1. Standard/Light Account: Locate PO via email
   • Enterprise/Full Accounts can locate PO directly in Ariba Inbox
   • Email will come from: ordersender-prod@anssmtp.ariba.com
   • Subject line: Constellation Brands Inc, sent new Purchase order

2. View the body of the email and select Process Order

3. If this is the first transaction with CBI in Ariba, you will be directed to login or register

4. The PO will open in your Ariba Standard Account, click on Create Invoice

5. Enter the required fields:
   - Invoice #
   - Invoice Date
   - Supplier Tax ID#

NOTE: If you have a Standard Account, it is recommended that you create a folder in your email account to store all the Ariba PO emails so when it comes time to process for Invoicing, it will be easier to locate the email.

Logging in or registering from this screen will establish the trading relationship with Constellation in Ariba.

Clicking the Calendar Icon will allow you to adjust the invoice date to the actual date of the invoice, otherwise it will default to “today’s date”.
6. Click **Add to Header** and then **Attachment** (*Optional* - this will bring in the attachment field further down the page)

7. **Header Level**: To add tax to the **entire invoice** (*skip if not applicable*)
   - Confirm “Header Level Tax” is Checked
   - Select the Tax Category
   - Enter the Rate
   - Taxable Amount will **automatically** calculate based on the line items

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

9. **Line Level**: If **individual** lines on the invoice contain a taxable amount and not the **entire invoice** (*skip if not applicable*)
   - Select Line Level Tax
   - Further instructions provided at the line level section of the invoice
10. If there are shipping charges then add to Header Level (leave as is if not applicable)

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

12. Enter Shipping Cost and Shipping Date (skip if not applicable)

13. To Add the Attachment, click Browse to locate the saved invoice > Add Attachment

• The file will appear below when attached
14. **Line Items**
- **NOTE:** You cannot add line items to a PO Invoice. Contact your buyer if you need another line added.
- **NOTE:** You cannot change the format of the auto-populated line on the PO. POs can only be invoiced against the quantity and not the price field.
- To invoice in **Full**, the quantity and cost will automatically populate from the Purchase Order – leave as is, if correct or alter to reflect the final cost and quantity.
- To invoice in **Partial**, you can edit the quantity to reflect the amount you would like to invoice then select **Update**

15. If you have **multiple line items**, you can click on the **Include “toggle”** to select which items you would like to include in the Invoice and which items you do not (skip if not applicable)

16. To **enter tax at the Line Level**, make sure the Line Level Tax was selected above (From Step 9 - skip if not applicable)

- “Check” the taxable line(s) and click **Line Item Actions > Tax**
18. The taxable amount will populate to be the entire amount of the line item, enter the tax rate and click on **Update** (skip if not applicable).

19. Once the line items are updated and the invoice is complete, click **Next** at the bottom right of the screen.

20. A summary of the invoice will populate, please review the invoice (it should match the invoice from your system) and once approved, click **Submit**.

Your invoice has now been submitted.
Any questions, please reach out to p2pinquiry@cbrands.com