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

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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

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

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)

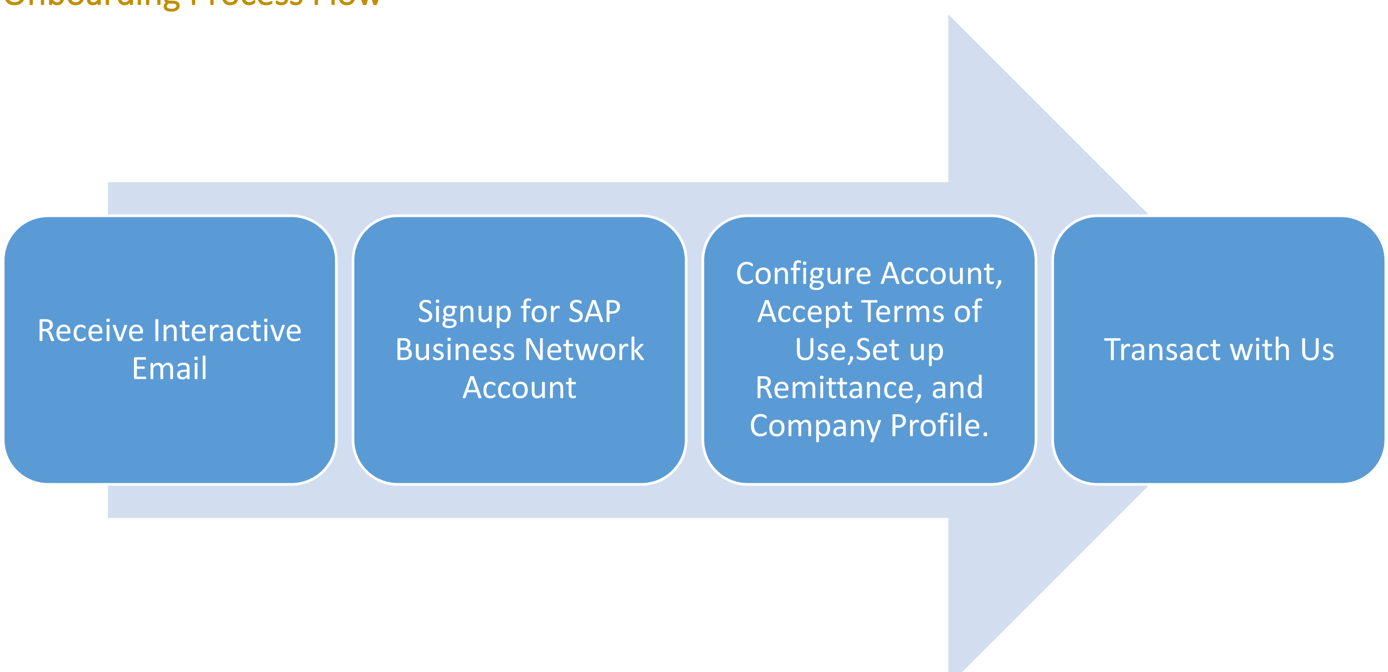
G3 Enterprises, Inc. has been using the SAP Business Network as our procurement platform. We currently leverage the SAP Business Network for efficiency, visibility, networking, and reliability in the way we transact with suppliers.

- 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.

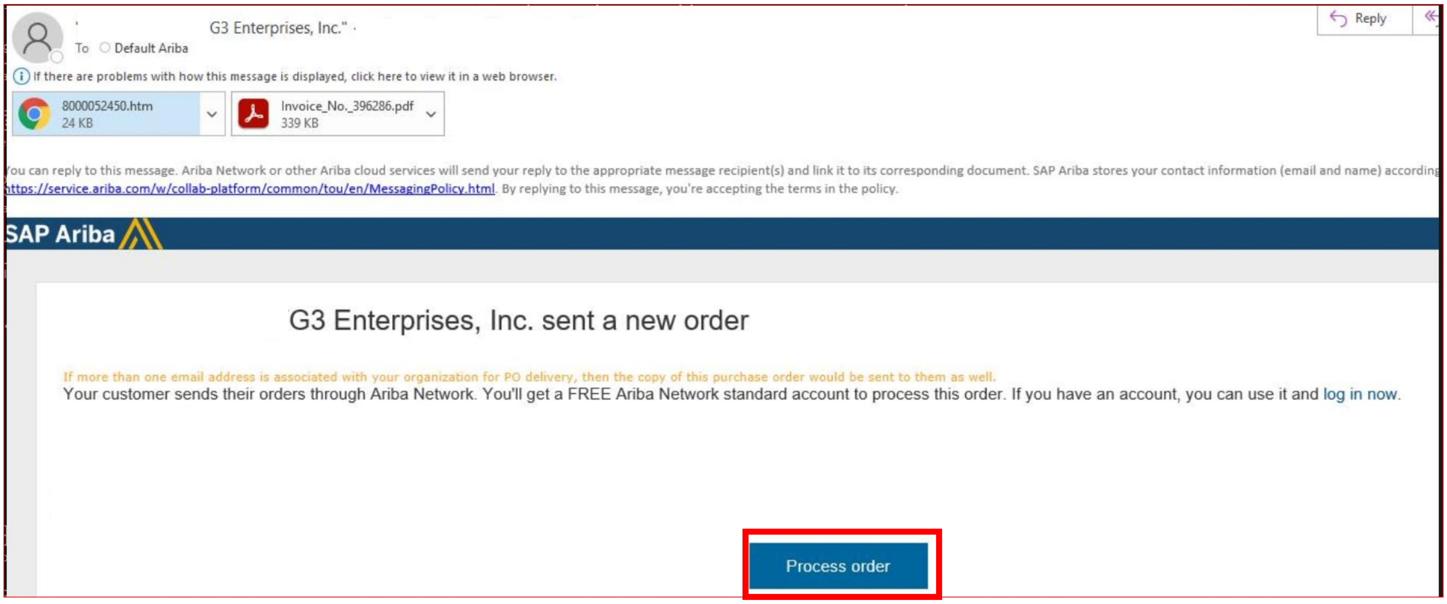
Onboarding Process Flow



Interactive Email – Process Order (Standard Account)

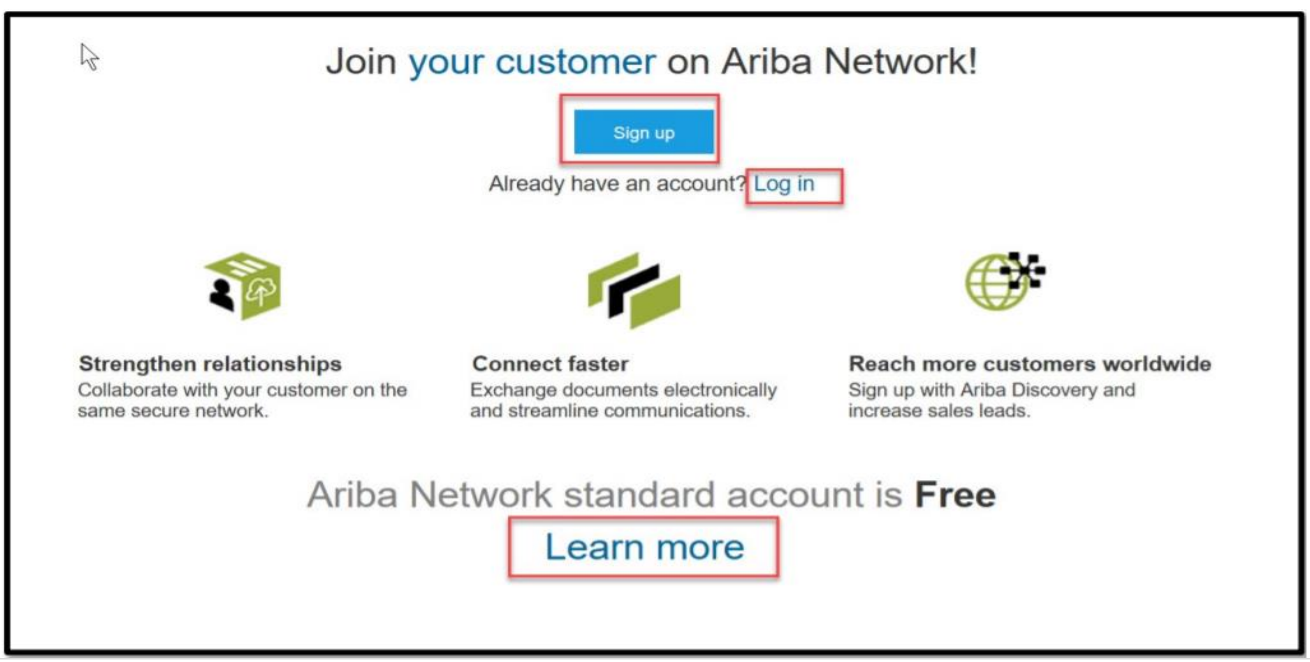
Orders provide an Interactive Email to access the SAP Business Network.

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

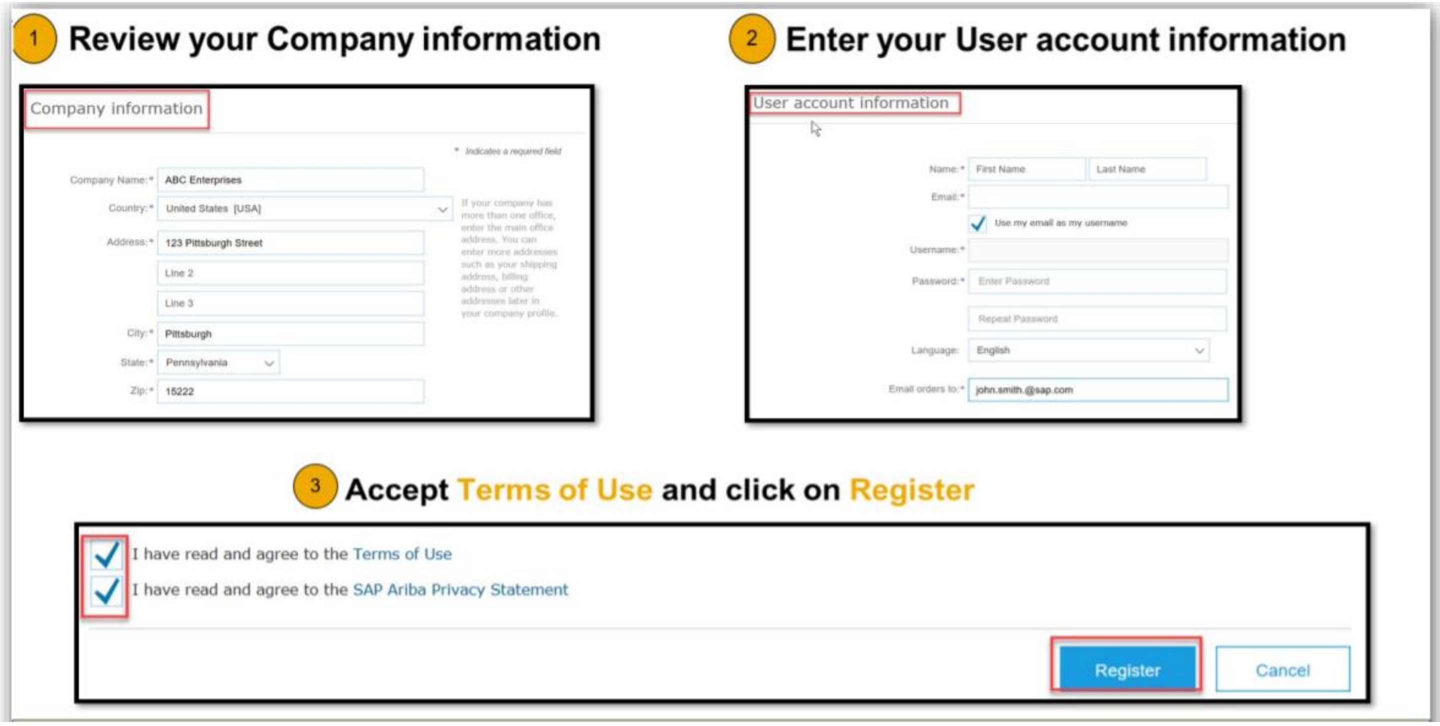


Sign Up or Log in!

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



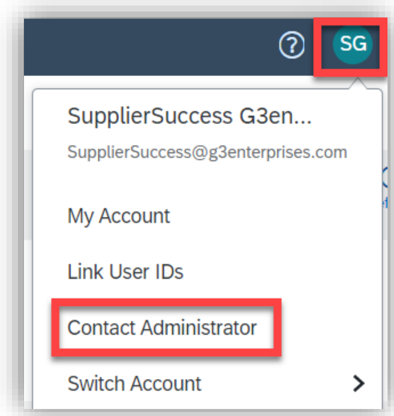
Congratulations! You are now connected to G3 Enterprises, Inc. on the SAP Business Network.

Please **<u>follow the steps below</u>** 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.

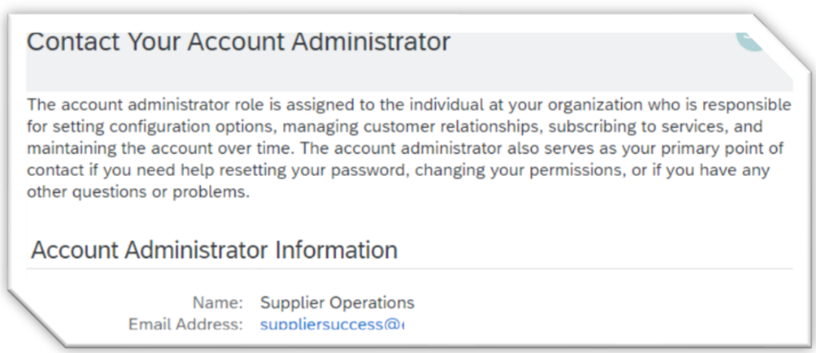
If you have reached this screen and you are not sure who the admin is on the account, you can contact the Admin from here.



Once logged into the account.

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

Click **Contact Administrator**

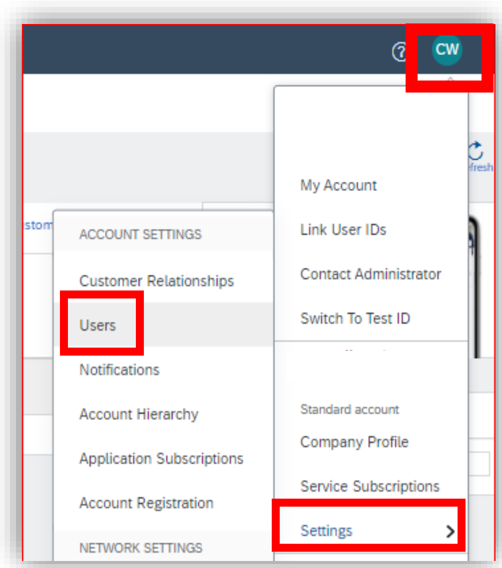


Configure Users and Roles

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

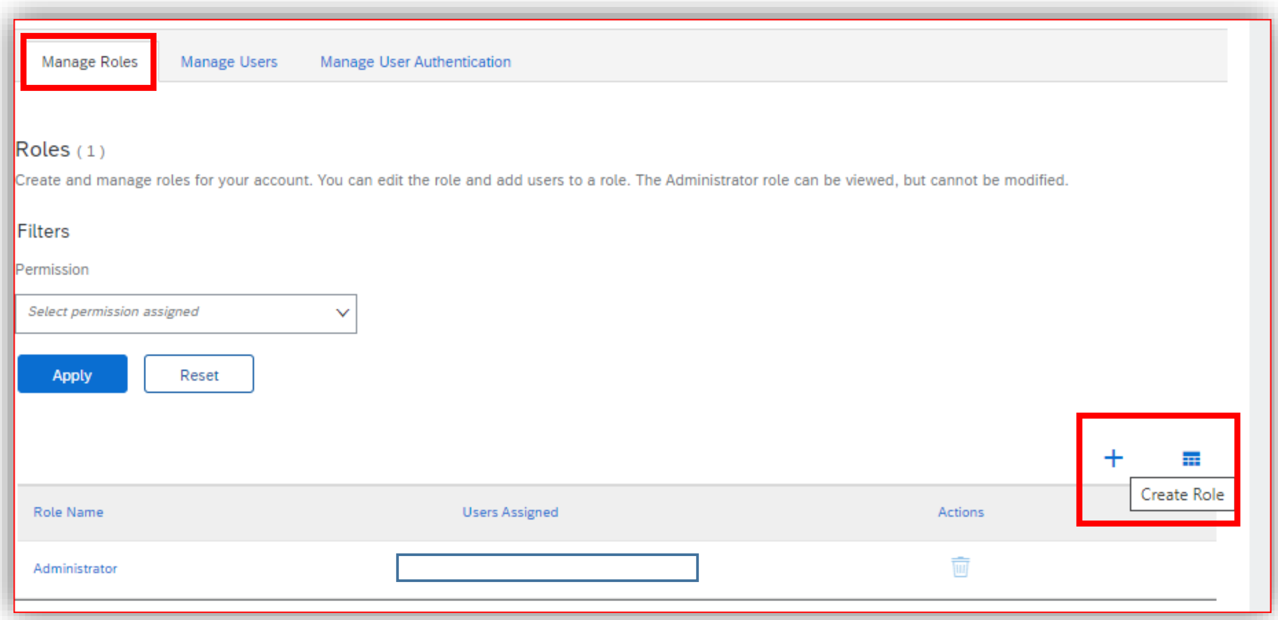
Click **Settings**

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.



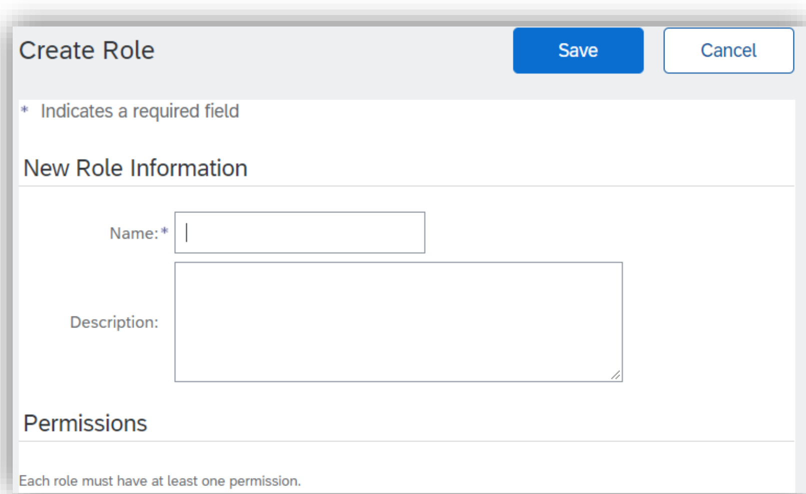
Note:

- 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:

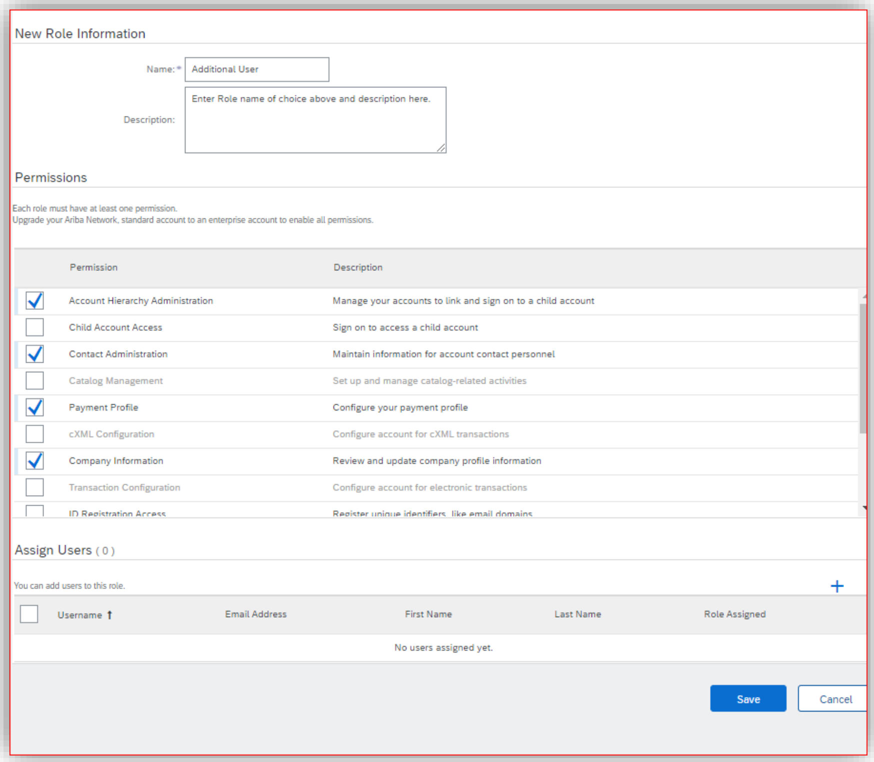
Add Permissions to the Role by checking the proper boxes accessible from the list.

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

Review the Role Reference on SAP:

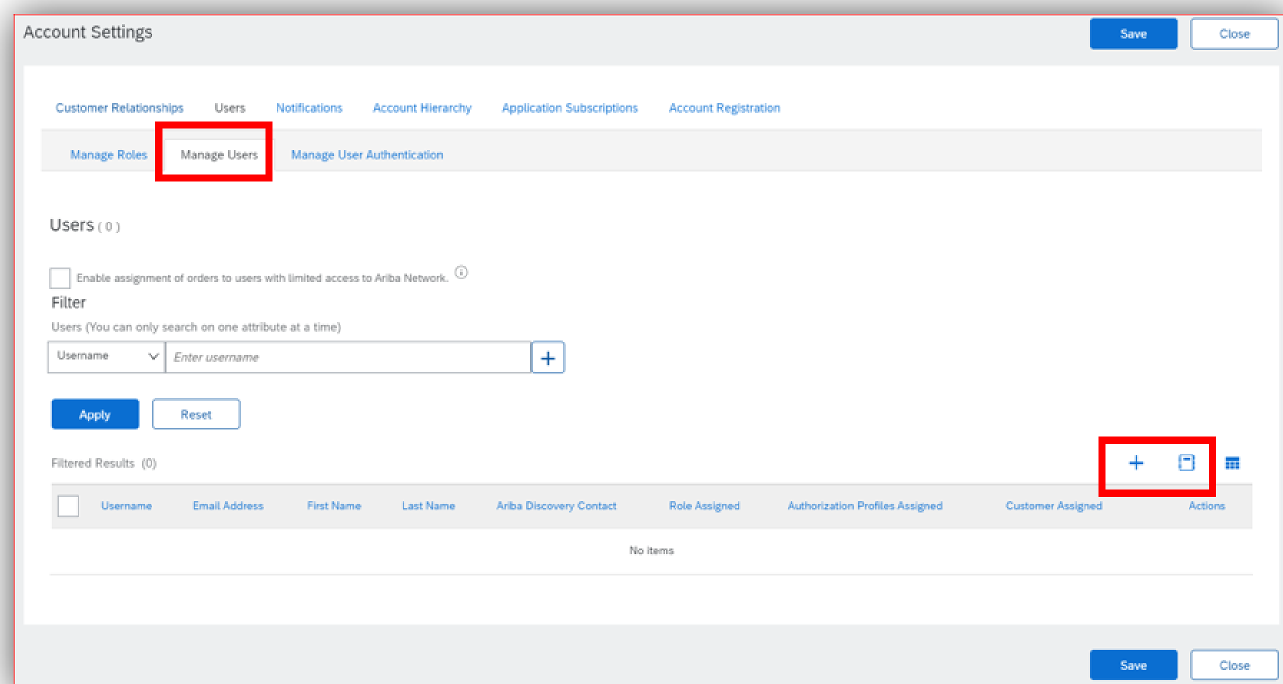
[Business Role Reference]

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.



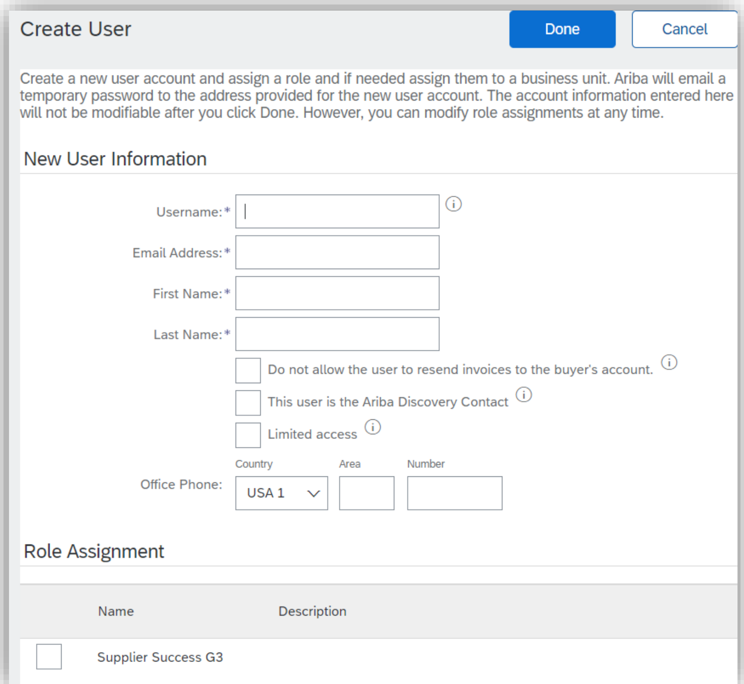
Complete all **required fields** marked with an Asterix (*). Enter all relevant information about the user including name and business contact info.

Note: Username must be in email format. A Role must be created first to display any Role Assignments to choose from

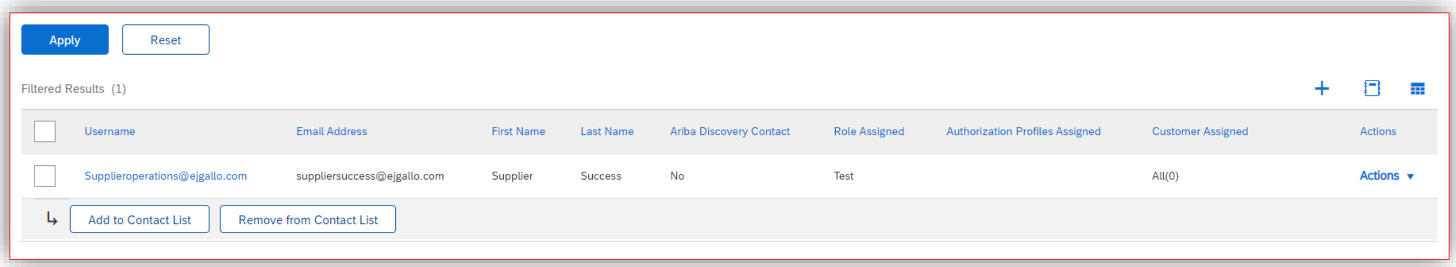
Choose the Role to be assigned to the User.

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

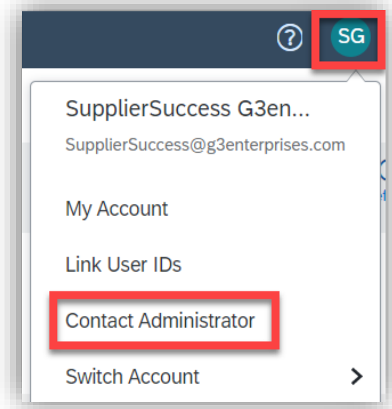
Clicks **Close** to return to the Home Screen

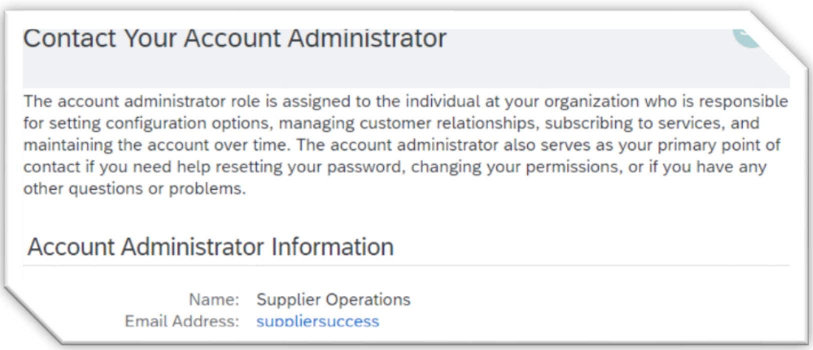
Configure Network Settings (Administrators)

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**

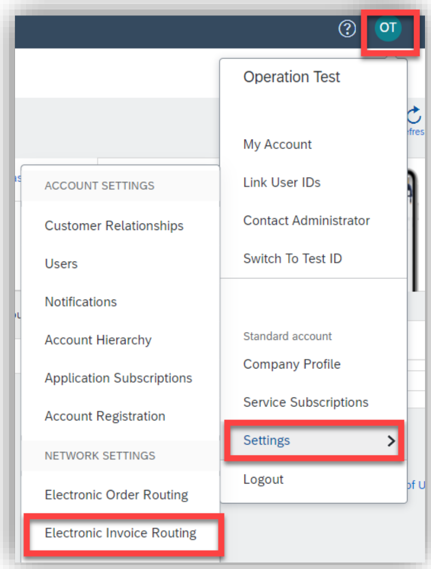




Configure Tax ID/VAT ID

From the Home Screen
Click on the **Company Initials bubble**, on the top right

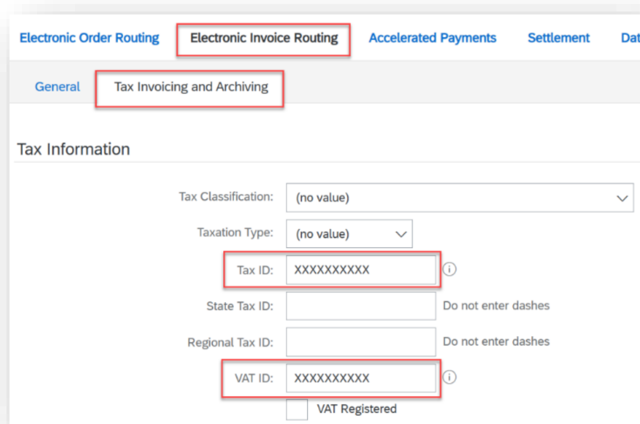
Click **Settings**
Under Network Settings select **Electronic Invoice Routing**



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

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

Push Save

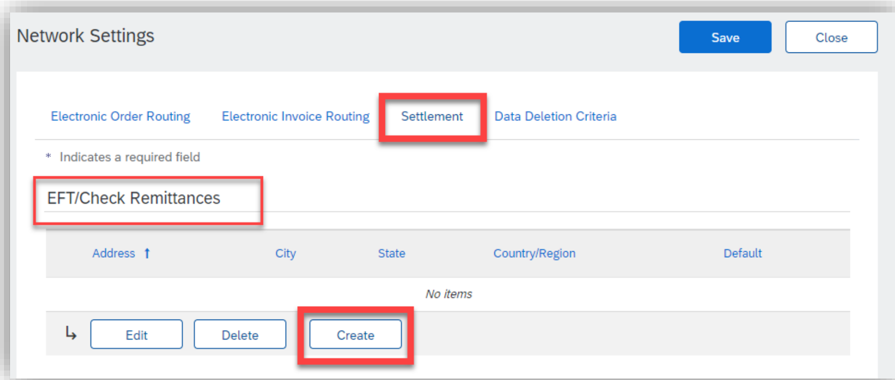


Configure Remittances

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

Click the **Settlements** tab

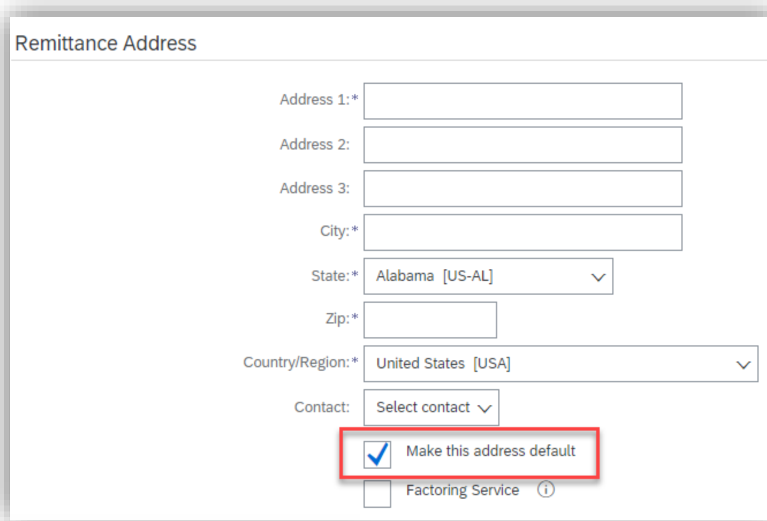
Under EFT/Check Remittances
Click **Create**



Enter the remittance address information.

Select the option to make this the default address

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



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!

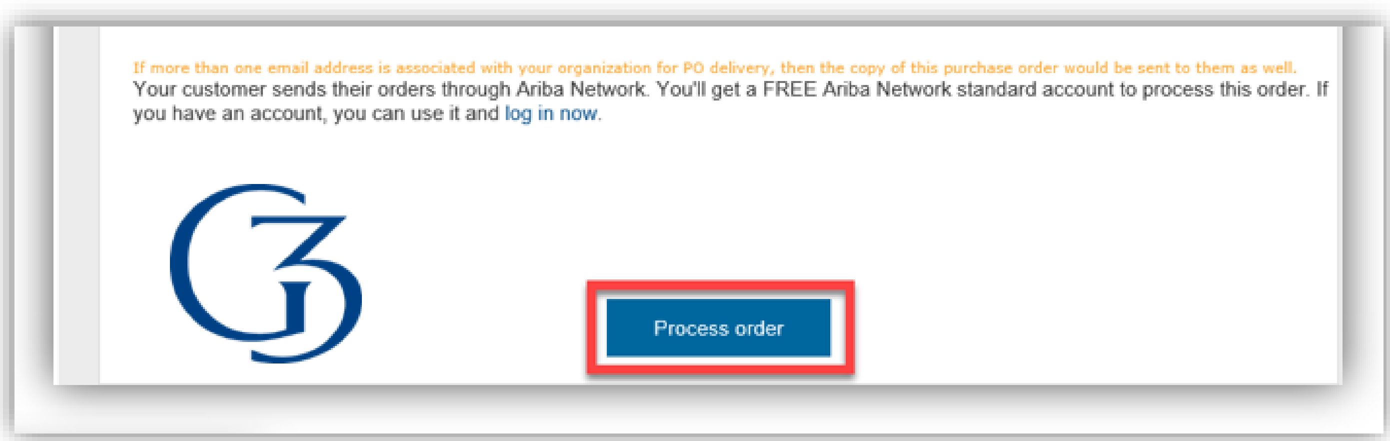
Accessing Purchase Orders (Standard Account)

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 conformations and invoicing.

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

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

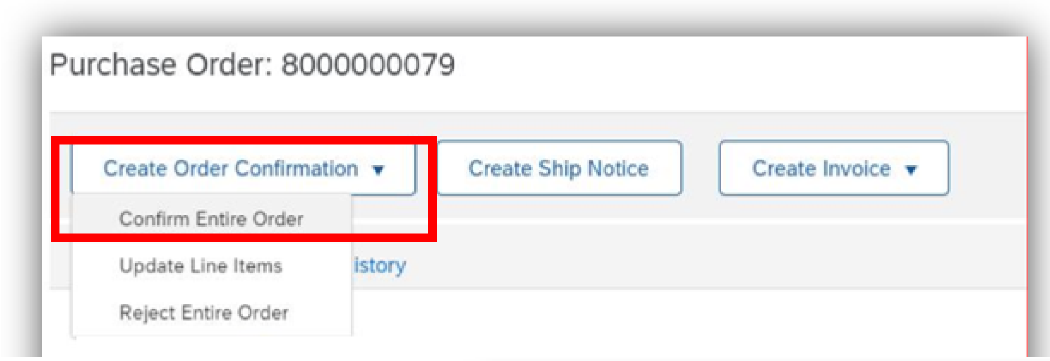
> *If you have not already created an account, you will be prompted to “**Sign Up and Register**” for a Standard account.*



Confirming Orders

Click **Create Order Confirmation**

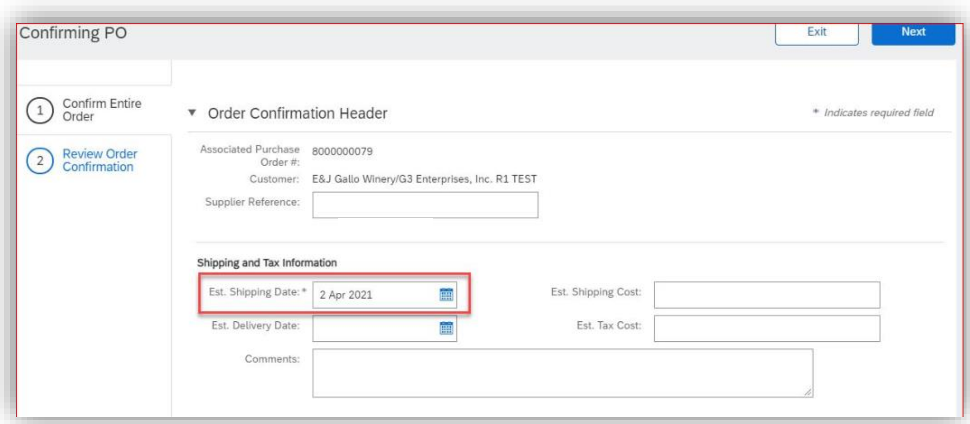
Choose **Confirm Entire Order**



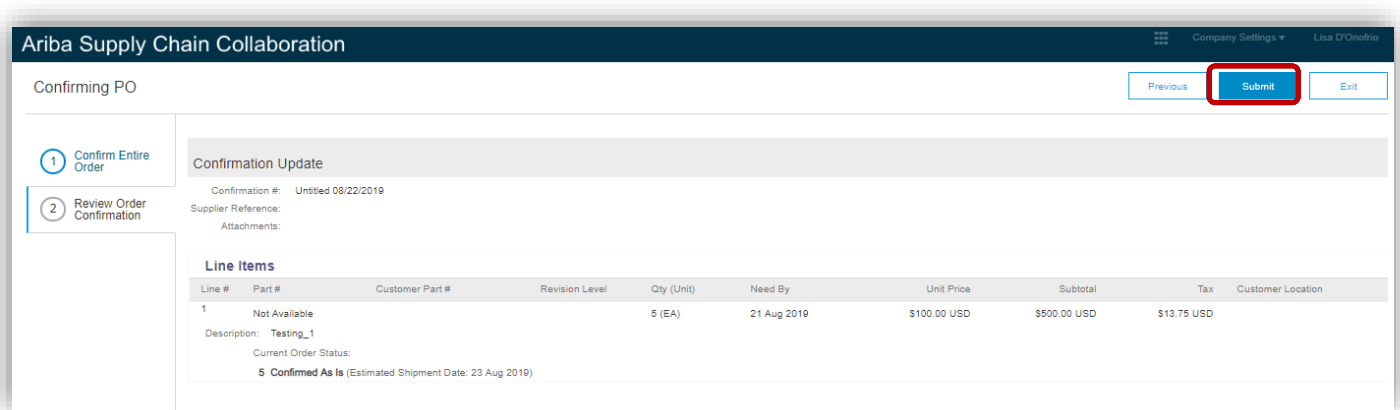
Note: If corrections are needed, please reach out to the buyer to make the updates and resubmit the Order.

Enter **Est. Shipping Date**

Select **Next**



Review Confirmation

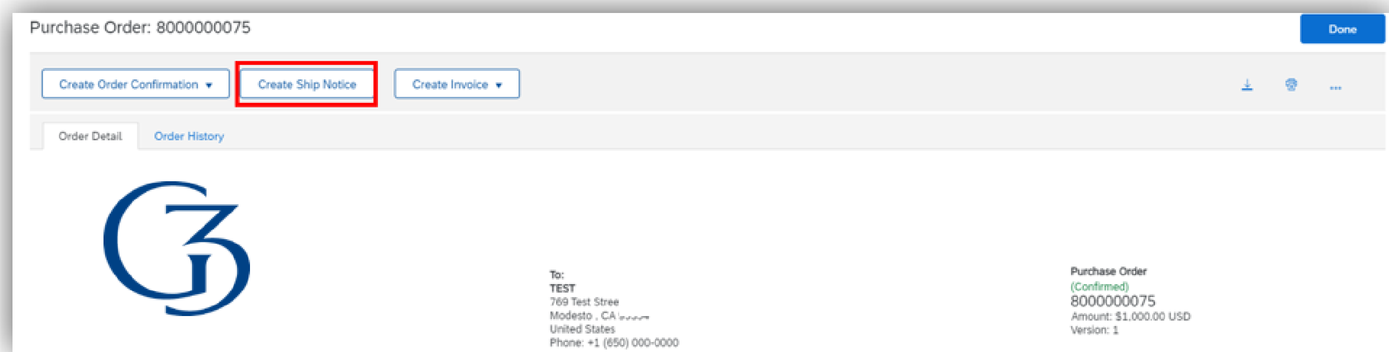


Click **Submit**

Click **Done**

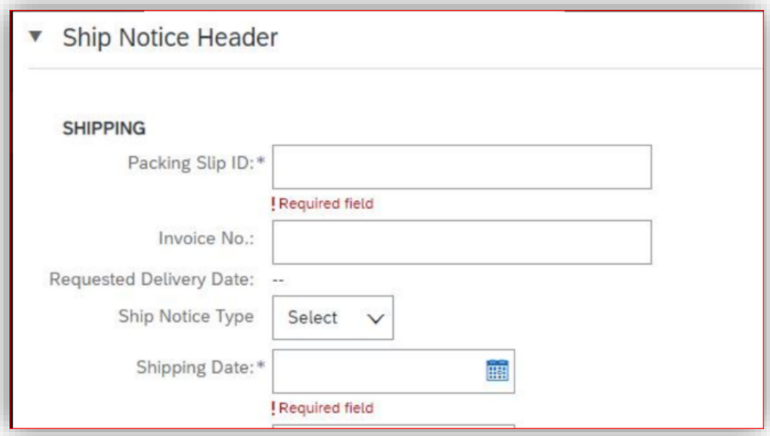
Creating Ship Notice

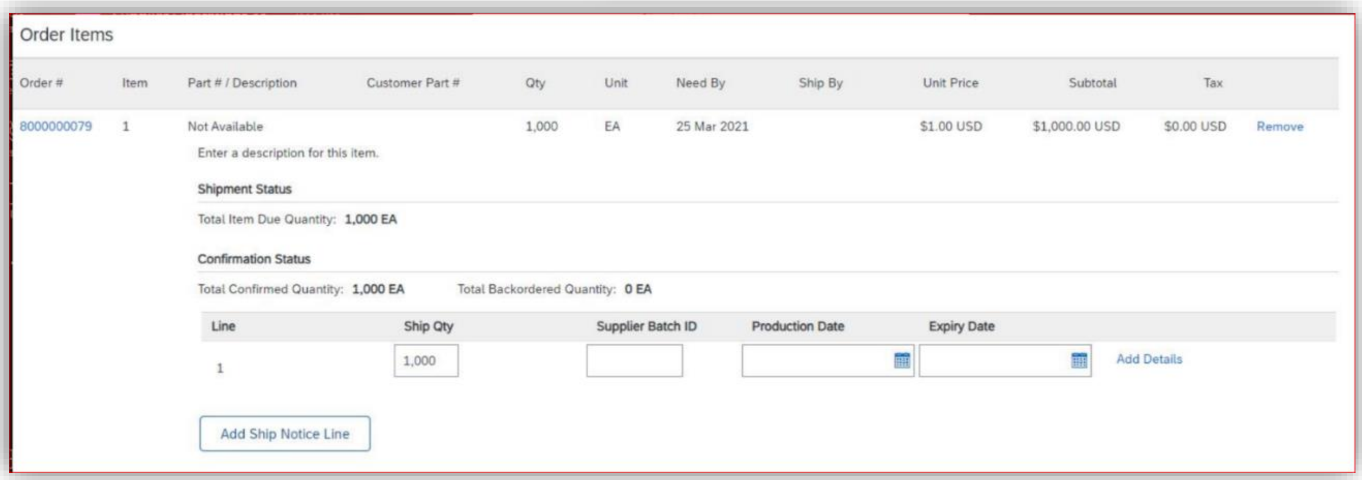
Click **Create Ship Notice**
If this tab is not enabled that means the order is not yet confirmed, PO must be confirmed first.



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

Review Purchase Order line items
If the order is only partially fulfilled, <u>update the Ship Qty for each Line Item.</u>





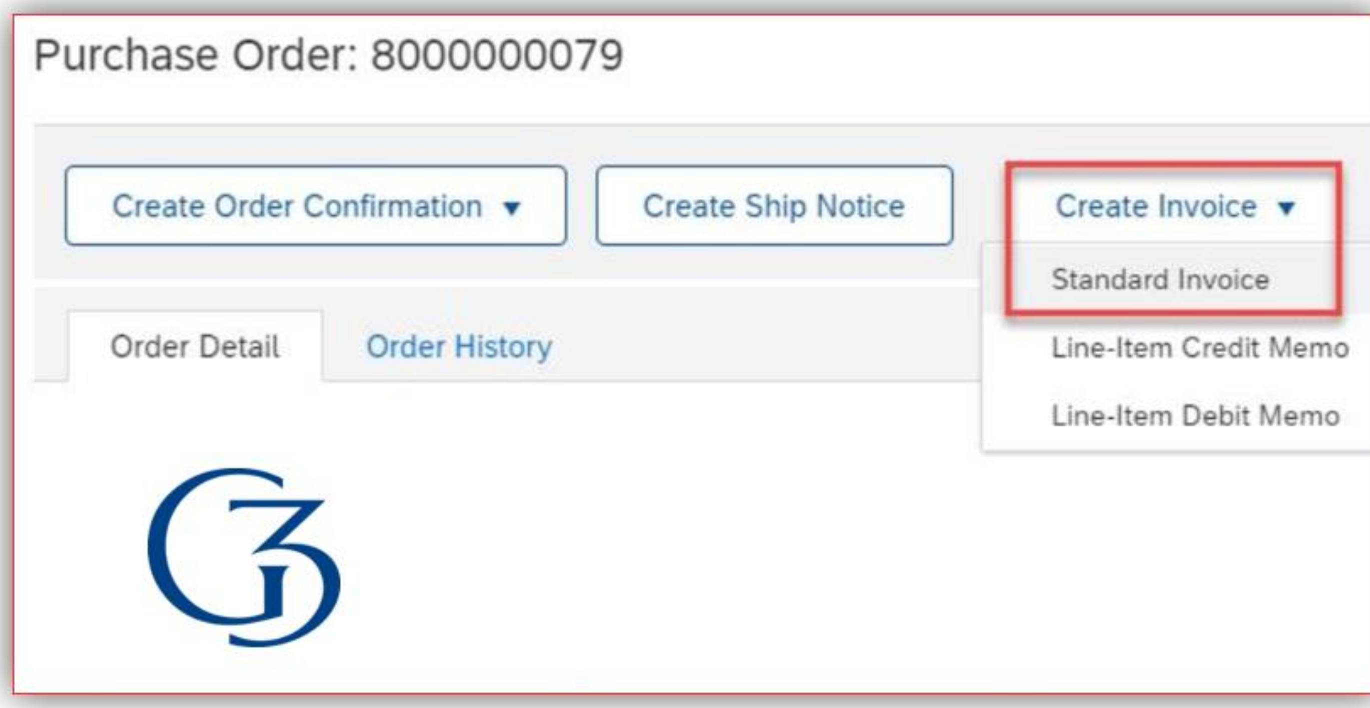
Click **Next**

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.

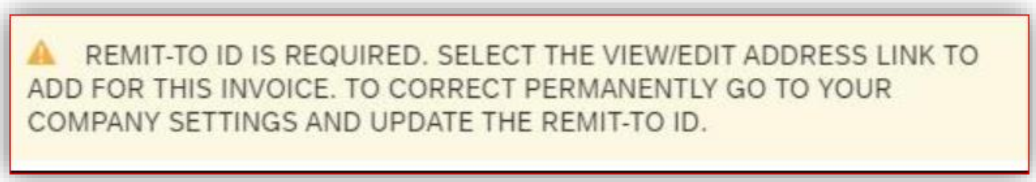
Choose **Standard Invoice**



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

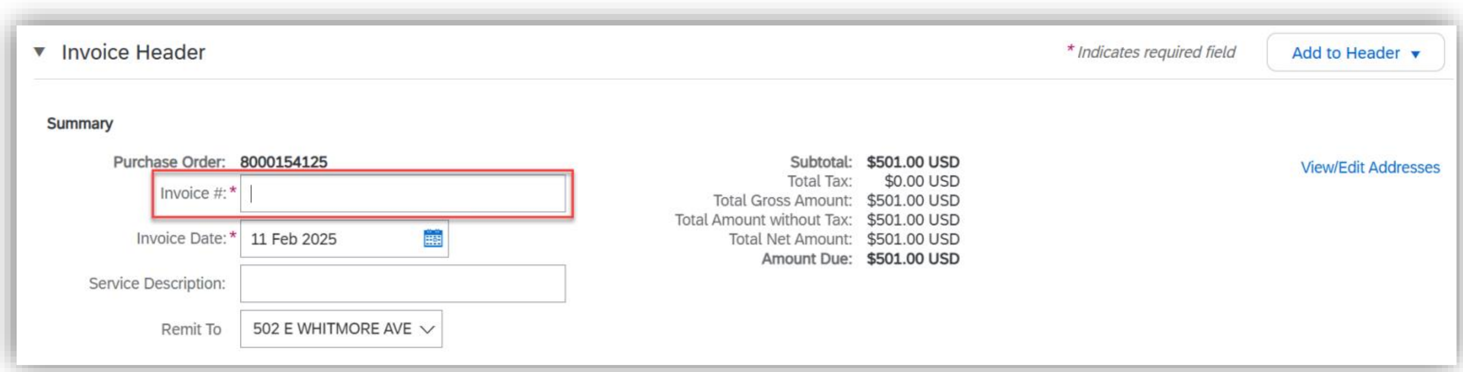
See ***Configure Network Settings*** section to review and update.

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 (*).

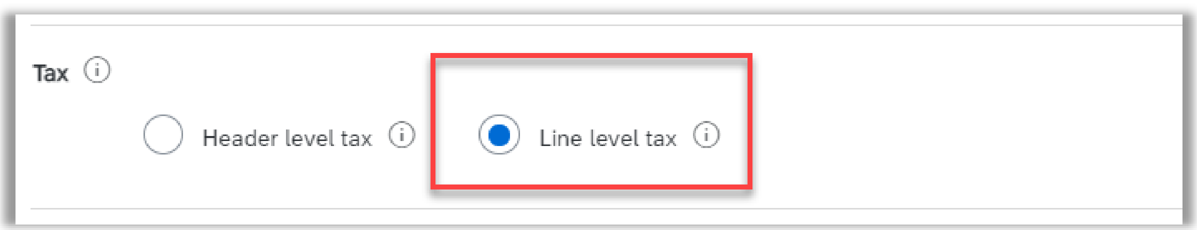


Enter **Invoice number**

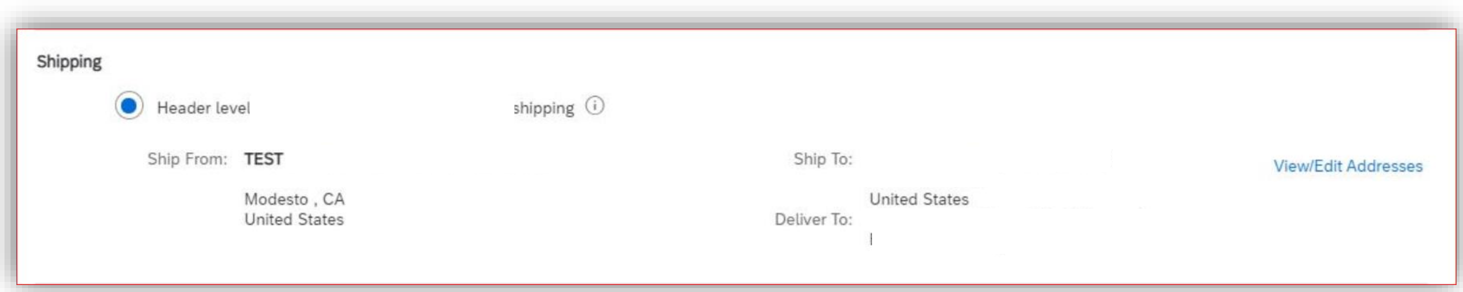
Tax Section

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)

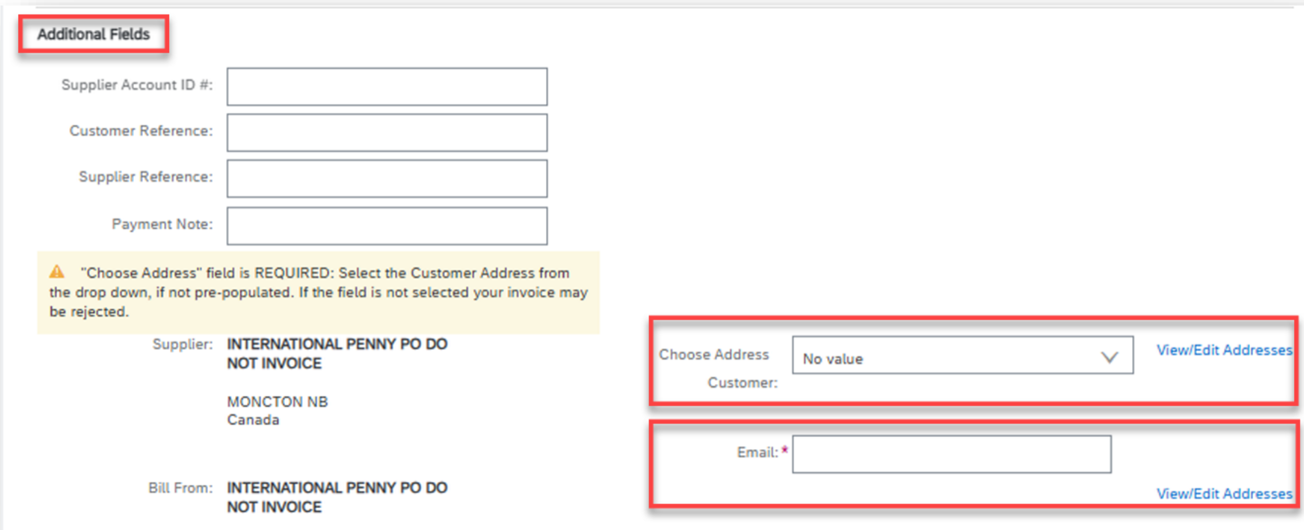


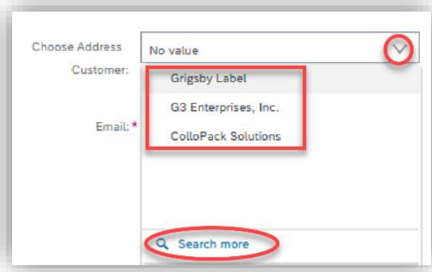
Shipping From/To Section



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

Additional Fields Section



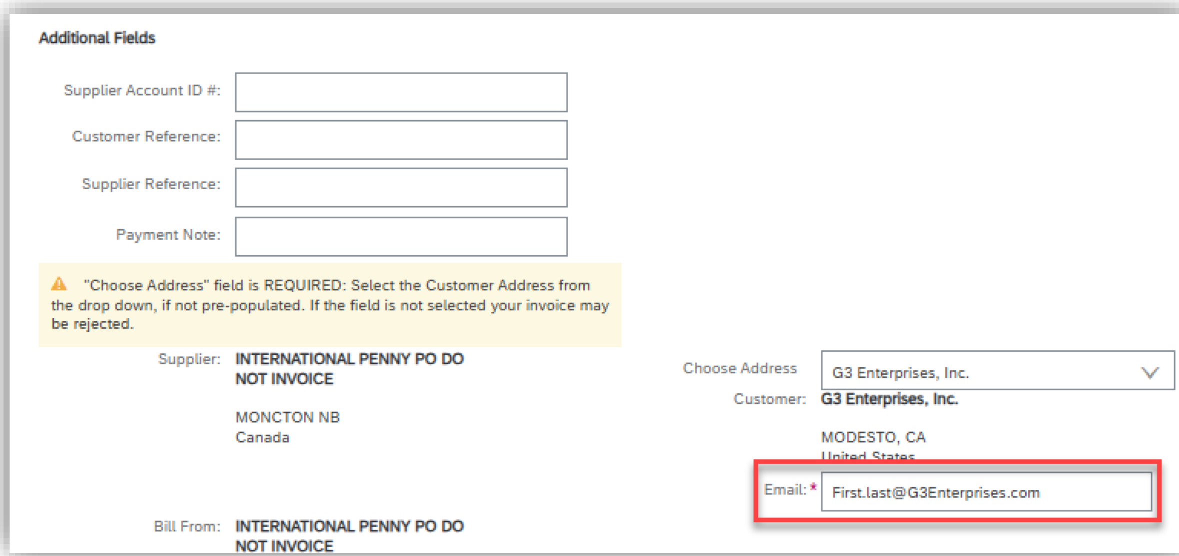


Click from the drop down under **Choose Address Customer**.

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

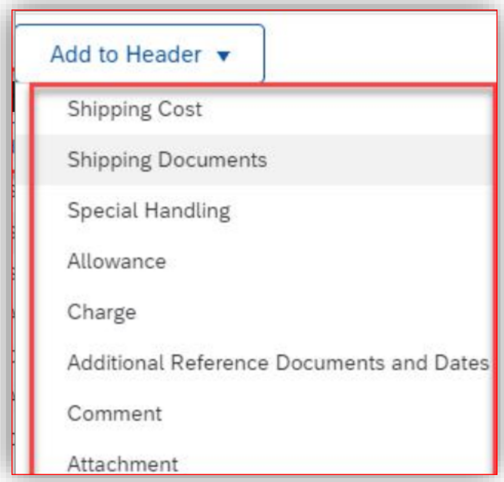
Note: The Customer Address and Email are required fields for submitting invoices to G3 Enterprises, Inc.

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

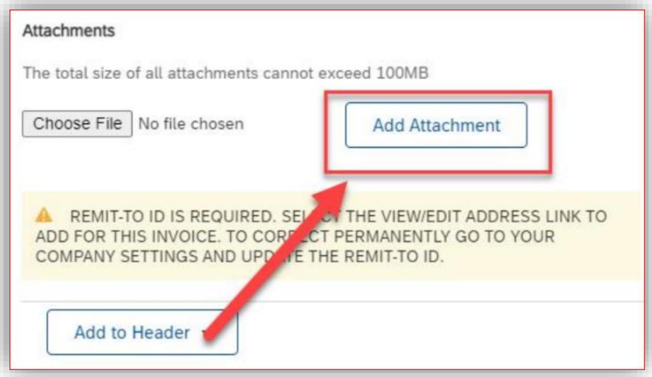


Add to Header

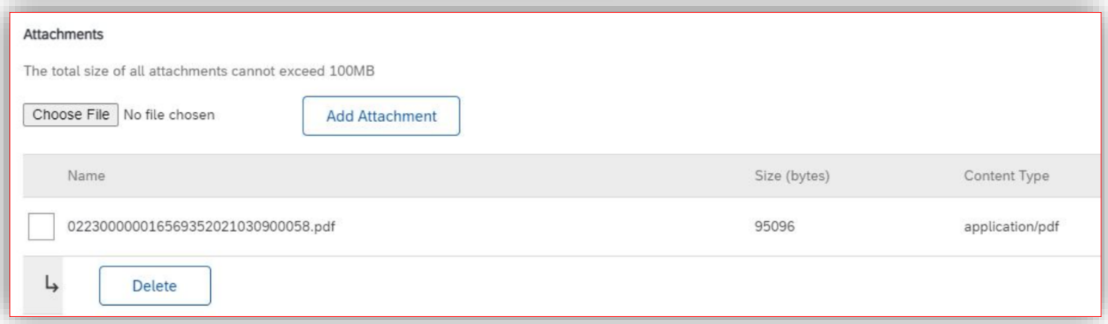
Click **Add to Header** to view the list of options.



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

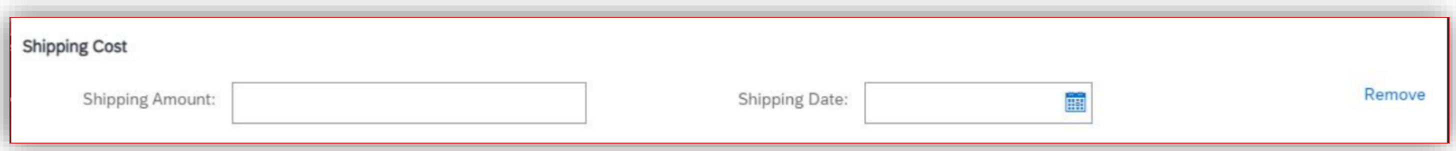


Choose the file from your computer
Add Attachment
The attachment will be shown on your screen.



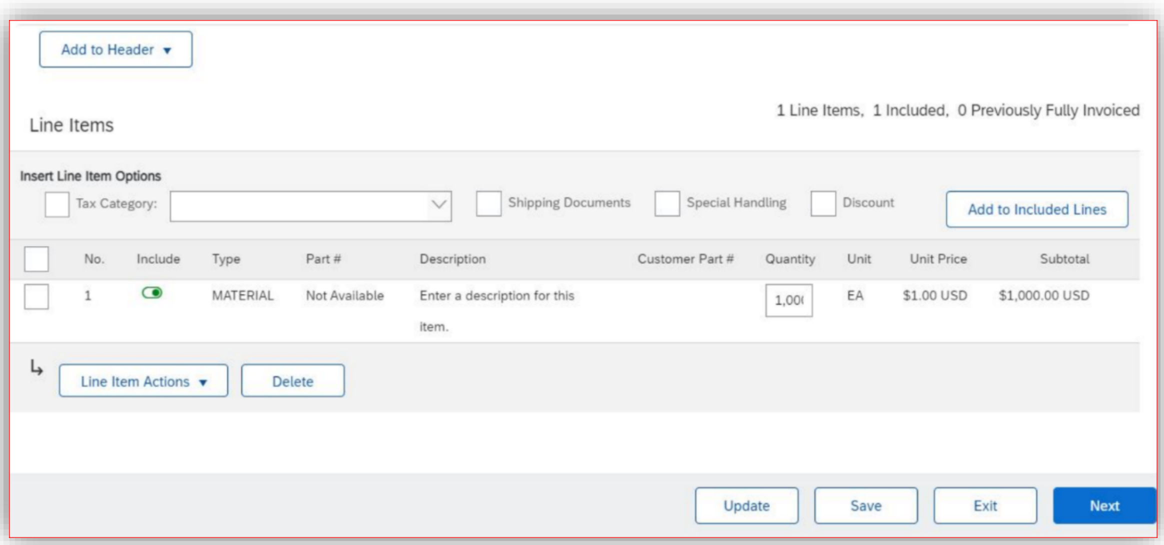
Example 2:
Choose Shipping Cost to add shipping/freight cost to this Invoice

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

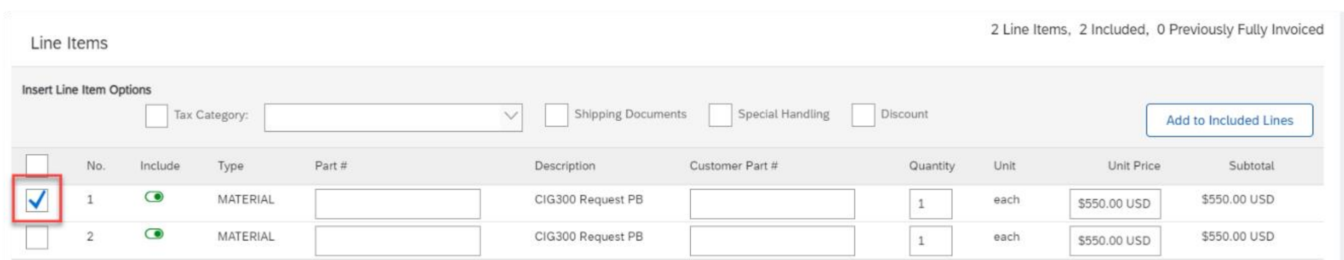


Line-Item Section

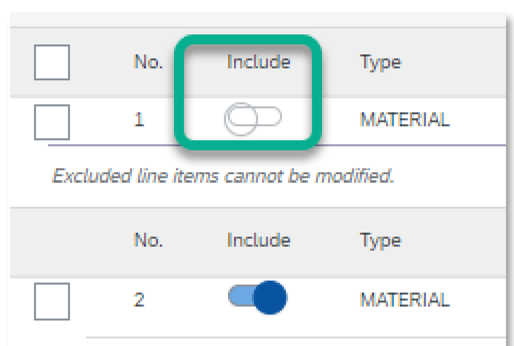
Example 1: Invoicing Entire order



Example 2: Partial Invoicing



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

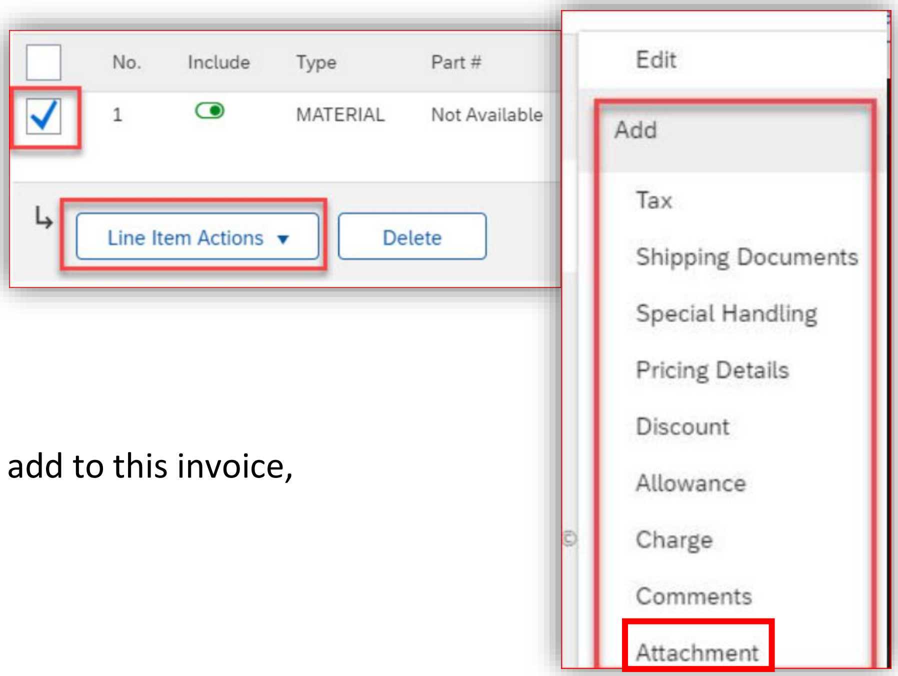


Select the line item being invoiced against by checking the box on the left side of the Line Item.

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

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

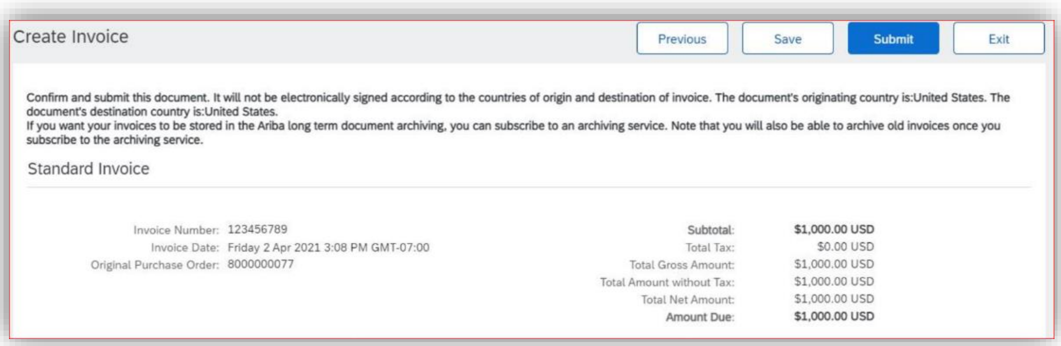
Note: Do not add Line-Item Actions for items already added at Header Level.



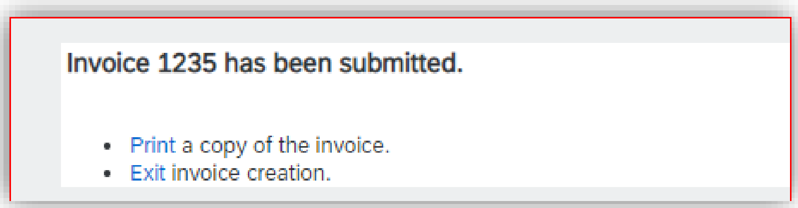
If no further actions are needed to add to this invoice,

Click **Next**

Review **Create Invoice**



Click **Submit**

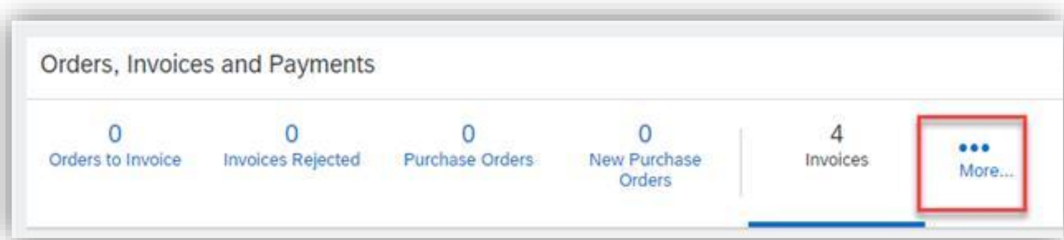


Creating a Credit Memo (Standard Account)

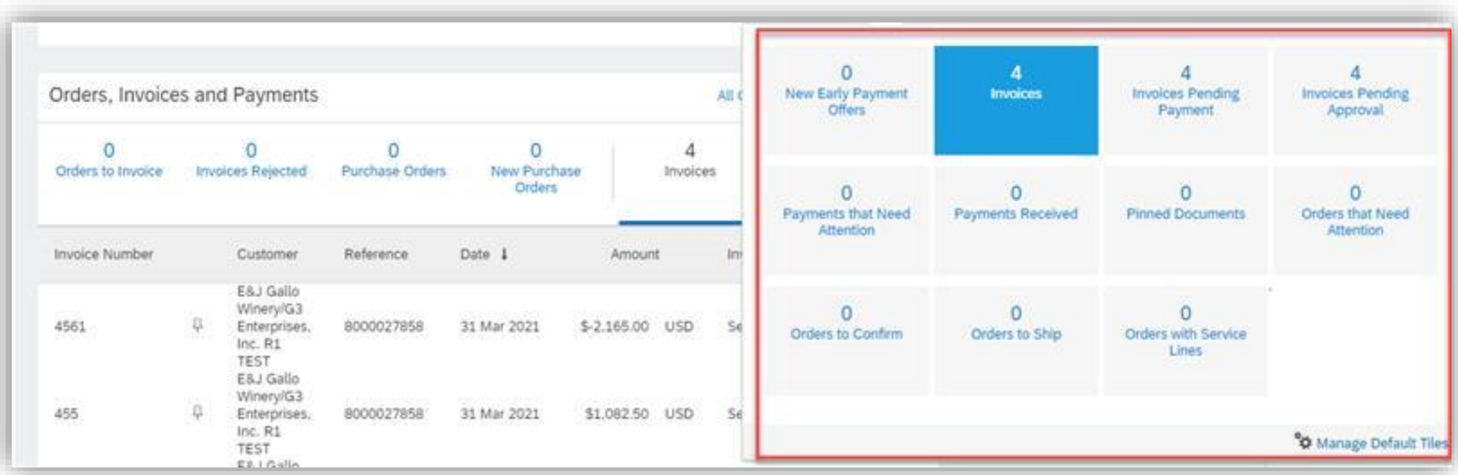
Note: Credit Memos can only be created against previous invoices.

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

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



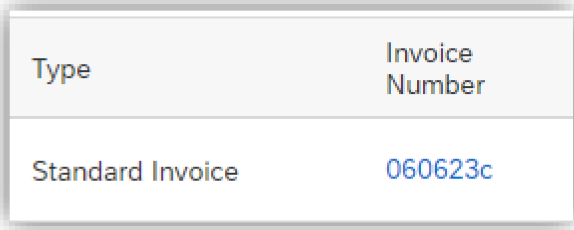
Choose the tile invoices



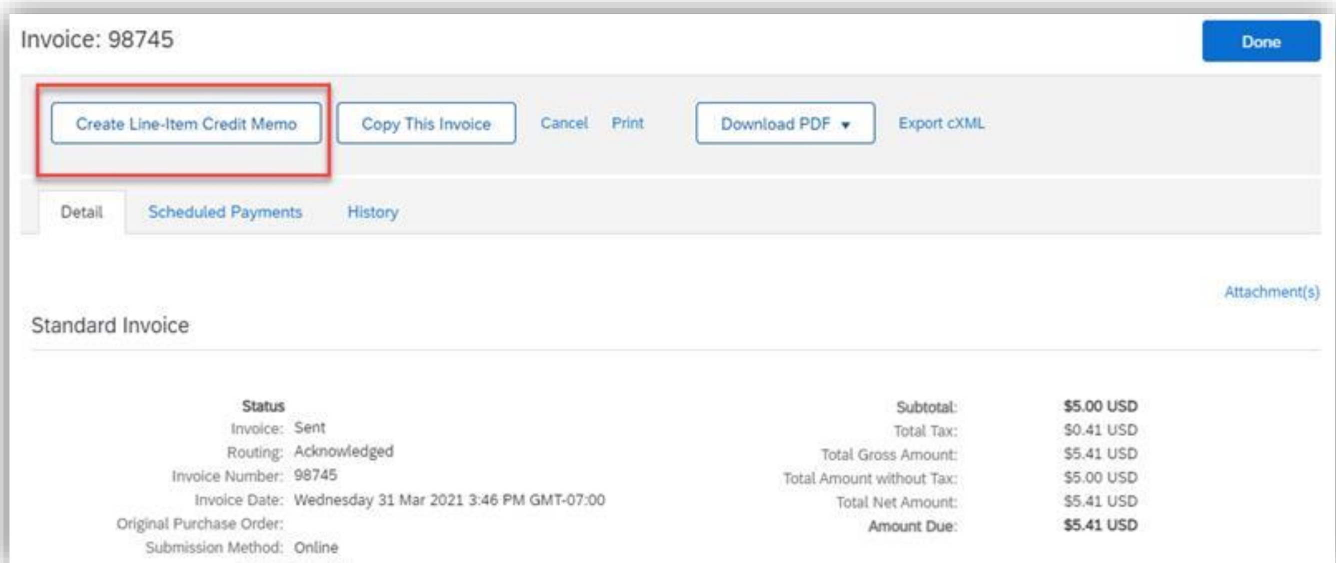
Choose the dropdown to display the last 200 documents.

Find the invoice needing to create a credit memo.

Click **the invoice Number**

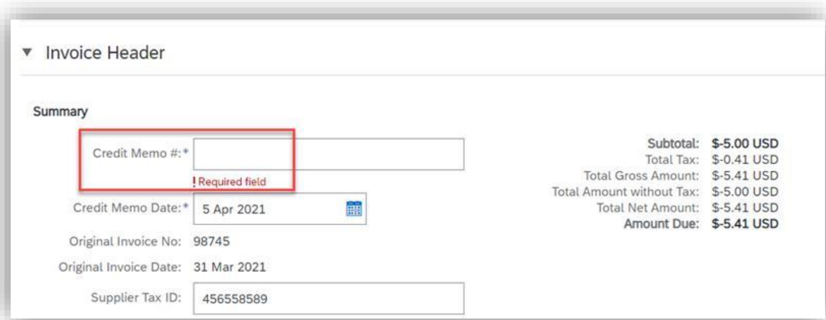


Click **Create Line-item Credit Memo**



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

Enter Credit Memo number.

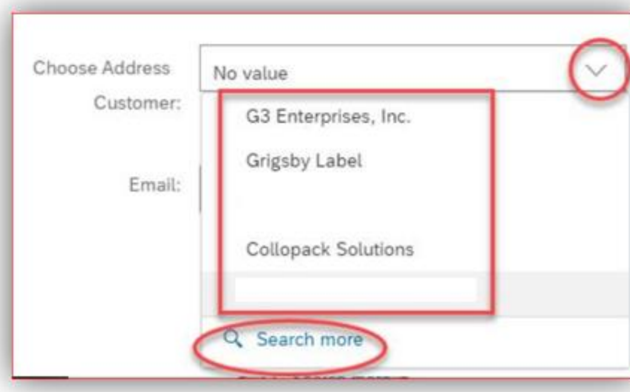


If there are any header level tax or shipping costs, review and update according to your credit. Only original invoice charges can be modified and credited.

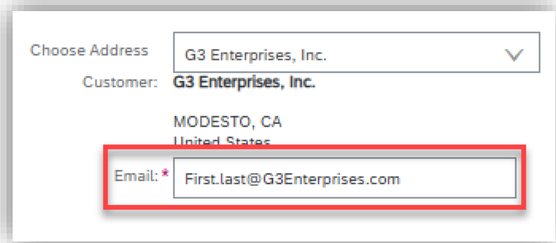
Click from the drop down under **Choose Address Customer**.

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

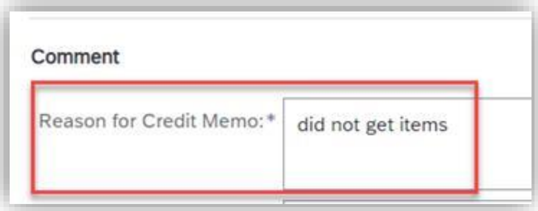
Note: The Customer Address and Email are required fields for submitting invoices for G3 Enterprises, Inc.



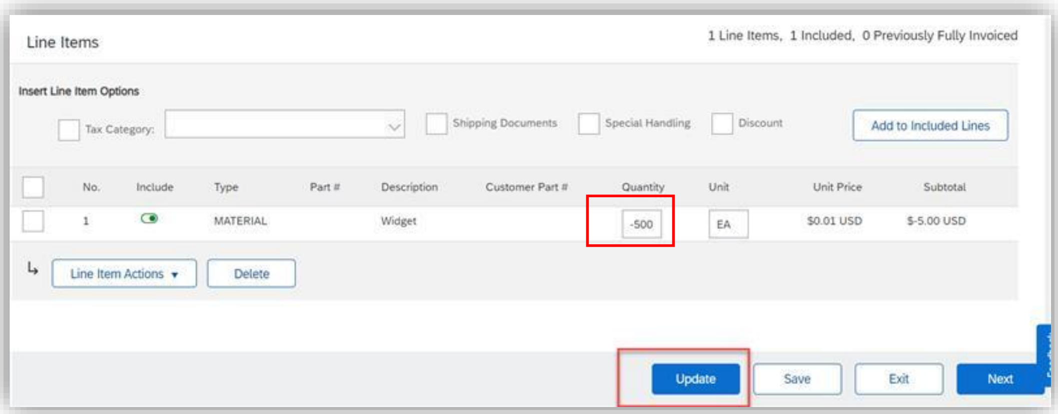
Enter the **Email address of your Buyer**. The buyer Email can be found on the Purchase Order.



Enter **Reason for Credit Memo**



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



Click **Update**

Click **Next**

Verify information!

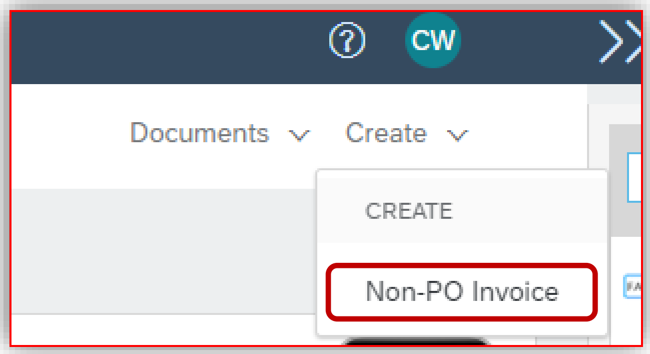
Click **Submit**

Creating a Non-PO Invoice (Standard Account)

Login to the Portal:
https://service.ariba.com/

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

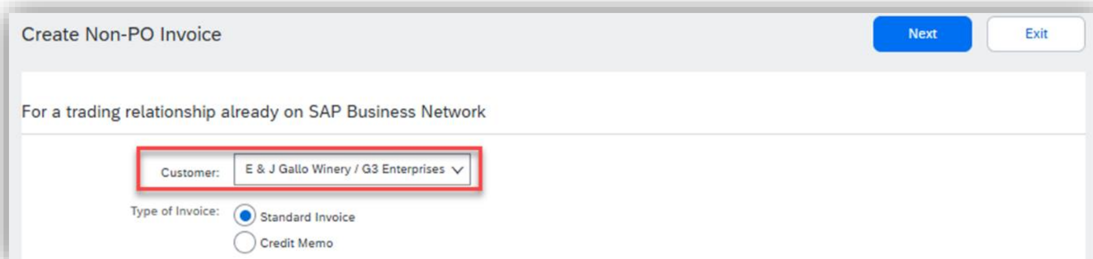
Select **Non-PO Invoice**



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**

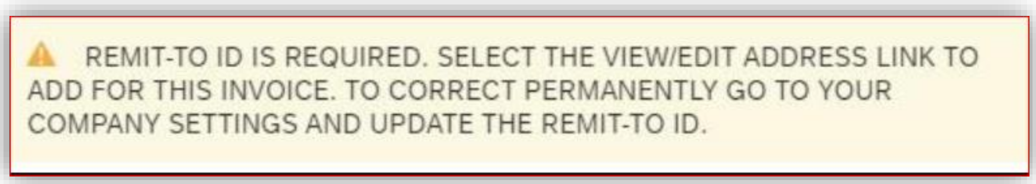
Click **Next**



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

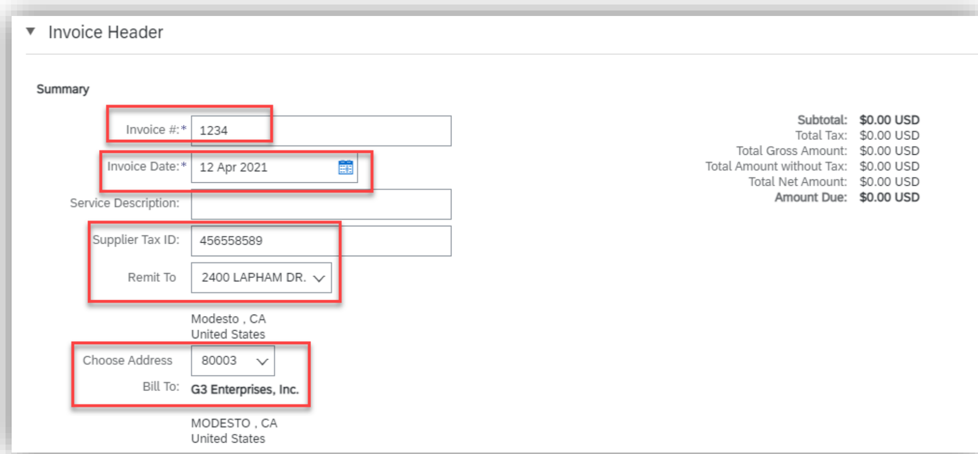
See ***Configure Network Settings*** section to review and update.

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**

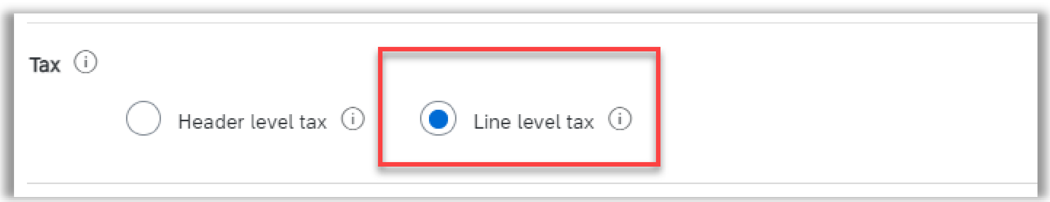
Click **Choose Address Bill To: 80003 G3 Enterprises**

Tax Section

If this Invoice does not require Tax, click Remove

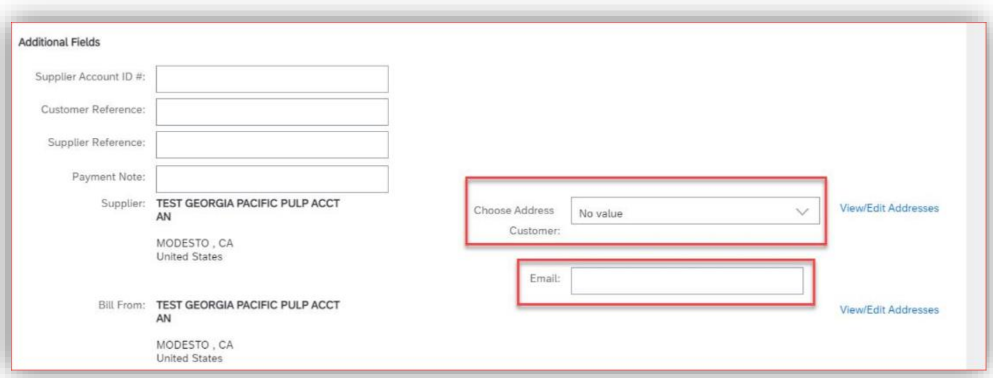
Choose tax at Line level- **NO Header Level Taxes**

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



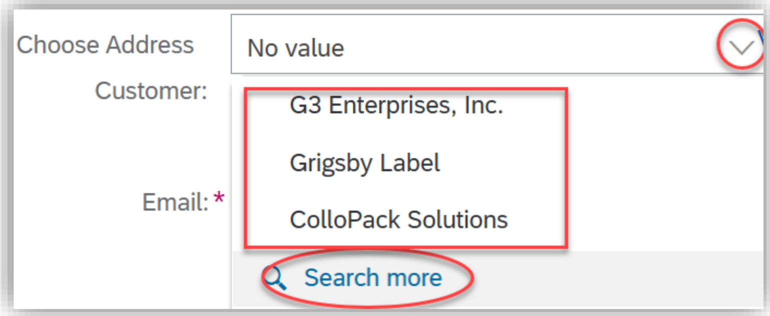
Additional Fields Section

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

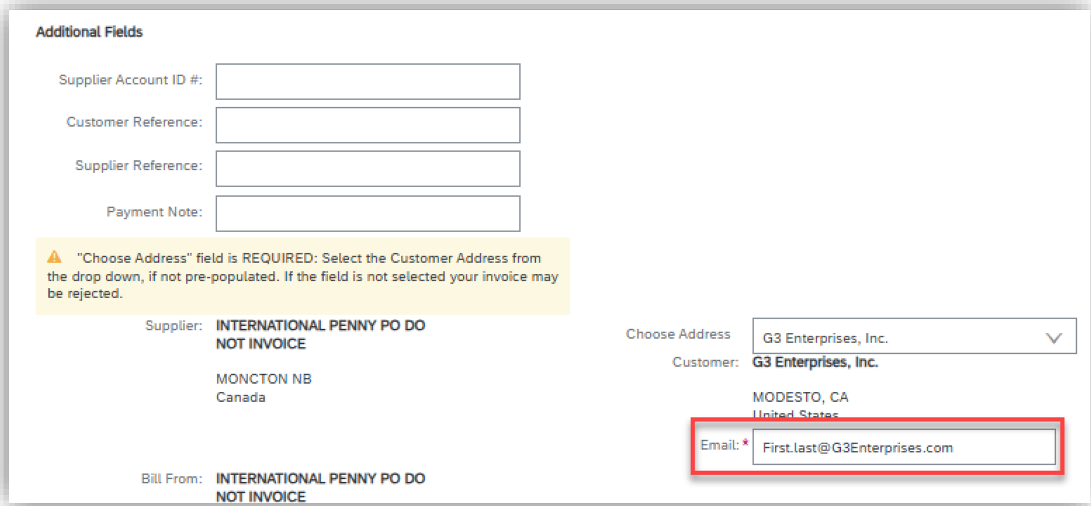


Choose from the Customer list displayed from the drop down or Search more to view more.

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

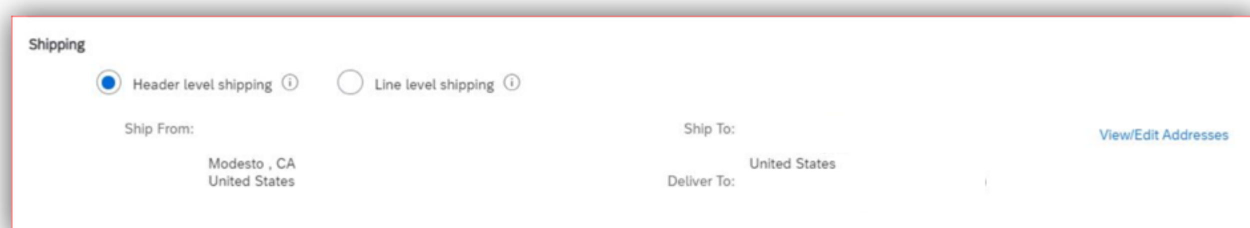


Enter the **Email address of your Buyer**. *Non-PO Invoices submitted without Buyer Email may be subject to rejection.*



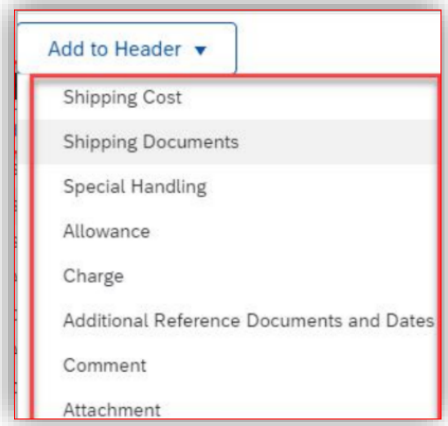
Shipping From/To Section

Review Ship from and Ship to information

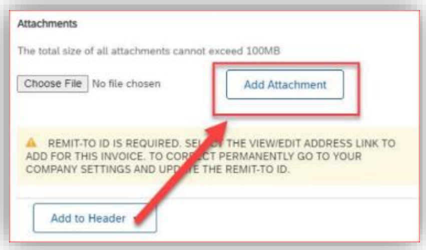


Additional Options: Add to Header

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



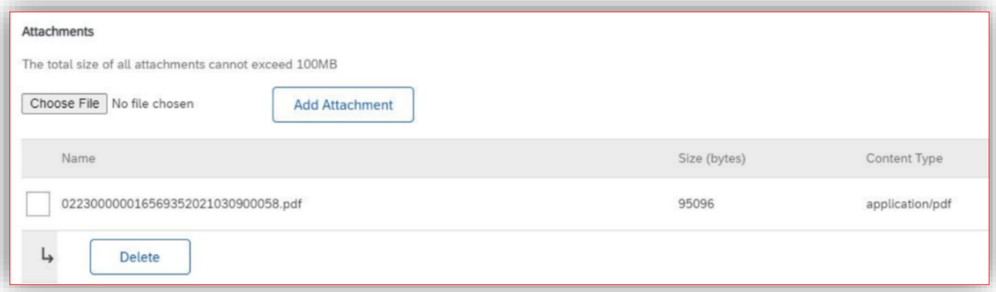
Example 1: Choose Attachments to add Detailed Invoice or other reference documents to this Invoice. Click choose file



Choose the file from your computer.

Add Attachment

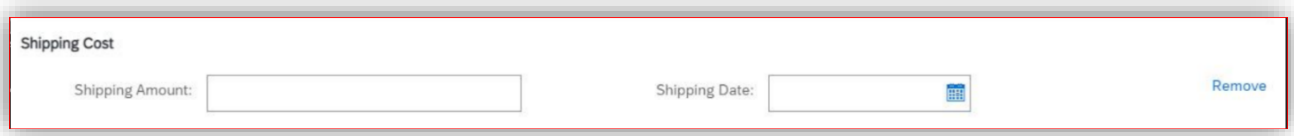
The attachment will be shown on your screen.



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

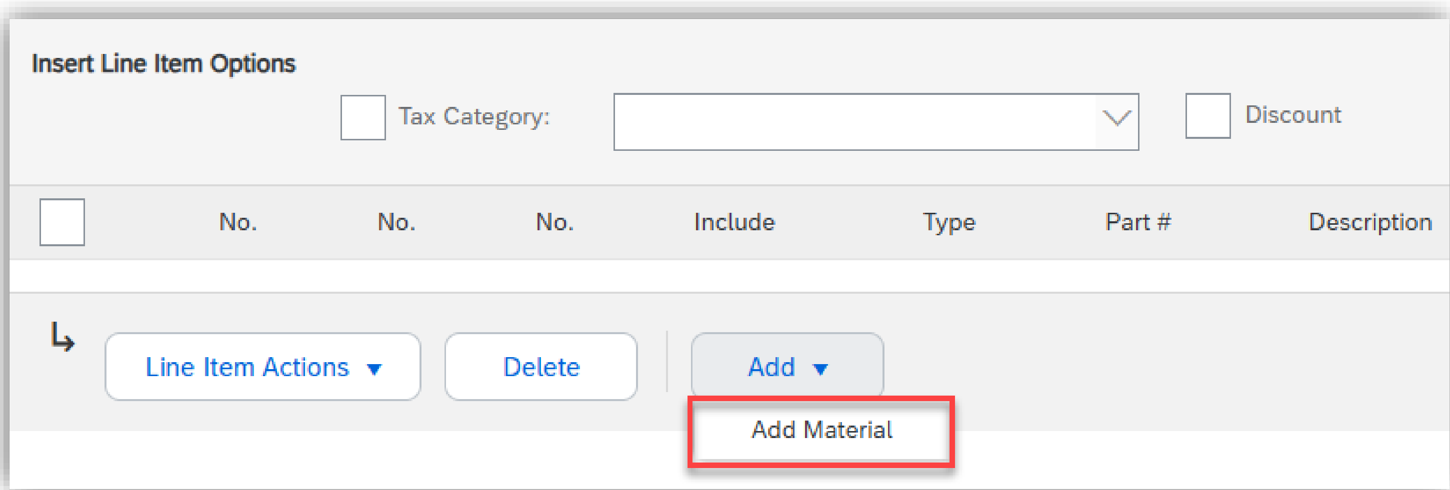
Example 2:
Choose Shipping Cost to add shipping/freight cost to this Invoice

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

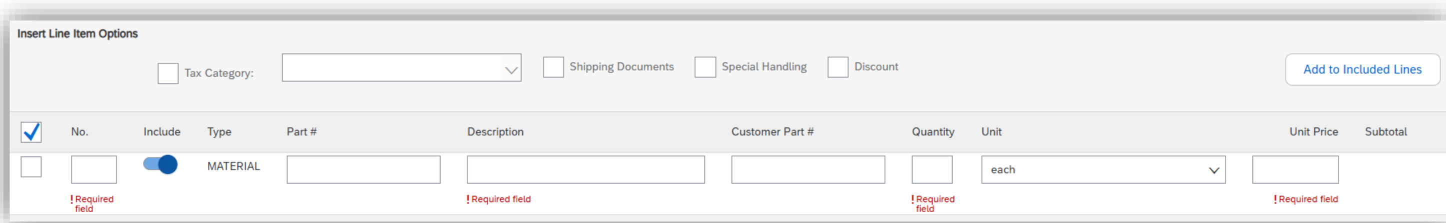


<u>Line-Item Section</u>

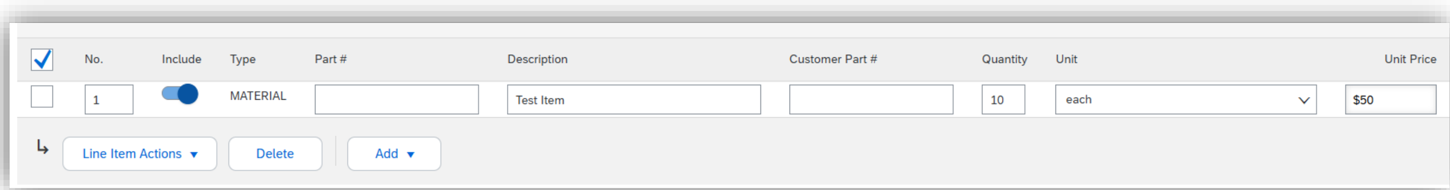
Choose **Add Material** (if you are invoicing a Service, please also use “material”)



New Blank line Item will display



Example: Line Item added

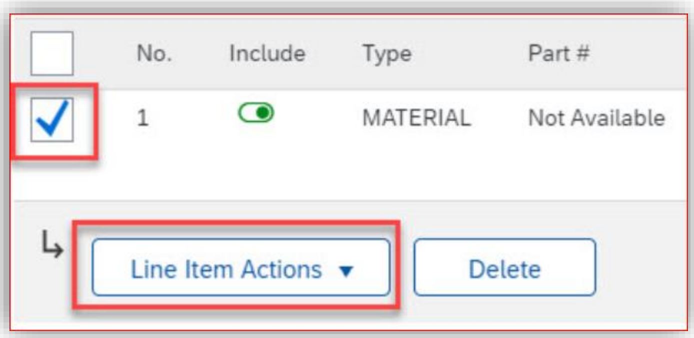


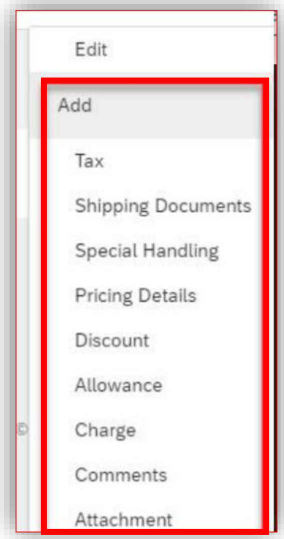
- Enter the line number (1,2, etc.)
- Enter Line-Item Description
- Enter Quantity
- Enter Unit (Unit of measure would be “EA”- each)
- Enter Unit Price

Continue to add additional line items as necessary.

Additional Options- Line-Item Section

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





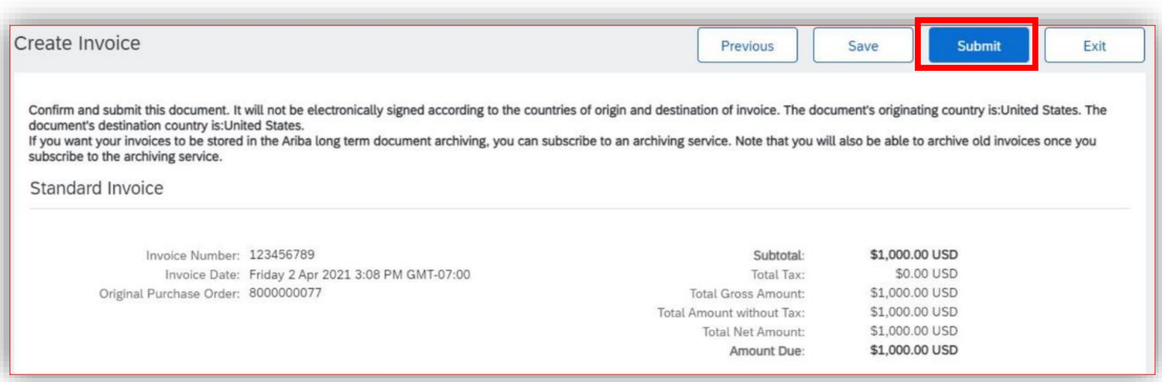
Note: Do not add Line-Item Actions for items already added at Header Level.

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

Click **Next**

Review **Create Invoice**

Click **Submit**



Help and Support

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

SAP Business Network Account Support: SAP Supplier Enablement