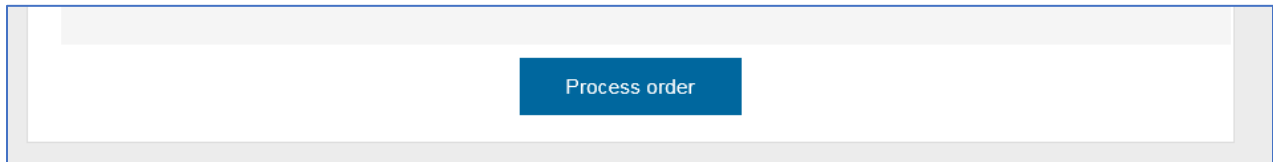


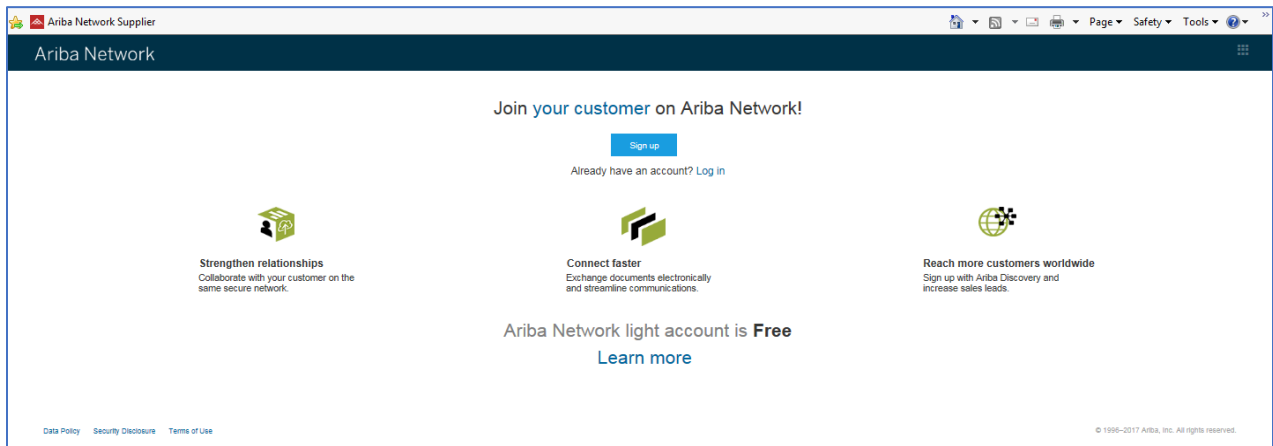
How To “flip” a Purchase Order in Ariba

Note: If you have a Light Account it is recommend 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. Locate the email containing the Purchase Order:
 - The email will come from: ordersender-prod@ansmtp.ariba.com
 - With a subject line similar to: **Constellation Brands, Inc. sent a new Purchase Order 7*****.00100.A0.000**
2. View the body of the email and scroll down and click on **Process Order**, as shown in the example here:



- If this is your first time interacting with Constellation you will then be directed to login or register from this screen:



Please note: Logging in or registering from the above screen will establish the trading relationship between your firm and Constellation in the Ariba Network

How To “flip” a Purchase Order in Ariba

3. The Purchase Order will open in your Ariba Light Account, click on **Create Invoice**

Purchase Order: 8075751.00261.A0.000 Done

Create Order Confirmation |
 Create Ship Notice |
 Create Invoice |
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

From:
 1400273-CONSTELLATION BRANDS NEW ZEALAND LIMITED
 PO BOX 84252
 WESTGATE
 AUCKLAND AUCKLAND
 0657
 New Zealand

To:
 TEST #7 - [REDACTED]

Purchase Order (New):
 8075751.00261.A0.000
 Amount: \$100.00 NZD
 Version: 1

Payment Terms ?
 NET 30 Routing Status: Sent

Comments
 Commitment Type: Terms and Conditions
 Body: PURCHASE ORDER TERMS AND CONDITIONS 101
 1) Nature of Order - This purchase order and its terms and conditions ("Order") constitute the final, complete, and exclusive agreement between Constella... [View more](#)

Other Information
 Purchasing Unit: 101
 Purchasing Unit Name: 101-North America

Freight Term Description
 Freight Code:

4. Select **Standard Invoice** from the drop down.

Purchase Order: 8075751.00261.A0.000 Done

Create Order Confirmation |
 Create Ship Notice |
 Create Invoice |
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail |
 Order History |
 Standard Invoice |
 Credit Memo

From:
 1400273-CONSTELLATION BRANDS NEW ZEALAND LIMITED
 PO BOX 84252
 WESTGATE
 AUCKLAND AUCKLAND
 0657
 New Zealand

To:
 TEST #7 - [REDACTED]


Purchase Order (New):
 8075751.00261.A0.000
 Amount: \$100.00 NZD
 Version: 1

5. Enter your **Invoice Number** in the required field

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 8074746.00261.A0.000 Invoice #: <input type="text" value="INVOICE NUMBER 1234"/>  Invoice Date: <input type="text" value="23 Jul 2018"/> Supplier Tax ID: <input type="text" value="123456"/> Remit To: Constellation Brands 11 - TEST Auckland New Zealand Bill To: 261553-NOBILO WINERY AUCKLAND New Zealand	Subtotal: \$100.00 NZD Total Tax: \$15.00 NZD Total Amount without Tax: \$100.00 NZD Amount Due: \$115.00 NZD	View/Edit Addresses
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How To “flip” a Purchase Order in Ariba


6. Enter your **Tax ID** (GST number) in the required field.

- *Please Note: You can set up your Tax ID to auto-populate by entering it in your Company Settings (job aid available)*

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order:	8074746.00261.A0.000	Subtotal:	\$100.00 NZD	View/Edit Addresses
Invoice #:	INVOICE NUMBER 1234	Total Tax:	\$15.00 NZD	
Invoice Date:	23 Jul 2018	Total Amount without Tax:	\$100.00 NZD	
Supplier Tax ID:	123456 	Tax:	\$115.00 NZD	
Remit To:	Constellation Brands 11 - TEST			
	Auckland			
	New Zealand			
Bill To:	261553-NOBILO WINERY			
	AUCKLAND			
	New Zealand			

7. Order Information:

- *OPTIONAL to fill out if relevant to Invoice*

Order Information

Customer Order #:	<input type="text"/>	Contract Number:	<input type="text"/>
Sales Order #:	<input type="text"/>	Sales Order Date:	<input type="text"/>

How To “flip” a Purchase Order in Ariba

8. Header Level Tax (to add tax to the entire invoice)

- Confirm “Header Level Tax” is Checked
- Tax rate will default

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * 15% GST

Location:

Description:

Regime:

Taxable Amount: \$100.00 NZD

Tax Rate Type:

Rate(%): 15
 Tax Amount: \$15.00 NZD

Remove

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

Create Invoice

- The tax amount will then calculate

Please Note: You can customise the Taxable Amount field if not all items on the Invoice are taxable (or use line level tax, refer below)

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * 15% GST

Location:

Description:

Regime:

Taxable Amount: \$100.00 NZD

Tax Rate Type:

Rate(%): 15
 Tax Amount: \$15.00 NZD

Remove

9. Line Level Tax Option (to add tax to individual lines on the invoice)

- Select “Line Level Tax”.
- Once this is selected, you will not need to complete anything else under the tax field but instead add tax at line items level

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Line Items

Insert Line Item Options

Tax Category: GST 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	Item 1		100	EA	\$1.00 NZD	\$100.00 NZD

How To “flip” a Purchase Order in Ariba

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

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item 1		100	EA	\$1.00 NZD	\$100.00 NZD

Tax

Category: 15% GST Taxable Amount: \$100.00 NZD

Location: Rate(%): 15

Description: Tax Amount: \$15.00 NZD

Regime:

Remove

Line Item Actions:

10. Remove tax

- Select “Remove”

Tax

Header level tax Line level tax

Category: 15% GST Taxable Amount: \$400.00 NZD

Location: Tax Rate Type:

Description: Rate(%): 15

Regime: Tax Amount: \$60.00 NZD

11. Shipping

- If you choose not to add Shipping, leave field as is

Shipping

Header level shipping Line level shipping

Ship From: Constellation Brands 11 - TEST
Auckland
New Zealand

Ship To: 261553-NOBILO WINERY
AUCKLAND
New Zealand
NZDREQ2
Deliver To: 261553-NOBILO WINERY

[View/Edit Addresses](#)

- To add Header Level Shipping
 - Confirm Header Level Shipping is Selected

Shipping

Header level shipping Line level shipping

Ship From: Constellation Brands 11 - TEST
Auckland
New Zealand

Ship To: 261553-NOBILO WINERY
AUCKLAND
New Zealand
NZDREQ2
Deliver To: 261553-NOBILO WINERY

[View/Edit Addresses](#)

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

Create Invoice

Invoice Header * Indicates required field

Summary

Purchase Order: 8074746.00261.A0.000 Subtotal: \$400.00 NZD

Invoice #: INVOICE NUMBER 1234 Total Tax: \$60.00 NZD

Invoice Date: 23 Jul 2018 Total Amount without Tax: \$400.00 NZD

Supplier Tax ID: 123455 Tax: \$15.00 NZD

Remit To: Constellation Brands 11 - TEST Amount Due: \$460.00 NZD

Auckland

How To “flip” a Purchase Order in Ariba

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

Shipping Cost

Shipping Amount:

Shipping Date:

- You then need to **MANUALLY UPDATE THE TAXABLE AMOUNT** to include the shipping amount

Tax

Header level tax Line level tax

Category: *

Location:

Description:

Regime:

Taxable Amount:

Remove

Tax Rate Type:

Rate(%) 15

Tax Amount: \$75.00 NZD

12. Additional Fields

- All fields in this category are OPTIONAL
 - Please Note: You do not need to add a Constellation Brands email address, as the Invoice will route to the Constellation Representative who submitted the Purchase Order.*
 - Please Note: You do not need to include the supplier/customer VAT information in this section.*

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Constellation Brands 11 - TEST**
Auckland
New Zealand

Customer: **261553-NOBILO WINERY**
AUCKLAND
New Zealand

Bill From: **Constellation Brands 11 - TEST**
Auckland
New Zealand

Supplier VAT:

Customer VAT:

Supplier VAT/Tax ID:

Customer VAT/Tax ID:

[View/Edit Addresses](#)

13. Line Items

- To Invoice in **full**, the quantity and cost will automatically populate from the Purchase Order – leave as is
- To invoice **partial**, you can edit the quantity to reflect the amount you would like to Invoice then select **Update**

How To “flip” a Purchase Order in Ariba

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

Insert Line Item Options

Tax Category: GST 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	Item 1		400	EA	\$1.00 NZD	\$400.00 NZD

Line Item Actions

- 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

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST 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	Item 1		5	EA	\$500.00 NZD	\$2,500.00 NZD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item 1		10	EA	\$300.00 NZD	\$3,000.00 NZD
<input type="checkbox"/>	3	<input type="checkbox"/>	MATERIAL	Not Available	Item 1		0	EA	\$800.00 NZD	\$0 NZD

Excluded line items cannot be modified.

- You will have the ability to add items/attachments to each line item
 - “Check” the line item
 - Click on **Line Item Actions**

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

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item 1		400	EA	\$1.00 NZD	\$400.00 NZD

Line Item Actions

- Add items/attachments will then display as an option

How To “flip” a Purchase Order in Ariba

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

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item 1		400	EA	\$1.00 NZD	\$400.00 NZD

Line Item Actions:

←

14. Once the appropriate line items are added to the Invoice and your Invoice is complete, click **Next** at the bottom right of the screen

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item 1		400	EA	\$1.00 NZD	\$400.00 NZD

Line Item Actions:

15. A Summary of the Invoice will populate, please review the invoice and once approved, click on **Submit**

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:New Zealand. The document's destination country is:New Zealand.
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 / Tax Invoice

Invoice Number : INVOICE NUMBER 1234	Subtotal : \$400.00 NZD
Invoice Date : Monday 23 Jul 2019 5:23 PM GMT+12:00	Total Tax : \$75.00 NZD
Original Purchase Order : 8074746.00261.A0.000	Total Shipping : \$100.00 NZD
	Total Amount without Tax : \$500.00 NZD
	Amount Due : \$575.00 NZD

REMIT TO: Constellation Brands 11 - TEST Postal Address: 123 Fake Street Auckland 1642 New Zealand Tax ID of Supplier: 123455	BILL TO: 261553-NOBILO WINERY Postal Address (default): 45 STATION ROAD HUAPAI AUCKLAND 0810 New Zealand Address ID: 261553	SUPPLIER: Constellation Brands 11 - TEST Postal Address: 123 Fake Street Auckland 1642 New Zealand
BILL FROM: Constellation Brands 11 - TEST Postal Address: 123 Fake Street Auckland 1642 New Zealand	CUSTOMER: 261553-NOBILO WINERY Postal Address: 45 STATION ROAD HUAPAI AUCKLAND 0810 New Zealand Address ID: 261553	

THE INVOICE HAS BEEN SENT