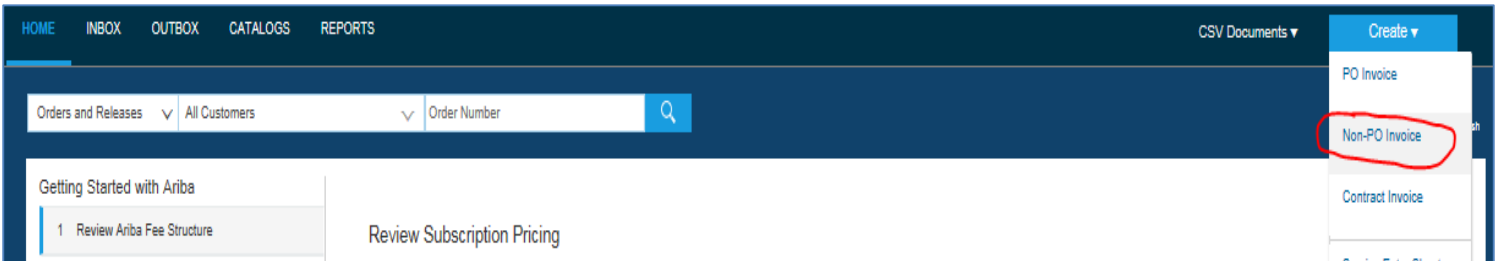


# How to Create a (basic) Non-PO Invoice in Ariba

## Navigating to the Non-PO Template

### 1. Create > Non-PO Invoice



### 2. Select Constellation Brands as the Customer

- a. **IF** Constellation Brands is already populating as the Customer, select the customer and click on **Next**:

A screenshot of the 'Create Non-PO Invoice' form. The form is titled 'Create Non-PO Invoice' and has a 'Next' button circled in red. Below the title, there is a section for 'For a trading relationship already on Ariba Network'. In this section, the 'Customer' dropdown menu is set to '1400257-CONSTELLATION BRANDS US OPERATIONS, INC' and is marked with a red checkmark. Below the customer selection, there are radio buttons for 'Type of Invoice': 'Standard Invoice' (selected) and 'Credit Memo'. There is also a section for 'For a new trading relationship' with a 'More' link. At the bottom of the form, there are 'Next' and 'Exit' buttons.

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## Completing the Invoice per Each Category Line

Any field with a \* notation, means the field is required

### 3. Summary

a. Fill out Required fields:

- Invoice #
- Supplier Tax ID

b. Confirm the correct **Remit To** address

Click here if you would like to **attach a document to the invoice** you are creating. It will open up an attachments section after the **Additional Fields** section. Attachment max size is 100MB.

Invoice Header

Summary

Invoice #: \*

Invoice Date: \* 19 Dec 2017

Supplier Tax ID: \* 123456789

Remit To: 210 Sixth Avenue

Pittsburgh, PA  
United States

Choose Address: 1400258

Bill To: Erin Onze

Victor, NY  
United States

Subtotal:	\$0.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$0.00 USD
Total Amount without Tax:	\$0.00 USD
Tax:	\$0.00 USD
Total Net Amount:	\$0.00 USD
Amount Due:	\$0.00 USD

\* Indicates required field

Add to Header

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

### 4. Order Information

No fields are required –

OPTIONAL to fill out if relevant to Non-PO Invoice

Order Information

Customer Order #:

Contract Number:

Sales Order #:

Sales Order Date:

# How to Create a (basic) Non-PO Invoice in Ariba

## 5. Tax

**Please Note:** All taxes MUST be entered at the Header level. Tax will not be accepted if placed at the line Level.

### a. To REMOVE tax

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$0.00 USD

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

➤ Category will then appear like this:

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

### b. To add Header Level Tax

- Confirm “Header Level Tax” is Checked
- Plug in the **Rate (%)**

**Please Note:** All taxes MUST be entered at the Header level. Tax will not be accepted if placed at the line Level.

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$100.00 USD

Tax Rate Type:

Rate(%) 7

Tax Amount: |

Remove

➤ Scroll Up to the Top and select **Update**

Create Invoice

Update Save Exit Next

- The tax rate will then calculate
  - **Please Note:** You can customize the **Taxable Amount** field if not all items on the Non-PO Invoice are taxable.

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$100.00 USD

Tax Rate Type:

Rate(%): 7

Tax Amount: \$7.00 USD

Remove

# How to Create a (basic) Non-PO Invoice in Ariba

## 6. Shipping

### a. IF you choose NOT to add Shipping, leave field AS IS

Shipping

Header level shipping  Line level shipping

Ship From: CBI TEST Supplier Account  
FRESNO, CA  
United States

Ship To: 1400257-CONSTELLATION BRANDS US OPERATIONS, INC  
CANANDAIGUA, NY  
United States

Deliver To:

[View/Edit Addresses](#)

### b. To ADD Header Level Shipping

- Confirm Header Level Shipping is Selected

Shipping

Header level shipping  Line level shipping

Ship From: CBI TEST Supplier Account  
FRESNO, CA  
United States

Ship To: 1400257-CONSTELLATION BRANDS US OPERATIONS, INC  
CANANDAIGUA, NY  
United States

Deliver To:

[View/Edit Addresses](#)

- Scroll to the top, and Click on **Add to Header** and select **Shipping Cost**

Invoice Header

Summary

Invoice #:\* noninvoice

Invoice Date:\* 19 Dec 2017

Supplier Tax ID:\* 123456789

Remit To: 210 Sixth Avenue

Pittsburgh, PA  
United States

Choose Address: 1400258

Subtotal: \$100.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$100.00 USD  
Total Amount without Tax: \$100.00 USD  
Tax:  
Total Net Amount: \$100.00 USD  
Amount Due: \$100.00 USD

**Add to Header**

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

[Remove](#)

- You can then enter the Shipping Cost and Shipping Date fields

Shipping

Header level shipping  Line level shipping

Ship From: CBI TEST Supplier Account  
FRESNO, CA  
United States

Ship To: 1400257-CONSTELLATION BRANDS US OPERATIONS, INC  
CANANDAIGUA, NY  
United States

Deliver To:

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount:

Shipping Date:

[Remove](#)

Shipping Tax

# How to Create a (basic) Non-PO Invoice in Ariba

## 7. Additional Fields

a. It is **REQUIRED** to fill out an email address for your CBI Contact

➤ **Please Note:** you will need to enter the email address of the specific person the Non-PO Invoice is to be directed to.

b. No other field in the category is a required field but can be filled out if necessary

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: CBI TEST Supplier Account  
Pittsburgh, PA  
United States

Customer: 1400257-CONSTELLATION BRANDS US OPERATIONS, INC  
CANANDAIGUA, NY  
United States

Email:

View/Edit Addresses

View/Edit Addresses

## 8. Attachments

If you chose in the beginning to **Add Header>> Attachments** this is where the section will show up. Browse and select your file(s) and then click **Add Attachment**.

Attachments

The total size of all attachments cannot exceed 100MB

Remove

Choose File No file chosen Add Attachment

## 9. Line Items

a. Select **Add > Add Material**

**Please Note: Material** is currently the **ONLY** option that Constellation Brands has implemented on the Non-PO Invoice creation template. If the Non-PO Invoice is for anything other than a material order, select the Material option and then you can enter the order type in the "Description" field that best fits. For example: "Labor" or "Service." Please make sure you add an attachment that includes the details of the billable line item.

Line Items

Insert Line Item Options

Tax Category:   Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
No item selected									

Line Item Actions: Add Material, Delete

# How to Create a (basic) Non-PO Invoice in Ariba

## 9. Line Items continued

b. Complete the required fields

➤ You can select the unit of measure from the drop-down menu

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		required		1	Each	100	

c. Once you complete the required fields, you will select **Update**

Update Save Exit Next

**Please Note:** You also have the ability to add a line level attachment to each line item. Select the line you want to add the attachment to, click **Line Item Actions** then **Attachment**.

Attachment

10. Once ALL line items are added and your Non-PO invoice is complete, click 'Next' at the bottom right of the screen:

Update Save Exit Next

11. A summary of the Non-PO Invoice will populate, please review the Non-PO Invoice and once approved, click 'Submit'

Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. 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

**The Non-PO Invoice has been Sent**