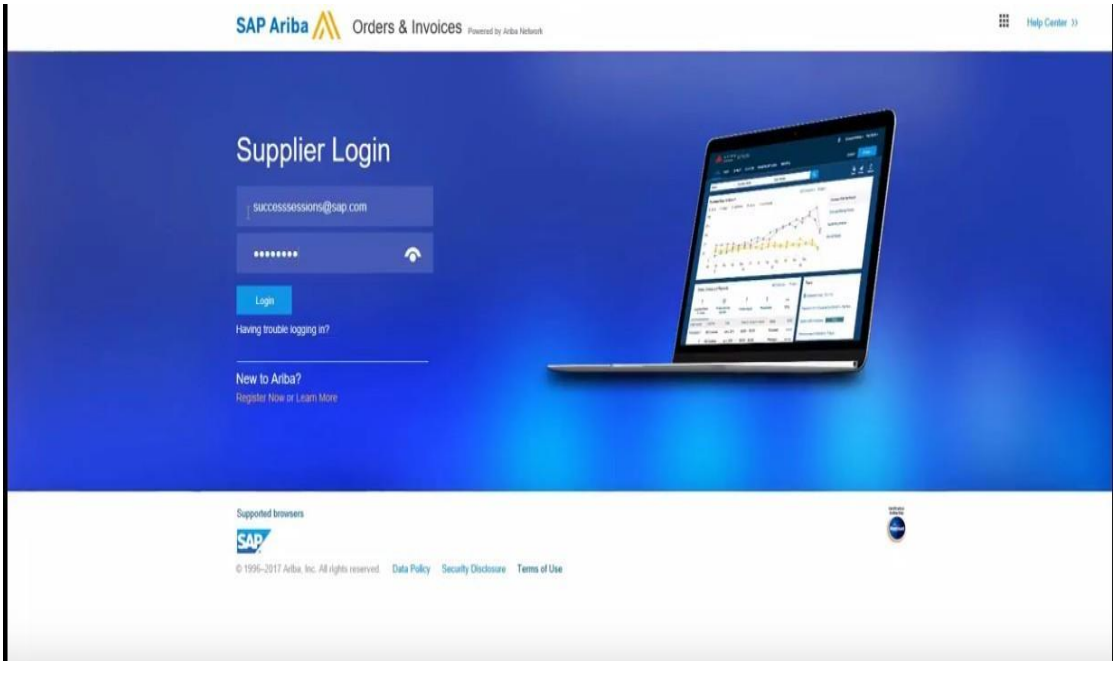
- Company Name
- Address (Country, City, State, Zip Code)
- Name
- Email
- User Name
- Password



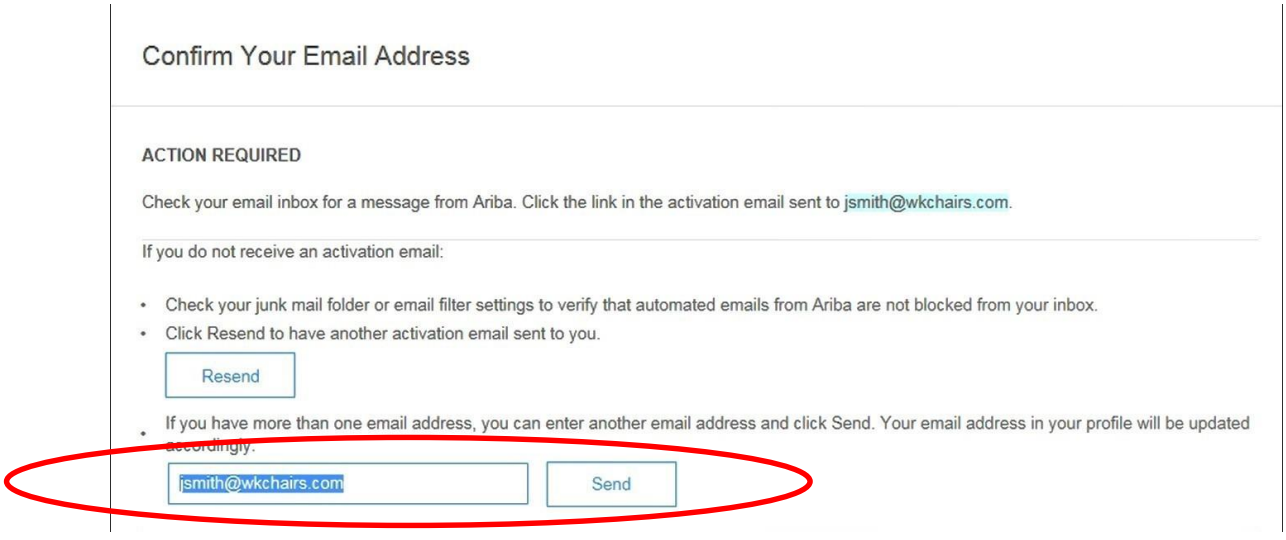
5. Read all terms and conditions and then click ‘Register’ button



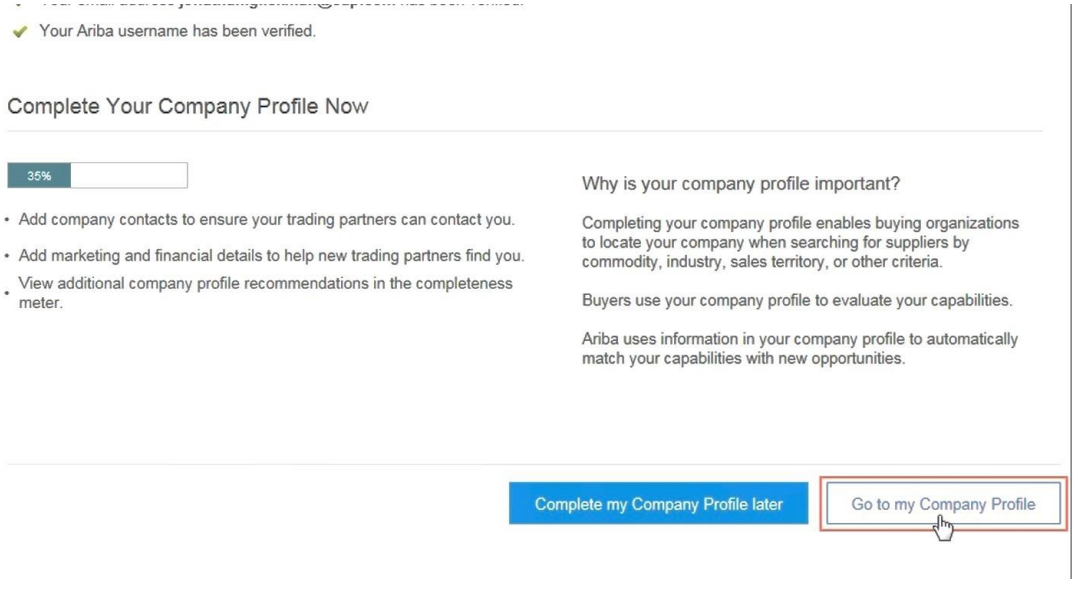
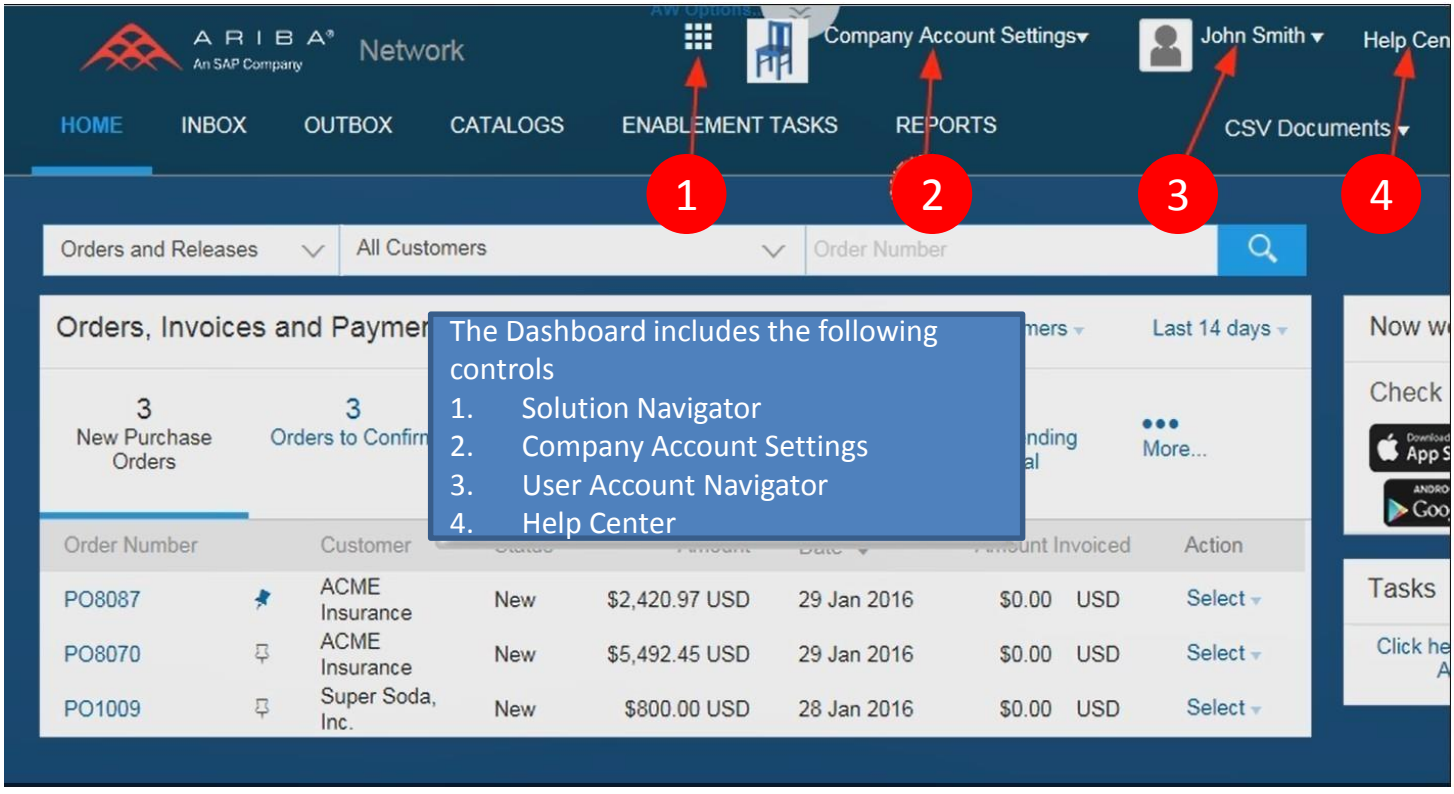
6. After you are registered you can go to www.supplier.ariba.com and Log in to the Ariba Network using the username and password you just created.



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.



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.



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.