



# WELCOME TO BEING A SUPPLIER OF G3 ENTERPRISES, INC.

## **ABSTRACT**

In this packet, you will find instructions on how to: Establish SAP Business Network connection, set up your Company Profile: including Remittance and Tax ID 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.

**G3 Enterprises, Inc.  
Supplier Operations  
Enablement Team**



## Table of Contents

<b>Welcome</b> .....	2
<b>Introduction to SAP Business Network, (Standard Account)</b> .....	4
<b>Onboarding Process Flow</b> .....	4
<b>Interactive Email – Process Order (Standard Account)</b> .....	5
<b>Sign Up or Log in!</b> .....	5
<b>Configure Account Settings (Administrators)</b> .....	7
<b>Configure Users and Roles</b> .....	7
<b>Create Roles</b> .....	8
<b>Create Users</b> .....	9
<b>Configure Tax ID/VAT ID</b> .....	11
<b>Configure Remittances</b> .....	12
<b>Accessing Purchase Orders (Standard Account)</b> .....	13
<b>Creating Ship Notice</b> .....	15
<b>Creating Invoice from a Purchase Order</b> .....	16
<b>Creating a Credit Memo (Standard Account)</b> .....	22
<b>Creating a Non-PO Invoice (Standard Account)</b> .....	25
<b>Help and Support</b> .....	30



## Welcome

**G3 Enterprises, Inc.** uses the SAP platform for efficiency, visibility, networking, and reliability in the way we transact with suppliers. Our Supplier Operations team, in conjunction with SAP, will collaborate with you to establish a relationship with your company through the SAP Business Network. This connection will be necessary for our future transactions together.

Please review the information below regarding supplier account options for digital collaboration with G3 Enterprises, Inc. through the SAP Business Network. We look forward to using this business connection for our work together in the future.

### **If you already transact on the SAP Business Network:**

Provide the Supplier Operations Team with your ANID and the Network Administrator's Email. Suppliers may use their existing credentials to establish their connection. Please accept the terms of use and complete your company information and remember to select save.

G3 Enterprises, Inc. Supplier Operations: [SupplierSuccess@G3enterprises.com](mailto:SupplierSuccess@G3enterprises.com)

### **If you are new to the SAP Business Network:**

We can establish a relationship through a Penny Flip Purchase Order, provided by the Supplier Operations Team. 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 sent to help complete the configuration of your SAP Business Account.*

Note: Completing this process prior to receiving a PO and/or invoicing is required to prevent any problems in the future with your 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](#).

### Enterprise Account: Advanced capabilities

Enterprise accounts provide everything the standard account offers, plus the ability to manage all purchase orders and invoices through the SAP Business Network, as well as priority customer support from SAP. **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 your account via your profile can be done at any time if you would like to have an Enterprise account. Please be aware that there are fees from SAP based on your usage on the SAP Business Network when accessing an Enterprise Account.*

For Details and Instructions Check out the [Supplier Information Portal](#)

Sincerely yours,



**Enterprises Supplier Operations Team**  
[SupplierSuccess@G3Enterprises.com](mailto:SupplierSuccess@G3Enterprises.com)

For help with general SAP Business Network functionality, Account Questions or User Name/Password issues, contact SAP Directly for help.

**New to the SAP Business Network:** [Supplier Training Page](#)

SAP Help Portal: [SAP Business Network for Suppliers](#)

Inquiries for your account on the SAP Business Network: [SAP Supplier Enablement](#)

Link for SAP Customer Support Help Desk: [SAP Customer Support](#)

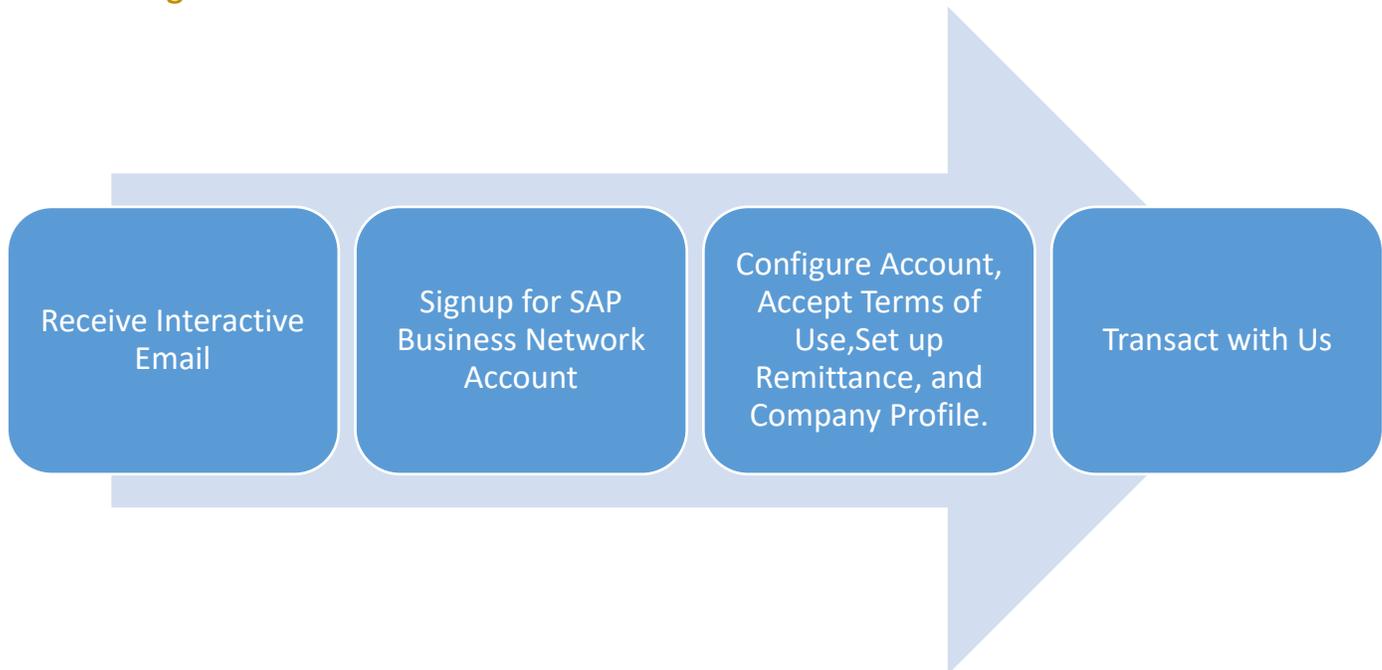


## Introduction to SAP Business Network, (Standard Account)

**G3 Enterprises, Inc.** has been using the SAP Business Network as our procurement platform. We currently leverage the SAP Business Network for efficiency, visibility, networking, and reliability in the way we transact with suppliers.

- What is Standard Account?  
Standard Account gives you a fast, FREE way to do business with your customer. Standard Account was previously referred to as Light Account.
- What does this mean for you?  
Transacting through FREE Standard Account will allow you to meet your customer's requirements to join them on the Network with the option to avoid fees.
- What are the benefits?  
Standard Account provides access to quickly transact with SAP Business customers for FREE, improve customer retention and get paid faster.

### Onboarding Process Flow

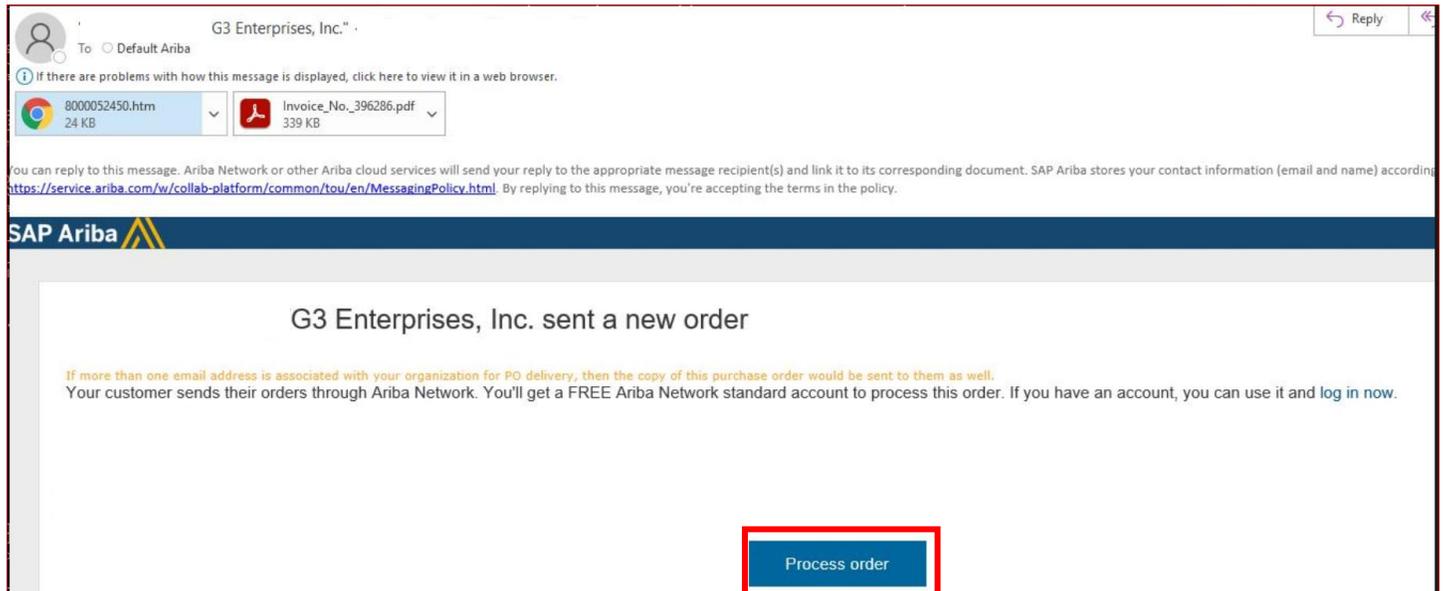




## Interactive Email – Process Order (Standard Account)

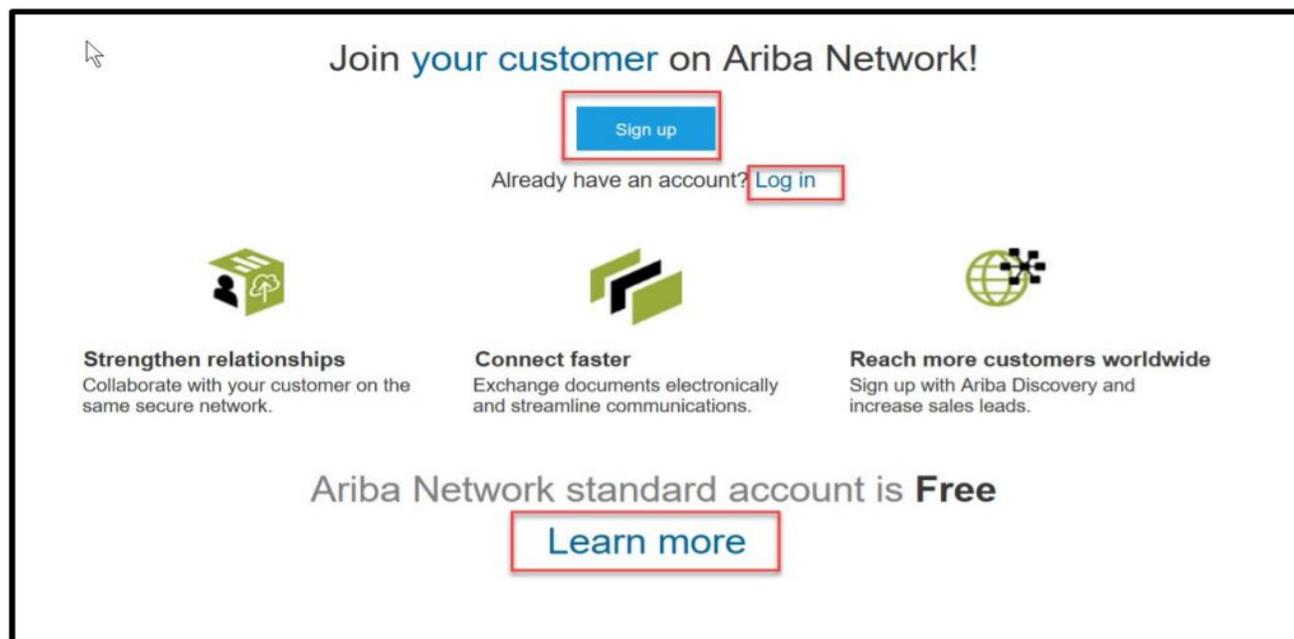
Orders provide an Interactive Email to access the SAP Business Network.

Click the **Process Order** button on the new order notification (interactive Email)



## Sign Up or Log in!

Select the **Sign-Up** option to create a New Standard Account or use your existing Standard or Enterprise Account by clicking **Log in**.





## Company Info, Accept Terms of Use and Registration

**1 Review your Company information**

**2 Enter your User account information**

**3 Accept Terms of Use and click on Register**

**Company information**

Company Name: ABC Enterprises

Country: United States [USA]

Address: 123 Pittsburgh Street

Line 2

Line 3

City: Pittsburgh

State: Pennsylvania

Zip: 15222

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

**User account information**

Name: First Name Last Name

Email:

Use my email as my username

Username:

Password: Enter Password

Repeat Password

Language: English

Email orders to: john.smith@sap.com

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

**Register** **Cancel**

**Congratulations!** You are now connected to G3 Enterprises, Inc. on the SAP Business Network.

Please **follow the steps below** to finalize your Account Configuration. Once complete, transact with G3 Enterprises, Inc. using this account.



## Configure Account Settings (Administrators)

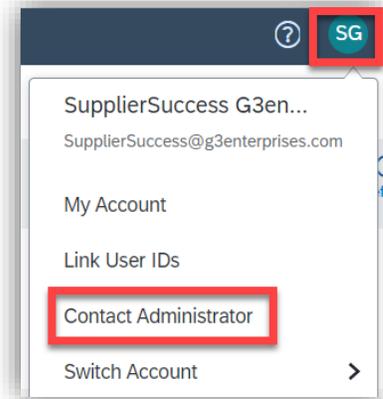
Only the Administrator can create roles and set up additional users. There can only be one Admin on the account.

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**



### Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

#### Account Administrator Information

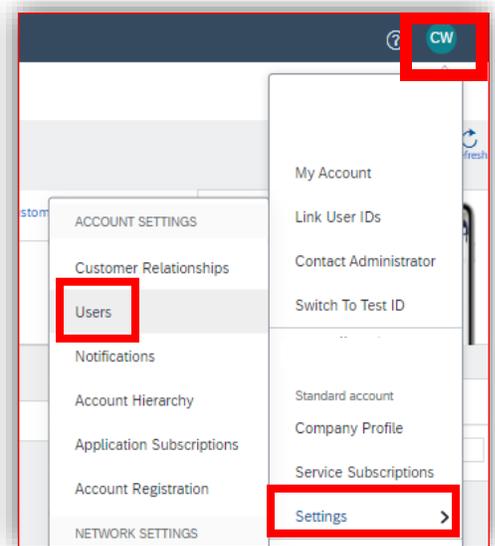
Name: Supplier Operations  
Email Address: [suopliersuccess@](mailto:suopliersuccess@)

## Configure Users and Roles

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

Click **Settings**

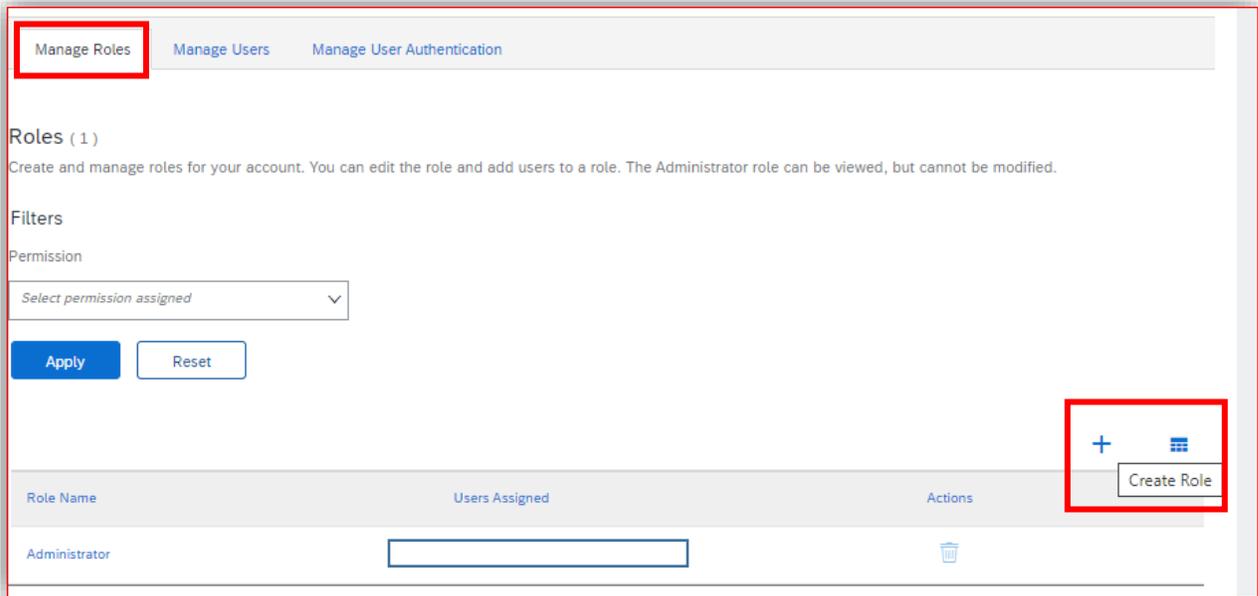
Under Account Settings select **Users**





## 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.

Create Role Save Cancel

\* Indicates a required field

New Role Information

Name: \*

Description:

Permissions

Each role must have at least one permission.



## 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:

[Business Role Reference](#)

Click **save** to create the role!

**New Role Information**

Name:

Description:

**Permissions**

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input checked="" type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains

**Assign Users ( 0 )**

You can add users to this role. +

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.					

## Create Users

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

**Account Settings**

Customer Relationships **Users** Notifications Account Hierarchy Application Subscriptions Account Registration

Manage Roles **Manage Users** Manage User Authentication

**Users ( 0 )**

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

**Filter**

Users (You can only search on one attribute at a time)

Username  +

Filtered Results ( 0 )

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
No items									



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**

**Create User** Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

**New User Information**

Username: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area:  Number:

**Role Assignment**

Name	Description
<input type="checkbox"/>	Supplier Success G3

The User will now display.

Filtered Results (1)

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	Supplieroperations@ejgallo.com	suppliersuccess@ejgallo.com	Supplier	Success	No	Test	All(0)	Actions

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

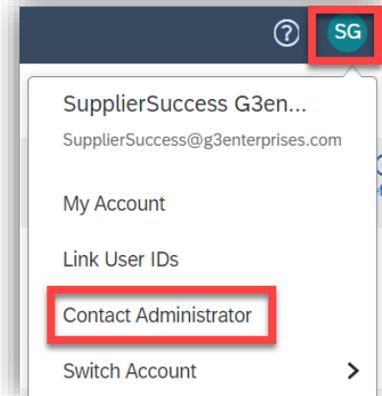
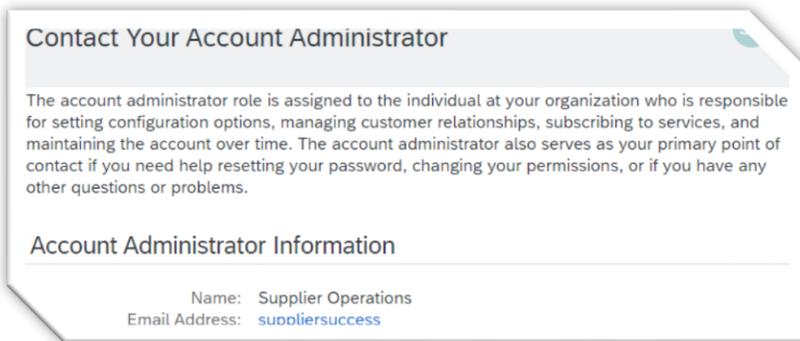


## Configure Network Settings (Administrators)

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**



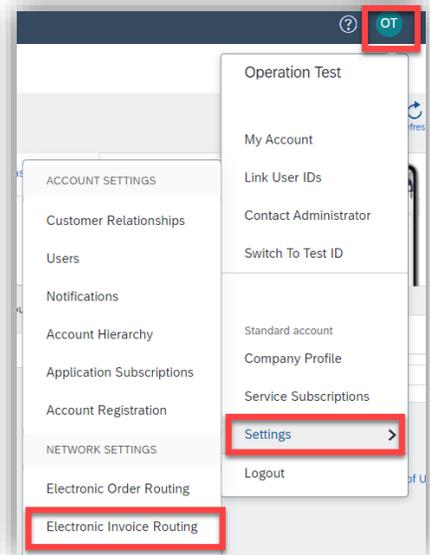
## Configure Tax ID/VAT ID

From the Home Screen

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

Click **Settings**

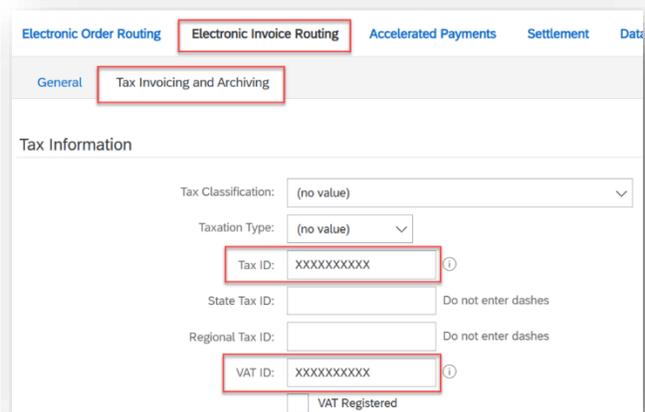
Under Network Settings select **Electronic Invoice Routing**



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

Under Tax Information, enter your **Tax ID** AND **Vat ID**

Push Save





## Configure Remittances

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

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

Please find your Remittance ID referenced in the 'Welcome Email or contact your Supplier Success representative to request your Remittance ID. [SupplierSuccess@G3Enterprises.com](mailto:SupplierSuccess@G3Enterprises.com)

Click the **Settlements** tab

Under EFT/Check Remittances  
Click **Create**

The screenshot shows the 'Network Settings' window with the 'Settlement' tab selected. A red box highlights the 'Settlement' tab. Below it, the 'EFT/Check Remittances' option is selected and highlighted with a red box. At the bottom, the 'Create' button is highlighted with a red box.

Enter the remittance address information.

Select the option to make this the default address

Under Customer EJ Gallo/G3 Enterprises, Inc., Inc enter the Remittance ID

The screenshot shows the 'Remittance Address' form. Fields include Address 1, 2, and 3; City; State (Alabama [US-AL]); Zip; Country/Region (United States [USA]); and Contact (Select contact). A red box highlights the 'Make this address default' checkbox, which is checked.

The screenshot shows a table titled 'Remittance ID Assignment'. It has two columns: 'Customer ↑' and 'Remittance ID'. A red box highlights the first row, which contains 'E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST' in the Customer column and an empty text box in the Remittance ID column.

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

Click **OK**

Click **SAVE**

**Note: "REMITTANCE ID" IS REQUIRED TO TRANSACT SUCCESSFULLY!**



## Accessing Purchase Orders (Standard Account)

PO received through Interactive Email may be forwarded to invoicing resources, however, any recipient **MUST BE SETUP AS A USER** within your account to act on the PO, such as order confirmations and invoicing.

Click “**Process order**” order button as displayed.

This will bring you to the Login Page. Login to your SAP Business Network account.

*If you have not already created an account, you will be prompted to “**Sign Up and Register**” for a Standard account.*





## Confirming Orders

Click **Create Order Confirmation**

Choose **Confirm Entire Order**

Purchase Order: 8000000079

Create Order Confirmation ▼

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Create Ship Notice

Create Invoice ▼

Note: If corrections are needed, please reach out to the buyer to make the updates and resubmit the Order.

Enter **Est. Shipping Date**

Select **Next**

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Associated Purchase Order #: 8000000079

Customer: E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 2 Apr 2021

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Review Confirmation

Ariba Supply Chain Collaboration

Confirming PO

Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 08/22/2019

Supplier Reference:

Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
1	Not Available			5 (EA)	21 Aug 2019	\$100.00 USD	\$500.00 USD	\$13.75 USD	

Description: Testing\_1

Current Order Status:

5 Confirmed As Is (Estimated Shipment Date: 23 Aug 2019)

Click **Submit**

Click **Done**



## Creating Ship Notice

Click **Create Ship Notice**

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

Purchase Order: 8000000075

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

To: TEST  
769 Test Street  
Modesto, CA  
United States  
Phone: +1 (650) 000-0000

Purchase Order (Confirmed)  
8000000075  
Amount: \$1,000.00 USD  
Version: 1

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.

Ship Notice Header

SHIPPING

Packing Slip ID: \*  ! Required field

Invoice No.:

Requested Delivery Date: --

Ship Notice Type

Shipping Date: \*  ! Required field

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
8000000079	1	Not Available Enter a description for this item.		1,000	EA	25 Mar 2021		\$1.00 USD	\$1,000.00 USD	\$0.00 USD

Remove

Shipment Status

Total Item Due Quantity: 1,000 EA

Confirmation Status

Total Confirmed Quantity: 1,000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	1,000	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Details

Add Ship Notice Line

Click **Next**

Click **Submit**

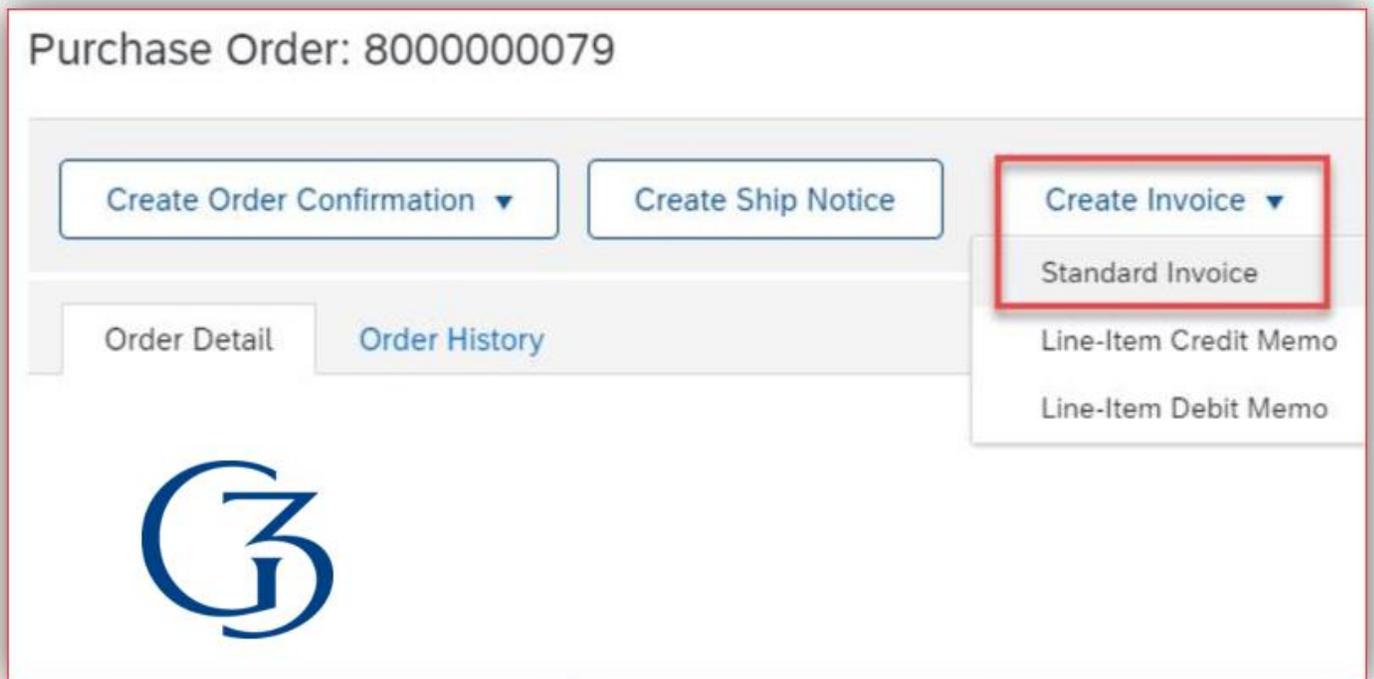


## Creating Invoice from a Purchase Order

Click **Create Invoice**

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

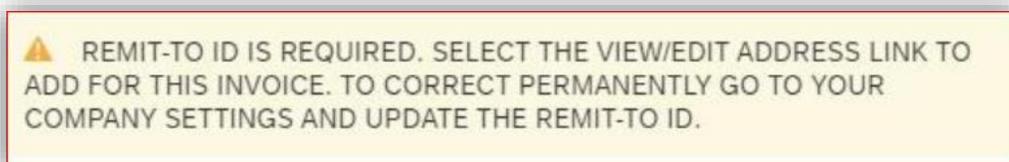
Choose **Standard Invoice**



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 (\*).

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

---

**Summary**

Purchase Order: 8000154125	Subtotal: \$501.00 USD	<a href="#">View/Edit Addresses</a>
Invoice #: * <input type="text"/>	Total Tax: \$0.00 USD	
Invoice Date: * 11 Feb 2025 <input type="text"/>	Total Gross Amount: \$501.00 USD	
Service Description: <input type="text"/>	Total Amount without Tax: \$501.00 USD	
Remit To: 502 E WHITMORE AVE ▼	Total Net Amount: \$501.00 USD	
	Amount Due: \$501.00 USD	

Enter **Invoice number**

## Tax Section

Choose tax at Line level

- Line Level Taxes only accepted- NO Header Level Taxes
- Taxing at individual Line-Item Level (these instructions are at Line level below)

**Tax** ⓘ

Header level tax ⓘ

**Line level tax** ⓘ

## Shipping From/To Section

**Shipping**

Header level shipping ⓘ

Ship From: **TEST** Ship To:

Modesto , CA United States

United States Deliver To:

[View/Edit Addresses](#)

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



## Additional Fields Section

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

**⚠ "Choose Address" field is REQUIRED: Select the Customer Address from the drop down, if not pre-populated. If the field is not selected your invoice may be rejected.**

Supplier: **INTERNATIONAL PENNY PO DO  
NOT INVOICE**

MONCTON NB  
Canada

Bill From: **INTERNATIONAL PENNY PO DO  
NOT INVOICE**

Choose Address: No value  [View/Edit Addresses](#)

Customer:

Email: \*  [View/Edit Addresses](#)

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.

Choose Address: No value

Customer:

- Grigsby Label
- G3 Enterprises, Inc.
- ColloPack Solutions

Email: \*

Search more

**Note: The Customer Address and Email are required fields for submitting invoices to G3 Enterprises, Inc.**

Enter the **Email address of your Buyer**. The buyer Email can be found on the Purchase Order.

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

**⚠ "Choose Address" field is REQUIRED: Select the Customer Address from the drop down, if not pre-populated. If the field is not selected your invoice may be rejected.**

Supplier: **INTERNATIONAL PENNY PO DO  
NOT INVOICE**

MONCTON NB  
Canada

Bill From: **INTERNATIONAL PENNY PO DO  
NOT INVOICE**

Choose Address: G3 Enterprises, Inc.  [View/Edit Addresses](#)

Customer: **G3 Enterprises, Inc.**

MODESTO, CA  
United States

Email: \*  [View/Edit Addresses](#)



## Add to Header

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

Choose Attachments to add Detailed Invoice or other reference documents to this Invoice.

Click choose file

**Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

⚠️ REMIT-TO ID IS REQUIRED. SELECT THE VIEW/EDIT ADDRESS LINK TO ADD FOR THIS INVOICE. TO CORRECT PERMANENTLY GO TO YOUR COMPANY SETTINGS AND UPDATE THE REMIT-TO ID.

**Add to Header** ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Choose the file from your computer

Add Attachment

The attachment will be shown on your screen.

**Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> 022300000016569352021030900058.pdf	95096	application/pdf

### Example 2:

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

Scroll to the header section to area added, enter Shipping Amount

**Shipping Cost**

Shipping Amount:

Shipping Date:



## Line-Item Section

### Example 1: Invoicing Entire order

Add to Header ▾

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

**Insert Line Item Options**

Tax Category:  ▾  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.		<input type="text" value="1,000"/>	EA	\$1.00 USD	\$1,000.00 USD

↳ Line Item Actions ▾ Delete

Update Save Exit Next

### Example 2: Partial Invoicing

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category:  ▾  Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	CIG300 Request PB	<input type="text"/>	<input type="text" value="1"/>	each	\$550.00 USD	\$550.00 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	CIG300 Request PB	<input type="text"/>	<input type="text" value="1"/>	each	\$550.00 USD	\$550.00 USD

Select the line item you do not want to submit an invoice against and click the Include toggle button to exclude.

<input type="checkbox"/>	No.	Include	Type
<input type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL
<i>Excluded line items cannot be modified.</i>			
<input type="checkbox"/>	No.	Include	Type
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL



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

### Additional Options- Line-Item Section

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

Note: Do not add Line-Item Actions for items already added at Header Level.

<input type="checkbox"/>	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available

↳ [Line Item Actions](#) [Delete](#)

Edit

- Add
- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments
- Attachment**

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

Click **Next**

Review **Create 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: <b>\$1,000.00 USD</b>
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: <b>\$1,000.00 USD</b>

Click **Submit**

**Invoice 1235 has been submitted.**

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.



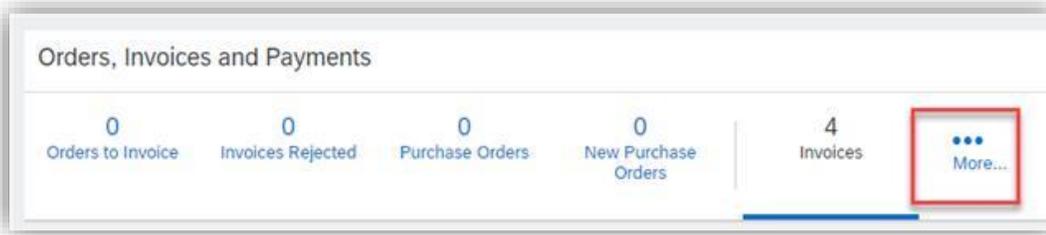
## Creating a Credit Memo (Standard Account)

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

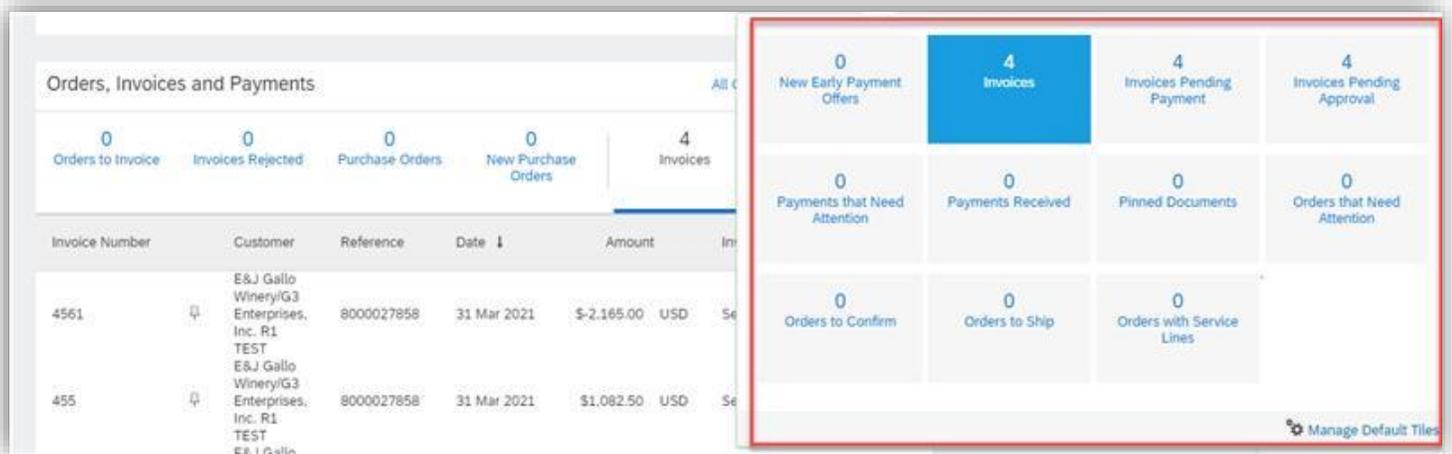
Login to your SAP Business Network Portal:

<https://service.ariba.com/>

From your dashboard, click on the 3 dots **More**.



Choose the tile invoices



Choose the dropdown to display the last 200 documents.



Find the invoice needing to create a credit memo.



Click the **invoice Number**

Type	Invoice Number
Standard Invoice	060623c

Click **Create Line-item Credit Memo**

Invoice: 98745 Done

Standard Invoice Attachment(s)

<b>Status</b>	<b>Subtotal:</b>	<b>\$5.00 USD</b>
Invoice: Sent	Total Tax:	\$0.41 USD
Routing: Acknowledged	Total Gross Amount:	\$5.41 USD
Invoice Number: 98745	Total Amount without Tax:	\$5.00 USD
Invoice Date: Wednesday 31 Mar 2021 3:46 PM GMT-07:00	Total Net Amount:	\$5.41 USD
Original Purchase Order:	Amount Due:	<b>\$5.41 USD</b>
Submission Method: Online		

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

Enter Credit Memo number.

▼ Invoice Header

Summary

Credit Memo #:	<input type="text"/>	Subtotal: \$-5.00 USD
	<small>! Required field</small>	Total Tax: \$-0.41 USD
Credit Memo Date:	5 Apr 2021 <input type="text"/>	Total Gross Amount: \$-5.41 USD
Original Invoice No:	98745	Total Amount without Tax: \$-5.00 USD
Original Invoice Date:	31 Mar 2021	Total Net Amount: \$-5.41 USD
Supplier Tax ID:	456558589	Amount Due: \$-5.41 USD

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

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category: Sales Tax

Taxable Amount: \$-5.00 USD



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 for G3 Enterprises, Inc.

Enter the **Email address of your Buyer**. The buyer Email can be found on the Purchase Order.

Enter **Reason for Credit Memo**

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Widget		-500	EA	\$0.01 USD	\$-5.00 USD

Click **Update**

Click **Next**

Verify information!

Click **Submit**



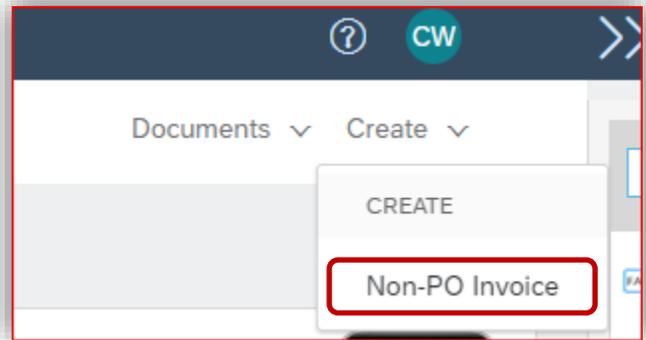
## Creating a Non-PO Invoice (Standard Account)

Login to the 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**

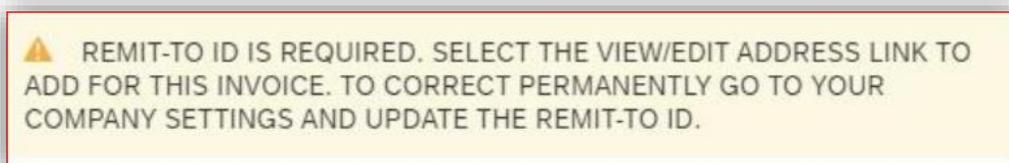
Click **Next**

A screenshot of the 'Create Non-PO Invoice' form. The title bar includes 'Create Non-PO Invoice', a 'Next' button, and an 'Exit' button. The main content area starts with the text 'For a trading relationship already on SAP Business Network'. Below this is a 'Customer:' dropdown menu with 'E & J Gallo Winery / G3 Enterprises' selected, highlighted by a red box. Underneath, the 'Type of Invoice:' section has two radio buttons: 'Standard Invoice' (which is selected) and 'Credit Memo'.

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 (\*).

▼ Invoice Header

Summary

Invoice #:\* 1234

Invoice Date:\* 12 Apr 2021

Service Description:

Supplier Tax ID: 456558589

Remit To: 2400 LAPHAM DR. ▾

Modesto , CA  
United States

Choose Address: 80003 ▾

Bill To: G3 Enterprises, Inc.

MODESTO , CA  
United States

Subtotal: \$0.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$0.00 USD  
Total Amount without Tax: \$0.00 USD  
Total Net Amount: \$0.00 USD  
Amount Due: \$0.00 USD

Enter **Invoice number**

Click **Choose Address Bill To: 80003 G3 Enterprises**

## Tax Section

*If this Invoice does not require Tax, click Remove*

Choose tax at Line level- **NO Header Level Taxes**

- Taxing at individual Line-Item Level (these instructions are at the Line-level section below)

Tax ⓘ

Header level tax ⓘ

Line level tax ⓘ

## Additional Fields Section

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

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: TEST GEORGIA PACIFIC PULP ACCT AN  
MODESTO , CA  
United States

Bill From: TEST GEORGIA PACIFIC PULP ACCT AN  
MODESTO , CA  
United States

Choose Address: No value ▾ [View/Edit Addresses](#)

Customer:

Email:  [View/Edit Addresses](#)



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 G3 Enterprises, Inc.

The screenshot shows a 'Choose Address' dropdown menu with a search icon in the top right corner. The dropdown is currently empty, showing 'No value'. Below the dropdown, there are labels for 'Customer:' and 'Email: \*'. A list of customer names is displayed: 'G3 Enterprises, Inc.', 'Grigsby Label', and 'ColloPack Solutions'. The 'G3 Enterprises, Inc.' option is highlighted with a red box. At the bottom of the dropdown, there is a 'Search more' button with a magnifying glass icon, also circled in red.

Enter the **Email address of your Buyer**. *Non-PO Invoices submitted without Buyer Email may be subject to rejection.*

The screenshot shows the 'Additional Fields' section of a form. It includes four input fields: 'Supplier Account ID #:', 'Customer Reference:', 'Supplier Reference:', and 'Payment Note:'. Below these fields is a yellow warning box with a triangle icon and the text: "Choose Address" field is REQUIRED: Select the Customer Address from the drop down, if not pre-populated. If the field is not selected your invoice may be rejected. To the right of the warning box, there is a 'Supplier:' field with the value 'INTERNATIONAL PENNY PO DO NOT INVOICE' and 'MONCTON NB Canada'. Below that is a 'Bill From:' field with the value 'INTERNATIONAL PENNY PO DO NOT INVOICE'. To the right of the 'Supplier' field, there is a 'Choose Address' dropdown menu with 'G3 Enterprises, Inc.' selected. Below the dropdown, there is a 'Customer:' field with the value 'G3 Enterprises, Inc.' and 'MODESTO, CA United States'. Below that is an 'Email: \*' field with the value 'First.last@G3Enterprises.com', which is highlighted with a red box.

## Shipping From/To Section

Review Ship from and Ship to information

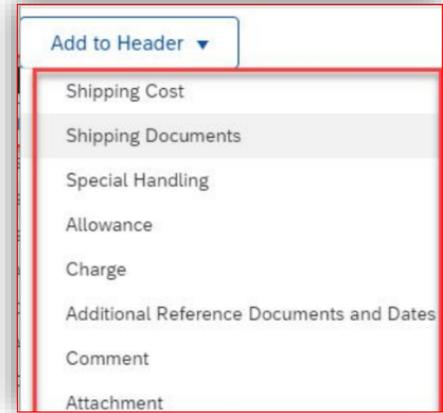
The screenshot shows the 'Shipping' section of a form. It has two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below the radio buttons, there are two columns of information. The left column is labeled 'Ship From:' and contains the text 'Modesto , CA United States'. The right column is labeled 'Ship To:' and contains the text 'United States'. Below the 'Ship To:' label, there is a 'Deliver To:' label. To the right of the 'Ship To:' label, there is a blue link that says 'View/Edit Addresses'.



## Additional Options: Add to Header

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

Example 1: Choose Attachments to add Detailed Invoice or other reference documents to this Invoice.  
Click choose file

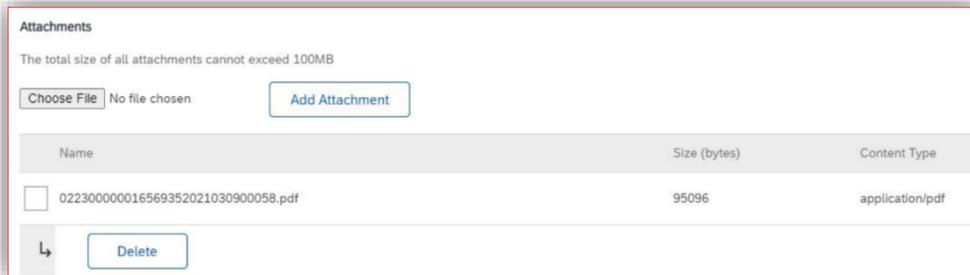


Choose the file from your computer.

Add Attachment



The attachment will be shown on your screen.

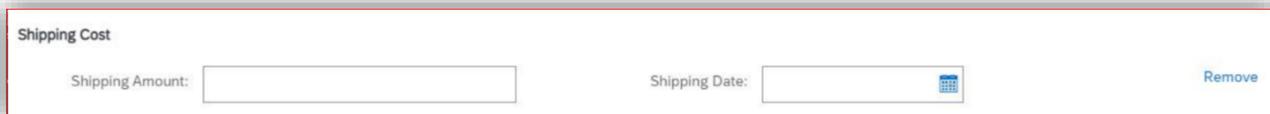


**Note: Detail Invoice attachment is required for Non-PO invoices. Non-PO invoices missing Detail Invoice attachments may be subject to rejection.**

Example 2:

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

Scroll to the header section to area added, enter Shipping Amount





## Line-Item Section

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

Insert Line Item Options

Tax Category:   Discount

<input type="checkbox"/>	No.	No.	No.	Include	Type	Part #	Description
--------------------------	-----	-----	-----	---------	------	--------	-------------

↳

New Blank line Item will display

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount

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

! Required field

Example: Line Item added

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Test Item	<input type="text"/>	10	each	\$50

↳

- 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.



## Additional Options- Line-Item Section

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

<input type="checkbox"/>	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available

↳ **Line Item Actions** ▼ **Delete**

Edit

- Add
- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments
- Attachment

Note: **Do not add Line-Item Actions for items already added at Header Level.**

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

Click **Next**

Review **Create Invoice**

Click **Submit**

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

## Help and Support

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

SAP Business Network Account Support: [SAP Supplier Enablement](#)