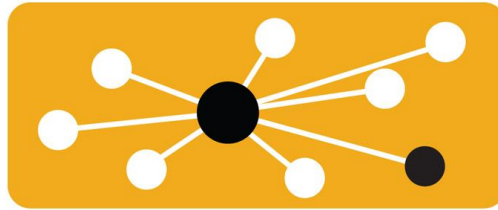
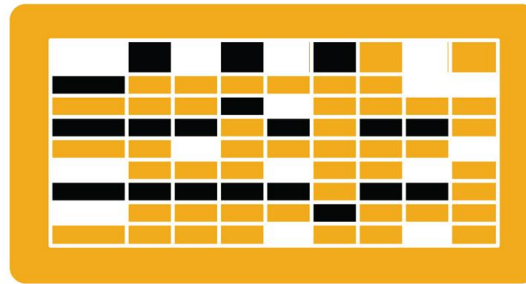




Constellation
Brands

Ariba® Network Supplier Guide



SAP Ariba

Get Started

Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Constellation Brands.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



HOME – Table of Contents

SECTION 1:
Ariba Network
Overview

SECTION 2:
Account Set
Up

SECTION 3:
Purchase
Orders

SECTION 4:
Other
Documents

SECTION 5:
Invoice
Methods

SECTION 1: Ariba Network Overview

**What is Ariba
Network?**

**Constellation
Brands Initiative**

Supplier Value

Fee Schedule

[Constellation
Brands Message](#)

[Supported
Documents](#)

[Not Supported
Documents](#)

[\\$USD](#)

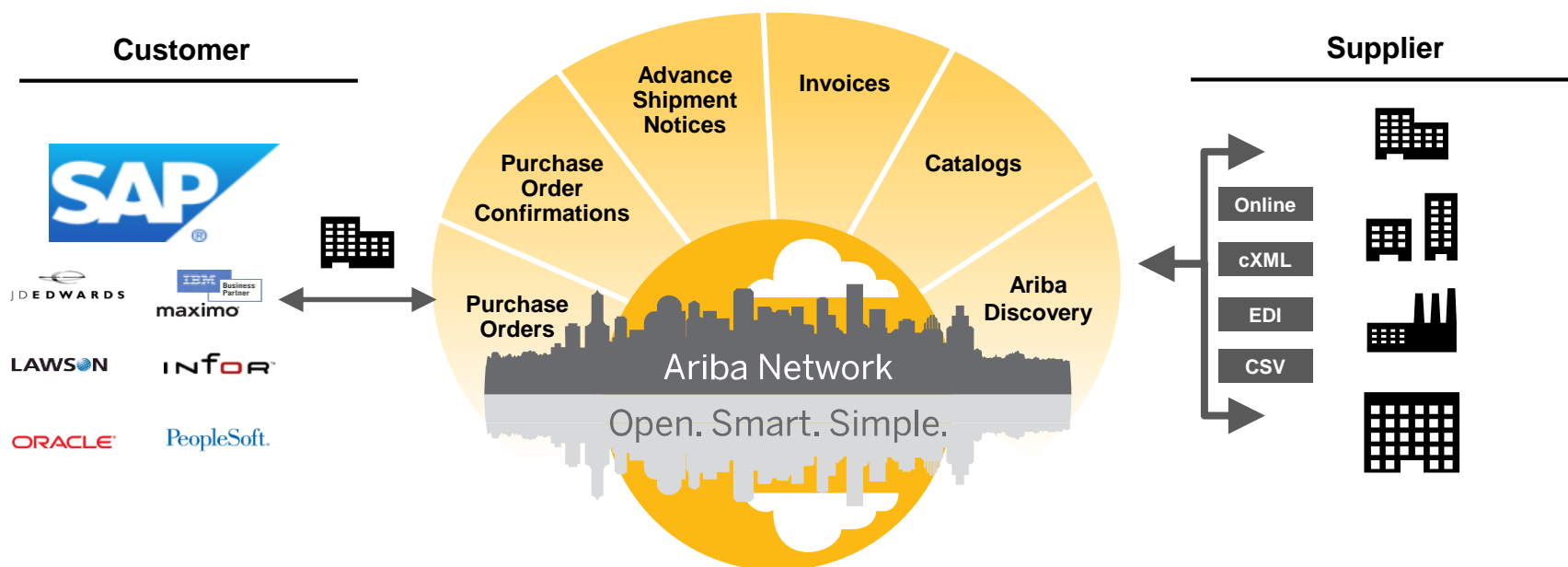
[£GBP](#)

[€EUR](#)

[\\$AUD](#)

What is Ariba Network?

Constellation Brands has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



2+ million **\$850B** **>60%**

Trading Partners

In Annual
Commerce

Global 2000 use the Network

65+ million

Annual Invoices

190

Countries

60+ million

Annual Purchase Orders

[Learn More](#)

Constellation Brands Message

- CBI is partnering with SAP Ariba in order to provide efficiencies and improved visibility to our suppliers.
- On December 18, 2017, CBI will begin accepting electronic invoices for purchase orders issued via the Ariba Network and for all non-PO transactions in an effort to eliminate paper invoices, reducing errors and increasing the timeliness of payments. Note: Constellation now requires a PO for all orders > \$2500 USD, so please be sure to request one of your buyer proactively.
- As of go-live, CBI will no longer accept paper invoices for any purchase order issued via Ariba Network.
- Thank you in advance for your support and compliance with these requirements.

Review Constellation Brands Specifications

Supported Documents

Constellation Brands project specifics:

- **Tax data** is accepted at the HEADER level only.
- **Shipping data** is accepted at the LINE level only.

Supported

- **Purchase Order Confirmations ***
Apply against a whole PO or line items
- **Advance Shipment Notices ***
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Non-PO Invoices**
Invoices for purchases < \$2,500 or other transactions that do not require a PO.
- **Service Invoices**
Invoices that require service line item details
- **Credit Memos Against Non-PO Invoices**
Credits against a Non-PO invoice

* Preferred not required

Review Constellation Brands Specifications

Not Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Constellation Brands
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Constellation Brands
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Constellation Brands will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
Constellation Brands requires invoices to be submitted electronically through Ariba Network; Constellation Brands will no longer accept paper invoices
- **Line Level Credit Memos**
Item level credits; price/quantity adjustments
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item

SAP Ariba Can Help You...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables?

- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

Supplier Fee Schedule

Please select your currency:

\$USD

£GBP

€EUR

\$AUD

[Can't Find Your Currency?](#)

Supplier Fee Schedule - USD

5 and more documents?	More than \$50K?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses
- Please note that chargeable suppliers transacting less than 250,000 USD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents \$35K	Standard - \$0	\$0	\$0
4 documents \$500K	Standard - \$0	\$0	\$0
60 documents \$500K	Silver - \$750	\$775	\$1525

Transaction Fees		
Billed every quarter		
0.155% of transaction volume Capped at \$20,000/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	\$50
25 to 99 documents	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

Supplier Fee Schedule - GBP

5 and more documents?	More than £34,250?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses
- Please note that chargeable suppliers transacting less than 155,000 GBP in annual financial volume will be assigned to the Bronze level irrespective of annual document count.

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents £30K	Standard - £0	£0	£0
4 documents £500K	Standard - £0	£0	£0
60 documents £500K	Silver - £500	£775	£1275

Transaction Fees		
Billed every quarter		
0.155% of transaction volume		
Capped at £13 200/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	£35
25 to 99 documents	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

Supplier Fee Schedule - EUR

5 and more documents?	More than €44 600?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses
- Please note that chargeable suppliers transacting less than €185,000 EUR in annual financial volume will be assigned to the Bronze level irrespective of annual document count.

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents €35K	Standard - €0	€0	€0
4 documents €500K	Standard - €0	€0	€0
60 documents €500K	Silver - €670	€775	€1445

Transaction Fees		
Billed every quarter		
0.155% of transaction volume Capped at €15 500/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	€45
25 to 99 documents	Silver	€670
100 to 499 documents	Gold	€2 000
500 and more documents	Platinum	€4 900

Supplier Fee Schedule - AUD

5 and more documents?	More than A\$50K?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses
- Please note that chargeable suppliers transacting less than 235,000 AUD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents A\$35K	Standard - A\$0	A\$0	A\$0
4 documents A\$500K	Standard - A\$0	A\$0	A\$0
60 documents A\$500K	Silver - A\$750	A\$775	A\$1525

Transaction Fees		
Billed every quarter		
0.155% of transaction volume		
Capped at A\$20,000/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	Bronze	A\$50
25 to 99 documents	Silver	A\$750
100 to 499 documents	Gold	A\$2,250
500 and more documents	Platinum	A\$5,500

SECTION 2: Set Up Your Account

Basic Account Configuration

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)

Enablement Tasks

[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)

Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account
Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

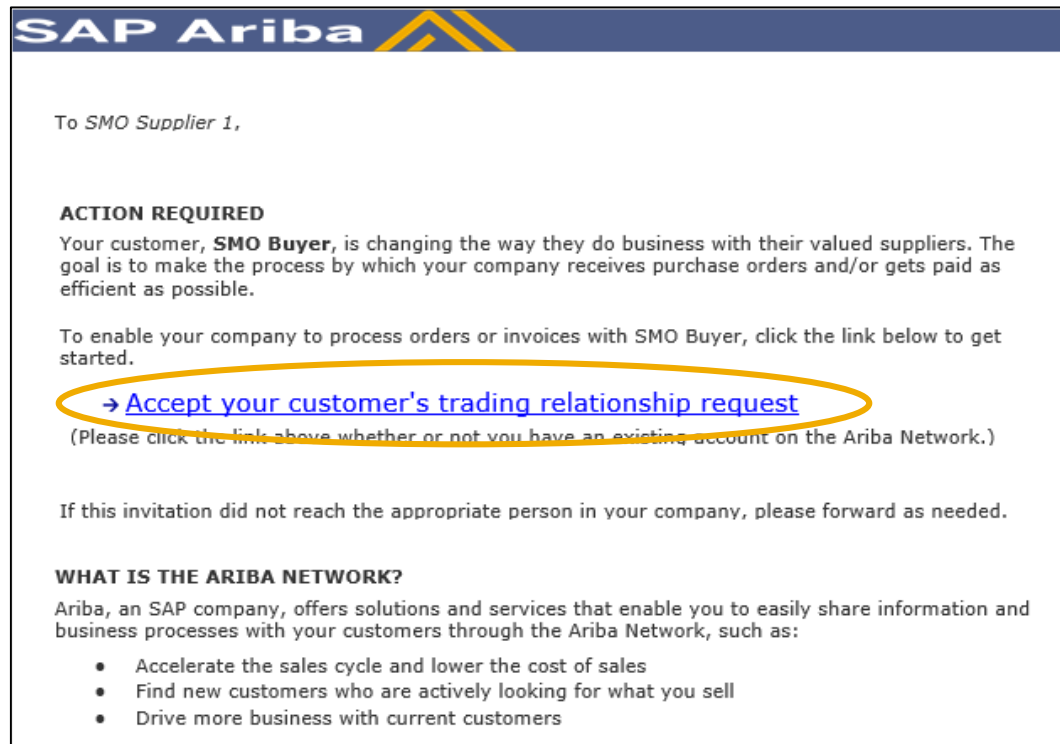
Constellation Brands Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID. If you do not set this up in your profile, you will be required to manually enter each time you submit an invoice.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

➔ **Click** the link in the emailed letter to proceed to the landing page.



Select One...

First Time User

Existing User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

Confirm

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.

5. Click **Register** to proceed to your home screen.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1 Register Now

[I have further questions for my requesting customer](#)

Ariba Network
Register

Company information

Company Name *

Country * United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address * Line 1
 Line 2
 Line 3

City *

State * Alabama

Zip *

User account information

Name * First Name Last Name [Ariba Privacy Statement](#)

Email *

☒ Use my email as my username

Username * Must be in email format (e.g. john@newco.com)

Password * Must contain a minimum 8 characters including letters and numbers.

Repeat Password

Language: English The language used when Ariba sends you configurable notifications. This is different than your web browser.

Enter more information for potential customers >

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.

4

5

Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

[More Than One Account?](#)

Complete Your Profile

- 1. Select** Company Profile from the Company Settings dropdown menu.
- 2. Complete** all suggested fields within the tabs to best represent your company.
- 3. Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Company Settings ▼ John Doe ▼ H

SMO Supplier 1
ANID: AN010
Standard Package

Company Profile

Service Subscriptions

Account S

Ariba Network

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: SMO Supplier 1

Other names, if any:

NetworkId: AN010 ⓘ

Short Description: ⓘ
Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL

Address

Address 1: 21 Jump Street

Address 2:

Address 3:

City: Cleveland

State: Ohio ▼

Zip: 44114

Country: United States [USA] ▼

Public Profile Completeness
38%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile
Click here to get your Ariba badge.
Find us on Ariba Network

View Public Profile
Profile Visibility Settings

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy

General Network **Discovery** Sourcing & Contracts

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received. <input type="checkbox"/> Send a notification when purchase order inquiries are received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when time sheets are undelivered.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships
Users
Notifications 1
Account Hierarchy
View All 2
Network Settings

To email addresses (one required)

* junk@phoenix.ariba.com 3
* junk@phoenix.ariba.com
* junk@phoenix.ariba.com
* junk@phoenix.ariba.com

Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

Tasks

1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
	EDI	

Notifications

Select Electronic Order Routing Method

1. Click on the Tasks link to configure your account.

2. Choose one of the following routing methods:

- Online
- cXML
- EDI
- Email
- Fax
- cXML pending queue (available for Order routing only)

3. Configure e-mail notifications.

Network Settings

SaveClose

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div>2</div> <div>Email</div>	<div>3</div> <div>Email address: <input type="text"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</div>

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact CBI_NAMER_Enablement@ariba.com; CBI_APAC_Enablement@ariba.com; CBI_EMEA_Enablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

- Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments ▾
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments ▾
Time Sheets	Online ▾
Order Status Request	2 Online ▾
Order Response Documents	Online ▾
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

Network Settings

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Settlement**

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State
<div> <div>↳</div> <div>Edit</div> <div>Delete</div> <div>Create</div> </div>		

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

State:

Postal Code:*

Country:*

United Kingdom [GBR]

Contact:

Select contact

Make this address default

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances**
- Network Notifications
- View All

Configure Your Remittance Information

Payment Methods

- 1. Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
- 2. Complete** the details for ACH or Wire transfers.
- 3. Select** if you do or do not accept credit cards and click OK when finished.

Note: This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select method

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id: Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: USA 1 Area Number

Bank Phone:

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id: Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: USA 1 Area Number

Bank Phone:

Credit Card

Accept credit card: ☐ Yes ☐ No

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships
Users
Notifications
Account Hierarchy

Current Relationships
Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests
☐ Manually review all relationship requests

Update

Pending

Customer	Requested Date
No items	

[Approve](#)
[Reject](#)

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

[Reject](#)

Rejected

Customer	Rejected Date
No items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

The screenshot displays the SAP S/4HANA User Management interface. The main content area is titled 'Manage Users' and includes a table of users. The table has columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Connect. A user named 'rebecca.novotny@sap.com' is listed. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User' (labeled 4). Below this is the 'Manage User Roles' section, which includes a 'Create Role' button (labeled 2). The 'Role' section shows a table with roles like 'Administrator' and 'All Access', each with a 'Details' link (labeled 3). The right-hand sidebar shows the 'Company Settings' menu with various options, and the 'Users' option is highlighted with a red circle and the number 1.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username: rebecca.novotny@sap.com
 Email Address: rebecca.novotny@sap.com
 First Name: Rebecca
 Last Name: Novotny
 Office Phone:

☐ This user is the Ariba Discovery Contact

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot shows the SAP User Account Navigator interface. At the top right, a user profile dropdown menu is open, showing the user's name 'jU-LV8b8ft565589df...' and email 'Aribasup@s.c'. The menu includes options like 'Logout', 'My Account' (highlighted with a blue bar and a yellow circle 2), 'My Community Profile', 'Switch To', 'Switch To Test ID', 'Link User IDs', and 'Contact Administrator'. A yellow circle 1 is placed on the user's name in the top right corner. Below the menu, the 'My Account' section is visible, with 'Account Settings' and 'Account Information' tabs. The 'Account Settings' tab is active, showing fields for 'Username' (Aribasup@s.c), 'Email Address' (junk@phoenix.ariba.com), 'First Name' (jU-LV8b8ft565589df10095921), 'Middle Name', 'Last Name' (lastName), and 'Business Role' (Business Owner). A yellow circle 3 is placed on the 'Change Password' link. Below the 'Account Settings' section, the 'Security' section is visible, showing fields for 'Secret Question' (What is the last name of your first boss?), 'Secret Answer' (masked with dots), and 'Confirm Secret Answer' (masked with dots). A yellow circle 4 is placed on the 'Secret Answer' field.

Consolidate Your Bills Through a Multi-Org



Branch 1 Parent Account ANID 1

Branch 2 ANID 2

Branch 3 ANID 3

Branch 4 ANID 4

Multi-Org Consolidated Invoice

Branch 1 **Parent Account

- Customer X
- Customer Z

Branch 2

- Customer Y
- Customer Z

Branch 3

- Customer Y
- Customer Z

Branch 4

- No chargeable relationship

1 Master Anniversary Date

1 service invoice per quarter for all customers

Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi-Org

Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

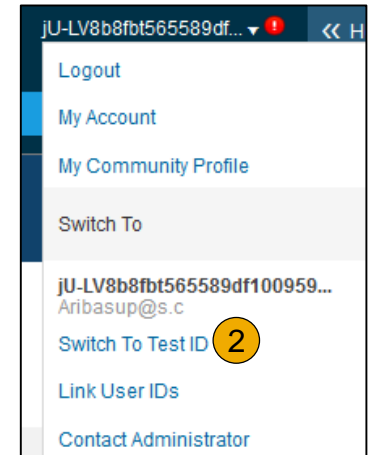
Create an Account Hierarchy

1. **From the Company Settings** menu, click Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

Note: Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



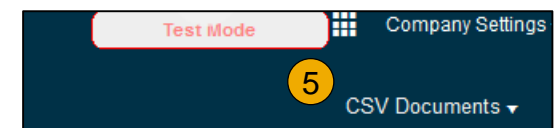
Create Test Account

You are about to create a new account in the Test Mode. The trading relationship with the

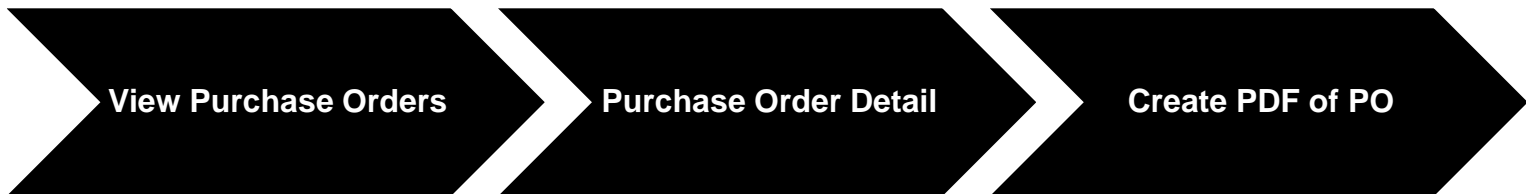
4 Username:* test-Aribasup@s.c

Password:*

Confirm Password:*



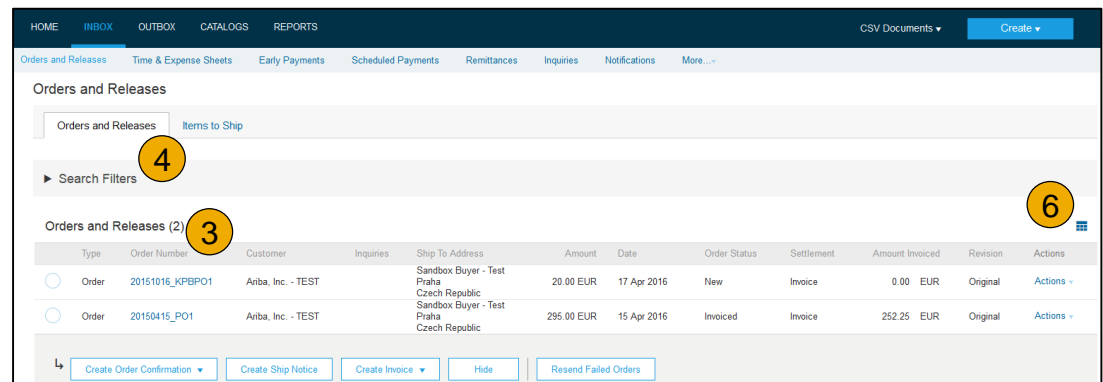
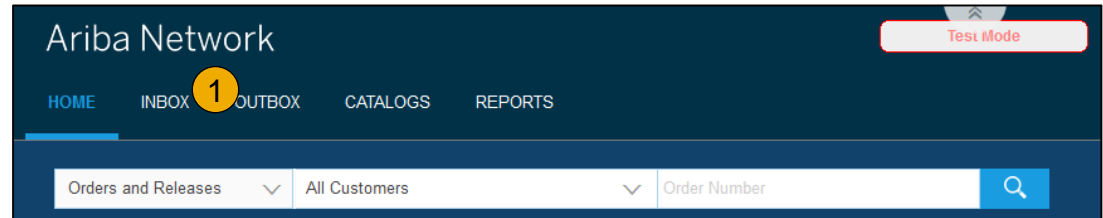
SECTION 3: Purchase Order Management



Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Constellation Brands.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



▼ Search Filters

Customer: All Customers ▼

Order Number: ⓘ

☒ Partial number ☐ Exact number

Buyer Location Code: ⓘ

Invoice Number: ⓘ

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Last 14 days ▼
4 Jan 2017 - 17 Jan 2017

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All ▼

View: All except hidden orders ▼

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases

☐ Search only pinned orders

Number of Results: 100 ▼

Show / Hide Columns

☒ Type

☒ Order Number

☐ Ver

☒ Customer

Can't Find Your PO?

Manage POs

Purchase Order Detail



1. **View** the details of your order.
The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

Purchase Order: PO72547

1

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

Line Items				
Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	Material	10 (EA)	18 Nov 2015
2	GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 8 Oct 2015 9:00 PM GMT+02:00
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Constellation Brands wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Manage POs

Create PDF of PO

1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.

Purchase Order: 20150415_PO2

1

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

Save As

Desktop

File name: 20150415_PO2.pdf

Save as type: Adobe Acrobat Document (*.pdf)

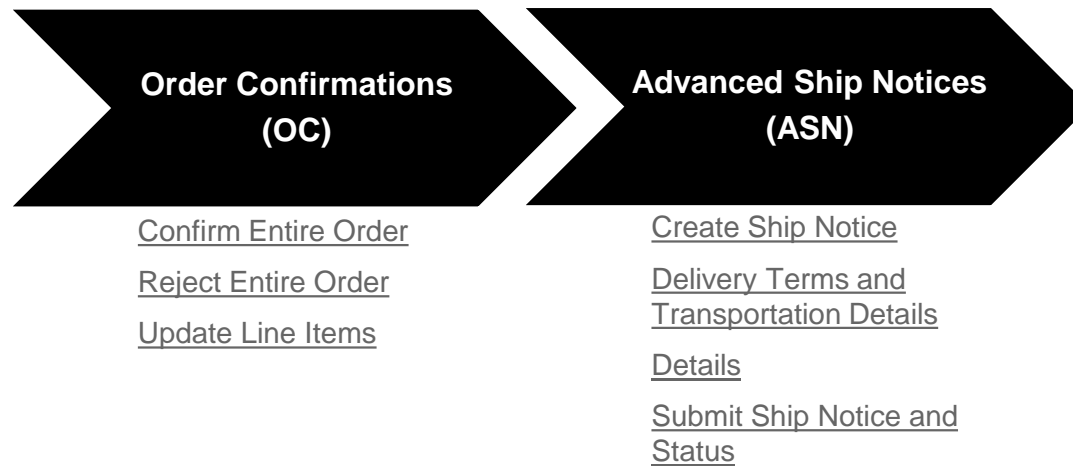
Browse Folders

Save Cancel

Do you want to open or save 20150415_PO2.pdf from service.ariba.com?

Open Save

SECTION 4: Other Documents



Create Order Confirmation

Confirm Entire Order



This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click Next** when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Constellation Brands.**

The screenshot shows the 'Confirming PO' screen in SAP. At the top right are 'Exit' and 'Next' buttons. On the left is a sidebar with two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. Below this is a section for 'SHIPPING AND TAX INFORMATION' with fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost', along with a 'Comments' field. Numbered callouts are placed on the screen: '1' points to the 'Confirmation #' field, '2' points to the 'Est. Shipping Date' field, and '4' points to the 'Next' button.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Trouble With Your OC?

Create Order Confirmation

Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)

Ariba Network

Purchase Order: 20150415_PO2

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirmation #: |

Rejection Reason: Please Select

Comments:

Please Select
 Duplicate Order
 Incorrect Delivery Date
 Incorrect Description
 Incorrect Price
 Incorrect Quantity
 Incorrect Stock/Part Number
 Incorrect Supplier Code Used
 Incorrect UOM
 Not our Product Line
 Unable to Supply Item(s)
 Other

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: |

Comments:

Create Order Confirmation

Update Line Items

- Select** Update Line Items, to set the status of each line item.
- Fill** in the requested information (the same as for Confirm All option).
- Scroll** down to view the line items and choose among possible values:
- Confirm** – You received the PO and will send the ordered items.
- Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
- Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415_PO2

☒ Create Order Confirmation
 ☐ Create Ship Notice
 ☐ Create Invoice

Confirm Entire Order
 Update Line Items **1**
 Reject Entire Order

From:

Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

1 Update Item Status
 2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO2

Customer: Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

☒ 10 Unconfirmed **4**

Confirm: **5**
 Backorder:
 Reject: **6**
[Details](#) ⓘ

Confirm Order

Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.

2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.

3. **Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject:

[Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Backordered**

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Comments:

[OK](#) [Cancel](#)

Confirm Order

Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject: 1 2 [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason: *

Comments:

3 [OK](#) [Cancel](#)

Confirm Order

Update Line Items



1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Constellation Brands.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To:
Ariba_TestSupplier - TEST
Radlicka 3201/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

5 Done

Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR

3

Routing Status: Acknowledged
Related Documents: 312

Deliver To

Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

Create Ship Notice

Delivery Terms and Transportation Details

- 1. Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier <hr/> Preferred Carriers <hr/> Default Carriers <hr/> Airborne Express DHL FedEx UPS US Postal Service Other
Service Level:	<input type="text"/>	

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer <hr/> Delivery Condition <hr/> Despatch Condition <hr/> Transport Condition <hr/> Incoterms <hr/> Ex Works <hr/> Free Carrier
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	
Delivery Terms Description:	<input type="text"/>	
Transport Terms Description:	<input type="text"/>	

Create Ship Notice

Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415_PO2
2
GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status

Total Item Due Quantity: 10 BX

Confirmation Status

Total Confirmed Quantity: 0 BX
Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

Add Ship Notice Line

20150415_PO2
2
GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)
10
BX
18 Nov 2015
25.00 EUR
250.00 EUR
Remove

Shipment Status

Total Item Due Quantity: 10 BX

Confirmation Status

Total Confirmed Quantity: 0 BX
Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

Add Ship Notice Line

Add Order Line Item
2

Next
Exit

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Constellation Brands. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.

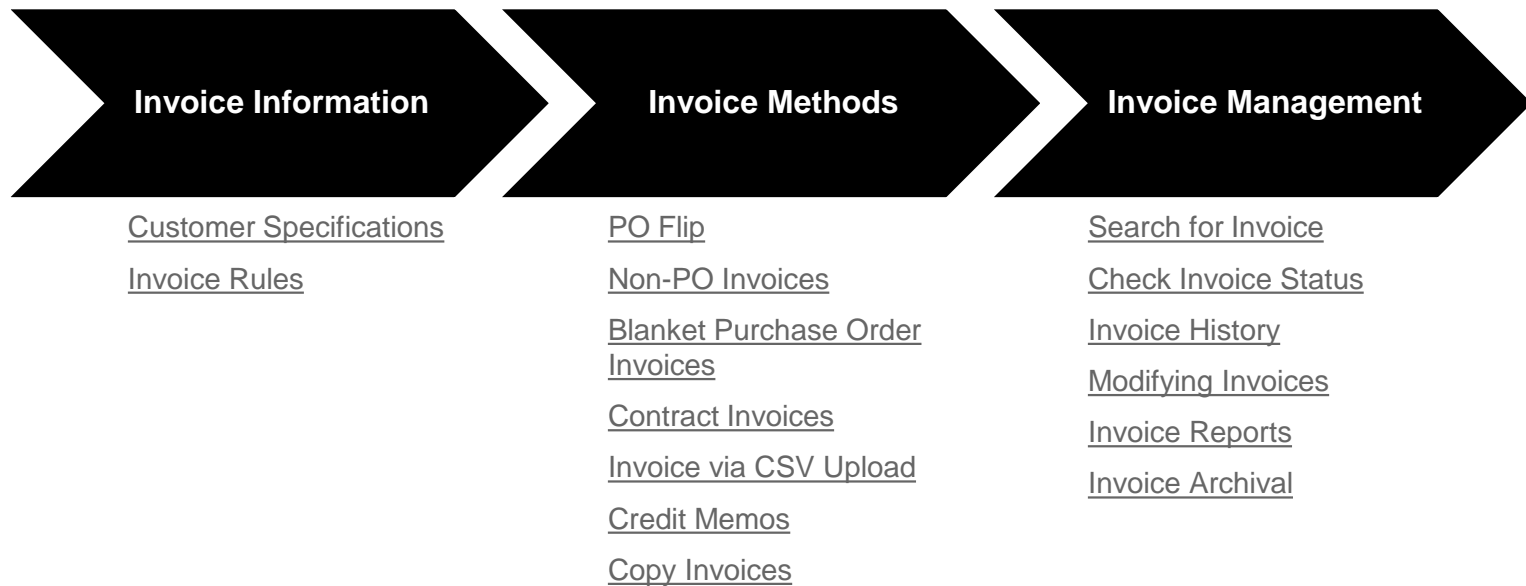
Done

2

Purchase Order
(Shipped)
20150415_PO2
 Amount: 295.00 EUR

Routing Status: Acknowledged
 Related Documents: [Ship_TEST](#)
✓ 312

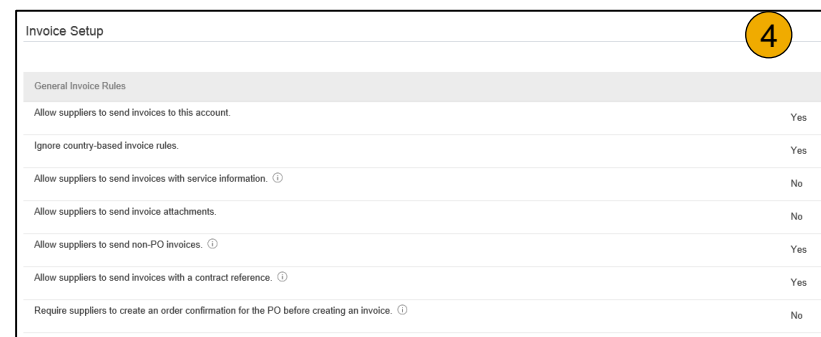
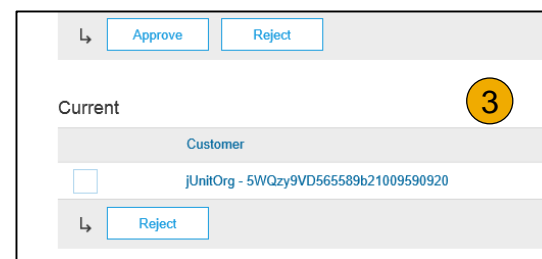
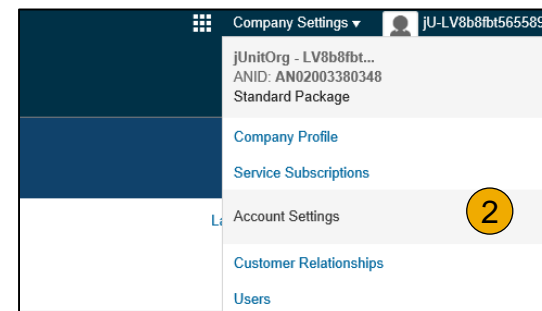
SECTION 5: Invoice Methods



Review Constellation Brands Invoice Rules

These rules determine what you can enter when you create invoices.

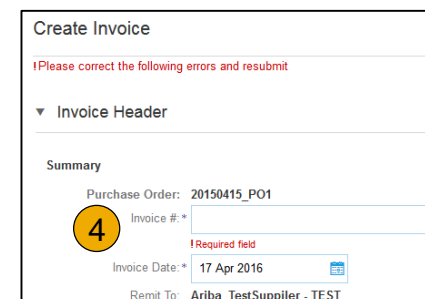
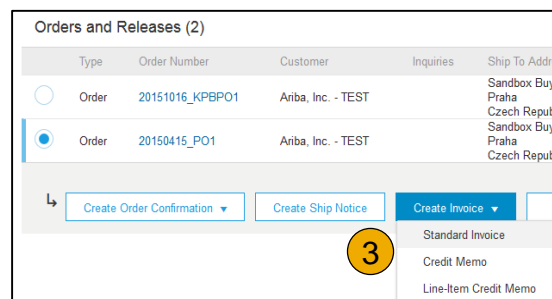
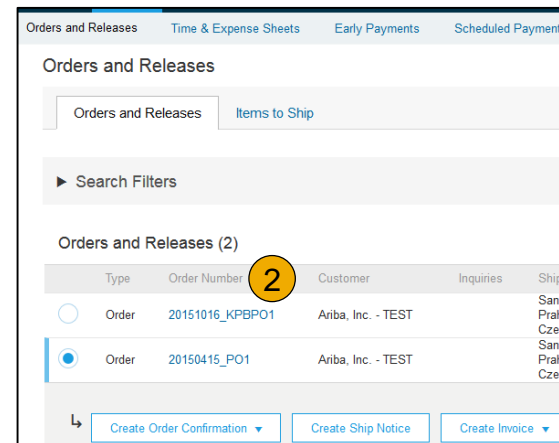
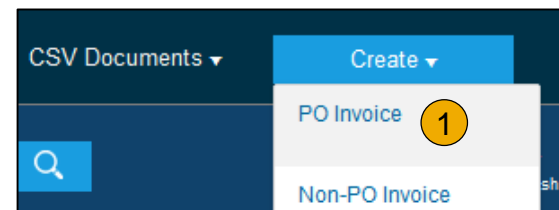
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Constellation Brands**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Constellation Brands** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Constellation Brands.



Can't Find Your PO?

Invoice via PO Flip

Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box.
3. **Tax can be entered** at the Header level by selecting the appropriate radio button. Please do NOT enter Shipping at the header, this should be added at the line level.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223

Invoice Date: * 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

Header level tax

Line level tax

Shipping

Header level shipping

Line level shipping

* Indicates required field

Add to Header

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment



Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Shipping charges should be entered at the invoice LINE Level; NOT at the header**

Quantity	Unit	Unit Price
10	BX	25.00 EUR

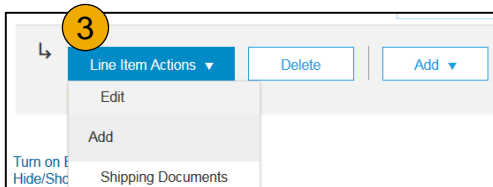
No.	Include	Type	Part #
<input type="checkbox"/>		MATERIAL	GOODS_02
2			
Pricing Details			
Price Unit: *			BX
Unit Conversion: *			1
<div>  <div> Delete </div> </div>			

Invoice via PO Flip

Detail Line Items



3. Additional information can be viewed at the Line Item Level by editing a Line Item.



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

Insert Line Item Options

☐ Tax Category: ☐ 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	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice Done Cancel

▼ Invoice Item * Indicates required field [Line Item Actions](#)

Quantity: * 5 Part #: GOODS_01

Unit: EA

Unit Price: * 1.00 EUR

Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit: * PCE Price Unit Quantity: * 2

Unit Conversion: * 1 Description: This field specifies that 1 Box is equivalent to 2 reams

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST

Ship To: Sandbox Buyer - Test Praha

Deliver To: Czech Republic Cristian Mihalache 2nd Floor, SI Team

[View/Edit Addresses](#)

Invoice via PO Flip

Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2		MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

Pricing Details

Price Unit: Price Unit Quantity:

Unit Conversion: Description:

Shipping

Ship From: **Ariba_TestSupplier - TEST** Ship To: **Sandbox Buyer - Test** [View/Edit Addresses](#)

Praha 5 Praha

Czech Republic Cristian Mihalache
2nd Floor, SI Team

Shipping Cost

Shipping Amount: **2** Shipping Date:

Allowances and Charges

Service Code: Description: [Add Tax](#)

Start Date: End Date: [Remove](#)

Allowance:

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

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date:

Remit To: **Ariba_TestSupplier - TEST**

Praha 5

Czech Republic

Bill To: **Sandbox Buyer - Test**

Praha

Czech Republic

Tax

☒ Header level tax ☐ Line level tax

Category:

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: **Ariba_TestSupplier - TEST** **1**

Praha 5

Czech Republic

Allowances and Charges

Service Code: Description: [Add Tax](#)

Start Date: End Date: [Remove](#)

Allowance:

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The screenshot shows the SAP Line Item Actions menu. The 'Add' option is selected, and the 'Comments' option is highlighted with a yellow circle and the number 1. The menu also includes options for Edit, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. The 'Delete' and 'Add' buttons are visible at the top. The 'Next' button is highlighted with a yellow circle and the number 3.

The screenshot shows the Comments field with a text input area. The label 'Comments' is followed by a yellow circle with the number 2. The 'Remove' button is visible on the right.

[Having Problems?](#)

Review, Save, or Submit Invoice

PO-Flip Invoice

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Constellation Brands.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update
Save
Exit
Next

Create Invoice
4

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST ▼

Bank Account:

Bill To:

Ariba Network

HOME
INBOX
OUTBOX
CATALOGS
ENABLEMENT TASKS
REPORTS

Invoices
Order Confirmations
Ship Notices
Drafts 5

Drafts

Note: In the even of errors, there will be a notification in red where information must be corrected

Invoice Without a Purchase Order

Non-PO Invoice

To create an invoice without a PO:

1. **Select Outbox** on the Navigation Menu.
2. **Select Create Non-PO Invoice.**
3. **Select your Customer** from the dropdown menu.
4. **Select Standard Invoice.**
 - If you need to invoice a new customer click **Invoice New Customer**.

Note: Your customer must generate a code for you to create non-PO invoices.

4. **Click Next.**

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmation Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST

Type of Invoice: ☒ Standard Invoice ☐ Credit Memo

Invoice Without a Purchase Order

Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. Required: assign the Constellation Brands employee email address who requested to purchase. This will ensure timely invoice postings and that is properly routed to the right approver.
3. **Use Add Item or Add Service Item** button to add the details of the item(s) being invoiced.

Note: Be certain to provide complete details of the items or services provided.

4. **Add Shipping** as appropriate.
5. **Click Next** to continue.
6. **Review, Save or Submit** as Standard Invoice.

Create Invoice

Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Invoice #: 1

Invoice Date: 15 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Bill To:

Subtotal: 0.00 CZK

Total Tax: 0.00 CZK

Total Gross Amount: 0.00 CZK

Total Amount without Tax: 0.00 CZK

Total Net Amount: 0.00 CZK

Amount Due: 0.00 CZK

View/Edit Addresses

Order Information

Customer Order #:

Contract Number:

Sales Order #:

Sales Order Date:

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: jUnitOrg - LV8b8fb565589df1009590921

pittsburgh, PA

United States

Bill From: jUnitOrg - LV8b8fb565589df1009590921

Customer: jUnitOrg - 5WQzy9VD565589b21009590920

Sunnyvale, CA

United States

Email:

Line Items 4 1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

☐ Tax Category: ☐ 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"/>	Partially Invoiced	MATERIAL						

Line Item Actions Delete Add 3

Invoice Against a Contract

To create a Contract Invoice:

1. **From the home screen** within your Ariba Network account, **select** the **Create** dropdown menu and select **Contract Invoice**.
2. **Select** Constellation Brands from the Customer dropdown list.
3. **Complete** invoice entry with all fields marked with asterisk (*).

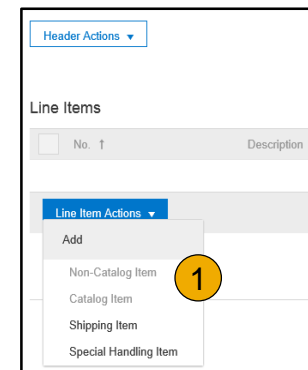
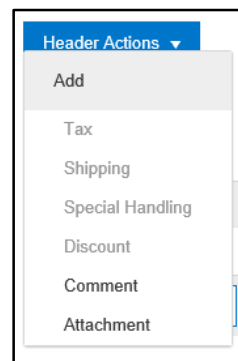
Invoice Against a Contract

Header and Line Level Options

There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices.

To add Line items to the Invoice:

1. **Choose** from Non-catalog or Catalog options.
2. **Enter** required fields marked with an asterisk (*).
3. **Update** Total.
4. **Click** on Submit button to submit the invoice.



No.	Description	Contract	Qty	Unit	Price
1	Test Item 5	Yes	1	each	\$88

Reference Date: * Wed, 18 Sep, 2013

Commodity Code: Paper products

Supplier Part Number: hhh

Supplier Auxiliary Part ID:

Shipping - by Line Item

Ship From: Test Location

Deliver To:

Plant: * 3600 (Wichita)

Subtotal: \$2,570.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$2,570.00 USD

Total Net Amount: \$2,570.00 USD

Amount Due: \$2,570.00 USD

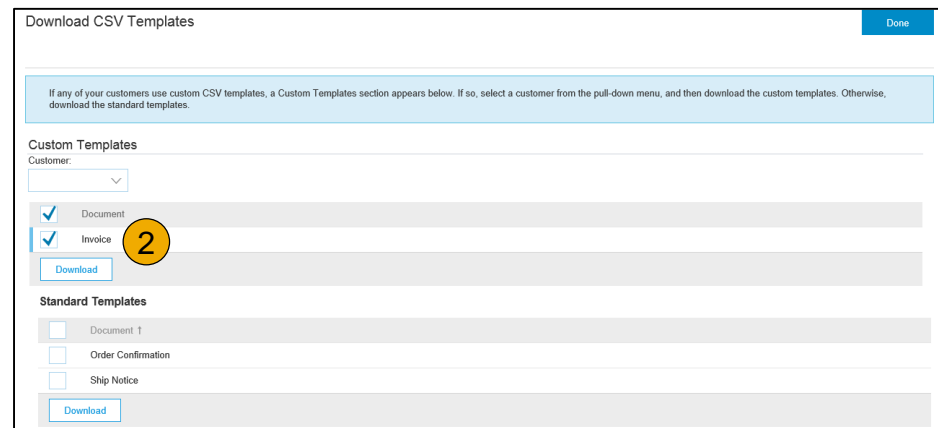
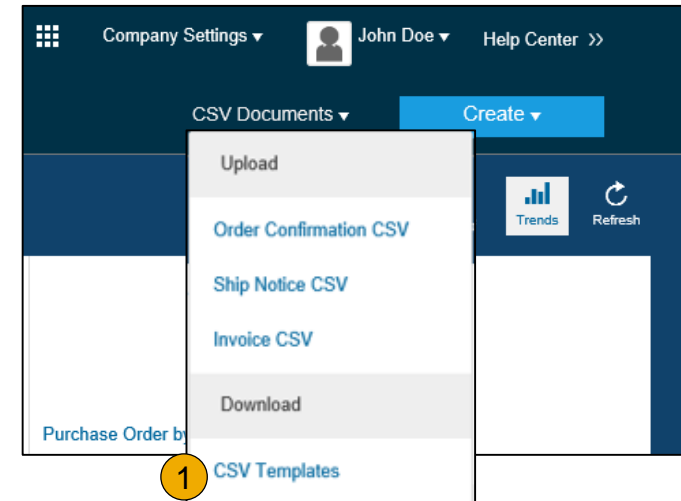
Previous Save Submit Exit

No Items Appearing?

Invoice via CSV

Download Template

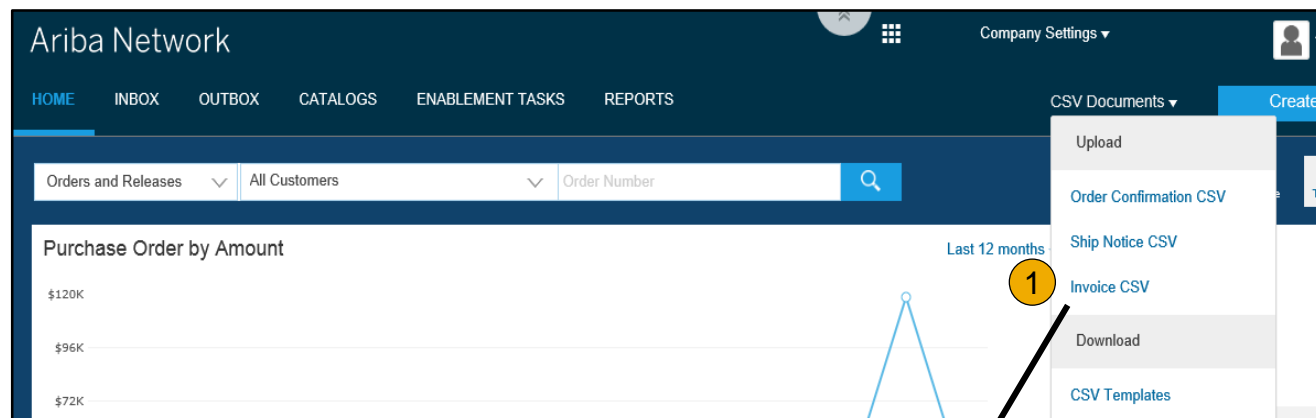
1. **Access** a customer's CSV file template, by going to **CVS Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding Constellation Brands on the drop down menu, checking the radio button for Invoice, and clicking Download.
3. **Populate** the template and upload it from Create> CSV Invoice > Browse > Import.
4. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
5. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Invoice via CSV

Upload Completed CSV

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
3. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Import CSV Invoice

Customer: *

2

CSV invoice file path: *

Download CSV Templates

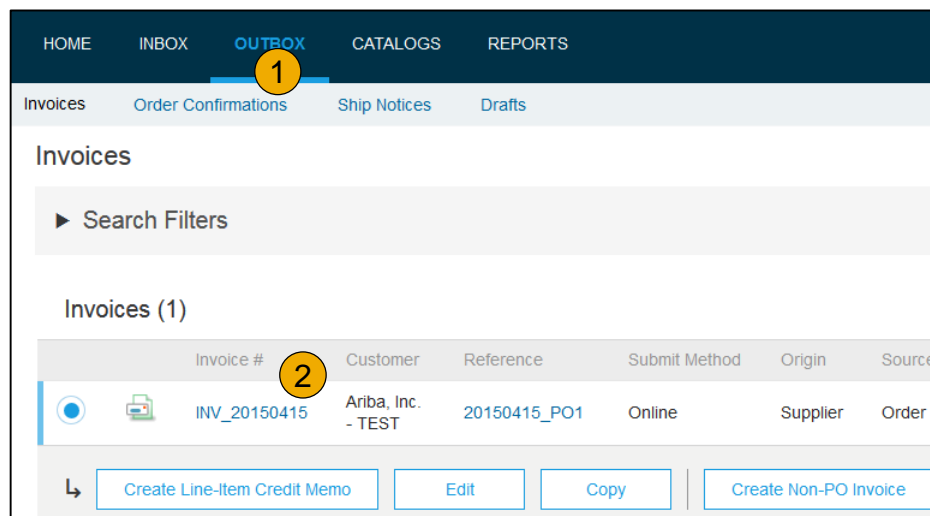
Browse...

Import CSV Invoice

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.



Invoice: INV_20150415
Done

Create Line-Item Credit Memo
Copy This Invoice
Cancel
Print
Download PDF
Export cXML

Search for Invoice

(Quick & Refined)



Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select** Constellation Brands from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search** Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.

Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status:

Reflects the status of the transmission of the invoice to Constellation Brands via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Constellation Brands invoicing rules. Constellation Brands will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Constellation Brands invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status:

Reflects the status of Constellation Brands's action on the Invoice.

- **Sent** – The invoice is sent to the Constellation Brands but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Constellation Brands approved the invoice cancellation
- **Paid** – Constellation Brands paid the invoice / in the process of issuing payment. Only if Constellation Brands uses invoices to trigger payment.
- **Approved** – Constellation Brands has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Constellation Brands has rejected the invoice or the invoice failed validation by Ariba Network. If Constellation Brands accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#) 1

Standard Invoice

Invoice: INV_20150415 Done

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Download PDF](#)
[Export cXML](#)
4

[Detail](#)
[Scheduled Payments](#)
[History](#)

Invoice: INV_20150415
 Invoice Status: Sent
 Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
 Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
 Routing Status: Sent

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

Ariba Network

Company Settings John Doe Help Center >>

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2)

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: XYZ123456

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Cancel Invoice?

Are you sure you want to cancel this invoice?

Yes No

Download Invoice Reports

Learn About Transacting



Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. **Enter** required information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
4. **Click Next.**
5. **Specify Customer** and **Created Date** in Criteria.
6. **Click Submit.**
7. You can view and download the report in CSV format when its status is **Processed**.

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration
- Supplier Fees
- Account Configuration
- General Ariba Network questions

Other Help

- [Useful Links](#)
- [Standard Documentation](#)



Constellation Brands Enablement Business Process Support

- Business-Related Questions



Constellation Brands Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

Click the icon to the left to find the appropriate support line.

Online Help

- [Help Center](#)
- [Ariba Exchange User Community](#)

Training & Resources

Constellation Brands Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

Account Settings

Customer Relationships
Users
Notifications
Account Hierarchy

Current Relationships
Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests
☐ Manually review all relationship requests

Update

Pending

Customer
<div> L Approve Reject </div>

Current

Customer
<input type="checkbox"/> Ariba Inc. <div>2</div> <div>3</div> Supplier Information Portal
<input type="checkbox"/> Pouliot Industries
<div> L Reject </div>

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships
Users
Notifications
Account Hierarchy
View All
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Network Notifications

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics and Network Notifications**– <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **SAP Ariba Discovery** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery>
- **Ariba Network Overview** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/fulfillment-on-ariba-network>

Troubleshoot Your Invoice Issues

How do I know
which type of
invoice to
create?

What does this
error message
mean?

How do I cancel
an invoice that
I've sent?

How do I edit and
resubmit an
invoice that I've
sent?

What should I do
if my invoice has
been rejected?

Can I resend a
failed or rejected
invoice with the
same invoice
number?

How do I tell
when my invoice
will be paid?

[Back to Invoicing](#)

**Thank you for joining the
Ariba Network!**