WELCOME

TO BEING A SUPPLIER

OF

GALLO

ABSTRACT

In this packet, you will find instructions on how to: Establish an SAP Business Network connection, set up your Company Profile including Remittance and TaxID information, confirm a Purchase Order (PO), submit an invoice against a Purchase Order (PO), Create a Non-PO Invoice, create Ship Notice and create Credit Memos.

Gallo
Supplier Operations
Enablement Team

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Welcome to Gallo

Gallo uses the SAP Business Network (Formerly Ariba Network) platform for efficiency, visibility, networking, and reliability in the way we transact with suppliers. Our Supplier Operations teams, in conjunction with SAP, will be working with you to establish a business relationship with your company through the SAP Business Network.

Please review the information below regarding supplier account options for digital collaboration with Gallo through the SAP Business Network. We look forward to leveraging this business connection for our work together in the future.

If you already transact on the SAP Business Network (Formerly Ariba Network):
Provide the Supplier Operations Team with the ANID and your Network Administrator's Email. Once verified, SAP Business Network Suppliers may use their existing credentials to establish their connection. Please accept the terms of use, complete your company information including remittance ID, and remember to select save.

Gallo Supplier Operations: SupplierSuccess@ejgallo.com

If you are new to the SAP Business Network:
Our Supplier Operations Team can establish a relationship through a Relationship Request or a Penny Flip Purchase Order via the Network. Contact the Supplier Operations Team to provide if you have not received either. Once received, please create a username and password. This will create a FREE Standard Account. Additional links are below to help guide you.

Find your Remittance ID in the Welcome Email, Penny Flip Purchase Order sent, or contact your Supplier Operations team to assist in the completion of the configuration of your Business Network Account.

SAP Business Network Account Types
There are two supplier account types:

- Standard Account
- Enterprise Account

Standard Account: Basic functionality, free for suppliers

Standard accounts allow suppliers to process purchase orders and submit invoices to customers for free. With a standard account, suppliers can review, process, and invoice against purchase orders. For a full list of standard account capabilities, Click Here

Help in setting up your account using your Purchase Order from Gallo watch this short video, Click Process first PO

Enterprise Account: Advanced capabilities

Enterprise accounts provide everything the standard account offers, including priority customer support from SAP, unlimited document history, and the ability to run reports. Please note, enterprise accounts may have subscription and transactions fees associated with them. To find out more about enterprise account fees, please visit
SAP Business Network Fee and Pricing Structure

The option to upgrade to an enterprise account can be done at any time.

Note: Completing this process prior to receiving a normal Purchase Order and/or invoicing is required to prevent any problems in the future with your account.

Learn more about SAP Business Network.

Standard Account Supplier Summit: Training Video

Welcome to your SAP Standard Account

For more information on SAP and the Business Network, please check out:

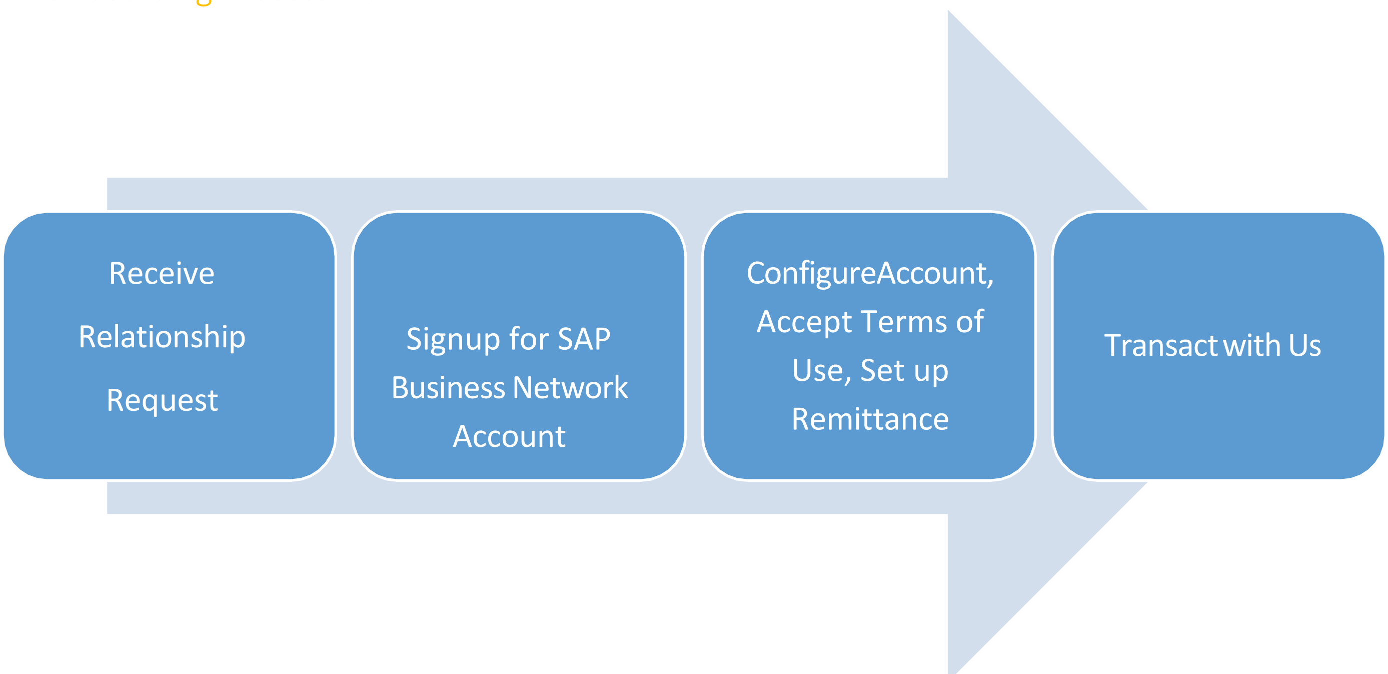
- SAP Help Portal: SAP Business Network for Suppliers
- New to the SAP Business Network: Supplier Training Page
- SAP Business Network for Suppliers: Frequently Asked Questions.
- Best Practice Webinars are available on demand to All suppliers, regardless of their type of account on the SAP Business Network.

Cheers!

Gallo Operations Team

GALLO
SAP Business Network

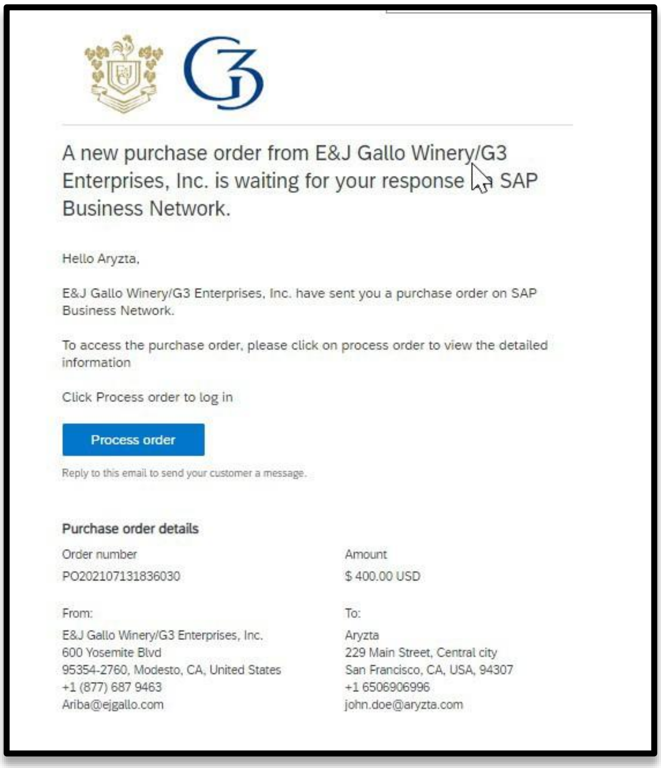
Onboarding Process Flow

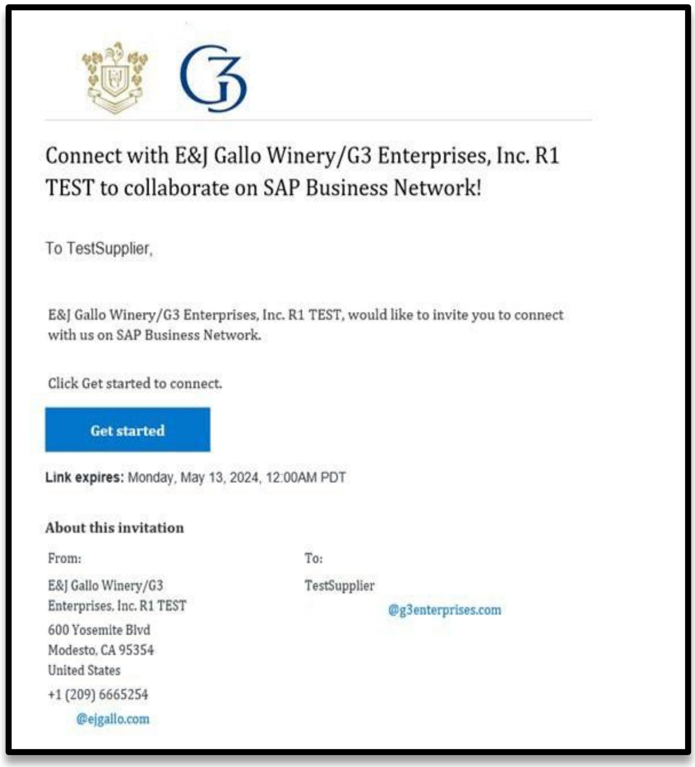


Access the SAP Business Network through Relationship Request or Interactive Email

Relationship Request and Pos provided from Galloprovide an Interactive Email to access the SAP Business Network. This allows suppliers to establish a relationship over the SAP Business Network with Gallo.

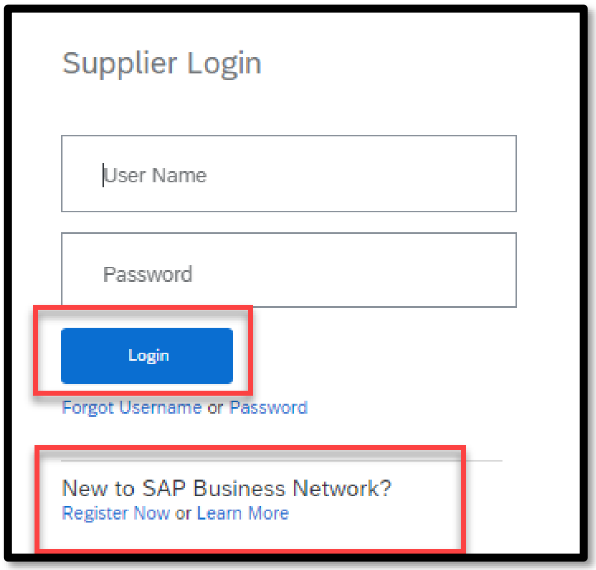
Click the **Process Order** button on the relationship request or new order notification (interactive Email) to get started.

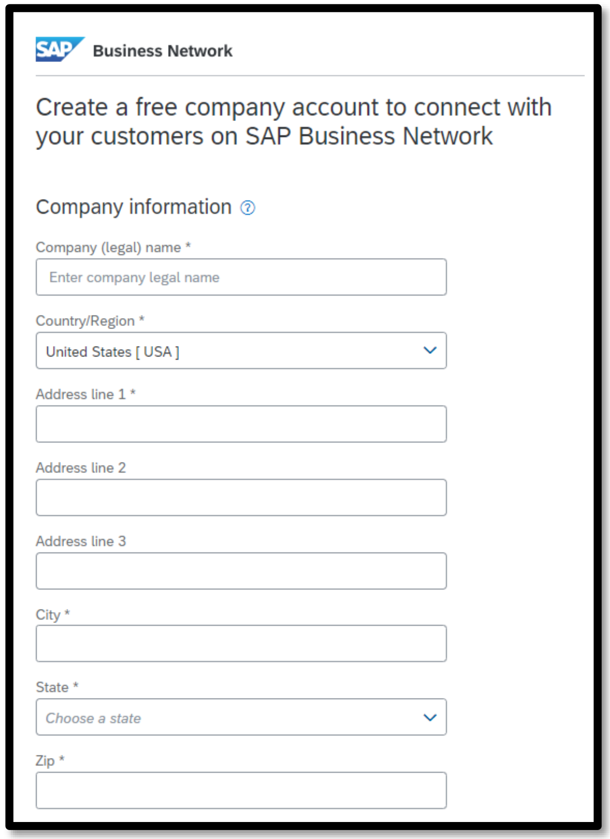




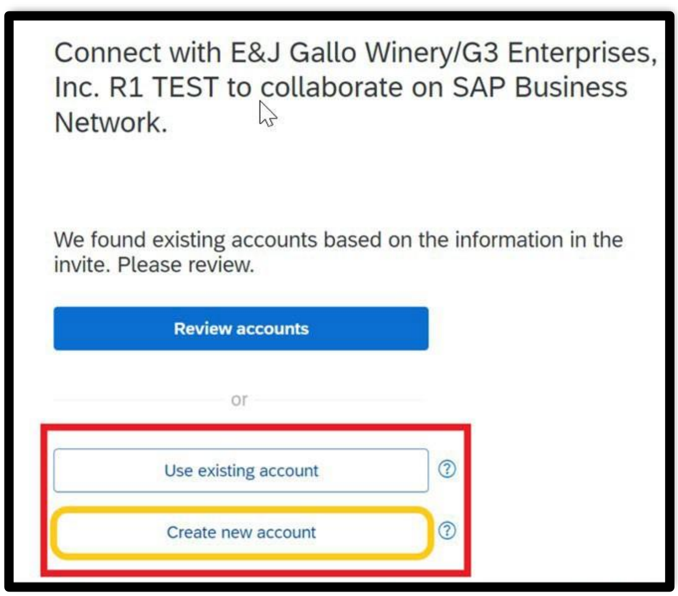
Login or Register

Use your existing account by entering in your username and password and clicking Log in.





New to SAP Business Network click Register Now to create a free account.
If an existing account already exists for your company, you may be prompted with this screen.



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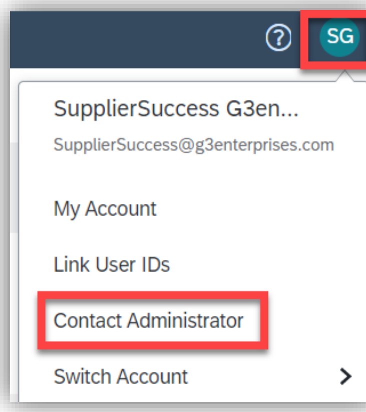
Congratulations! You are now connected to Gallo on the SAP Business Network.

Please **follow the steps below** to finalize your account configuration. Once complete, transact with Gallo using this account.

Configure Account Settings (Administrators)

Only the Administrator can create roles and set up additional users. There can only be one Admin on the account.

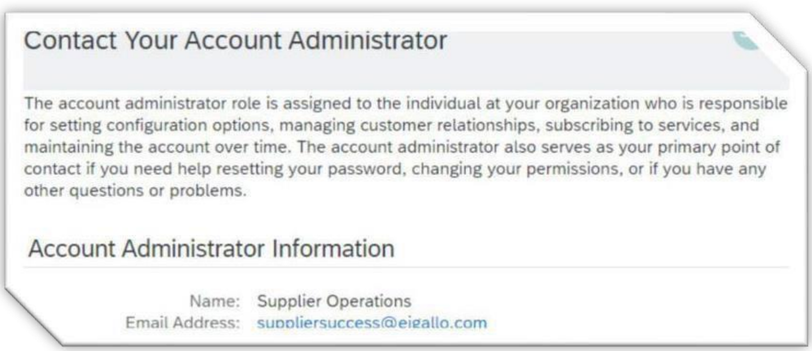
If you have reached this screen and you are not sure who the Admin is on the account, you can contact the Admin from here.



Once logged into the account.

Click on the **Company Initials bubble**, on the top right.

Click **Contact Administrator**

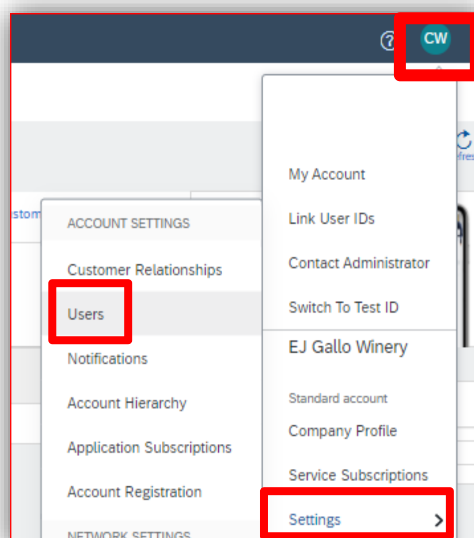


Configure Users and Roles

Click on the **Company Initials bubble**, on the top right.

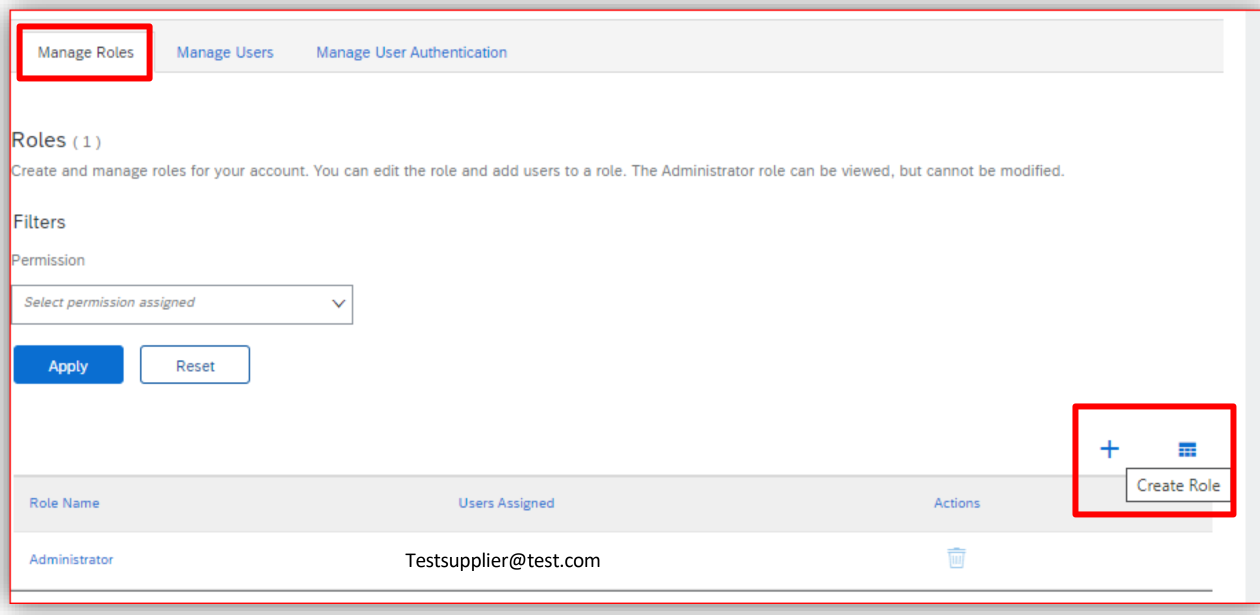
Click **Settings**

Under Account Settings select **Users**



Create Roles

In the **Manage Roles** section, to create a new role click the Plus symbol.
The Plus symbol is the **Create Role** button.



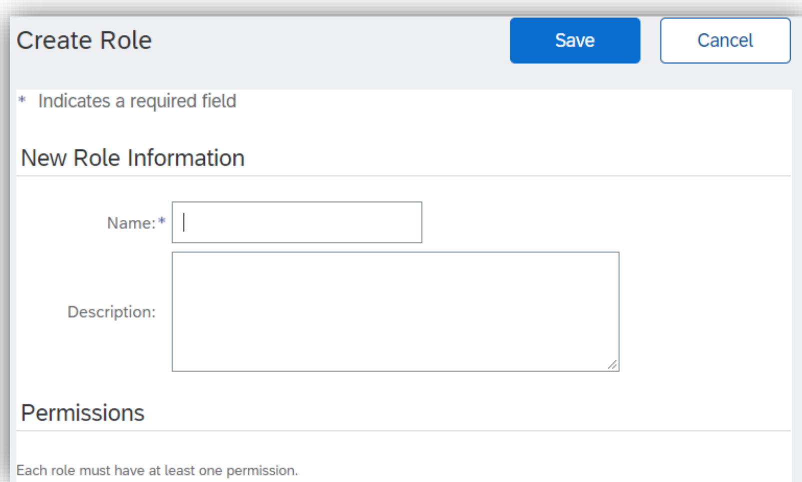
Note:

- Roles must be created before a User can be added.
- Once roles are created, additional users can be assigned to the same role.
- Administrator will be the only role defaulted as already setup.
  - *You do have the option to change the Admin later once other users are created. Contact SAP Support to change the Admin.*

Role Info:

Enter Role **Name**
(enter a name that makes sense to your organization, e.g., Order Owners, AR., etc.)

Enter brief **Description** of the role.



Permissions:

Add Permissions to the Role by checking the proper boxes accessible from the list.

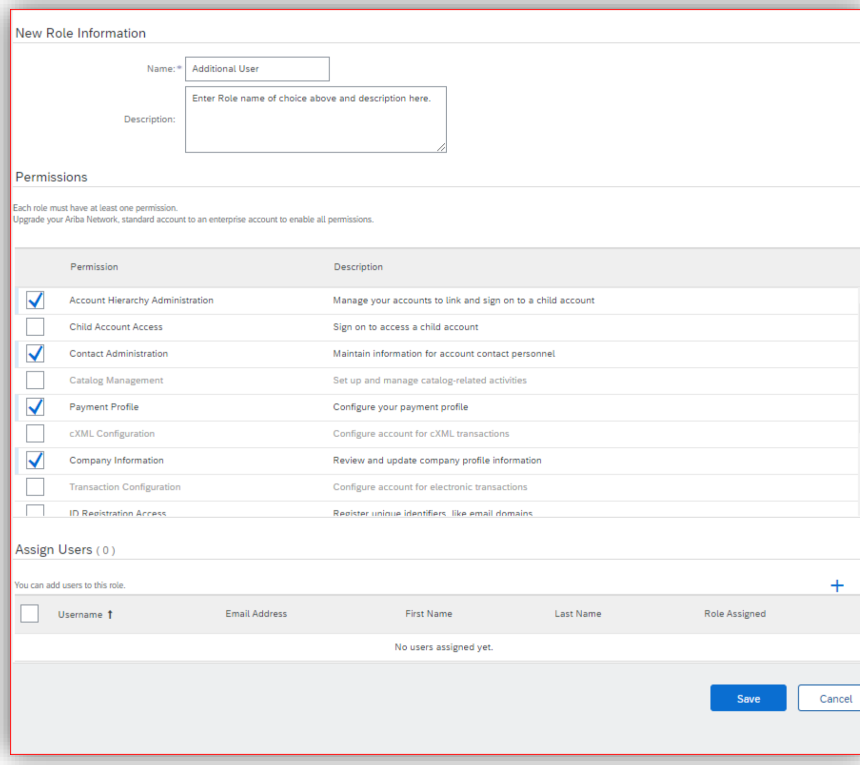
Note:

- Those permissions grayed out are not available for a Standard account.

Review the Role Reference on SAP Network:

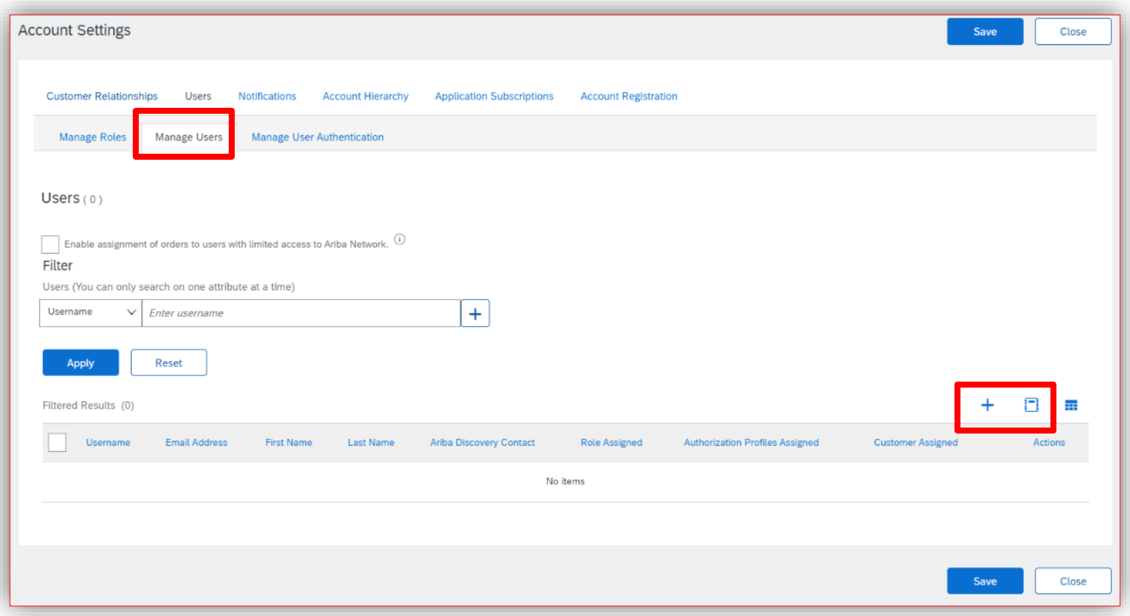
[Business Role Reference]

Click **save** to create the role



Create Users

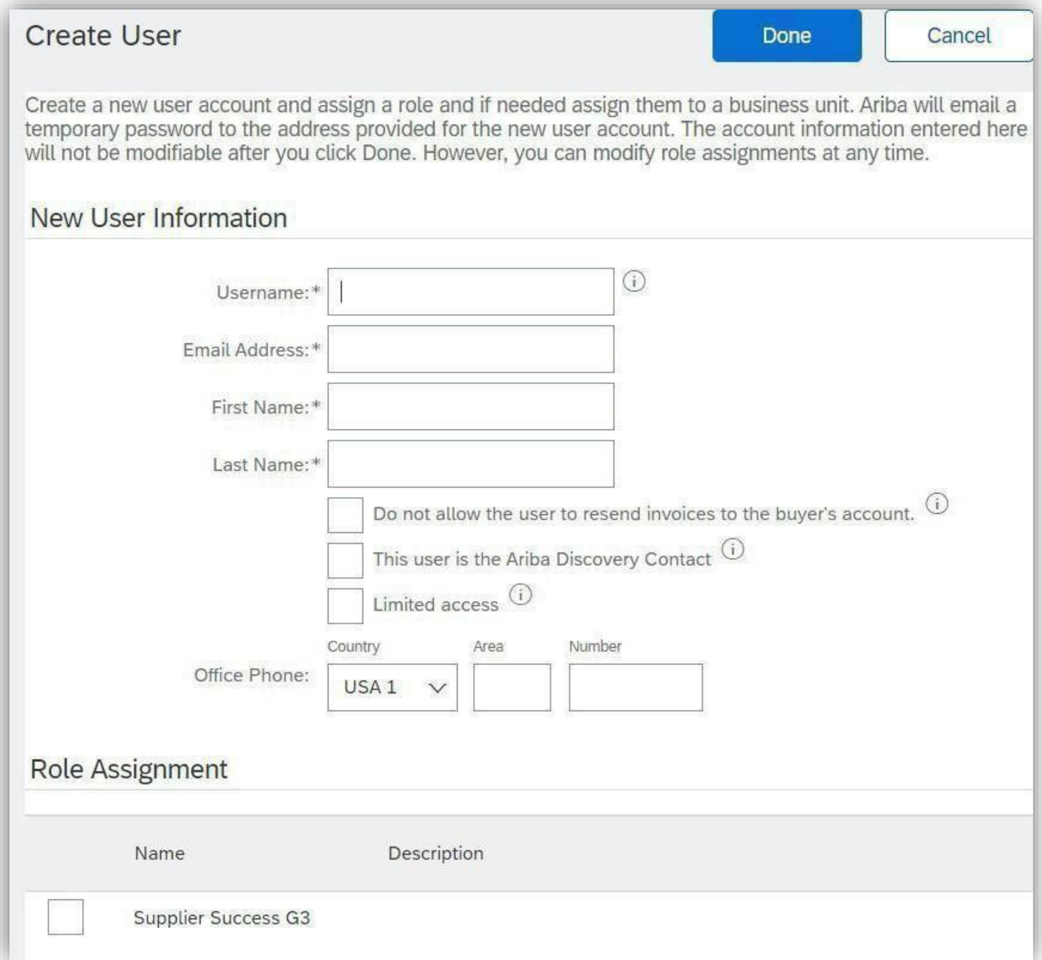
In the **Manage Users** section, to create a new role click the Plus symbol. The Plus symbol is the **Create User** button.



Complete all **required fields** marked with an Asterix (*). Enter all relevant information about the user including name and business contact info.

Note:

- Username must be in Email format
- A Role must be created first to display any Role Assignments to choose from

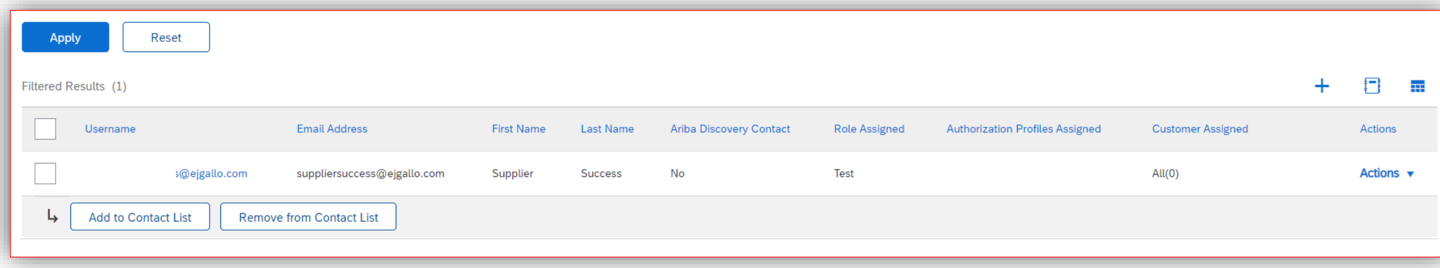


Choose the Role to be assigned to the User.

Click the **Box** next to the **Name**

Click **Done**

The User will now display.



Continue to add users as need per the steps above.

Once complete, Click **Save**

Note:

- Search is activated once users are created.
- The Address Book icon (next to the plus symbol) is activated once users are created.
- The Administrator will not display as a user.
  - *If you are the defaulted Admin and that is not correct, please add the additional User before requesting a change. Contact SAP Support to change the Admin.* [SAP Supplier Enablement]

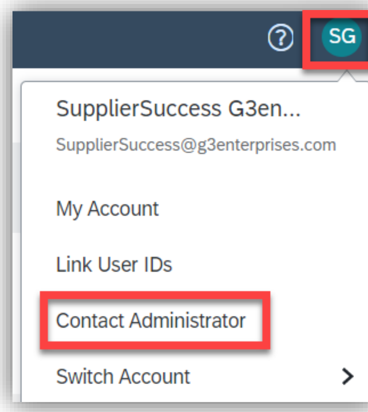
Clicks **Close** to return to the Home Screen

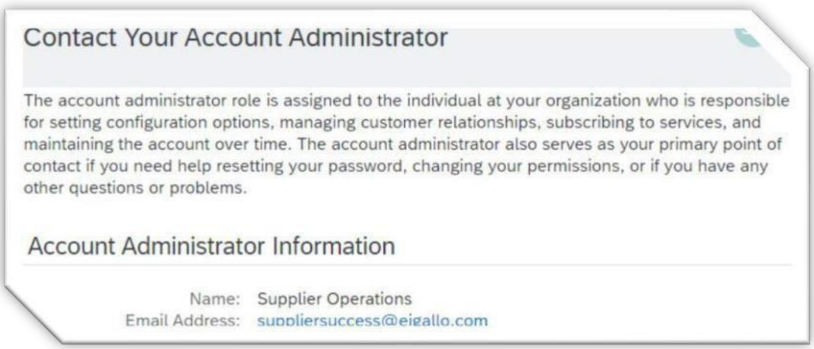
Configure Network Settings (Administrators)

Some features and options may only be available for Administrators. If you have reached this screen and you are not sure who the Admin is on the account, you can contact the Admin from here:

Click on the **Company Initials bubble**, on the top right.

Click **Contact Administrator**





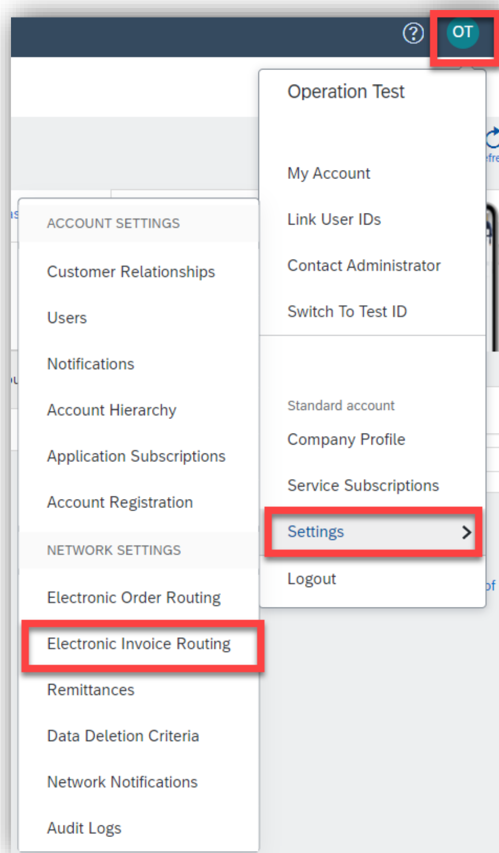
Configure Tax ID/VAT ID

From the Home Screen

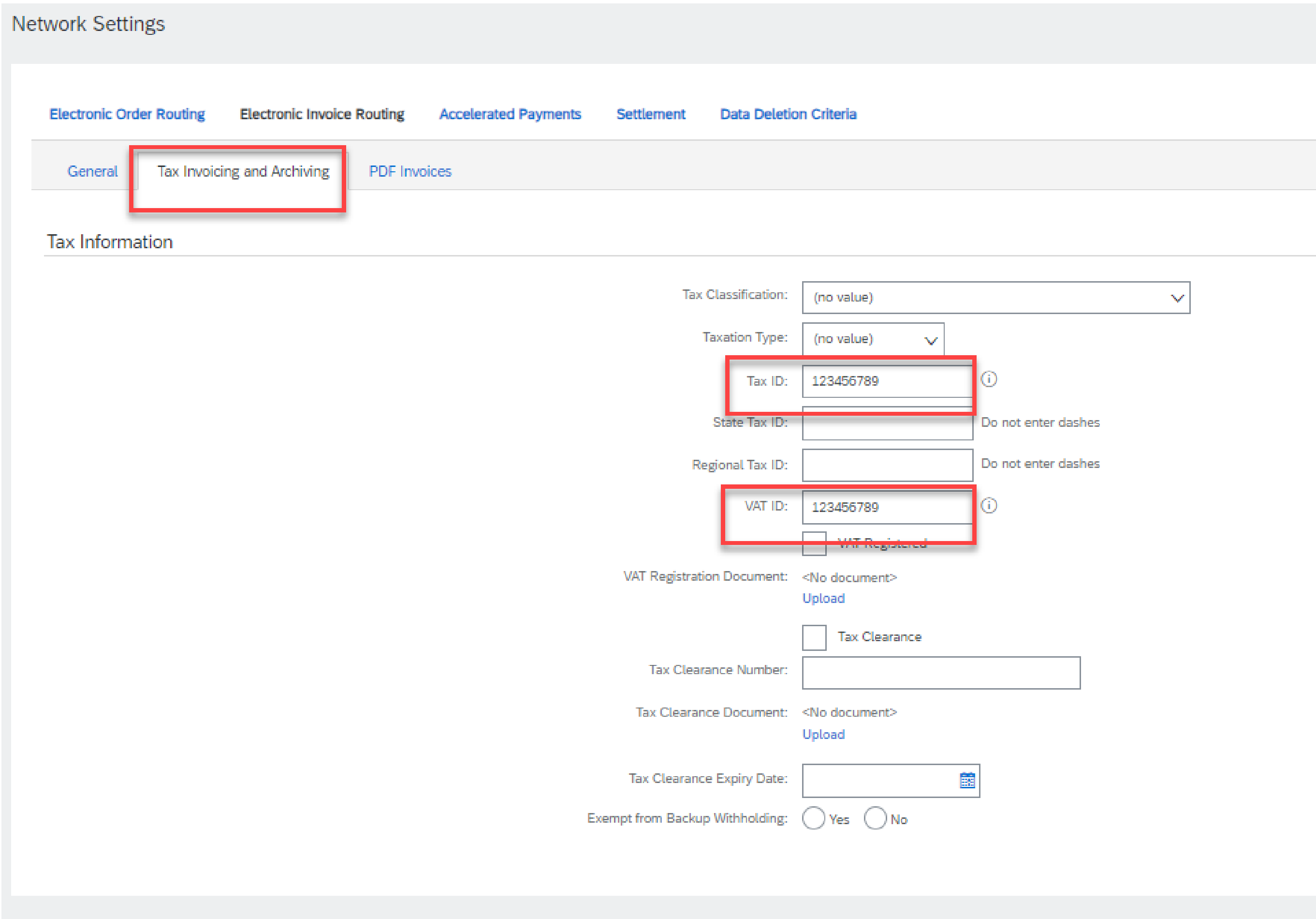
Click on the **Company Initials bubble**, on the top right

Click **Settings**

Under Network Settings select **Electronic Invoice Routing**



Click the **Tax Invoicing and Archiving** tab.



Under Tax Information, enter your **Tax ID** or **Vat ID** **in both fields.**

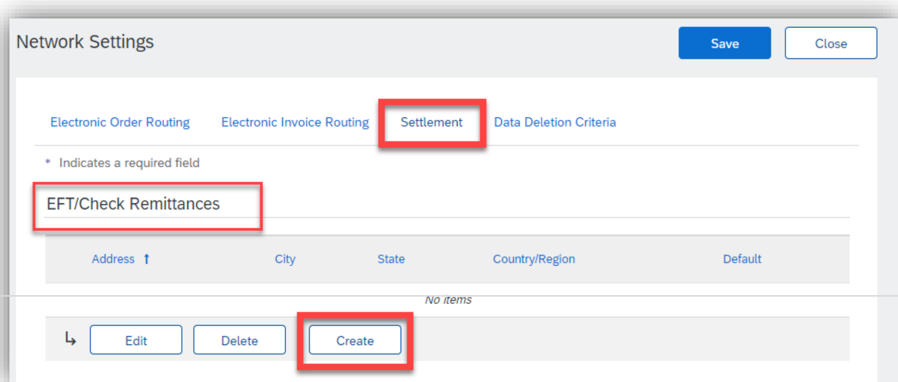
Configure Remittances

To invoice, you will be required to setup your Remittance ID.

Your remittance ID is a 10-digit number assigned by Gallo. Please find your Remittance ID referenced in the 'Welcome to Gallo Email or contact your Supplier Success representative to request your Remittance ID.

Click the **Settlements** tab

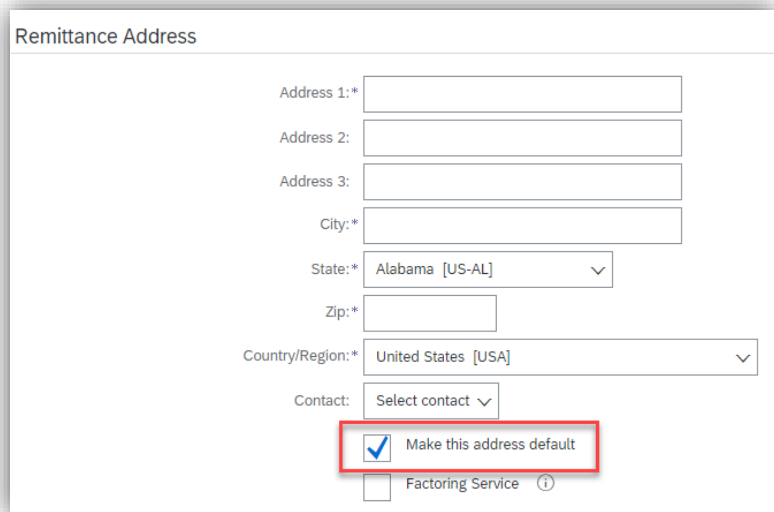
Under EFT/Check Remittances, Click **Create**



Enter the remittance address information.

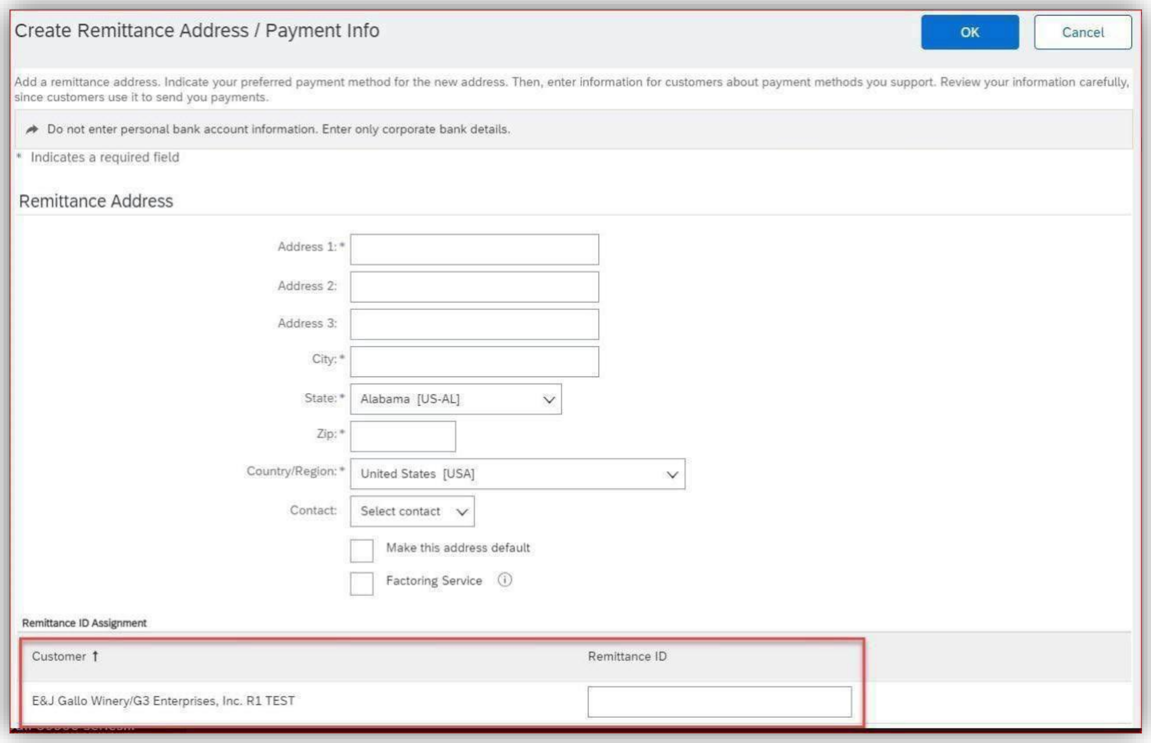
Select the option to make this the default address

Under Customer E & J Gallo Winery / G3 Enterprises, Inc., Inc enter the Remittance ID



Enter the ten-digit number.

Your remittance ID is a 10-digit number assigned by Gallo / G3 Enterprises, Inc.



Click **OK**

Click **SAVE**

Note: “REMITTANCE ID” IS REQUIRED TO TRANSACT SUCCESSFULLY!

Accessing Purchase Orders (using interactive email)

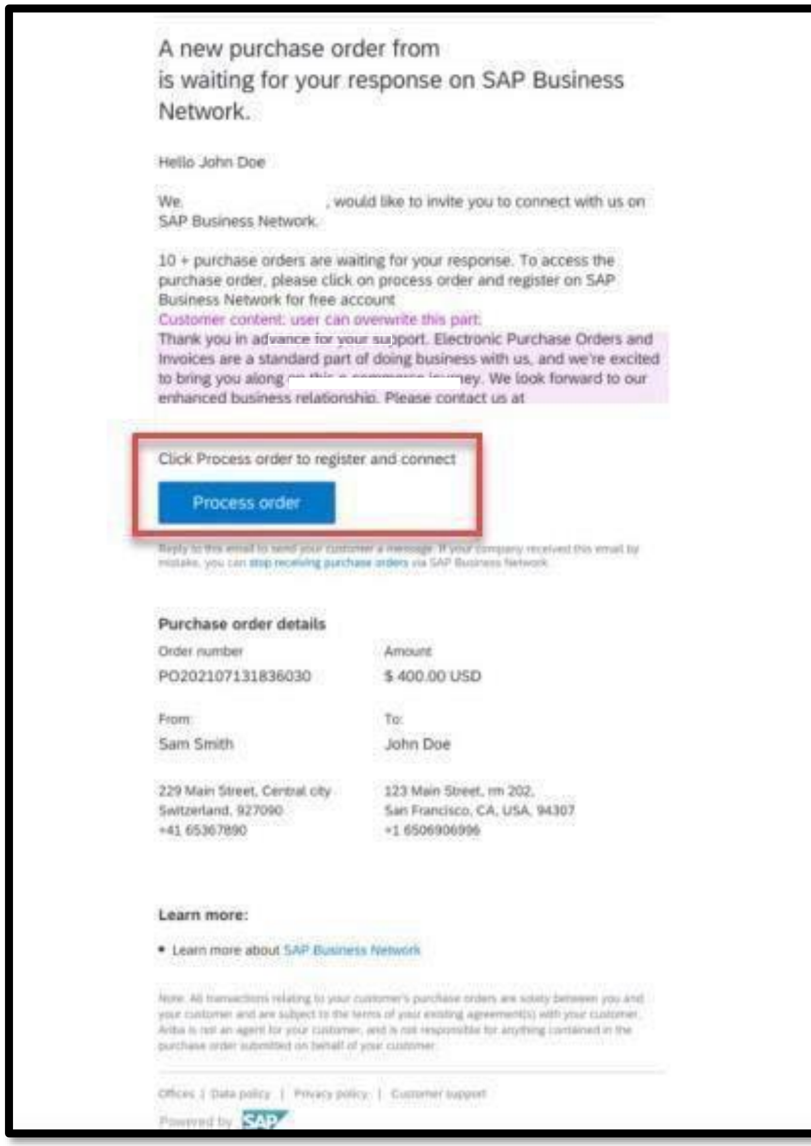
Purchase Order are sent via email.

The interactive Process Order link gains you access to the Purchase Order details on the SAP Business Network to view, confirm, and invoice.

Key Point for Acting on Purchase Order:

Purchase Orders Interactive Emails may be forwarded; however, any recipient MUST BE SETUP AS A USER within your account.

Click "**Process Order**" order button as displayed to login to the SAP Business Network.



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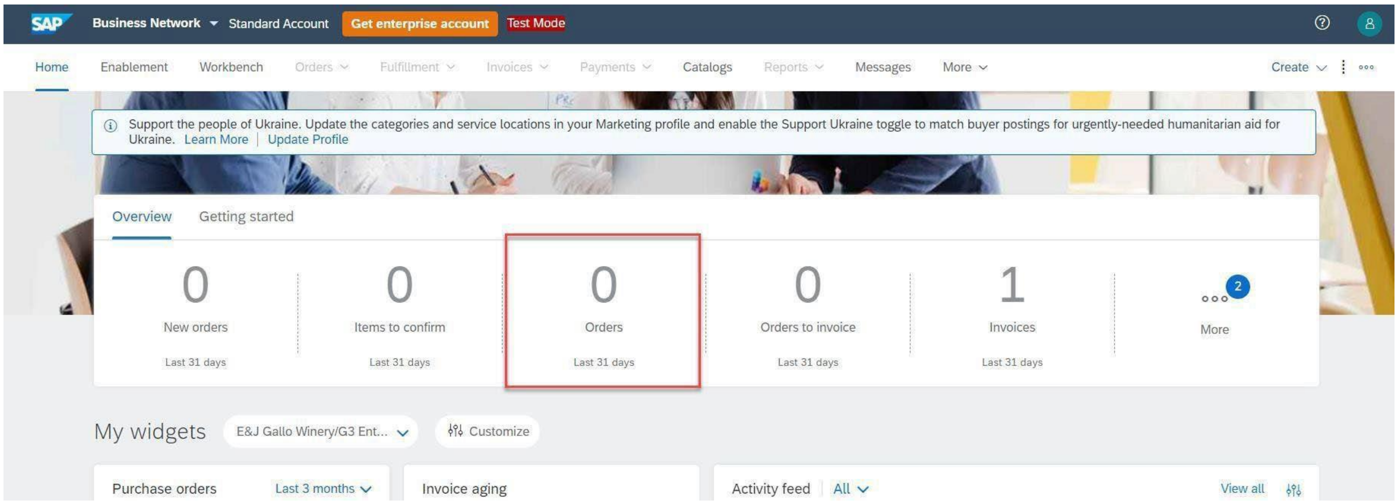
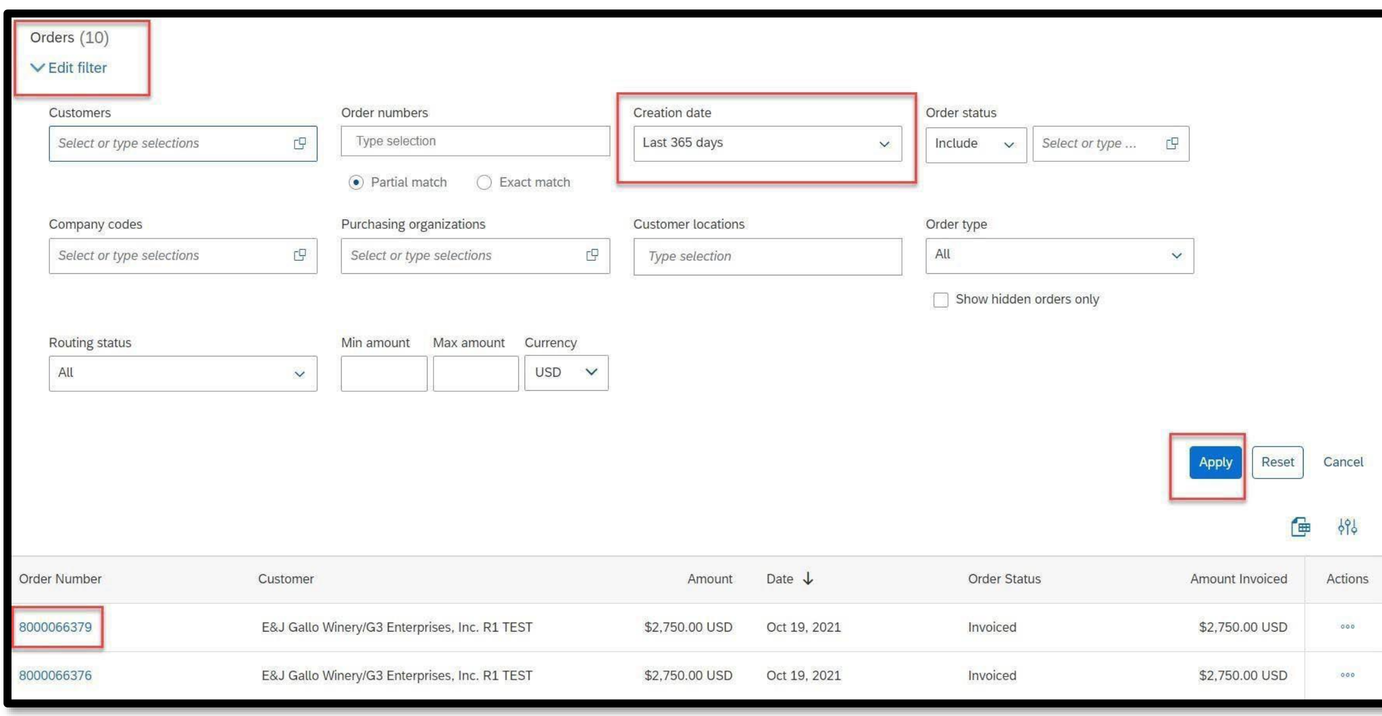
Accessing Purchase Orders (using your SAP Business Network Portal)

Once you have logged into the Business Network Portal you can access all Purchase Orders sent to this account from your Dashboard by clicking the orders tile.



By default, the access tiles are set to the last 31 days.
If you do not see the purchase order you are looking for, click "Edit filters" to widen your search criteria date.



Click on the purchase order number to view the Purchase Order details.
<u>Note: Order confirmation is required before you can invoice.</u>

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Confirming Orders

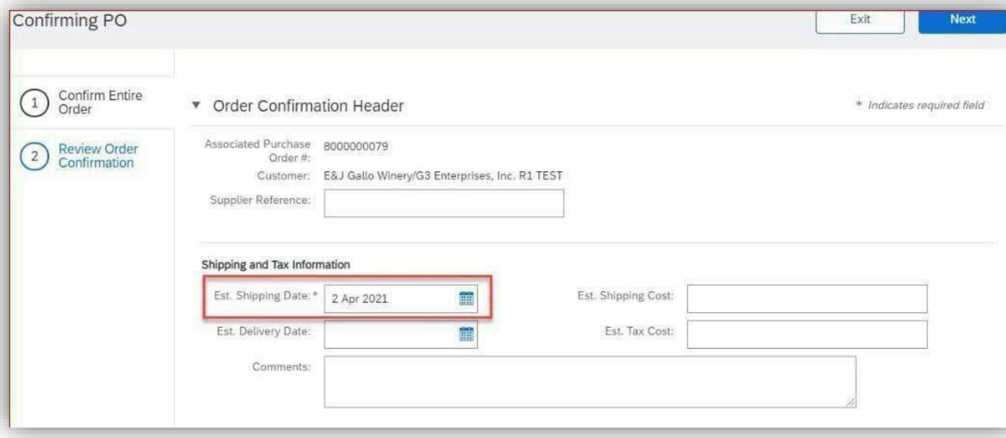
Click Create Order Confirmation

There are three options, select the one the matches the best scenario.

- **Confirm Entire Order**

(*Most commonly used option*) Everything on the PO can be confirmed as it is displayed.

Enter **Est. Shipping Date**
Select **Next**
Review Confirmation
Click **Submit**



- **Update Line Items**

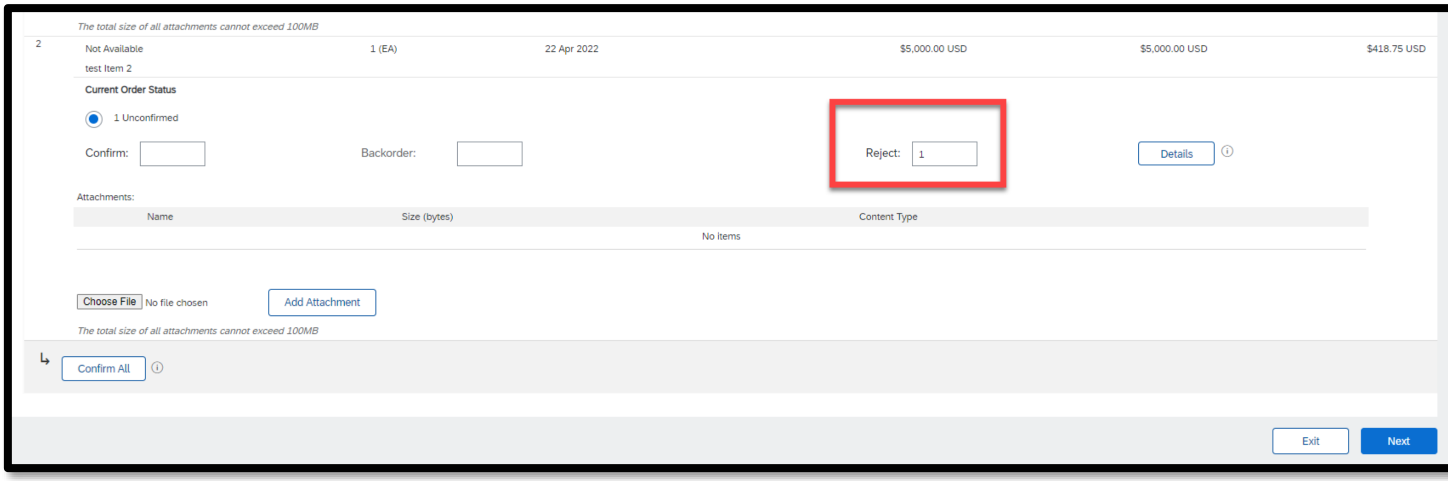
Confirming by Line Item allows for QTY confirmation changes, Line-Item rejection, Backorder, Date changes and allows additional notes and attachments to be provided.
<u>This section does not allow for price changes.</u>

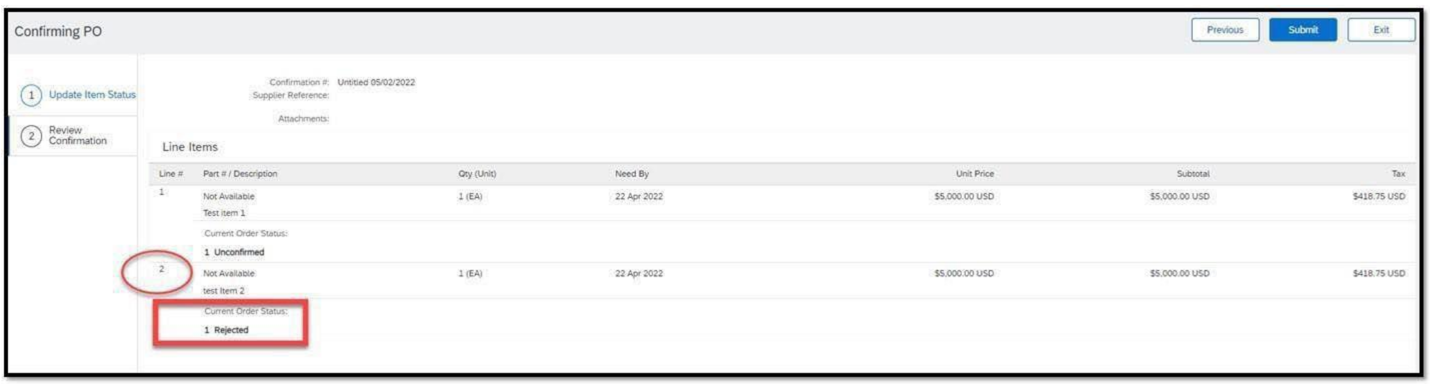
If additional details on the Purchase Order should be changed by the buyer. Communicate the changes needed to the buyer at time of order confirmation. Changes to the order will need to be completed before invoicing.

- **Reject Entire Order**

Only use this option if the <u>entire</u> Purchase Order cannot be fulfilled. A new order will need to be created to replace the rejection.

Do Not use Reject Entire Order if partial Purchase Order can be confirmed. Select Update Line Items instead at order confirmation.





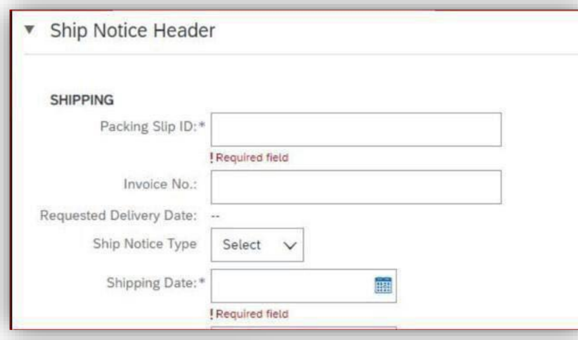
Creating Ship Notice

Note: A Ship Notice is not required.

Click **Create Ship Notice**

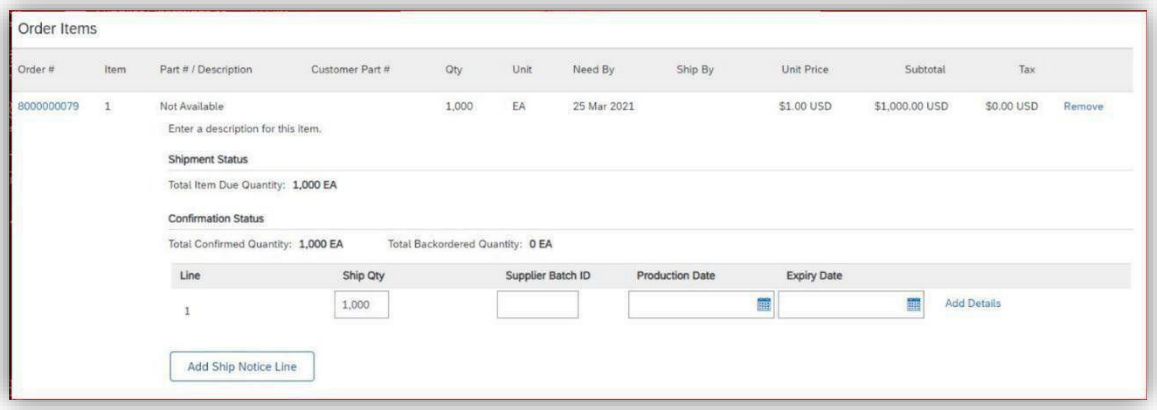
If this tab is not enabled that means the order is not yet confirmed, PO must be confirmed first.

Complete all **required fields** marked with an Asterix (*).



Review Purchase Order line items

If the order is only partially fulfilled, update the Ship Qty for each Line Item.



Click **Next**

Click **Submit**

Creating Invoice from a Purchase Order

Once you have confirmed your order, you can now create an invoice

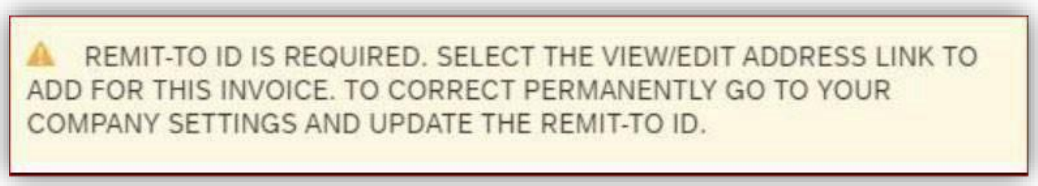
Click **Create Invoice**
If this tab is not enabled that means the order is not yet confirmed, PO must be confirmed first.

Choose **Standard Invoice**

Supplier Tax ID/VAT and Remittance Information should be completed on the company profile before creating invoices.

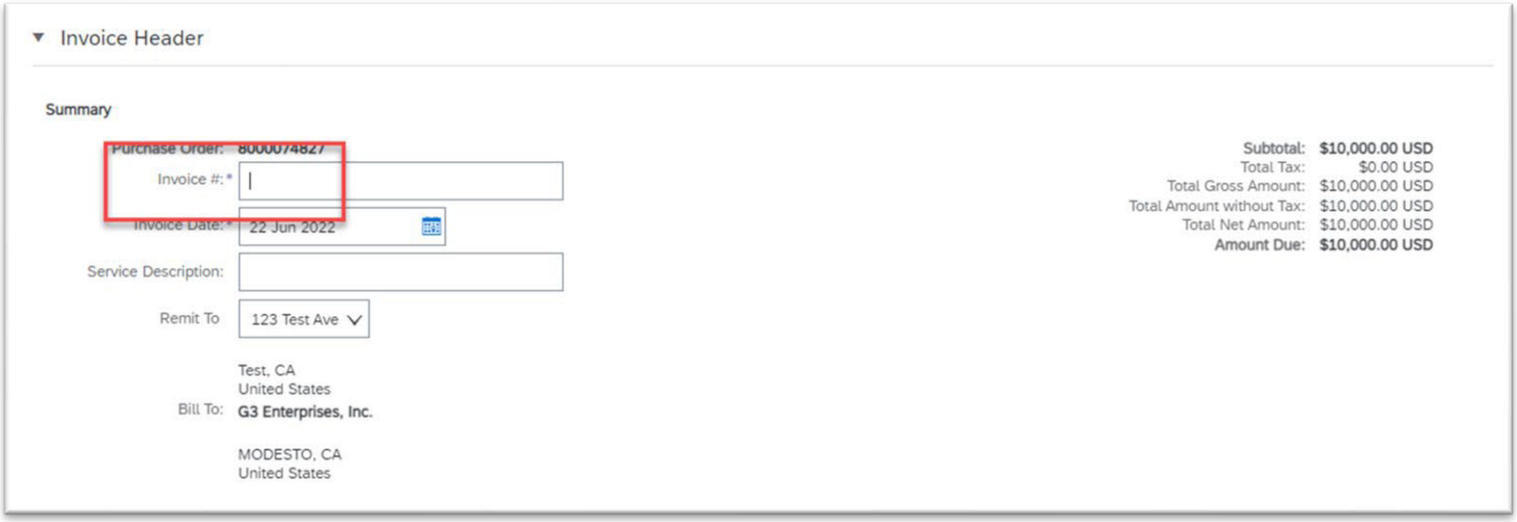
See ***Configure Network Settings*** section to review and update.

Note: This is a REMIT-TO reminder, not an error message (error messages will display in Red).



Invoice Header Section

Complete all **required fields** marked with an Asterix (*).



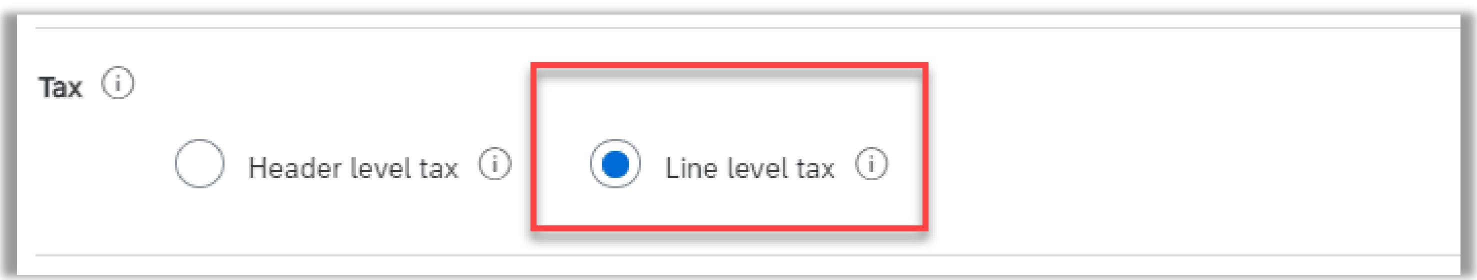
Enter **Invoice number**

Invoice number length must be less than or equal to 16 characters/numbers. Format can include uppercase letters, lowercase letters, numbers and only these special characters: "- "

Tax Section

Choose tax at Line level

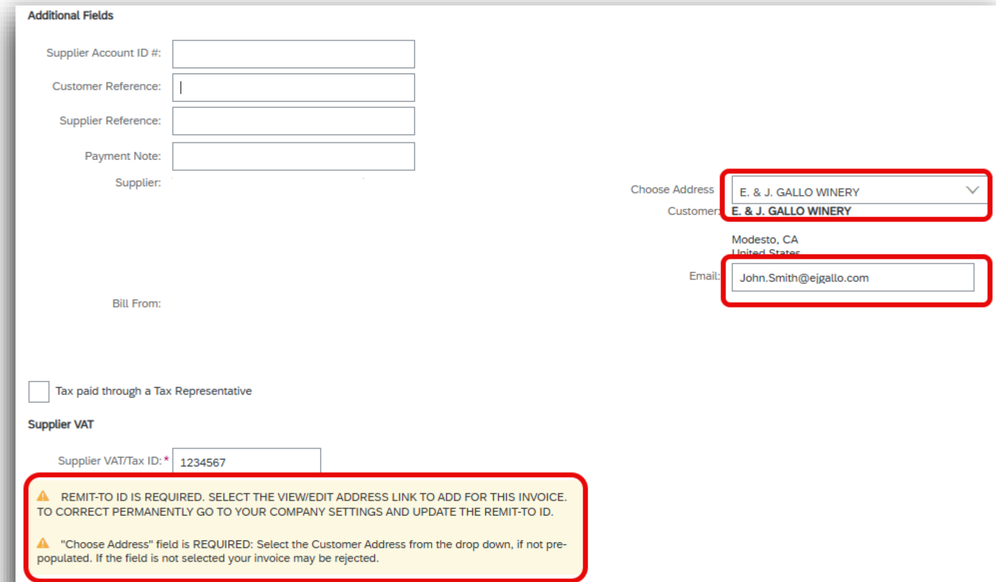
- Line Level Taxes only accepted- NO Header Level Taxes
  - Please note if you have **tax** on your **header charge and line charge**, add all tax at either header or line, NOT on both!
- Taxing at individual Line-Item Level (these instructions are at Line level below)



Shipping From/To Section

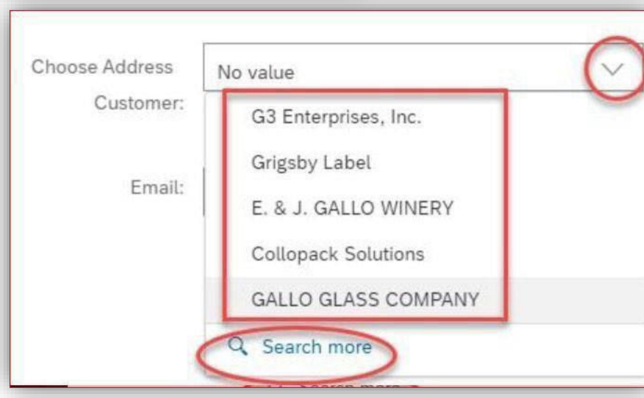
Ship from and Ship to information will default from the Purchase Order.

Additional Fields Section

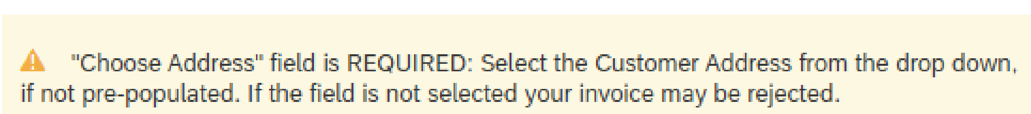


Click from the drop down under **Choose Address Customer**.

Choose from the Customer list displayed from the drop down or "Search more" to view more.

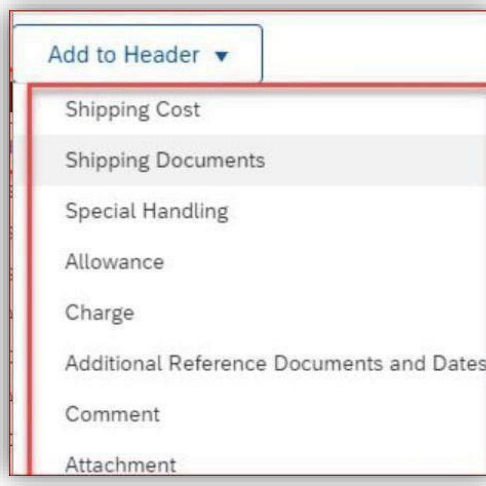


Note: The **<u>Customer, email address, and Tax ID</u>** are required fields for submitting invoices to Gallo. This is a "Choose Address" reminder, not an error message (error messages will display in Red).



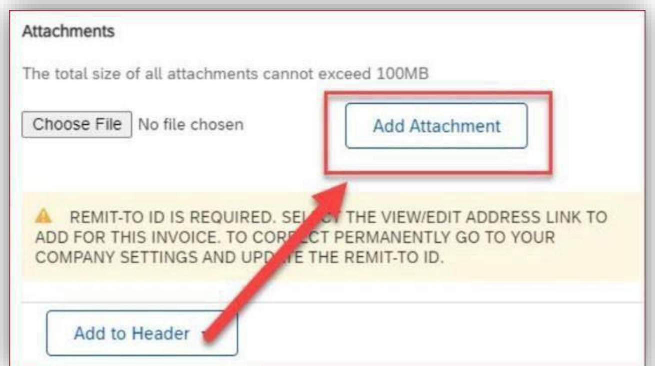
<u>Additional Options: Add to Header</u>

Click **Add to Header** to view the list of options.



- <u>Example 1:</u>

Choose “Attachment” to add detailed invoice or other reference documents to this invoice.
Click choose file

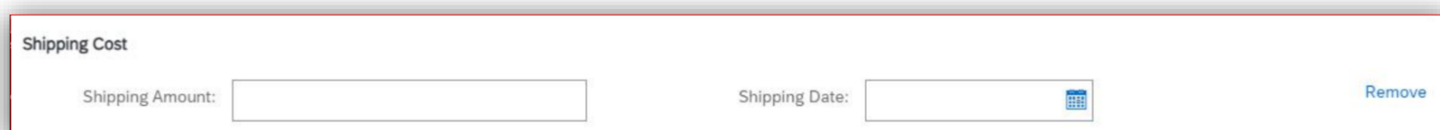


Choose the file from your computer
“Add Attachment”
The attachment will be shown on your screen.

- <u>Example 2</u>:

Choose “Shipping Cost” to add shipping/freight cost to this Invoice

*Please note if you have **<u>tax</u>** on your **<u>header charge and line charge</u>**,



add all tax at either header or line, NOT on both!

Scroll to the header section to area added, enter shipping amount.

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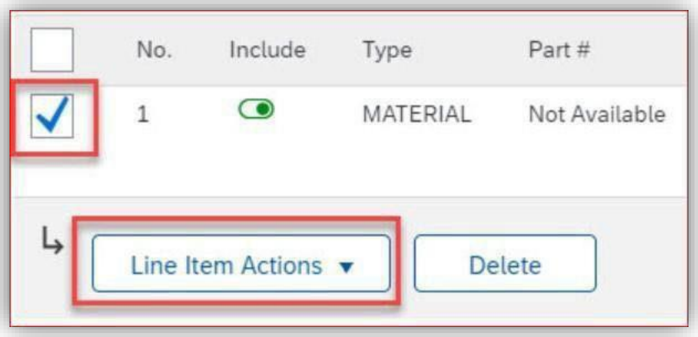
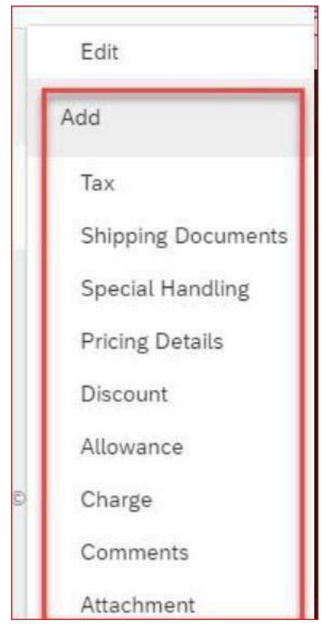
Additional Options- Line-Item Section

Click **Line-Item Actions** to view the list of options.



Note: **Do not add Line-Item Actions** for items for any other item on the list **except for Tax.**



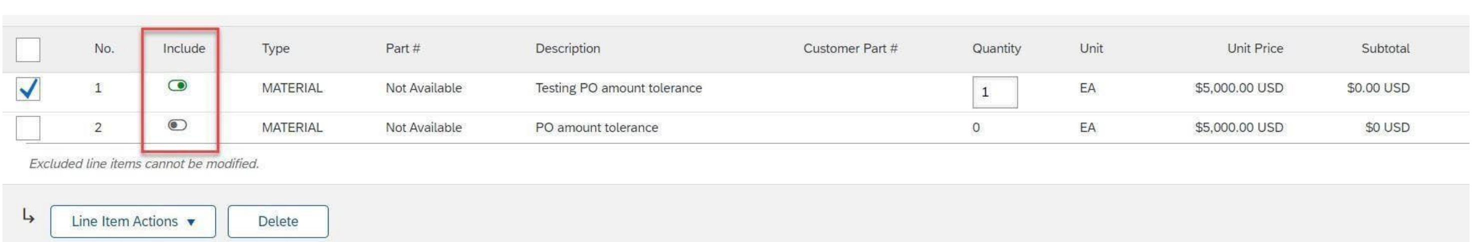
If no further actions are needed to add to this invoice,

Invoicing Entire order

For Partial Invoicing

Select the line item you do not want to submit an invoice against and select **the green toggle button under include**

Select the line item being invoiced against by checking the box on the left side of the Line Item.



	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1		MATERIAL	Not Available	Testing PO amount tolerance		1	EA	$5,000.00 USD	$0.00 USD
	2		MATERIAL	Not Available	PO amount tolerance		0	EA	$5,000.00 USD	$0 USD

Click **Next**

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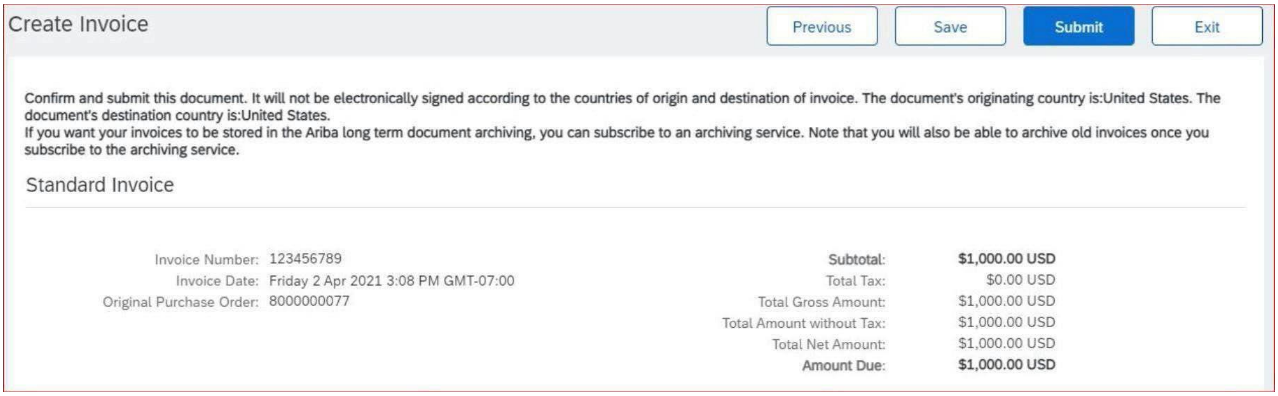
Review Invoice


Create Invoice

Previous | Save | Submit | Exit

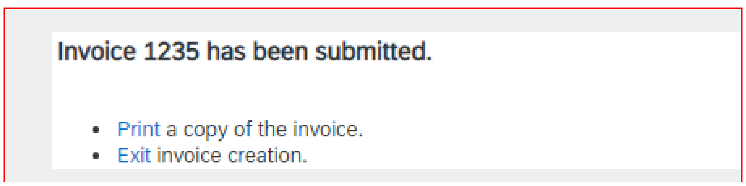
Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term 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

Invoice Number:	123456789	**Subtotal:**	**$1,000.00 USD**
Invoice Date:	Friday 2 Apr 2021 3:08 PM GMT-07:00	Total Tax:	$0.00 USD
Original Purchase Order:	8000000077	Total Gross Amount:	$1,000.00 USD
		Total Amount without Tax:	$1,000.00 USD
		Total Net Amount:	$1,000.00 USD
		Amount Due:	**$1,000.00 USD**

Click **Submit**

Print or Exit


Invoice 1235 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Creating a Credit Memo

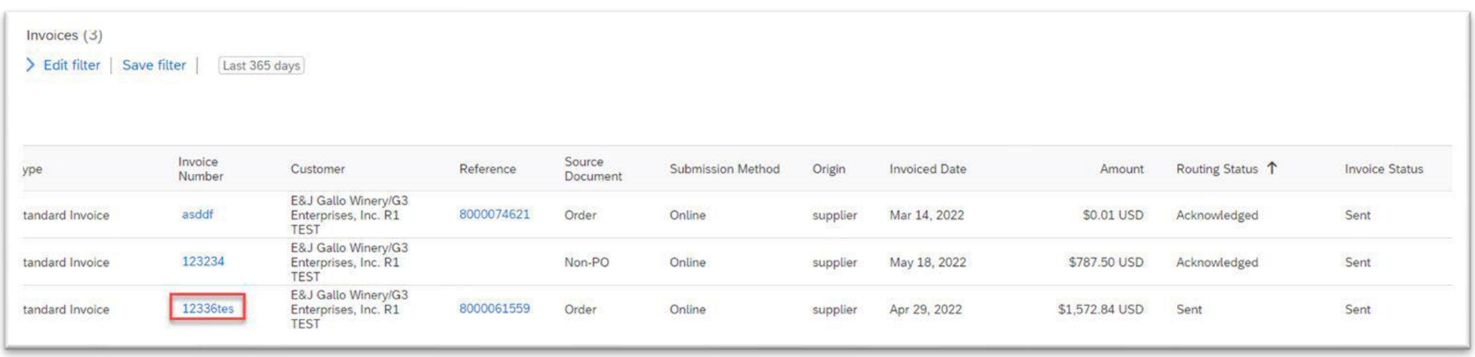
Note: Credit Memos can only be created against previous **online submitted** invoices.

Login to your SAP Portal:
https://service.ariba.com/

From your Workbench, choose the invoice tile.

Expand Edit Filter to 365 Days and/or search by number

Click on the invoice you would like to submit a credit memo against.

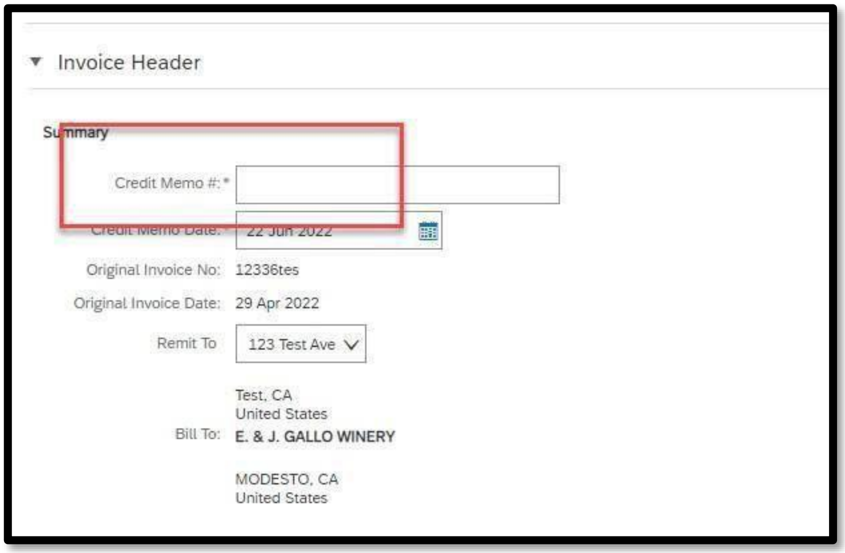

Invoices (3)
> Edit filter | Save filter | Last 365 days

ype	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date	Amount	Routing Status	Invoice Status
tandard Invoice	asddf	E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST	8000074621	Order	Online	supplier	Mar 14, 2022	$0.01 USD	Acknowledged	Sent
tandard Invoice	123234	E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST		Non-PO	Online	supplier	May 18, 2022	$787.50 USD	Acknowledged	Sent
tandard Invoice	12336tes	E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST	8000061559	Order	Online	supplier	Apr 29, 2022	$1,572.84 USD	Sent	Sent

Click **Create Line-item Credit Memo**

GALLO

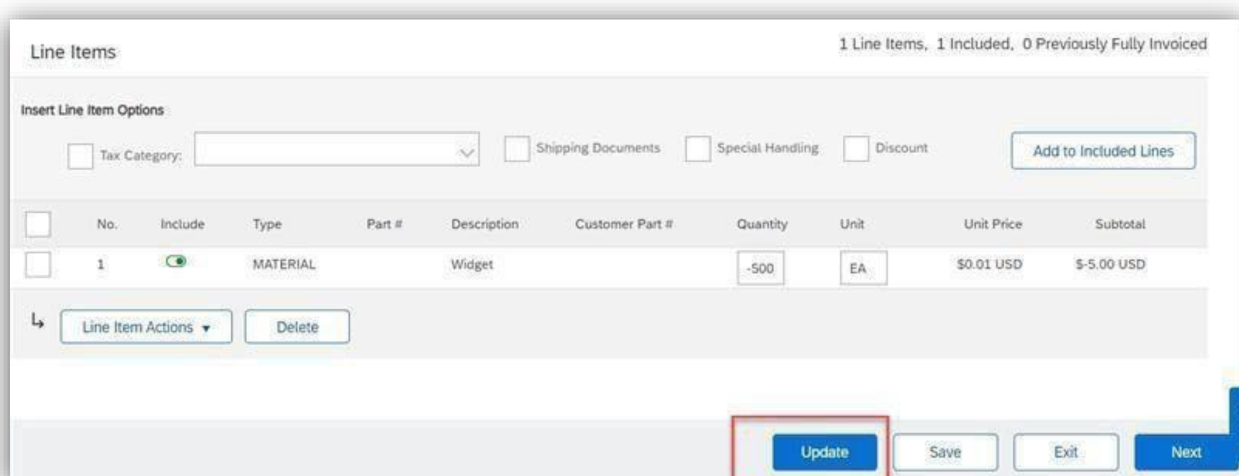
Complete all **required fields** marked with an Asterix (*).



If there are any header level
tax or shipping costs, review and update according to your credit. Only online submitted invoice charges can be modified and credited.

Input the quantity you are submitting a credit for with a negative quantity for each line item.

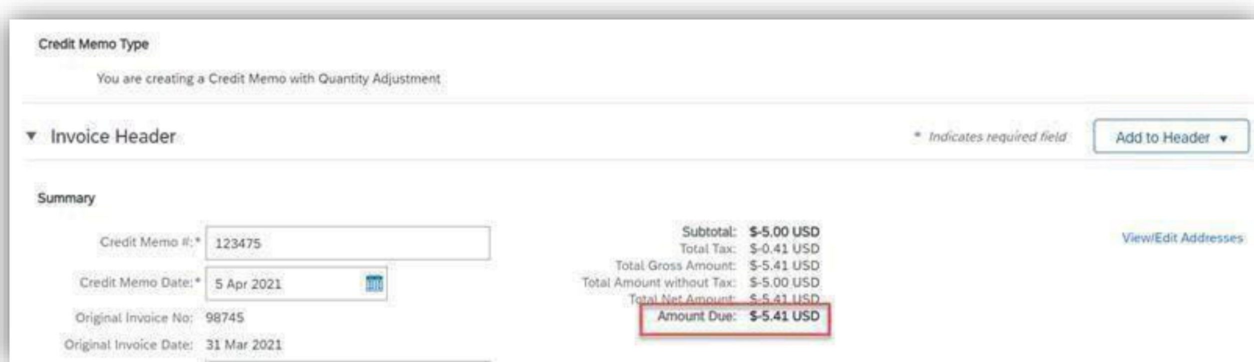
Click **Update**



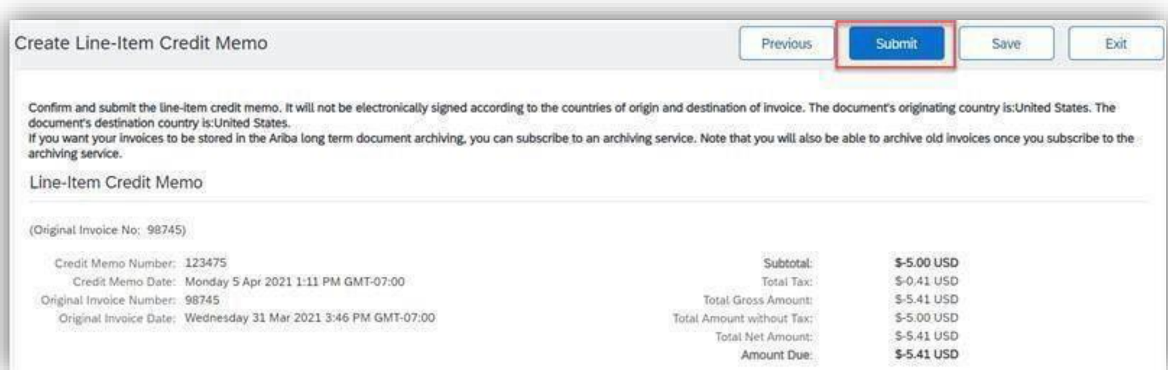
Scroll up to review total credit amount

Enter **Reason for Credit MEMO**

Click Next



Verify information
Click **Submit**

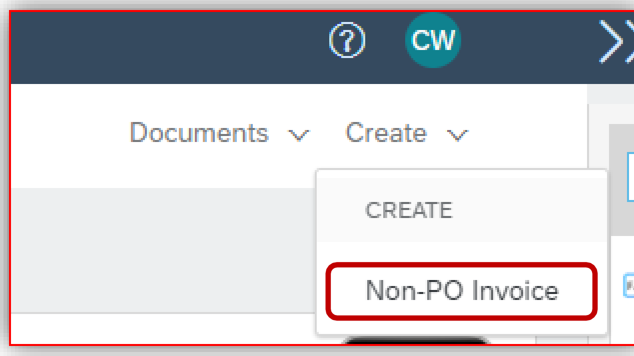


Creating a Non-PO Invoice

Login to your SAP Portal:
https://service.ariba.com/

Click **Create** Drop-down Button in Top Right

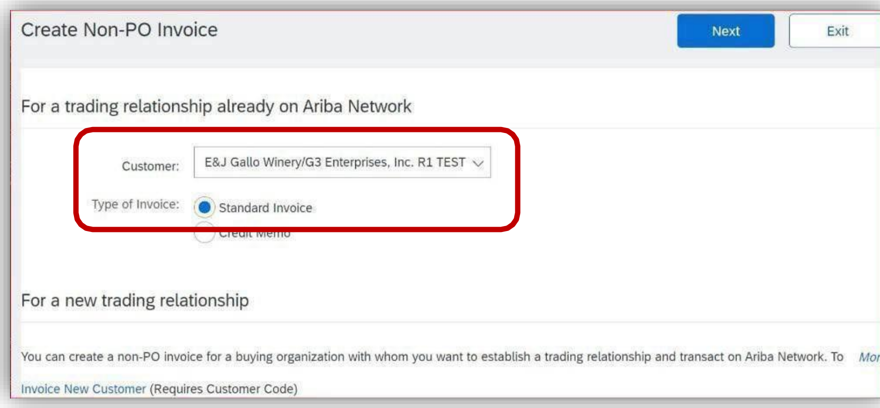
Select **Non-PO Invoice**



Choose the applicable **Customer** from Drop-down Menu
If the Customer E & J Gallo Winery / G3 Enterprises, Inc. is not available, please contact Supplier Operations.

Select **Standard Invoice**

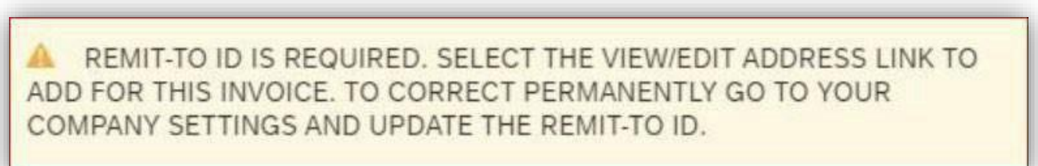
Click **Next**



Supplier Tax ID/VAT and Remittance Information should be completed on the company profile before creating invoices.

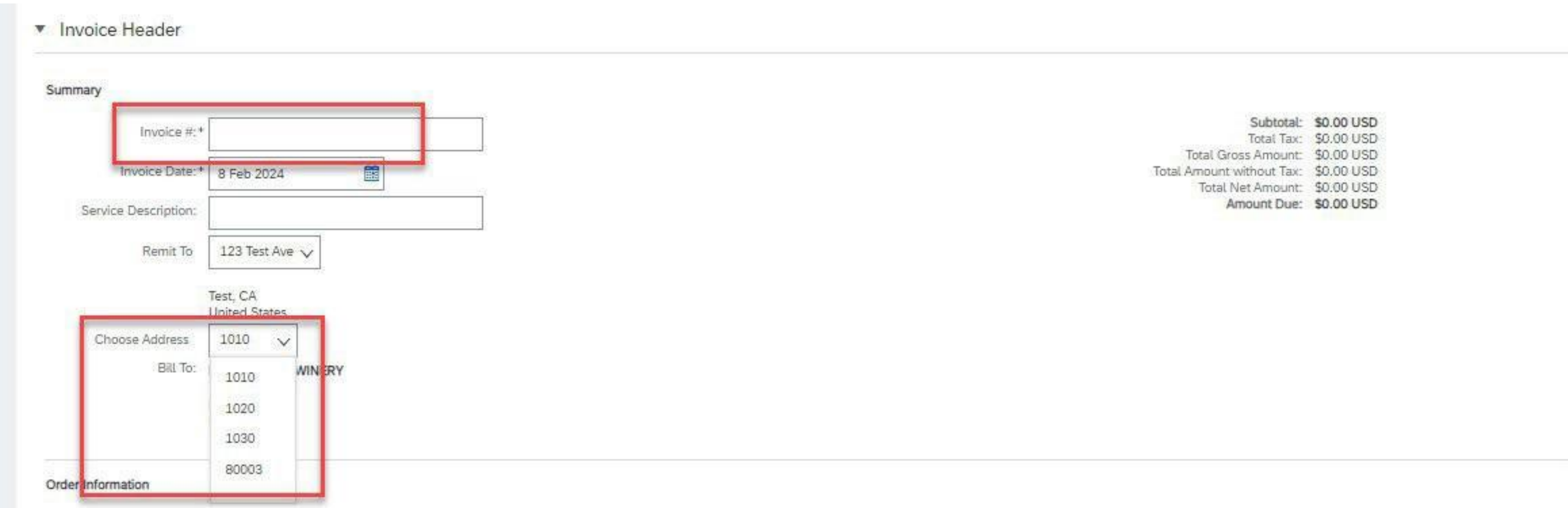
See ***[Configure Network Settings](#)*** section to review and update.

Note: This is a REMIT-TO reminder, not an error message (error messages will display in Red).



Invoice Header Section

Complete all **required fields** marked with an Asterix (*).



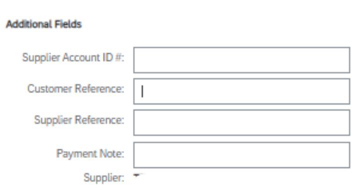
Enter **Invoice number**
Invoice number length must be less than or equal to 16 characters/numbers. Format can include uppercase letters, lowercase letters, numbers and only these special characters: "- "

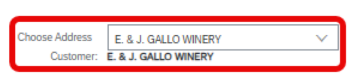
***If you work with G3 Enterprises, please select the "Bill to" as 80003 instead of 1010**

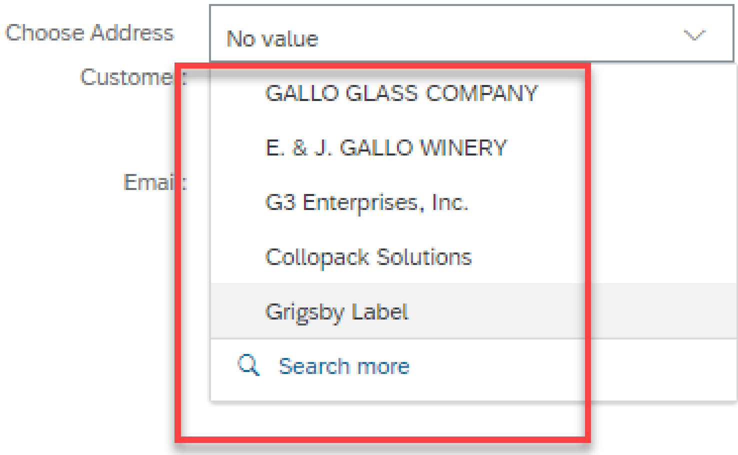
Click **Choose Address Bill To**

Additional Fields Section

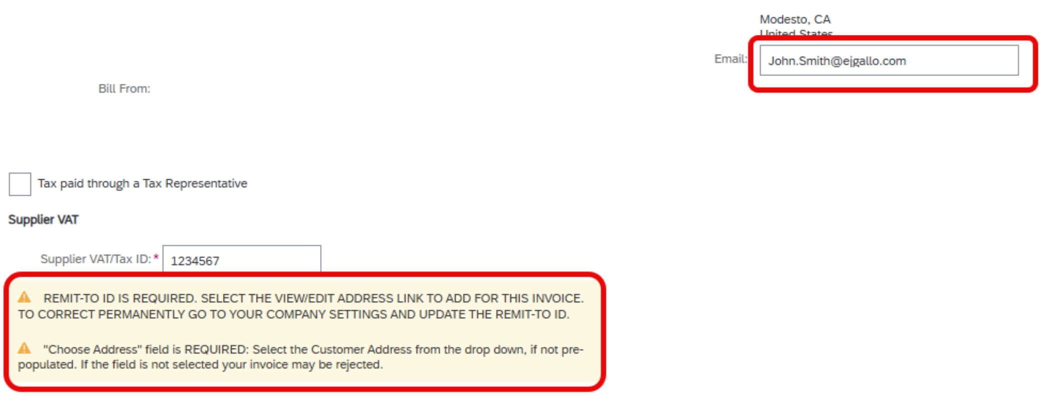
Click from the drop down under **Choose Address Customer**.





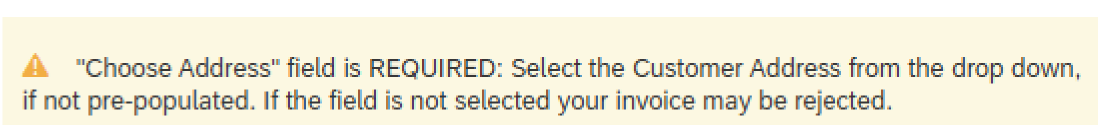


Choose from the Customer list displayed from the drop down or "Search more" to view more. Enter you buyer's email address in the Email field.



Note: The customer address and email are required fields for submitting invoices to Gallo. Enter the **email address of your buyer.**

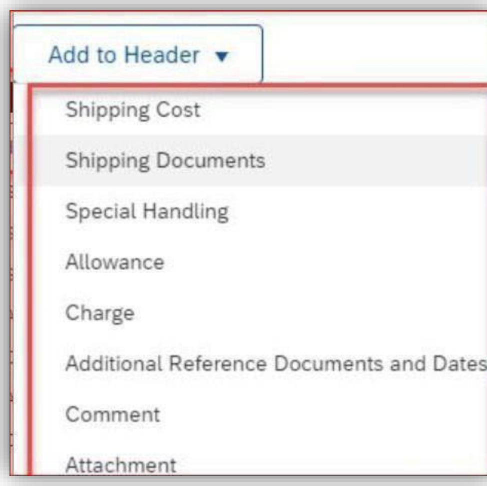
This is a REMIT-TO reminder, not an error message (error messages will display in Red).



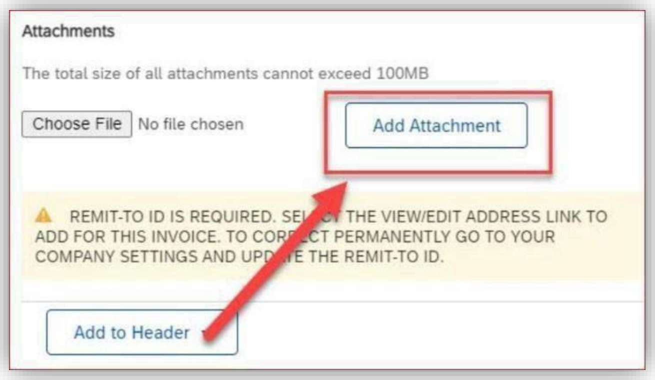
. *Non-PO Invoices submitted without buyer email may be subject to rejection.*

Additional Options: Add to Header

Click **Add to Header** to view the list of options.



Example 1:
Choose **Attachment to add detailed invoice** or other reference documents to this invoice.
Click **Choose File**



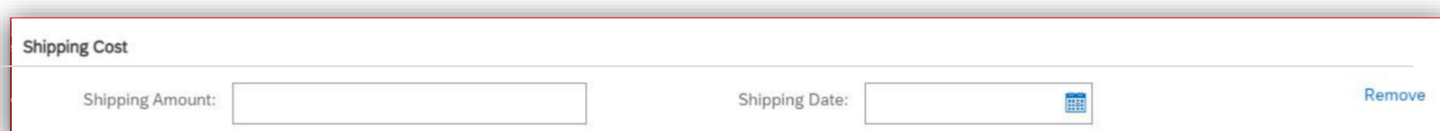
Choose file from your computer Add attachment
The attachment will be shown on your screen.

Note: Attach a PDF copy of the invoice to help resolve any issues with information, amounts, or contacts in SAP.

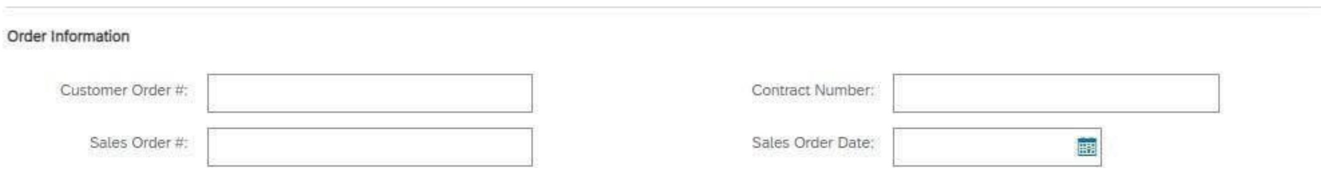
***Please note if you have tax added to a header item and a line item, add tax at either the header OR the line only**

Example 2:
Choose **Shipping Cost** to add shipping/freight cost to this invoice

Scroll to the header section to area added, enter shipping amount.



Other Information:



DO NOT USE THIS SECTION, IF APPLICABLE

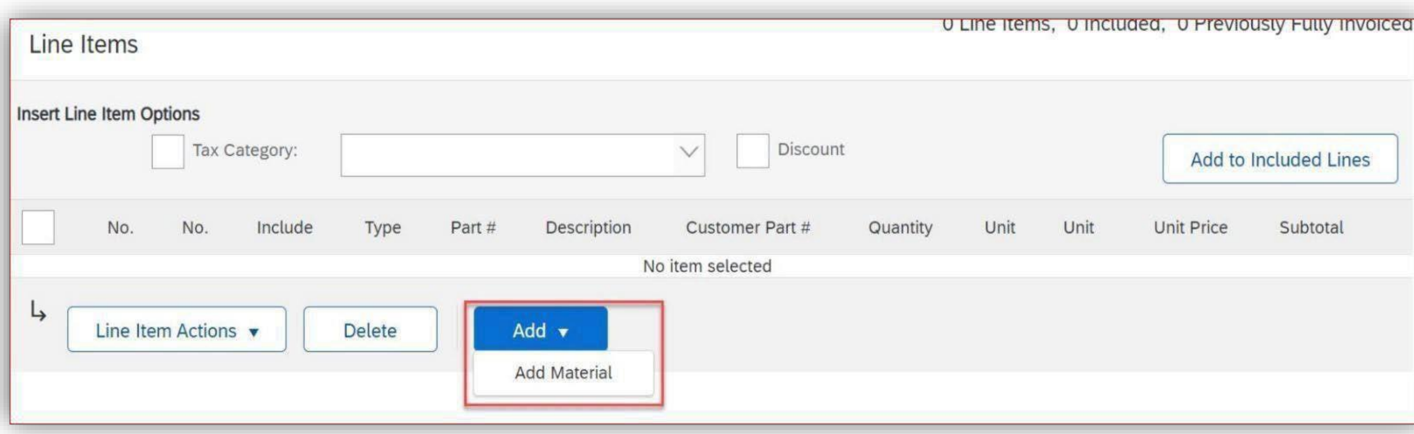
If you have a "Customer Order #" (Purchase order #), please exit and submit invoice against the PO in your workbench. ** If this section is used for Non-PO invoices, your invoice will be rejected*

Line-Item Section

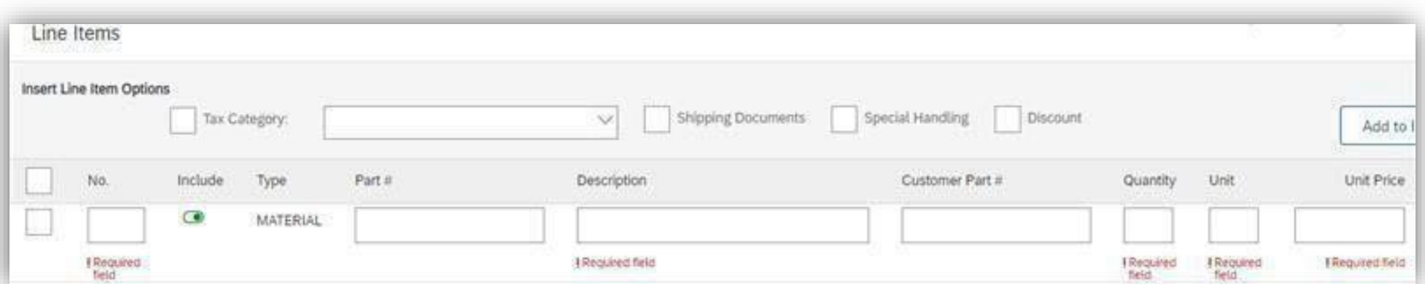
Start to add your line items

Click **Add**

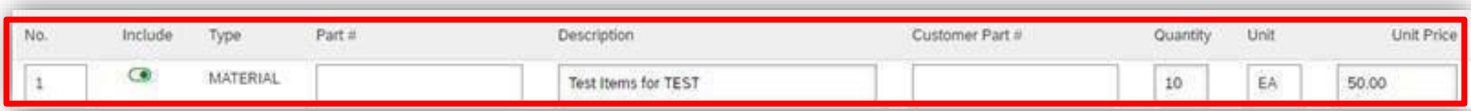
Choose **"Add Material"** (if you are invoicing a Service, please also use "material")



New blank line item will display

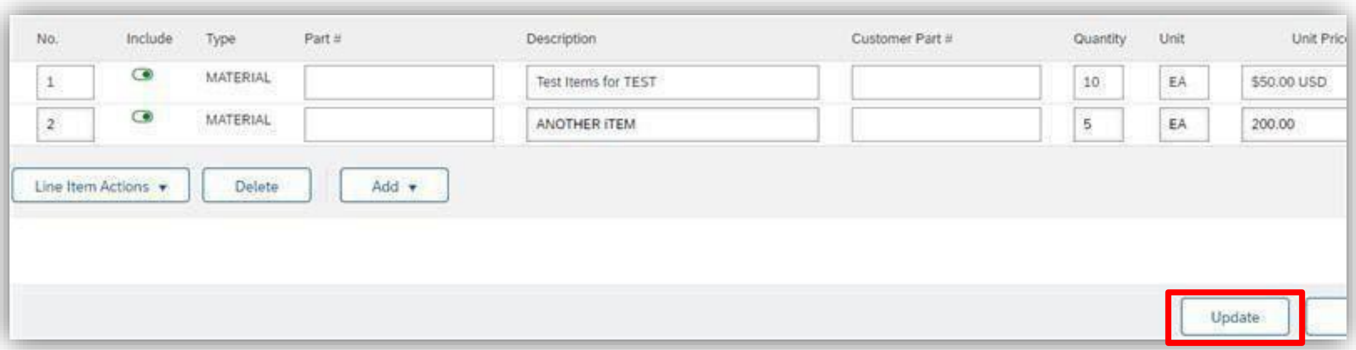


Example: Line Item added

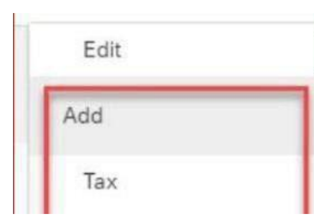


- Enter the line number (1,2, etc.)
- Enter Line-Item Description
- Enter Quantity
- Enter Unit (Unit of measure would be "EA"- each)
- Enter Unit Price

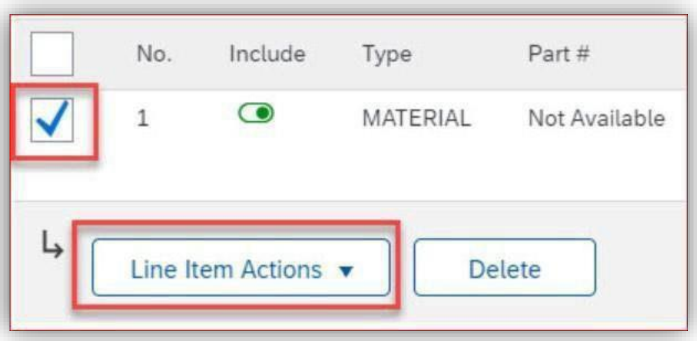
Continue to add additional line items, as necessary.



<u>Additional Options- Line-Item Section</u>



Click **Line-Item Actions** to view the list of options.

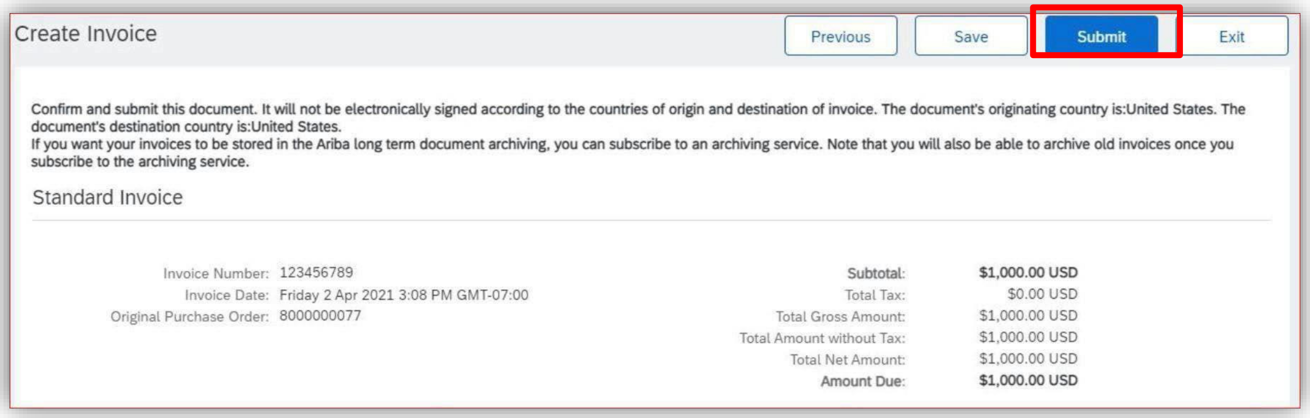


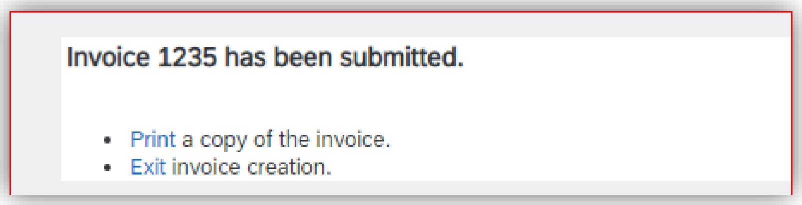
Note: **ONLY TAX** should be entered at Line-Item Level

If no further actions are needed to add to this invoice,

Click **Next**

Review **Create Invoice**
Click **Submit**



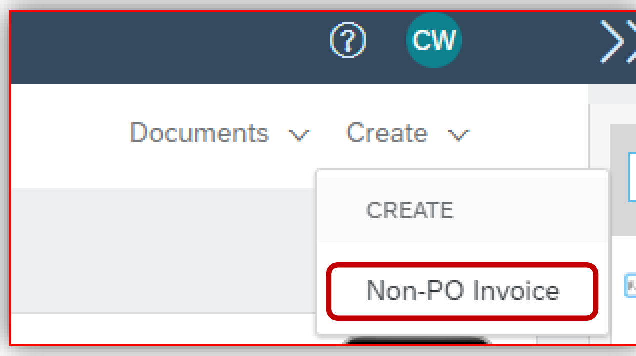


Creating a Non-PO Invoice

Login to your SAP Portal:
https://service.ariba.com/

Click **Create** Drop-down Button in Top Right

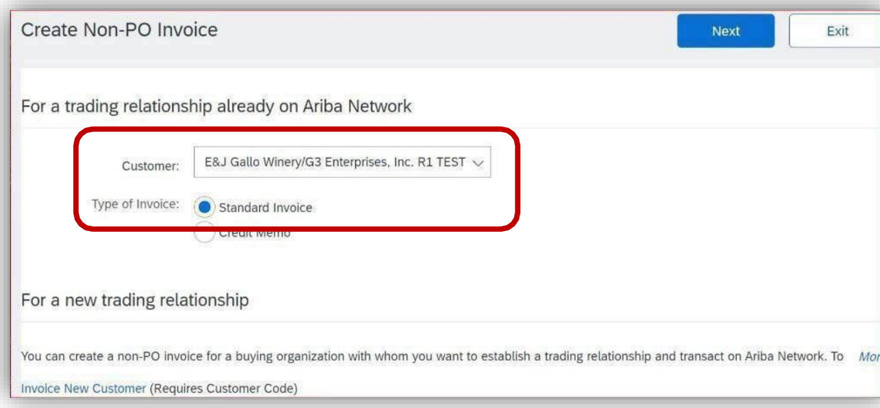
Select **Non-PO Invoice**



Choose the applicable **Customer** from Drop-down Menu
If the Customer Gallo / G3 Enterprises, Inc. is not available, please contact Supplier Operations.

Select **Standard Invoice**

Click **Next**



Supplier Tax ID/VAT and Remittance Information should be completed on the company profile before creating invoices.

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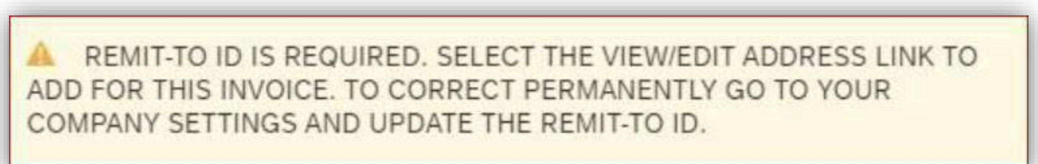
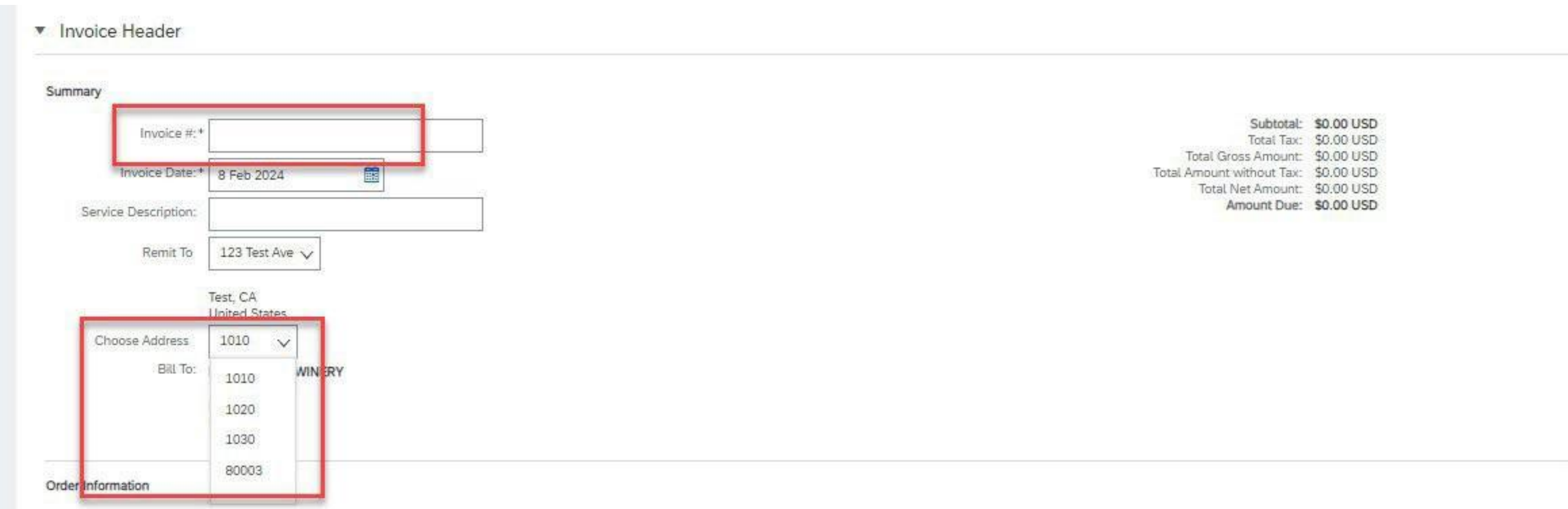


Invoice Header Section

Complete all **required fields** marked with an Asterix (*).



Enter **Invoice number**
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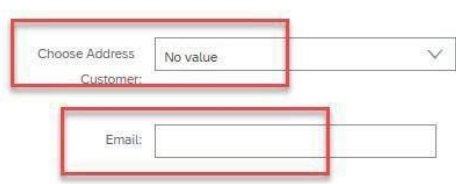
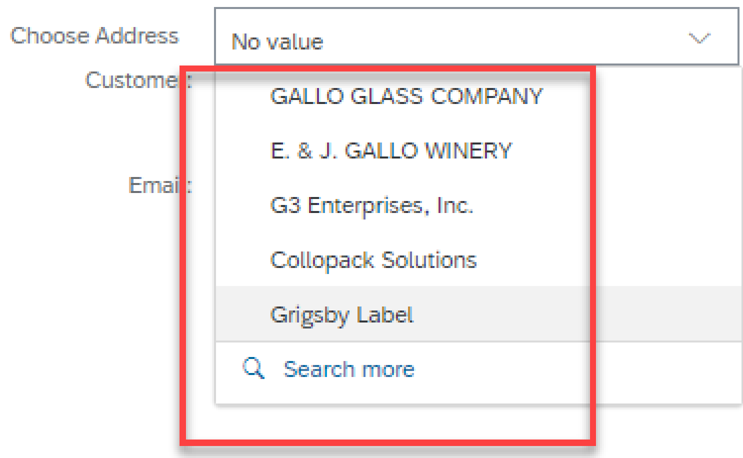
***If you work with G3 Enterprises, please select the "Bill to" as 80003 instead of 1010**

Click **Choose Address Bill To**

Additional Fields Section



Click from the drop down under **Choose Address Customer**.



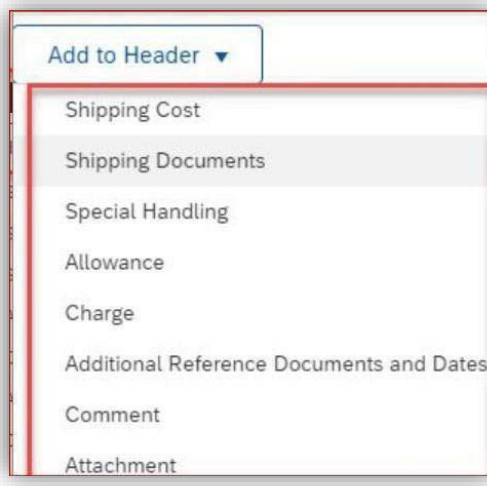
Choose from the Customer list displayed from the drop down or “Search more” to view more.

Note: The customer address and email are required fields for submitting invoices to Gallo. Enter the **email address of your buyer**. *Non-PO Invoices submitted without buyer email may be subject to rejection.*

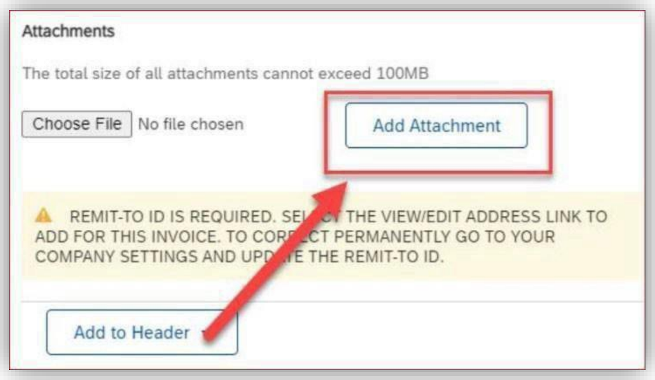
GALLO

Additional Options: Add to Header

Click **Add to Header** to view the list of options.



Example 1:
Choose **Attachment to add detailed invoice** or other reference documents to this invoice.
Click **Choose File**



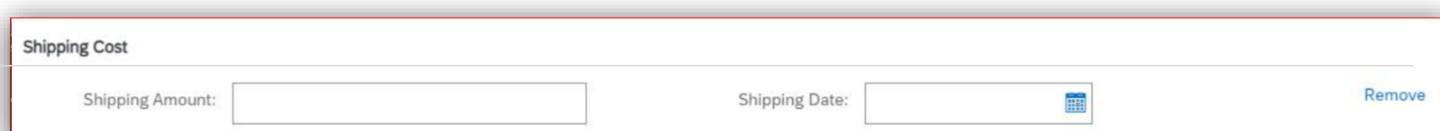
Choose file from your computer Add attachment
The attachment will be shown on your screen.

Note: Attach a PDF copy of the invoice to help resolve any issues with information, amounts, or contacts in SAP.

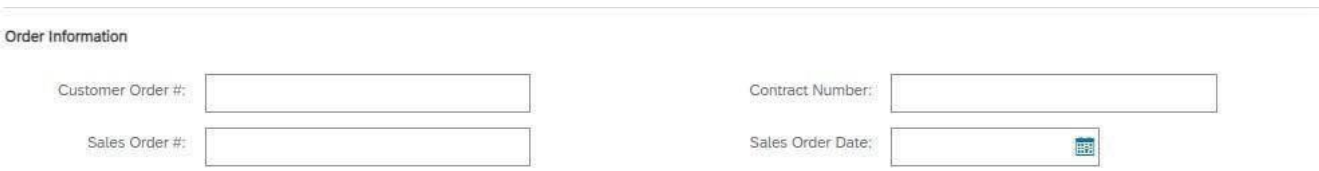
***Please note if you have tax added to a header item and a line item, add tax at either the header OR the line only**

Example 2:
Choose **Shipping Cost** to add shipping/freight cost to this invoice

Scroll to the header section to area added, enter shipping amount.



Other Information:



DO NOT USE THIS SECTION, IF APPLICABLE

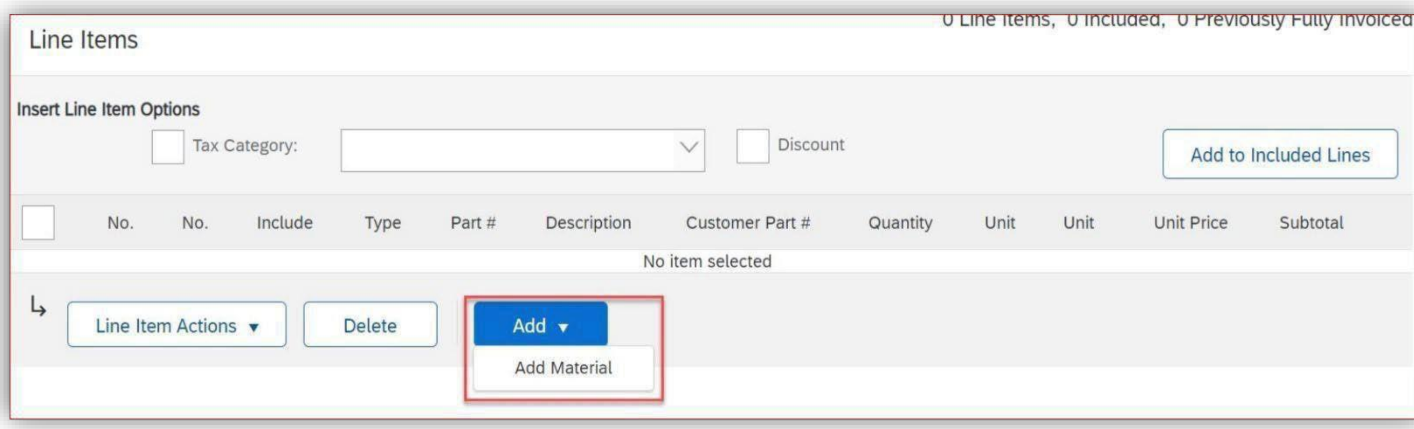
If you have a "Customer Order #" (Purchase order #), please exit and submit invoice against the PO in your workbench. ** If this section is used for Non-PO invoices, your invoice will be rejected*

Line-Item Section

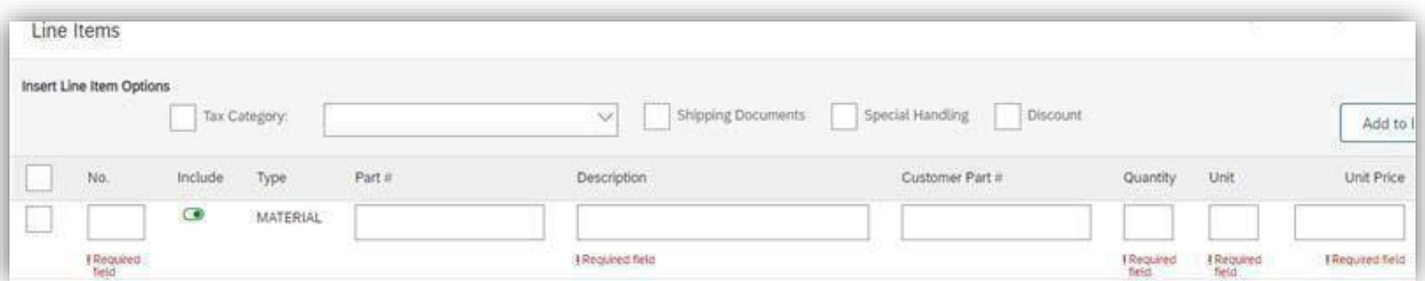
Start to add your line items

Click **Add**

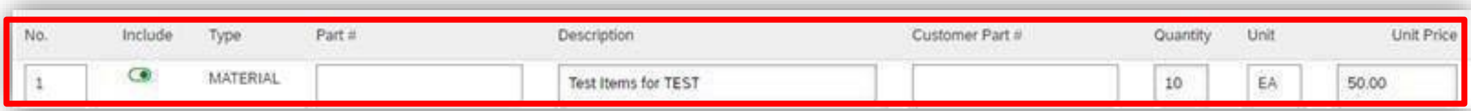
Choose **"Add Material"** (if you are invoicing a Service, please also use "material")



New blank line item will display

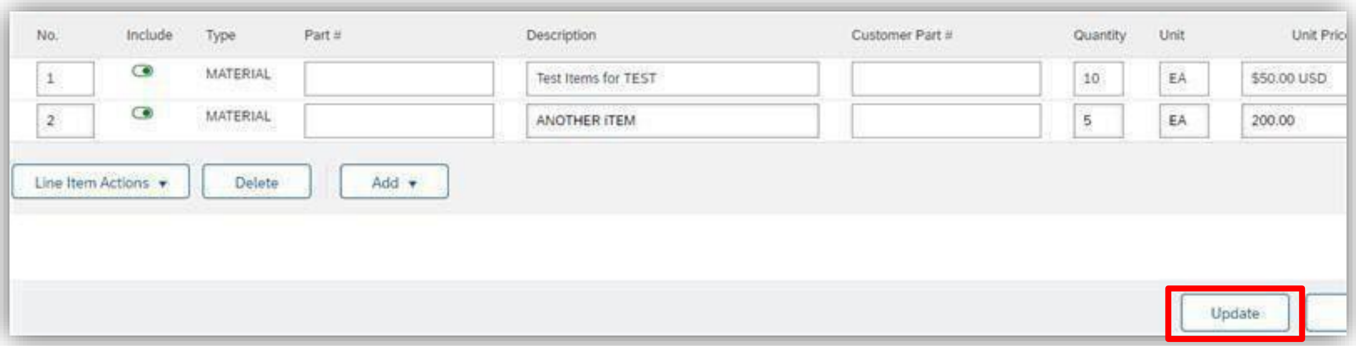


Example: Line Item added

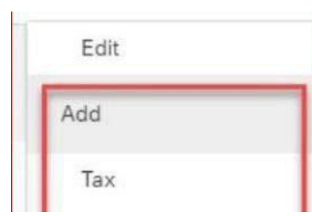


- Enter the line number (1,2, etc.)
- Enter Line-Item Description
- Enter Quantity
- Enter Unit (Unit of measure would be “EA”- each)
- Enter Unit Price

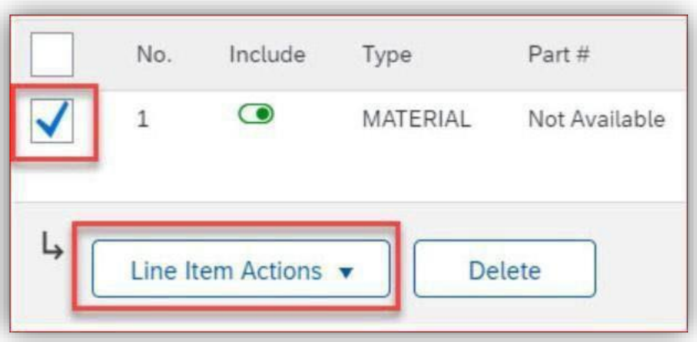
Continue to add additional line items, as necessary.



<u>Additional Options- Line-Item Section</u>



Click **Line-Item Actions** to view the list of options.

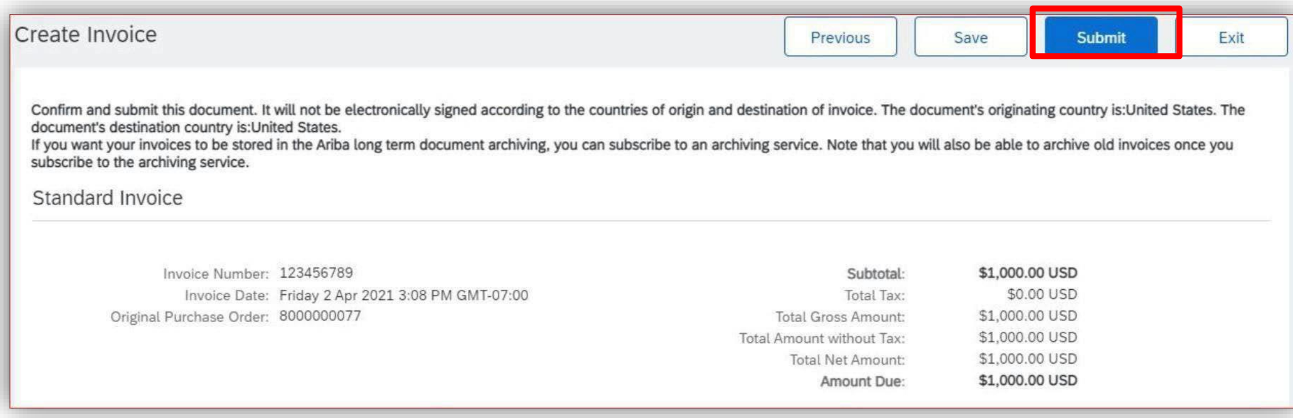


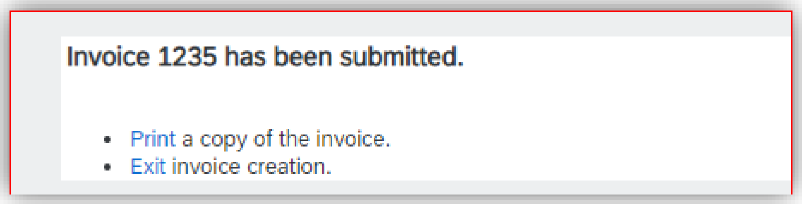
Note: **ONLY TAX** should be entered at Line-Item Level

If no further actions are needed to add to this invoice,

Click **Next**

Review **Create Invoice**
Click **Submit**

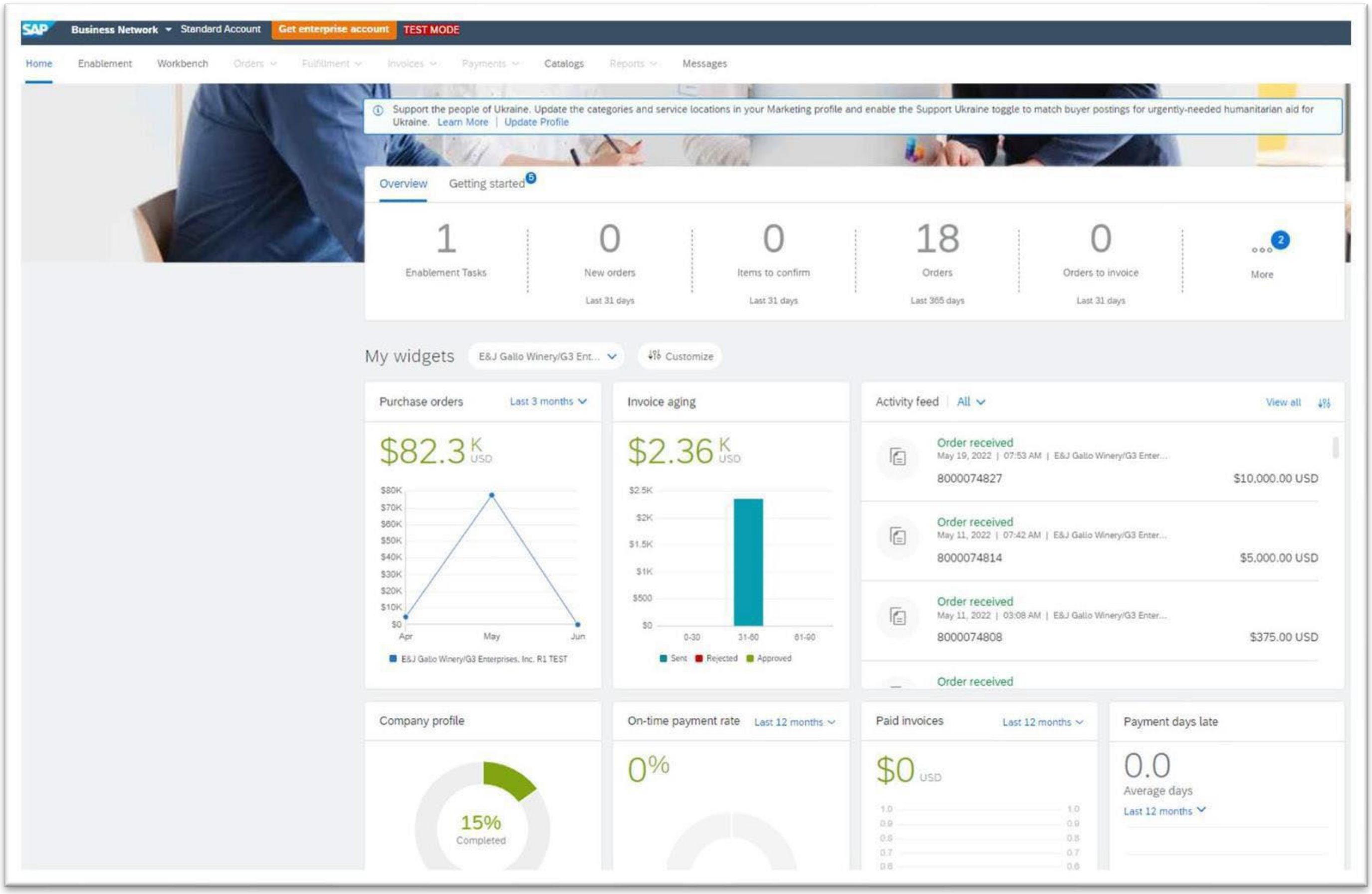




GALLO

Home Screen/Workbench

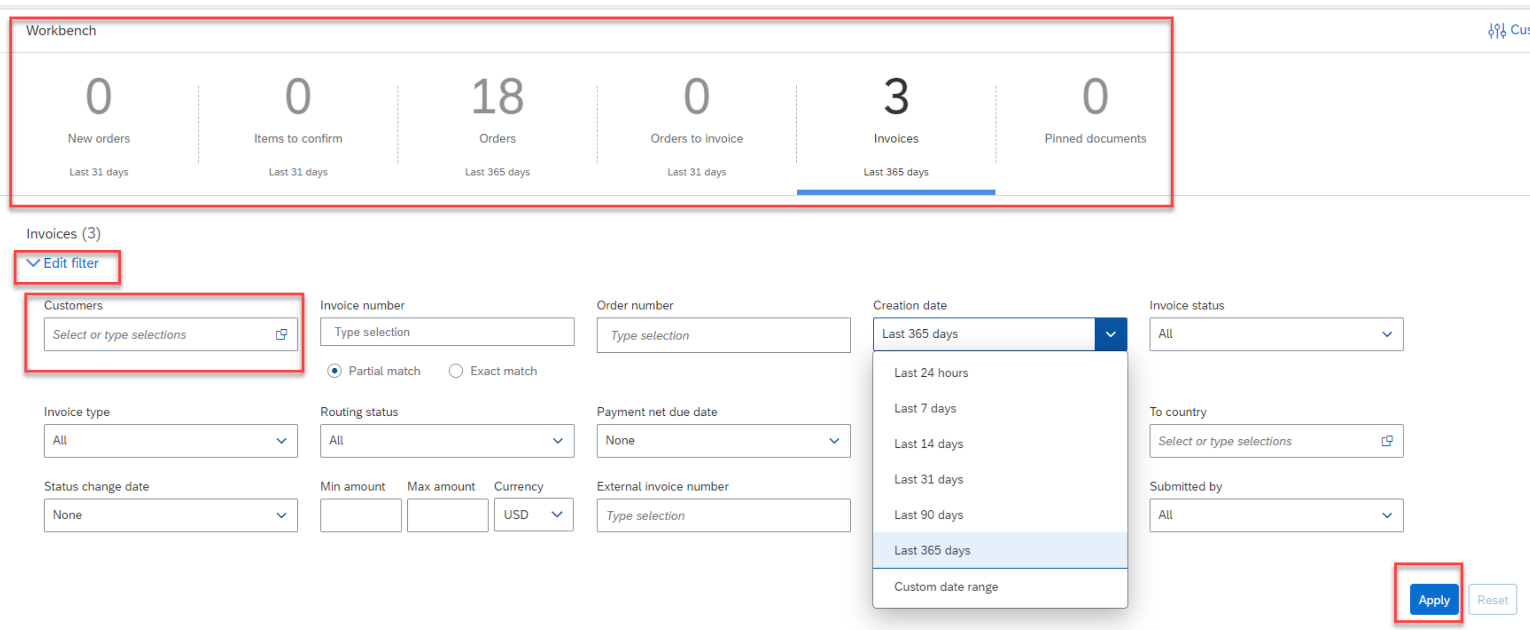
From your Home screen you have access to view the **Overview, Getting started, and My Widgets**



GALLO

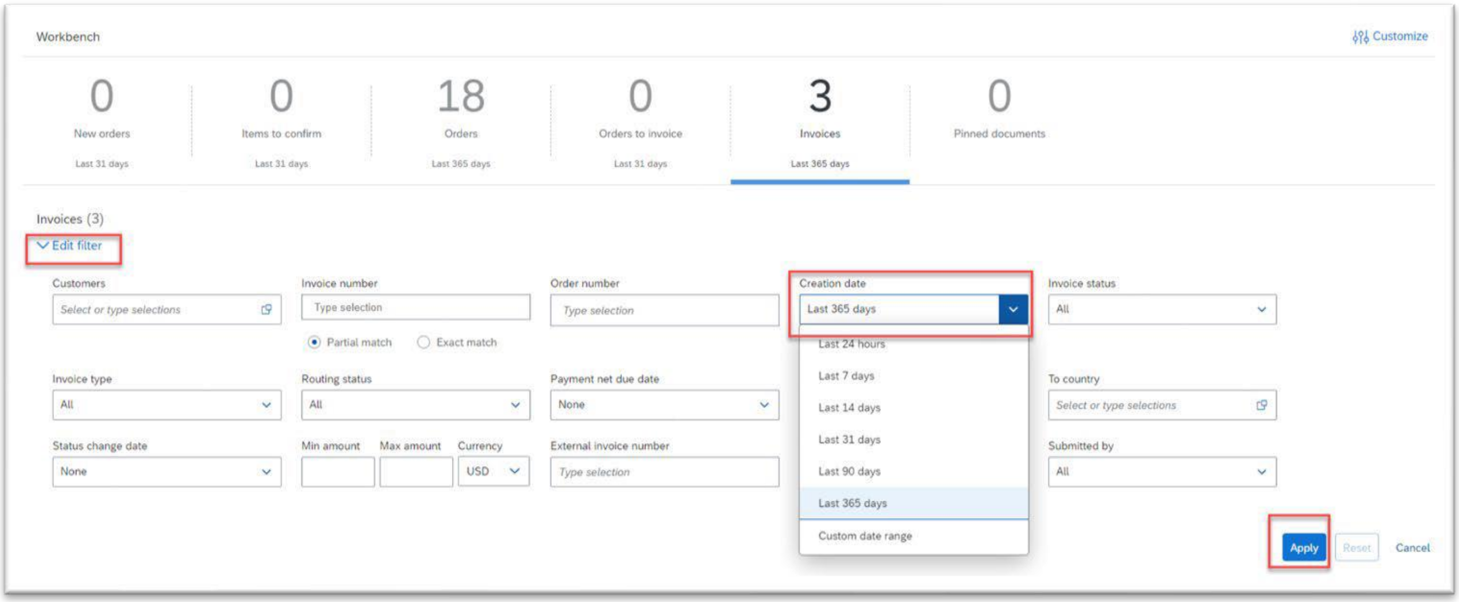
From your Workbench:

Use **Customers** drop down to select E & J Gallo Winery /G3 Enterprises to transact on invoices or purchase orders.



If the item is older than 31 days, choose **edit filters**

Click the **creation date** you would like to choose and **click apply**



*You may also save the filter creation date, choose **save filter,** update the creation date**,** and click **save**

You can also configure your dashboard default tiles

Help and Support

New to the SAP Business Network: [Welcome to your SAP Standard Account]

SAP Business Network Account Support: [SAP Supplier Enablement]