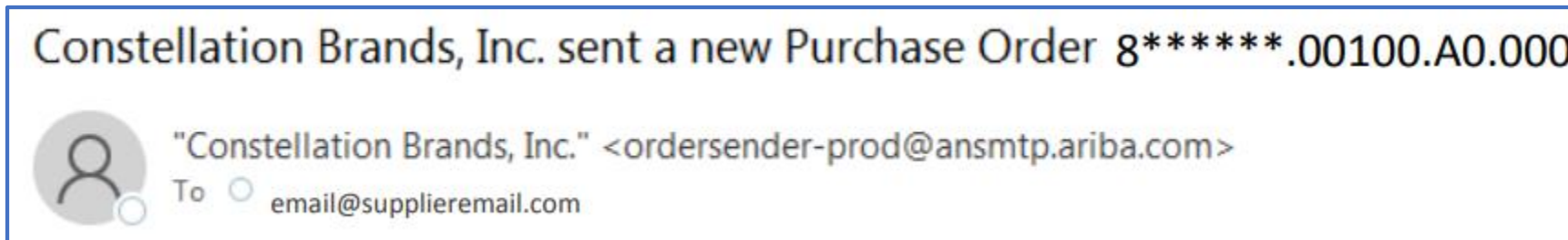
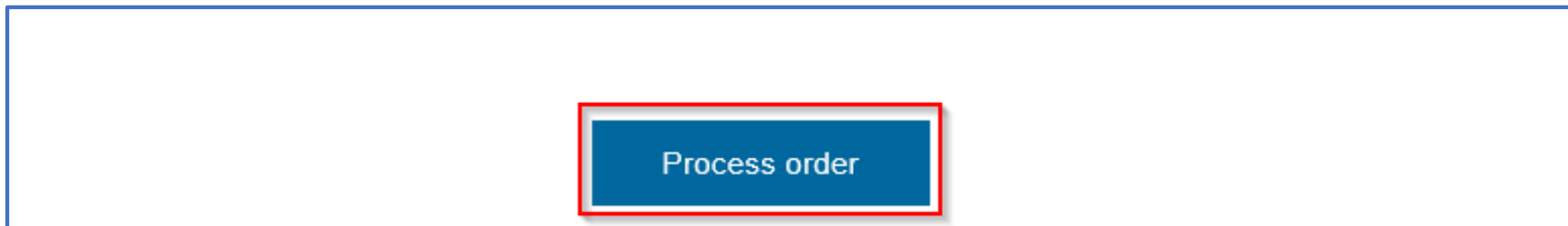


# CBI Supplier: Registering for SAP Ariba

- **Step 1:** Email [p2pinquiry@cbrands.com](mailto:p2pinquiry@cbrands.com) and request one Penny PO to initiate registration.
  - Include your full business name or Tax ID#
  - Copy your Constellation Brands contact.
- **Step 2:** Please look out for the Purchase Order as it will not show up in your Ariba Account (if you already have one). Rather, it will be sent via interactive email directly to you.
  - The email will come from: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)
  - With a subject line of: **Constellation Brands, Inc. sent a New Purchase Order 8\*\*\*\*\*.00100.A0.000**



- **Step 3:** Scroll down and view the body of the email and click **Process Order**



# Registering via Penny PO

- **Step 4:** Register for an Ariba Standard Account or Log in to an existing Ariba Account

The screenshot shows the Ariba Network Supplier interface. At the top, there is a navigation bar with the Ariba Network logo and a menu. The main content area is divided into three sections:

- New Users click here to Register:** This section features a green icon of a person and a document, with the text "Strengthen relationships Collaborate with your customer on the same secure network."
- Join your customer on Ariba Network!:** This central section contains a blue "Sign up" button and a "Log in" link. Arrows point from the "Sign up" button to the "Log in" link and vice versa. Below this is a green icon of a document and the text "Connect faster Exchange documents electronically and streamline communications."
- \*Existing Users click here to Log In:** This section features a green icon of a globe and the text "Reach more customers worldwide Sign up with Ariba Discovery and increase sales leads."

At the bottom of the page, it states "Ariba Network light account is **Free**" and includes a "Learn more" link.

Logging in or Registering from this screen creates the trading relationship with Constellation in Ariba.

- If you are logging in with an existing Ariba Account, after log in there is no further action required.
- Please reach out to [P2Pinquiry@cbrands.com](mailto:P2Pinquiry@cbrands.com) to confirm the process has been completed.

# Easy Account Set-Up

- **Step 5:** Provide Basic Information to Register for a free Ariba Standard Account

Register

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Company information

\* Indicates a required field

Company Name:\*

Country: \* United States [USA]

Address: \*  
Line 1  
Line 2  
Line 3

City: \*

State: \* Alabama

User account information

\* Indicates a required field

Name: \* First Name Last Name

Email: \*

Use my email as my username

Username: \* Must be in email

Password: \* Enter Password

Repeat Password

Language: English

Email orders to: \*

[SAP Ariba Privacy Statement](#)

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

This field determines where CBI Purchase Order's will route to. However this can be modified, or additional emails added in the Electronic Order Routing field within the Settings.