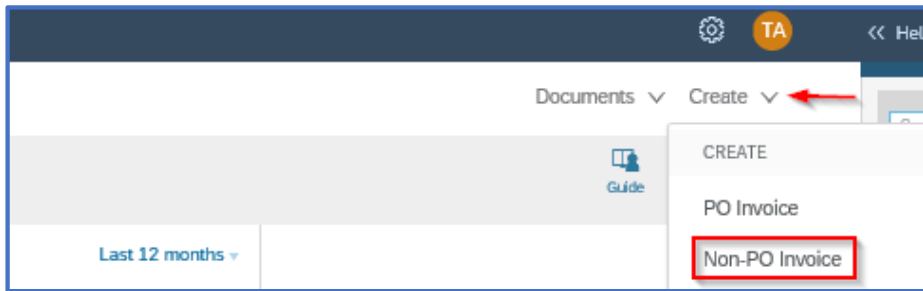
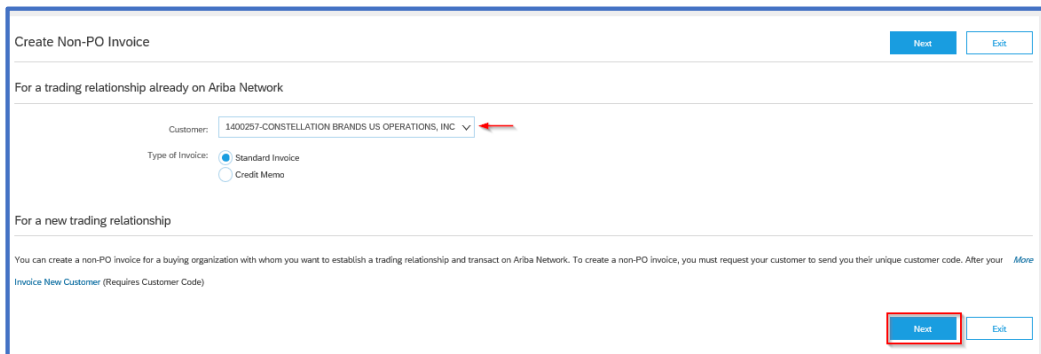


# Supplier: How to Submit a Non-PO Invoice

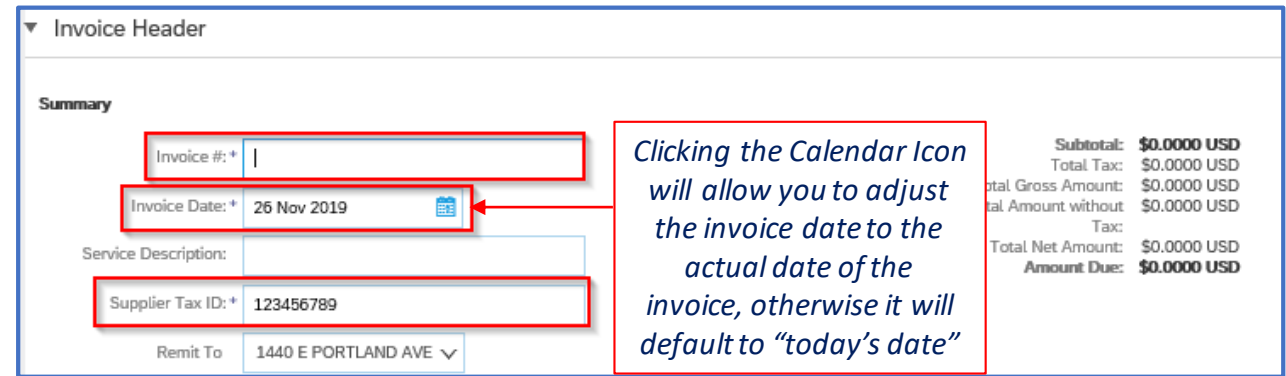
1. The first thing you should do is save your Invoice somewhere you can find it to attach it to your submission in Ariba.
2. **Note:** You only need to fill in fields with an asterisk \*
3. Login to your Ariba Account via [supplier.ariba.com](http://supplier.ariba.com)
4. Click **Create > Non-PO Invoice**



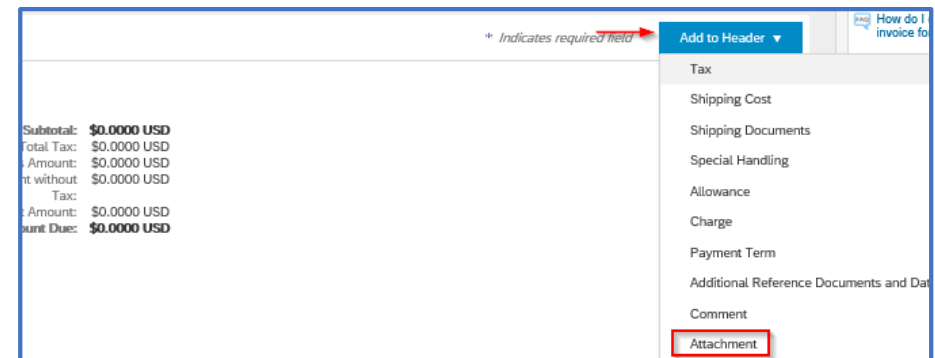
5. Select Constellation Brands as a Customer, Click **Next**



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](mailto:p2pinquiry@cbrands.com))

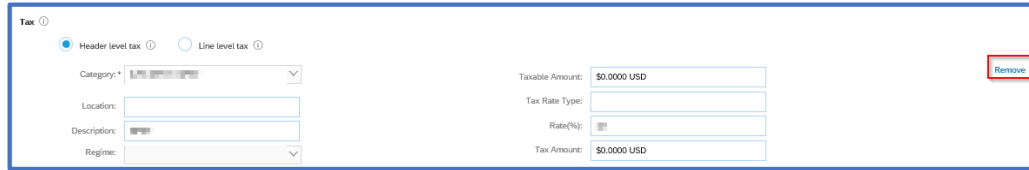


7. Click **Add to Header** and then **Attachment** (this will bring in the attachment field further down the page)



# Supplier: How to Submit a Non-PO Invoice

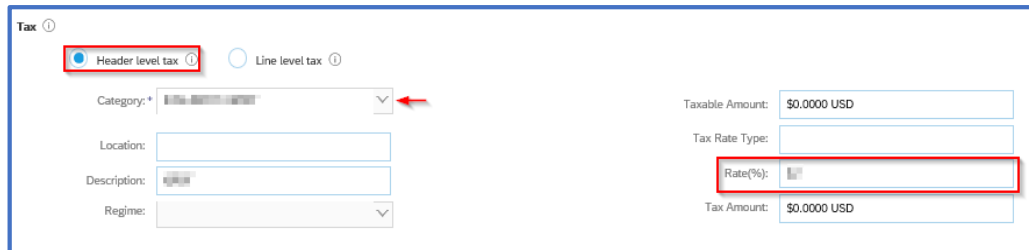
8. To **not** bill tax (skip if not applicable), click on **Remove**



The screenshot shows the 'Tax' configuration form. It has two radio buttons: 'Header level tax' (selected) and 'Line level tax'. Below these are fields for 'Category', 'Location', 'Description', and 'Regime'. To the right, there are fields for 'Taxable Amount' (\$0.0000 USD), 'Tax Rate Type', 'Rate(%)', and 'Tax Amount' (\$0.0000 USD). A red box highlights the 'Remove' button in the top right corner.

9. **Header Level Tax** if the *entire* invoice contains tax (skip if not applicable)

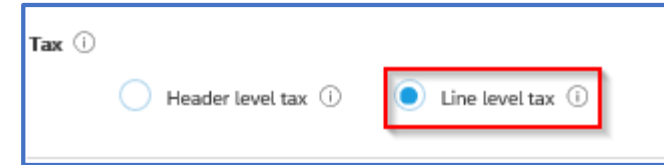
- Select Header Level Tax
- Select the Tax Category
- The Amount will update when the Line Item is added
- Enter the Rate



The screenshot shows the 'Tax' configuration form with 'Header level tax' selected. A red box highlights the 'Header level tax' radio button. Another red box highlights the 'Rate(%)' field, with a red arrow pointing to it from the right. The 'Taxable Amount' is \$0.0000 USD and the 'Tax Amount' is \$0.0000 USD.

10. **Line Level Tax** if *individual* lines on the invoice contain a taxable amount and not the entire invoice (skip if not applicable)

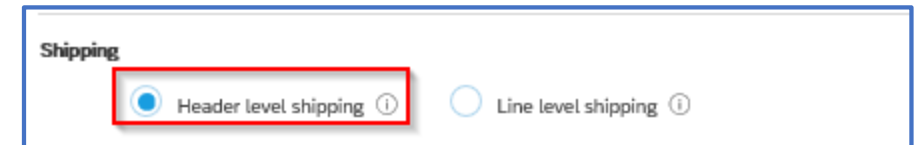
- Select Line Level Tax (further instruction provided at line level)



The screenshot shows the 'Tax' configuration form with 'Line level tax' selected. A red box highlights the 'Line level tax' radio button.

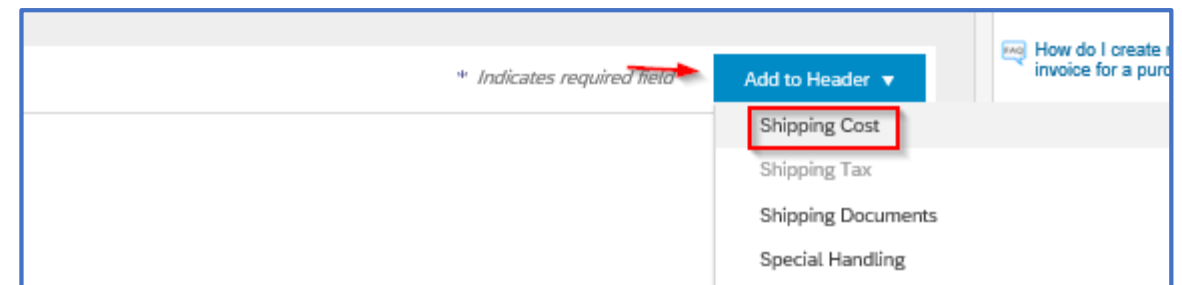
11. If there are **shipping charges** then add to the **Header Level** (skip if not applicable)

- Select Header Level Shipping



The screenshot shows the 'Shipping' configuration form with 'Header level shipping' selected. A red box highlights the 'Header level shipping' radio button.

12. Scroll to the top, **Add to Header > Shipping Cost** (skip if not applicable)



The screenshot shows the 'Add to Header' dropdown menu. A red box highlights the 'Shipping Cost' option. A red arrow points to the 'Indicates required field' text above the dropdown.

# Supplier: How to Submit a Non-PO Invoice

## 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

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **CBI TEST Supplier Account**  
Pittsburgh, PA  
United States

Customer: **1400257-CONSTELLATION BRANDS US OPERATIONS, INC**  
PLEASE ENTER VALID CBI SHIP TO, NY  
United States

Email:

Bill From: **CBI TEST Supplier Account**  
Pittsburgh, PA  
United States

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

**Attachments**

The total size of all attachments cannot exceed 100MB

Name	Size (bytes)	Content Type
<input type="checkbox"/> Ariba Password Reset.docx		application/vnd.openxmlformats-officedocument.wordprocessingml.document

Attachment will appear below when Added

- ## 15. Scroll to **Line Items** section and click **Add**, then **Add Material**

**Line Items**

**Insert Line Item Options**

Tax Category: 12% GPST / GPST  Shipping Documents  Special Handling  Discount

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

No.	No.	Include	Type	Part #	Description
-----	-----	---------	------	--------	-------------

- ## 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**

**Line Items** 1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category: 12% GPST / GPST  Shipping Documents  Special Handling  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Supplier: How to Submit a Non-PO Invoice

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**

The screenshot shows the 'Line Items' interface. At the top, there are 'Insert Line Item Options' including 'Tax Category' (set to 12% GPST / GPST), 'Shipping Documents', and 'Special Handling'. Below this is a table with columns: No., Include, Type, Part #, Description. The first row shows '1', a checked 'Include' box, 'MATERIAL', and 'LINE 1'. Below the table are 'Line Item Actions', 'Delete', and 'Add' buttons. The 'Line Item Actions' dropdown menu is open, showing 'Edit', 'Add', and 'Tax' (which is highlighted with a red box).

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)

The screenshot shows the 'Tax' entry form. It includes fields for 'Category' (12% GPST / GPST), 'Location', 'Description' (GPST), and 'Regime'. On the right, there are fields for 'Taxable Amount' (\$100.0000 USD) and 'Tax Amount' (\$12.0000 USD). The 'Rate(%)' field is highlighted with a red box.

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**.

The screenshot shows the 'Line Items' interface with the 'Update' and 'Next' buttons highlighted with red boxes. The table above shows the same line item as in the previous screenshot.

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.

The screenshot shows the 'Create Invoice' summary screen. It includes the invoice number (inv1234) and date (Tuesday 26 Nov 2019 11:37 AM GMT-05:00). A summary table is shown with the following values:

Subtotal:	\$100.0000 USD
Total Tax:	\$0.0000 USD
Total Gross Amount:	\$100.0000 USD
Total Amount without Tax:	\$100.0000 USD
Total Net Amount:	\$100.0000 USD
Amount Due:	\$100.0000 USD

The 'Submit' button is highlighted with a red box.

Your invoice has now been submitted to your CBI Representative. Please reach out to [p2pinquiry@cbrands.com](mailto:p2pinquiry@cbrands.com) if you require additional assistance.