EFFECTIVE DECEMBER 2017

To: Constellation Brands, Inc. Suppliers
Re: Invoice Requirements

Constellation Brands, Inc. Invoice Requirements - To avoid possible delays in payment, all invoices billed to CBI or its subsidiaries, must include the following guidelines and attributes:

Guidelines:

- o   All invoices must be submitted via the SAP Ariba® Network

- o   One Purchase Order number per invoice (multiple PO #s are not permitted on an invoice due to timing of PO receiving which could delay invoice processing)

Attributes (information required on every invoice):

1.   Vendor name, mailing address, phone number, e-mail address, tax ID where applicable, remittance instructions including bank details

2.   Total amount due including currency (invoice currency must match PO currency)

3.   Unique invoice number

4.   Valid purchase order number when applicable

5.   Invoice date

6.   Payment Terms

7.   Name of CBI legal entity that made the purchase

8.   Name of CBI employee who authorized purchase (ONE CBI contact/invoice approver *per* invoice)

9.   Address where the goods or services were delivered (i.e. Ship to location)

10. Detailed description of goods or services provided

11. Unit of measure on invoice must match unit of measure on PO (i.e. liters versus fluid ounces)

12. Tax details with correct calculations (it must be clear if CBI is being charged tax)

13. Shipping and handling detailed charges

Our vision: To elevate life with every glass raised
Constellation Brands, Inc.
www.cbrands.com