1. The first thing you should do is save your Invoice somewhere you can find it to attach it to your submission in Ariba.

2. Note: You only need to fill in fields with an asterisk beside it *

3. Login to your Ariba Account via supplier.ariba.com

4. Click Create > Non-PO Invoice

5. Select Constellation Brands as a Customer, Click Next

6. Create your Invoice:
   - Fill in your Invoice # and Invoice Date (payment date calculated from this date)
   - Supplier Tax ID (can save with in Company Settings – job aid available, please reach out to p2pinquiry@cbrands.com)

7. Click Add to Header and then Attachment (this will bring in the attachment field further down the page)
8. To **not** bill tax (skip if not applicable), click on **Remove**

9. **Header Level Tax** if the **entire** invoice contains tax (skip if not applicable)
   - Select Header Level Tax
   - Select the Tax Category
   - The Amount will update when the Line Item is added
   - Enter the Rate

10. **Line Level Tax** if **individual** lines on the invoice contain a taxable amount and not the entire invoice (skip if not applicable)
    - Select Line Level Tax (further instruction provided at line level)

11. If there are **shipping charges** then add to the **Header Level** (skip if not applicable)
    - Select Header Level Shipping

12. Scroll to the top, **Add to Header > Shipping Cost** (skip if not applicable)
13. Additional Fields
• Fill in the Email field of your specific Constellation Brands Contact who initiated the billable amount.
  • Enter the email address in this format: firstname.lastname@cbrands.com

14. Scroll down to the Attachments section. Add your Invoice by clicking on Browse to load your saved attachment, then Add Attachment

15. Scroll to Line items section and click Add, then Add Material

NOTE: Material is the ONLY option that CBI has implemented on the Non-PO Invoice template.

16. Fill in the required line item details:
• No. = Line number (e.g. 1)
• Description = Short description of goods or services supplied
• Quantity = Number of units supplied
• Unit = EA (each), HR (Hours). LT (Litres), KG (kilograms) etc.
• Unit Price

Attachment will appear below when Added
17. To enter **tax at the line level** for individual lines on the invoice containing a taxable amount (skip if not applicable)
   - Make sure the line level tax was selected above
   - "Check" the taxable line(s) and click on Line Item Actions > Tax

18. A tax line will appear and the taxable amount will populate the total amount of that line and enter the tax rate and click on Update (skip if not applicable)
   - Repeat to apply per each taxable line (if applicable)

19. Once your line items are entered, select **Update** to calculate the subtotal. If Header Level Tax was select, this will also update the tax calculation above. Then select **Next**.

20. Check the net, tax and gross amounts and if these are correct, click **Submit**. If not, click **Previous** and update the invoice as required.

Your invoice has now been submitted to your CBI Representative. Please reach out to p2pinquiry@cbrands.com if you require additional assistance.