

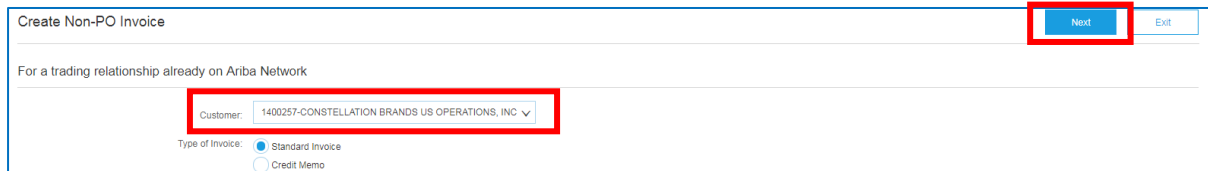
How to Create a (basic) Non-PO Invoice in Ariba

1. Login to your Ariba account.
2. Click **Create, Non-PO Invoice**



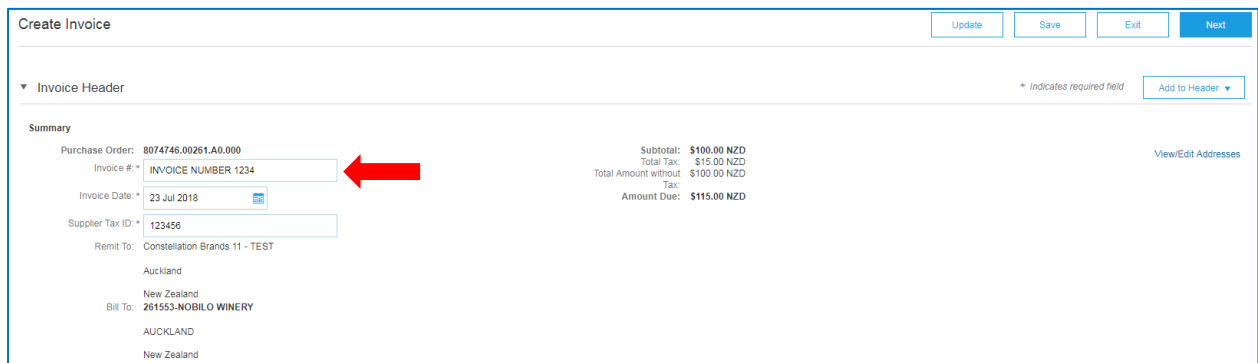
The screenshot shows the Ariba navigation bar with the following elements: HOME, INBOX, OUTBOX, CATALOGS, REPORTS, CSV Documents, and a 'Create' dropdown menu. The 'Create' menu is open, showing options for PO Invoice, Non-PO Invoice (highlighted with a red box), and Contract Invoice. Below the navigation bar, there are filters for 'Orders and Releases' (set to All Customers) and an 'Order Number' search field.

3. Select Constellation Brands as the Customer, click **Next**



The screenshot shows the 'Create Non-PO Invoice' form. At the top right, there are 'Next' and 'Exit' buttons, with 'Next' highlighted by a red box. Below the header, it says 'For a trading relationship already on Ariba Network'. The 'Customer' dropdown menu is set to '1400257-CONSTELLATION BRANDS US OPERATIONS, INC.' and is highlighted with a red box. Below this, there are radio buttons for 'Standard Invoice' (selected) and 'Credit Memo'.

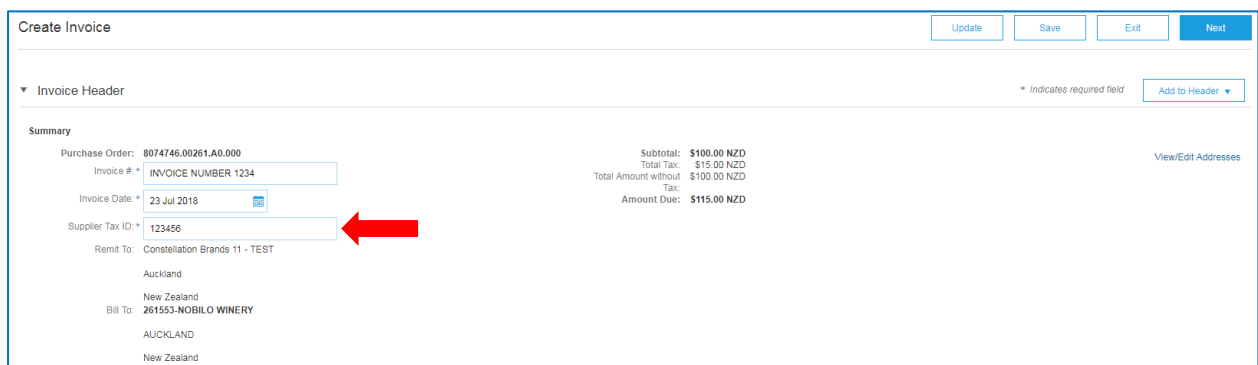
4. Enter your **Invoice Number** in the required field



The screenshot shows the 'Create Invoice' form, specifically the 'Invoice Header' section. The 'Invoice #' field contains 'INVOICE NUMBER 1234' and is highlighted with a red arrow. Other fields include 'Invoice Date' (23 Jul 2018), 'Supplier Tax ID' (123456), and 'Remit To' (Constellation Brands 11 - TEST). A summary table on the right shows: Subtotal: \$100.00 NZD, Total Tax: \$15.00 NZD, Total Amount without Tax: \$100.00 NZD, and Amount Due: \$115.00 NZD. There are 'Update', 'Save', 'Exit', and 'Next' buttons at the top right.

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

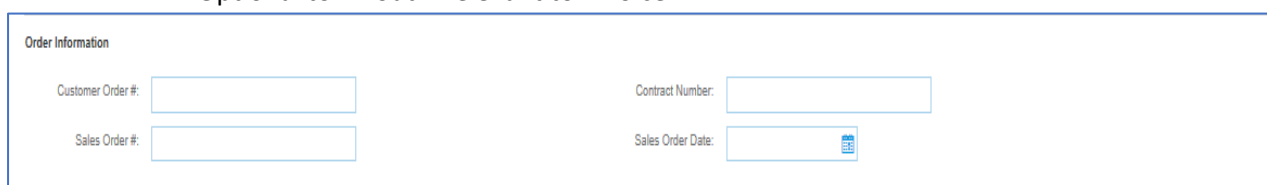
- *Please Note: You can set up your Tax ID to auto-populate by entering it in your Company Settings (job aid available)*



This screenshot is identical to the previous one, showing the 'Create Invoice' form with the 'Invoice #' field highlighted by a red arrow. It shows the same form fields, summary table, and navigation buttons.

6. **Order Information:**

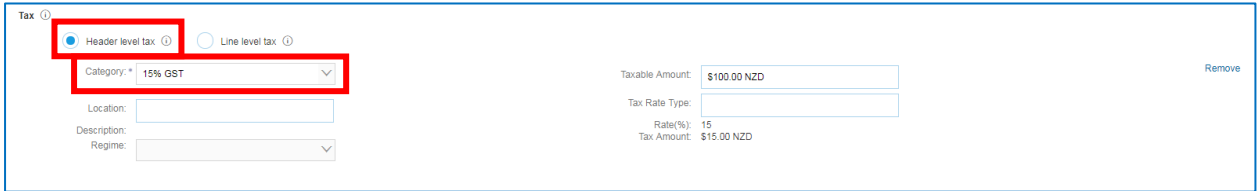
- Optional to fill out if relevant to Invoice



The screenshot shows the 'Order Information' section of the form. It contains four input fields: 'Customer Order #' and 'Contract Number' (top row), and 'Sales Order #' and 'Sales Order Date' (bottom row). The 'Sales Order Date' field has a calendar icon next to it.

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

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

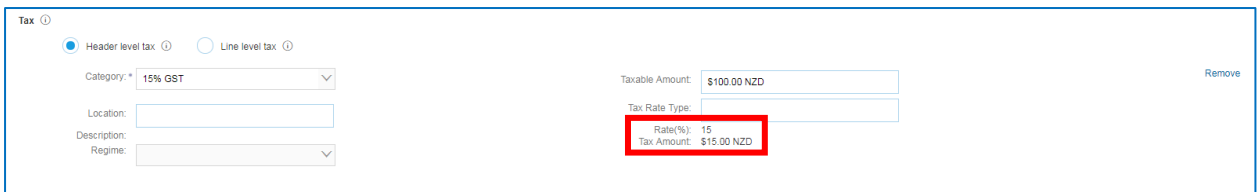


- Scroll Up to the Top and select **Update**



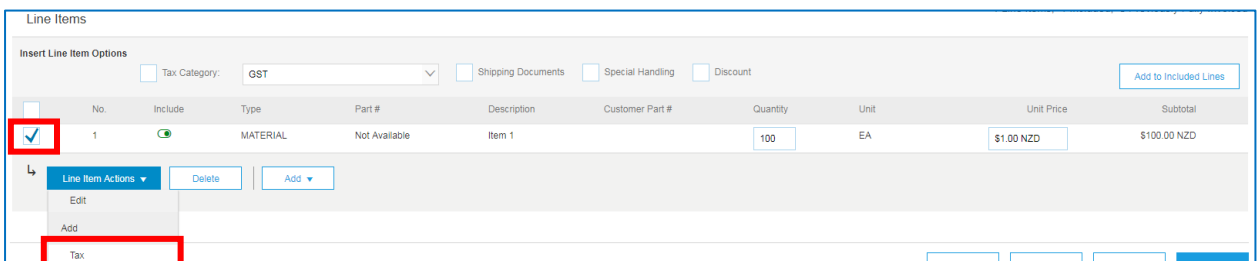
- The tax amount will then calculate

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)



8. 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

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 Create a (basic) Non-PO Invoice 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 Tax Amount: \$15.00 NZD

Description: Regime:

Remove

Line Item Actions

9. 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 Tax Amount: \$60.00 NZD

Regime: Remove

10. Shipping

- Update **Ship To** address to a valid Constellation related address
Please note: this step is critical for tax validation purposes

Shipping

Header level shipping Line level shipping

Ship From: Constellation Brands 11 - TEST
Auckland
New Zealand

Ship To: 261553-NOBILIO WINERY
AUCKLAND
New Zealand
NZDREG02
Deliver To: 261553-NOBILIO WINERY

View/Edit Addresses

VIEW/EDIT ADDRESSES * Indicates required field

Ship From

Name: * Constellation Brands 11 - TEST

Department Name:

Address 1: * 123 Fake Street

Address 2:

City: * Auckland

State:

Country: * New Zealand [NZL]

This selection will refresh the page content.

Postal Code: * 1642

Ship To

Name: * 1400257-CONSTELLATION BRANDS US C

Department Name:

Address 1: * PLEASE ENTER VALID CBI SHIP TO

Address 2: * PLEASE ENTER VALID CBI SHIP TO

Address 3: * PLEASE ENTER VALID CBI SHIP TO

City: * PLEASE ENTER VALID CBI SHIP TO

State: * New York

Zip: * 14424

Country: * United States [USA]

This selection will refresh the page content.

Deliver To:

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

- If you choose not to add Shipping, leave field as is (after updating ship to address)

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Constellation Brands 11 - TEST
 Auckland
 New Zealand

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

[View/Edit Addresses](#)

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

Create Invoice

Update Save Exit Next

▼ Invoice Header

* Indicates required field

Add to Header ▼
 Shipping Cost
 Shipping Documents
 Special Handling
 Allowance
 Charge
 Additional Reference Documents and Dates
 Comment
 Attachment

Summary

Purchase Order: 8074746.00261.A0.000
 Invoice #: INVOICE NUMBER 1234
 Invoice Date: 23 Jul 2018
 Supplier Tax ID: 123455
 Remit To: Constellation Brands 11 - TEST
 Auckland

Subtotal: \$400.00 NZD
 Total Tax: \$60.00 NZD
 Total Amount without Tax: \$460.00 NZD
 Tax:
 Amount Due: \$460.00 NZD

- 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: 15% GST

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%): 15
 Tax Amount: \$75.00 NZD

[Remove](#)

11. Additional Fields

- It is **REQUIRED** to fill out an email address for your Constellation Contact
Please Note: you will need to enter the email address of the specific person the Non-PO Invoice is to be directed to.
- No other field in the category is a required field but can be filled out if necessary

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

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

Customer: **261553-NOBILO WINERY**
AUCKLAND

Email:

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

Supplier VAT:

Customer VAT:

Supplier VAT/Tax ID:

Customer VAT/Tax ID:

12. Attachments

- To add an attachment to the invoice click **Add to Header > Attachment**. Browse and select your file(s) and then click **Add Attachment**.

Invoice Header

Summary

Invoice #:

Invoice Date:

Supplier Tax ID:

Remit To: Constellation Brands 11 - TEST
Auckland
New Zealand

Choose Address:

Subtotal: \$0.00 NZD
Total Tax: \$0.00 NZD
Total Amount without Tax: \$0.00 NZD
Tax: \$0.00 NZD
Amount Due: \$0.00 NZD

Add to Header ▼

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

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

[Remove](#)

13. Line Items

- Select **Add > Add Material**

Please Note: Material is currently the ONLY option that Constellation Brands has implemented on the Non-PO Invoice creation template. If the Non-PO Invoice is for anything other than a material order, select the Material option and then you can enter the order type in the “Description” field that best fits.

For example: “Labor” or “Service.” Please make sure you add an attachment that includes the details of the billable line item.

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST Discount

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

Add Material

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

- Complete the required fields
- You can select the unit of measure from the drop-down menu

Line Items 1 Line Items, 1 Included, 0 Previously Fully 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		REQUIRED		1	EA	\$100.00 NZD	\$100.00 NZD

- Once you complete the required fields, you will select **Update**

Line Items 1 Line Items, 1 Included, 0 Previously Fully 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		REQUIRED		1	EA	\$100.00 NZD	\$100.00 NZD

Line Item Actions

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		REQUIRED		1	EA	\$100.00 NZD	\$100.00 NZD

Line Item Actions

- Edit
- Add
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment**

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

Line Items 1 Line Items, 1 Included, 0 Previously Fully 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		REQUIRED		1	EA	\$100.00 NZD	\$100.00 NZD

Line Item Actions

- A summary of the Non-PO Invoice will populate, review the Non-PO Invoice and once approved, click **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: United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: INVOICE TEST 1234	Subtotal: \$100.00 NZD
Invoice Date: Tuesday 24 Jul 2018 3:14 AM GMT+12:00	Total Tax: \$15.00 NZD
	Total Amount without Tax: \$100.00 NZD
	Amount Due: \$115.00 NZD

The Non-PO Invoice has been Sent