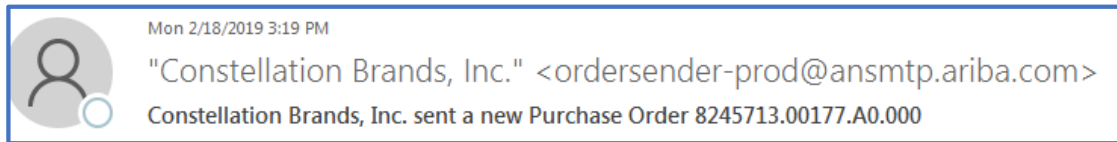


Supplier: Ariba PO “Flip” to Invoice

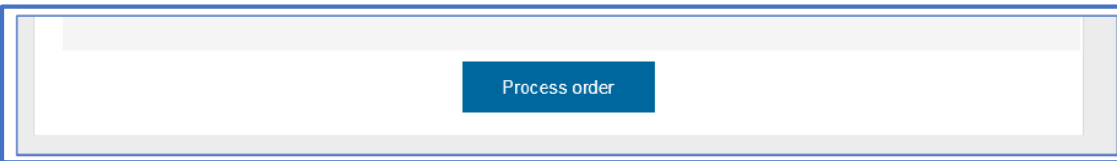
NOTE: If you have a Standard Account, it is recommended that you create a folder in your email account to store all the Ariba PO emails so when it comes time to process for Invoicing, it will be easier to locate the email.

1. Standard/Light Account: Locate PO via email
 - Enterprise/Full Accounts can locate PO directly in Ariba Inbox

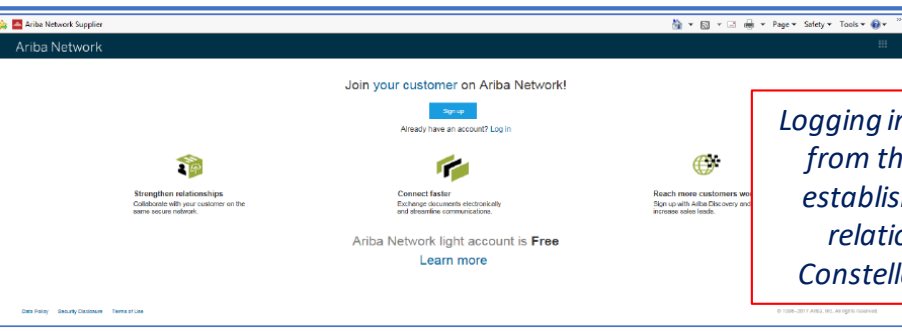
- Email will come from: ordersender-prod@ansmtp.ariba.com
- Subject line: **Constellation Brands Inc, sent new Purchase order**



2. View the body of the email and select **Process Order**

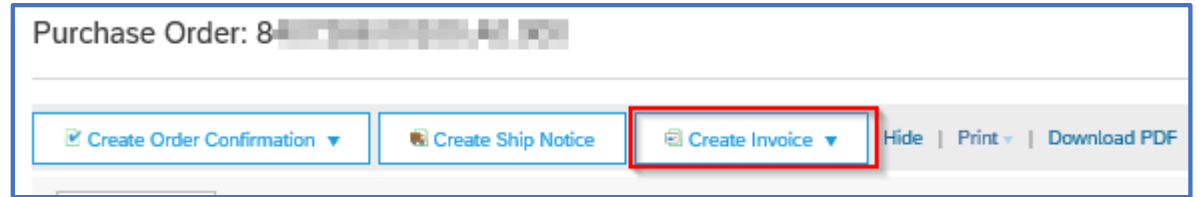


3. If this is the first transaction with CBI in Ariba, you will be directed to login or register



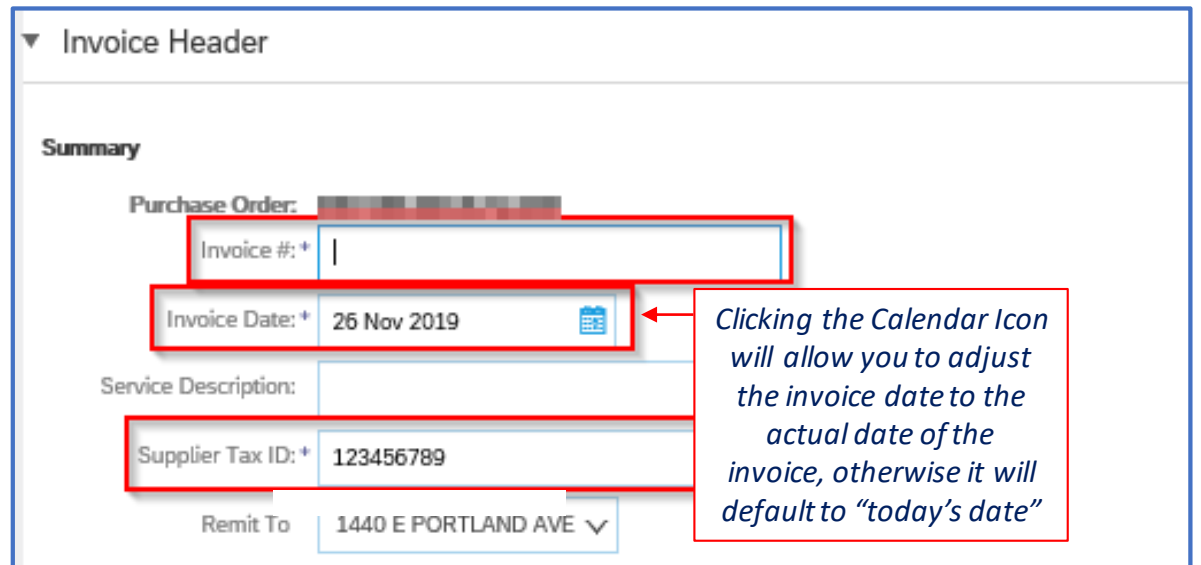
Logging in or registering from this screen will establish the trading relationship with Constellation in Ariba

4. The PO will open in your Ariba Standard Account, click on **Create Invoice**



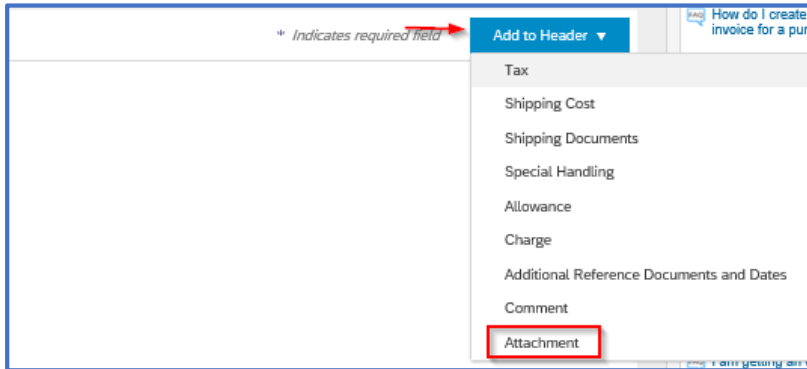
5. Enter the required fields:

Invoice #
Invoice Date
Supplier Tax ID#



Supplier: Ariba PO “Flip” to Invoice

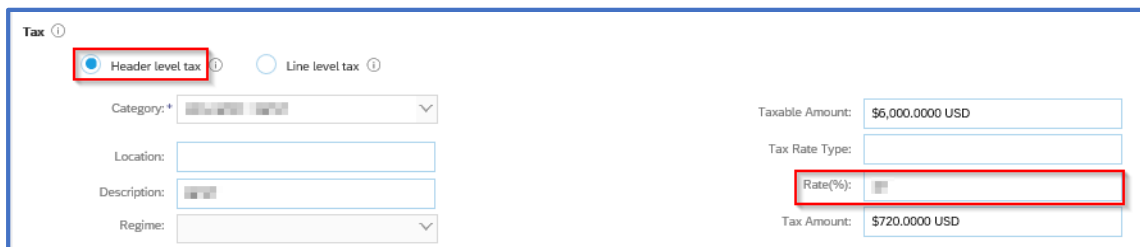
6. Click **Add to Header** and then **Attachment** (Optional - this will bring in the attachment field further down the page)



A screenshot of a software interface showing a dropdown menu. The menu is titled 'Add to Header' and contains several options: Tax, Shipping Cost, Shipping Documents, Special Handling, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red rectangular box. A red arrow points to the 'Add to Header' button above the menu.

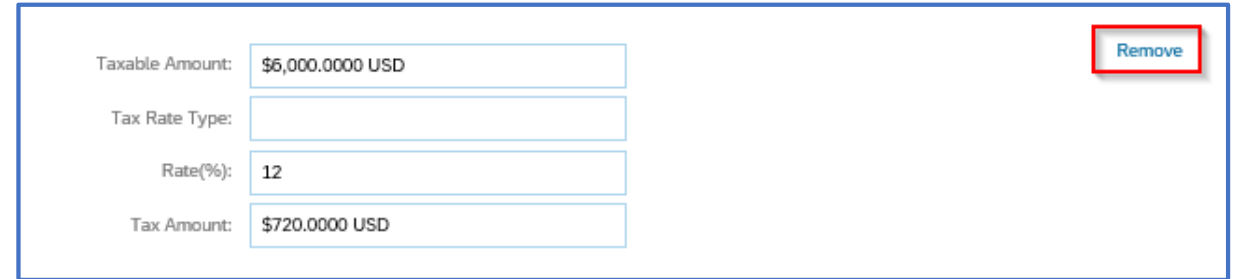
7. **Header Level:** To add tax to the *entire* invoice (skip if not applicable)

- Confirm “Header Level Tax” is Checked
- Select the Tax Category
- Enter the Rate
- Taxable Amount will automatically calculate based on the line items



A screenshot of a 'Tax' configuration screen. At the top, there are two radio buttons: 'Header level tax' (which is selected and highlighted with a red box) and 'Line level tax'. Below these are several input fields: 'Category', 'Location', 'Description', and 'Regime'. On the right side, there are three input fields: 'Taxable Amount' (with the value '\$6,000.0000 USD'), 'Tax Rate Type', and 'Rate(%)' (with the value '12' and highlighted by a red box). At the bottom right, there is a 'Tax Amount' field with the value '\$720.0000 USD'.

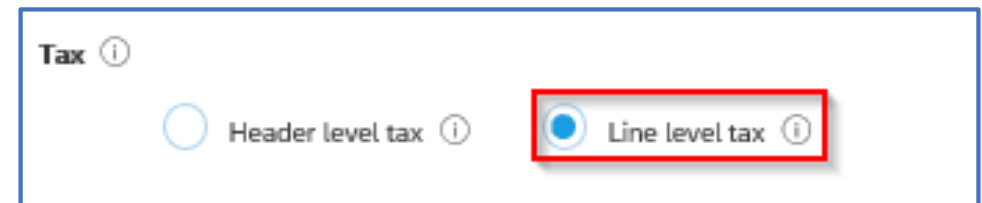
8. To not bill tax (skip if not applicable), click on **Remove**



A screenshot of a tax configuration screen showing four input fields: 'Taxable Amount' (with the value '\$6,000.0000 USD'), 'Tax Rate Type', 'Rate(%)' (with the value '12'), and 'Tax Amount' (with the value '\$720.0000 USD'). A red rectangular box highlights a 'Remove' button in the top right corner of the screen.

9. **Line Level:** If *individual* lines on the invoice contain a taxable amount and not the *entire* invoice (skip if not applicable)

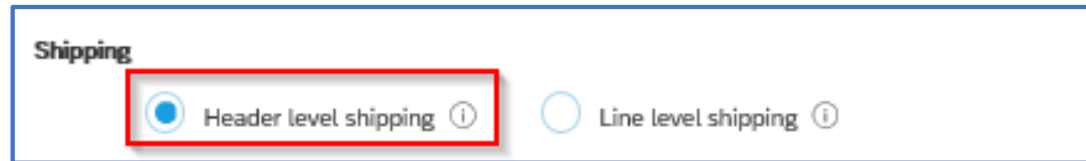
- Select Line Level Tax
- Further instructions provided at the line level section of the invoice



A screenshot of a 'Tax' configuration screen. At the top, there are two radio buttons: 'Header level tax' and 'Line level tax' (which is selected and highlighted with a red box). The 'Header level tax' button is unselected.

Supplier: Ariba PO “Flip” to Invoice

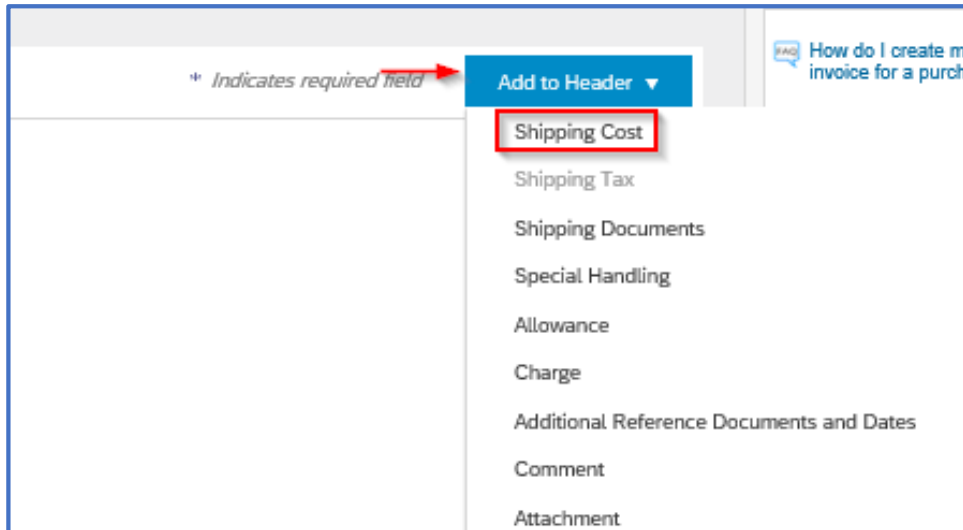
10. If there are shipping charges then add to Header Level (leave as is if not applicable)



Shipping

Header level shipping ⓘ Line level shipping ⓘ

11. Scroll to the top, Add to Header > Shipping Cost (skip if not applicable)



* Indicates required field

How do I create my invoice for a purchase order?

Add to Header ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

12. Enter Shipping Cost and Shipping Date (skip if not applicable)



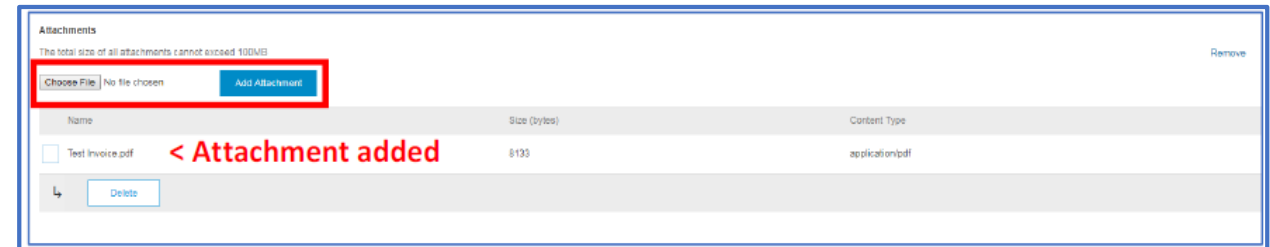
Shipping Cost

Shipping Amount:

Shipping Date:

13. To Add the Attachment, click **Browse** to locate the saved invoice > **Add Attachment**

- The file will appear below when attached



Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test Invoice.pdf	8133	application/pdf

< Attachment added

Delete

Supplier: Ariba PO “Flip” to Invoice

14. Line Items

- **NOTE:** You cannot add line items to a PO Invoice. Contact your buyer if you need another line added.
- **NOTE:** You cannot change the format of the auto-populated line on the PO. POs can only be invoiced against the quantity and not the price field.
- To invoice in **Full**, the quantity and cost will automatically populate from the Purchase Order – leave as is, if correct or alter to reflect the final cost and quantity
- To invoice in **Partial**, you can edit the quantity to reflect the amount you would like to invoice then select **Update**

15. If you have *multiple line items*, you can click on the **Include** “toggle” to select which items you would like to include in the Invoice and which items you do not (*skip if not applicable*)

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 12% GPST / GPST Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TRAINING NON - CATALOG		2,00	EA	\$1.0000 USD	\$2,000.0000 USD
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Not Available	TRAINING LINE 2		0	EA	\$1.0000 USD	\$0 USD

Excluded line items cannot be modified.

16. To **enter tax at the Line Level**, make sure the Line Level Tax was selected above (*From Step 9 - skip if not applicable*)

- “Check” the taxable line(s) and click **Line Item Actions > Tax**

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 12% GPST / GPST Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TRAINING NON - CATALOG		2,00	EA	\$1 USD	\$2,000.0000 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TRAINING LINE 2		1,00	EA	\$1 USD	\$1,000.0000 USD

[Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

Line Items

Insert Line Item Options

Tax Category: 12% GPST / GPST Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TRAINING NON - CATALOG		2,00
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Not Available	TRAINING LINE 2		0

Excluded line items cannot be modified.

[Line Item Actions](#) [Delete](#) [Add](#)

- Edit
- Add
- Tax**

Supplier: Ariba PO “Flip” to Invoice

18. The taxable amount will populate to be the entire amount of the line item, enter the tax rate and click on **Update** (skip if not applicable)

20. A summary of the invoice will populate, please review the invoice (it should match the invoice from your system) and once approved, click **Submit**

Line Items

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TRAINING NON - CATALOG		2,000	EA	\$1,000.000 USD	\$2,000.000 USD
2	<input type="checkbox"/>	MATERIAL	Not Available	TRAINING LINE 2		0	EA	\$1,000.000 USD	\$0 USD

Excluded line items cannot be modified.

Line Item Actions:

19. Once the line items are updated and the invoice is complete, click **Next** at the bottom right of the screen

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV8407292x2
Invoice Date: Tuesday 26 Nov 2019 2:31 PM GMT-05:00
Original Purchase Order: 8407292.00100.A0.000

Category	Amount
Subtotal:	\$3,000.000 USD
Total Tax:	\$360.000 USD
Total Gross Amount:	\$3,360.000 USD
Total Amount without Tax:	\$3,000.000 USD
Total Net Amount:	\$3,360.000 USD
Amount Due:	\$3,360.000 USD

REMIT TO: CBI TEST Supplier Account

BILL TO: 1400257-CONSTELLATION BRANDS US OPERATIONS, INC

SUPPLIER: CBI TEST Supplier Account

Tax ID of Supplier: 123456789

Your invoice has now been submitted.
Any questions, please reach out to p2pinquiry@cbrands.com