



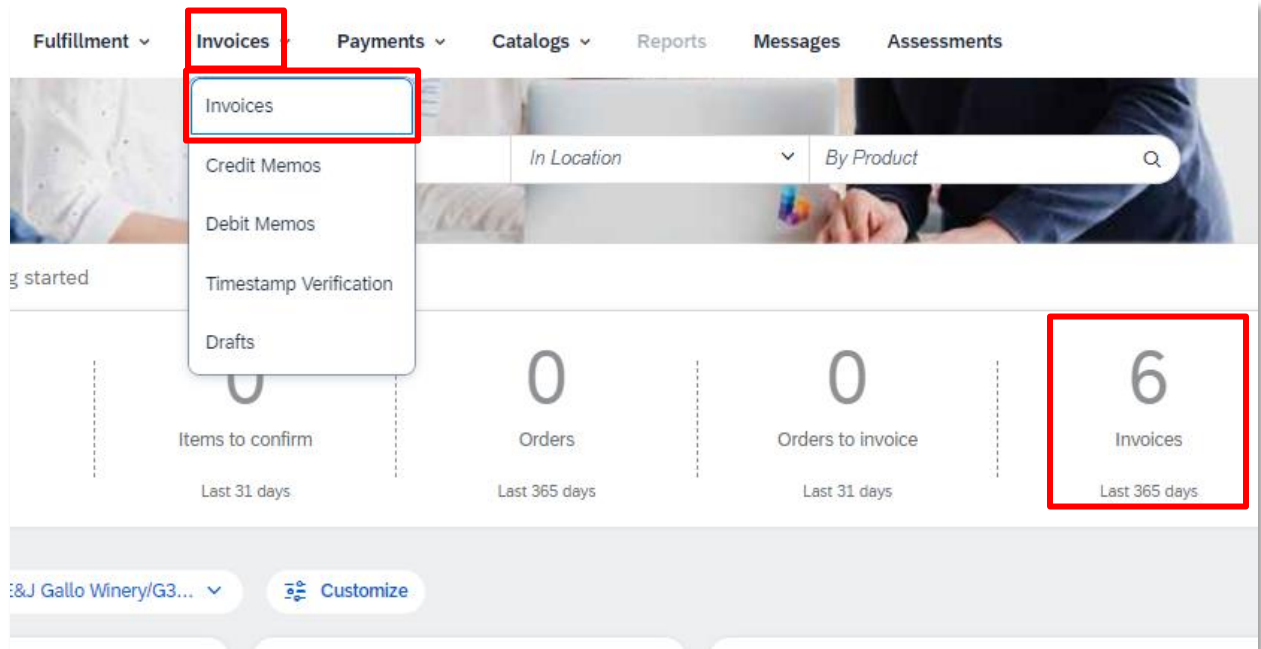
Frequently Asked Questions

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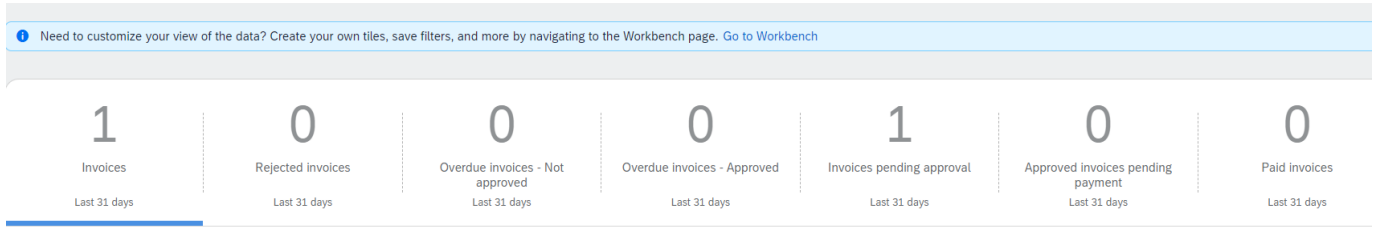
HOW TO CANCEL AN INVOICE

1. Once logged in to your SAP Business Network account, click on **Invoices** at the top of the toolbar and select **Invoices**. Alternatively, you can select the Invoices tile from the middle of the screen.



- Find the invoice you wish to cancel by using either partial or exact invoice number. Select **Apply** to search the invoice number. Click into the invoice number once it is found.

Invoices



Invoices (1)

[Edit filter](#)

Customers

Select or type selections

Invoice number

121 × Type selection

Partial match Exact match

Apply

| Invoice Number | Customer | Reference | Invoiced Date ↓ | Amount | Routing Status | Invoice Status | From address | To address |
|----------------|---|-----------|-----------------|------------|----------------|----------------|--|--|
| 123555 | E&J Gallo Winery/G3 Enterprises, Inc. R 1 TEST | | Mar 15, 2024 | \$6.35 USD | Acknowledged | Sent | TEST GEORGIA PACIFIC P ULP ACCT AN, MODEST... | E. & J. GALLO WINERY, M ODESTO, CA, USA |

- On the next page, select **Cancel**.

SAP Business Network Standard Account TEST MODE

Invoice: 123555

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Standard Invoice

Status
 Invoice: Sent
 Routing: Acknowledged
 Invoice Number: 123555
 Invoice Date: Friday 15 Mar 2024 9:40 AM GMT-07:00
 Original Purchase Order:
 Submission Method: Online
 Origin: Supplier
 Source Document: Non-PO

REMIT TO: _____ BILL TO: _____

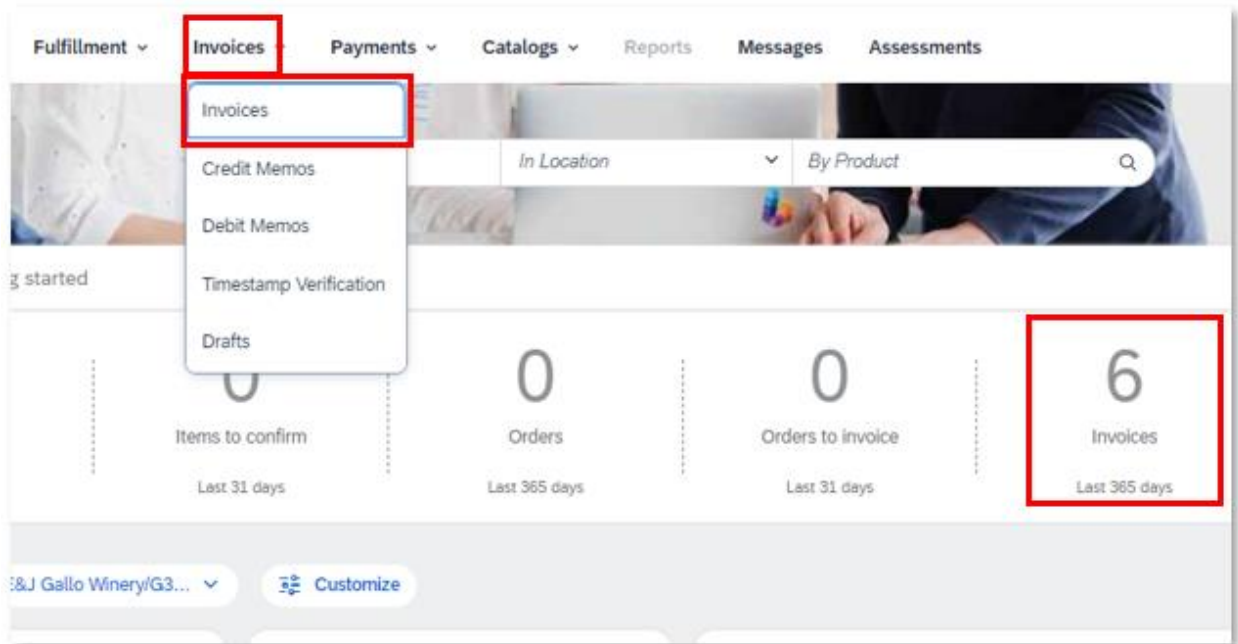
4. Click **Yes**

Cancel Invoice?

Are you sure you want to cancel this invoice?

HOW TO EDIT & RESUBMIT AN INVOICE

1. Once logged in to your SAP Business Network account, click on **Invoices** at the top of the toolbar and select **Invoices**. Alternatively, you can select the Invoices tile from the middle of the screen.



- Find the invoice you wish to edit and resubmit by using either the partial or exact invoice number. Select **Apply** to search the exact invoice number. Click into the invoice number once it is found.

Invoices

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. [Go to Workbench](#)

1
Invoices
Last 31 days

0
Rejected Invoices
Last 31 days

0
Overdue Invoices - Not approved
Last 31 days

0
Overdue Invoices - Approved
Last 31 days

1
Invoices pending approval
Last 31 days

0
Approved invoices pending payment
Last 31 days

0
Paid Invoices
Last 31 days

Invoices (1)

[Edit filter](#)

Customers

Select or type selections

Invoice number

121 x Type selection

Partial match Exact match

[Apply](#)

| Invoice Number | Customer | Reference | Invoiced Date ↓ | Amount | Routing Status | Invoice Status | From address | To address |
|----------------|---|-----------|-----------------|------------|----------------|----------------|--|--|
| 123555 | E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST | | Mar 15, 2024 | \$6.35 USD | Acknowledged | Sent | TEST GEORGIA PACIFIC P ULP ACCT AN, MODEST... | E. & J. GALLO WINERY, M ODESTO, CA, USA |

- On the next page, select the **Edit** button or **Edit & Resubmit**. Please note that it will only appear for rejections.

Invoice: TEST23

Edit

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments from E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST: Route document to end point Ariba of system id R01CLNT10 DOC-1:

INV-35: The invoice status has been successfully updated to Processing by E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST. Description: DOC-1:

INV-35: The invoice status has been successfully updated to Rejected by E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST. Description: but Sales tax was expected

, 2024-09-27T13:18:54-07:00)Line item: Line Number:2 Part Number:null Descript

Edit & Resubmit

4. Make the desired changes to your invoice and click **Next**.

Edit Invoice Update Exit Next

! Please correct the following errors and resubmit

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

Summary

| | | | | |
|----------------------|--|---------------------------|------------------|-------------------------------------|
| Invoice #: | <input type="text" value="newedit"/> | Subtotal: | \$150,000.00 USD | View/Edit Addresses |
| Invoice Date: | <input type="text" value="6 Jun 2024"/> | Total Tax: | \$0.00 USD | |
| Service Description: | <input type="text"/> | Total Shipping: | \$0.00 USD | |
| Supplier Tax ID: | <input type="text"/> | Total Special Handling: | \$0.00 USD | |
| Remit To: | <input type="text" value="PO BOX 844127"/> | Total Gross Amount: | \$150,000.00 USD | |
| | DALLAS, TX | Total Discount Amount: | \$0.00 USD | |
| | United States | Total Amount without Tax: | \$150,000.00 USD | |
| Choose Address: | <input type="text" value="1010"/> | Total Net Amount: | \$150,000.00 USD | |
| Bill To: | E. & J. GALLO WINERY | Amount Due: | \$150,000.00 USD | |
| | MODESTO, CA | | | |
| | United States | | | |

Order Information

| | | | |
|-------------------|--------------------------------------|-------------------|----------------------|
| Customer Order #: | <input type="text"/> | Contract Number: | <input type="text"/> |
| Sales Order #: | <input type="text" value="Unknown"/> | Sales Order Date: | <input type="text"/> |

5. Review the changes made and select **Submit** once you are ready.

Edit Invoice Previous 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 SAP Business Network 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.

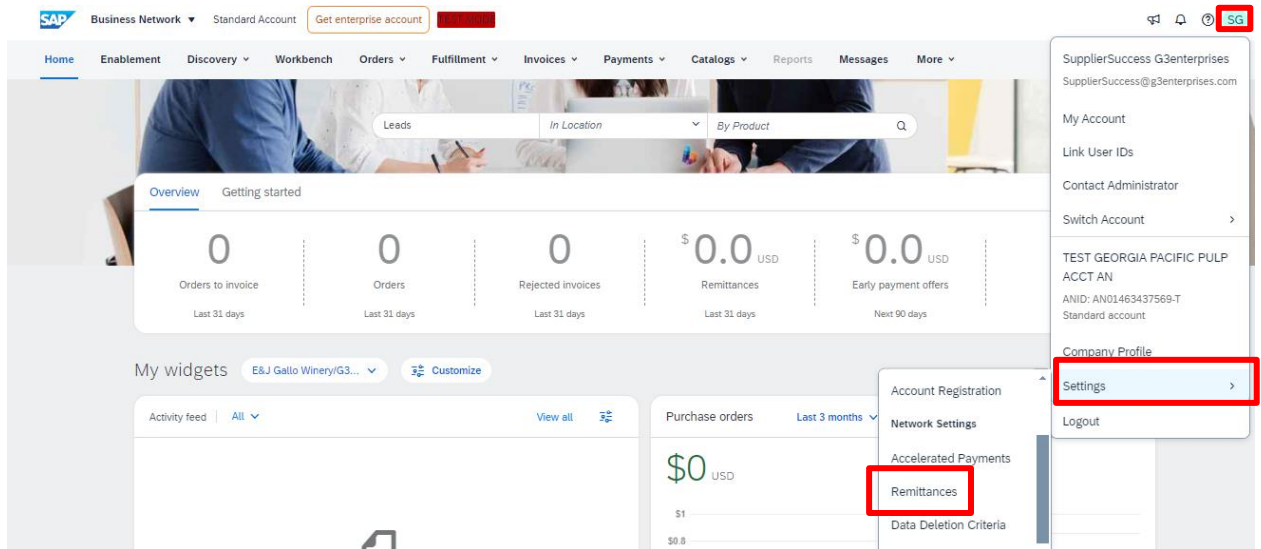
Standard Invoice

| | | | |
|-----------------|--|---------------------------|------------------|
| Invoice Number: | newedit | Subtotal: | \$150,000.00 USD |
| Invoice Date: | Thursday 6 Jun 2024 10:49 AM GMT-07:00 | Total Tax: | \$0.00 USD |
| | | Total Special Handling: | \$0.00 USD |
| | | Total Shipping: | \$0.00 USD |
| | | Total Gross Amount: | \$150,000.00 USD |
| | | Total Discount Amount: | \$0.00 USD |
| | | Total Amount without Tax: | \$150,000.00 USD |
| | | Total Net Amount: | \$150,000.00 USD |
| | | Amount Due: | \$150,000.00 USD |

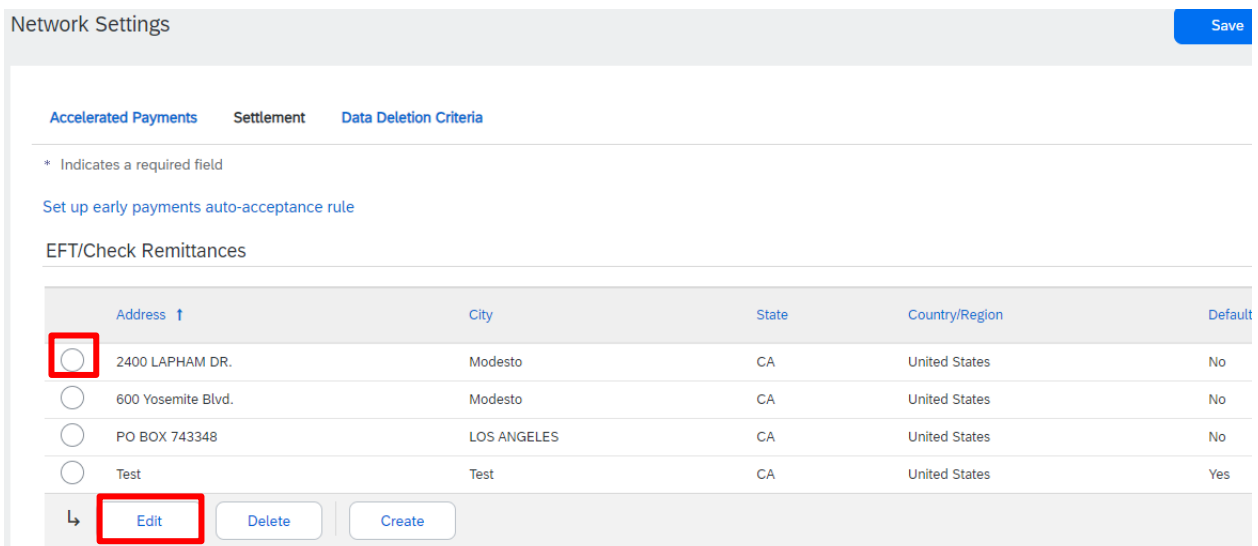
| | | |
|------------------------------|----------------------|------------------|
| REMIT TO: | BILL TO: | SUPPLIER: |
| TEST 3M AN SE OUTFSTATE-TEST | E. & J. GALLO WINERY | 3M COMPANY |
| Postal Address: | Postal Address: | Postal Address: |

HOW TO CHANGE THE REMITTANCE ADDRESS AND REMITTANCE ID

1. From the Home Screen, click on the **Company Initials** bubble on the top right. Then select **Settings** and under Network Settings click on **Remittances**.



2. Select the bubble next to the Address that you would like to change and click **Edit**.



3. Make your changes to the Address, City, State, ZIP or Remittance ID in their respective fields.

Remittance Address

Address 1:* 2400 LAPHAM DR.

Address 2:

Address 3:

City:* Modesto

State:* California [US-CA] ▾

Zip:* 95354

Country/Region:* United States [USA] ▾

Contact: Select contact ▾

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

| Customer ↑ | Remittance ID |
|---|---------------|
| E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST | 0000030519 |

4. Click **OK** at the top or bottom of the page once the changes have been made.

Edit Remittance Address / Payment Info

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

➔ Do not enter personal bank account information. Enter only corporate bank details.

5. Click **Save** at the top or bottom of the page to save your changes.

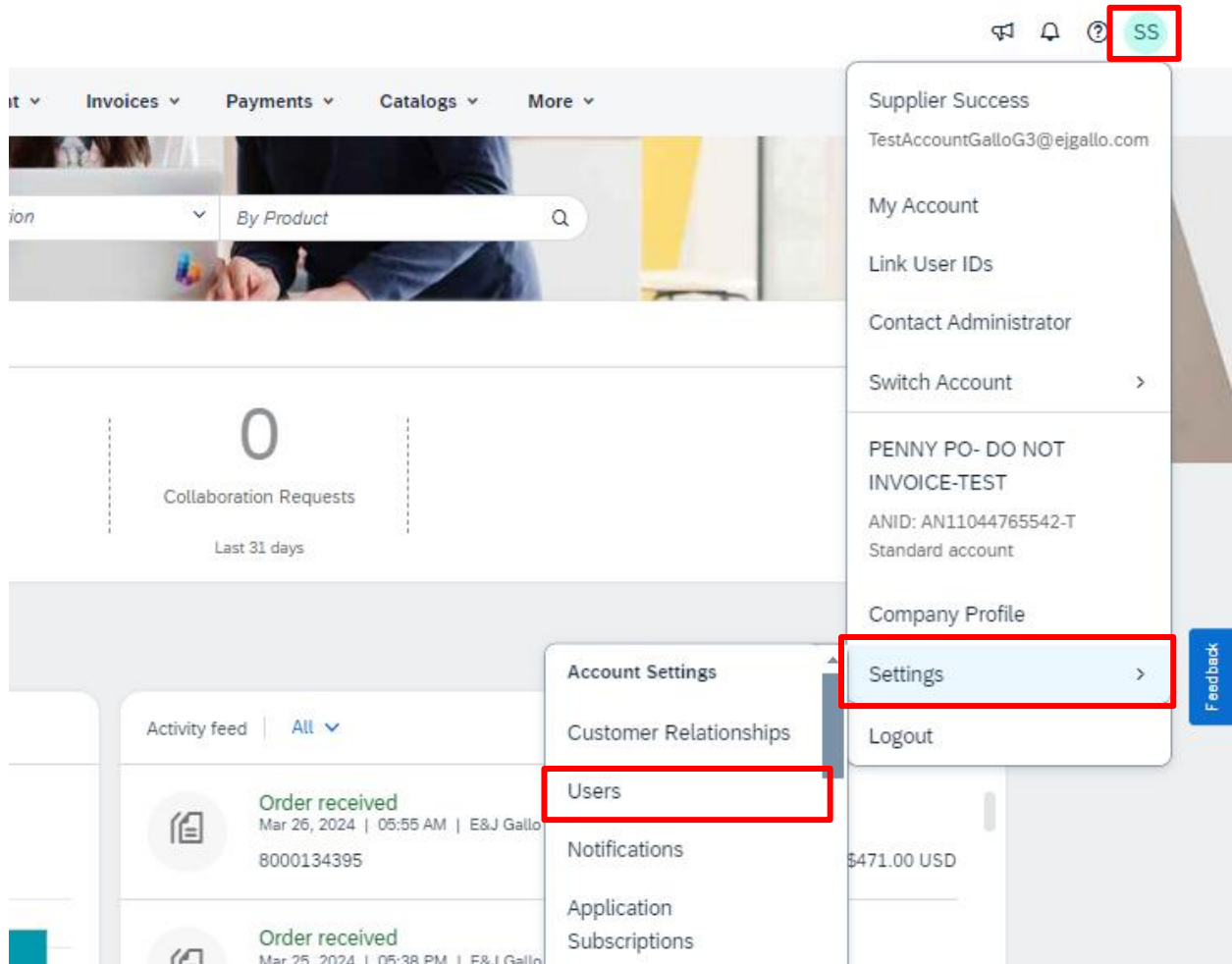
Network Settings

[Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

* Indicates a required field

HOW TO CHANGE THE ACCOUNT ADMINISTRATOR

1. From the Home Screen, click on the **Company Initials** bubble, on the top right. Then select **Settings** and under Account Settings click **Users**.



2. Click the **Manage Users** tab.

The screenshot shows a navigation bar with tabs: Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, and API management. Below this is a sub-menu with tabs: Manage Roles, Manage Users (highlighted with a red box), Manage User Authentication, Revoked Users, and More... A section titled 'Roles (3)' contains a description and a 'Filters' section with a 'Permission' dropdown menu set to 'Select permission assigned' and 'Apply' and 'Reset' buttons. Below the filters is a table with two columns: 'Role Name' and 'Users Assigned'. The table contains one row: 'Administrator' and 'Supplier Success'.

3. (Optional) If the new administrator has not yet been added as a user, click the + to create a new user.

The screenshot shows a 'Users (1)' section with a checkbox for 'Enable assignment of orders to users with limited access to SAP Business Network.' Below this is a 'Filter' section with a dropdown menu set to 'Username' and a search input field containing 'Enter username' and a '+' button. There are 'Apply' and 'Reset' buttons. At the bottom right, there is a red box containing a '+' sign. Below this is a table with columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and AN Ac.

4. Once the new administrator is in your account, go down to the username on the **Manage Users** page and click **Actions**. Select **Make Administrator** from this drop-down menu.

Revoked Users More...

ork. ⓘ

+

| First Name | Last Name | SAP Business Network Discovery Contact | Role Assigned | Authorization Profiles Assigned | Customer Assigned | AN Access | Actions |
|------------|-----------|--|--------------------------|---------------------------------|-------------------|-----------|-----------|
| Supplier | Success | No | PROFILE_MGMT_ROLE, +4 | | All(1) | Yes | |
| John | Doe | No | default role | | All(1) | Yes | Actions ▾ |

- Edit
- Delete
- Make Administrator

Save Close

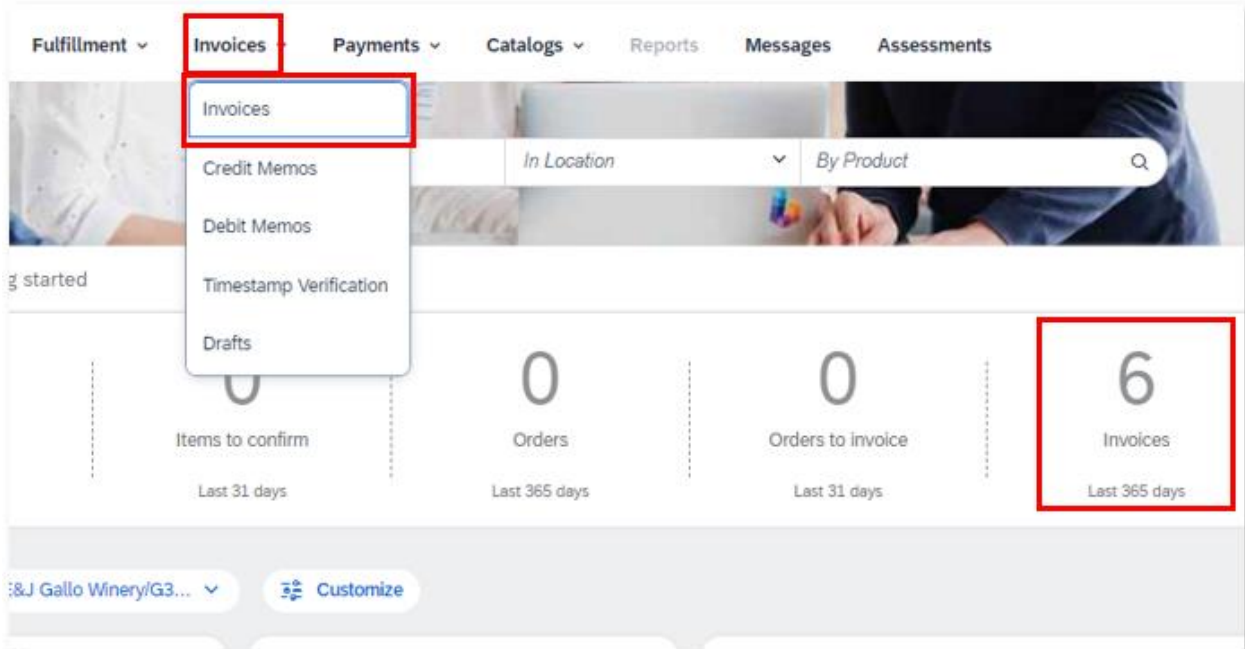
WHY WAS THE INVOICE REJECTED DUE TO “TAX EXCEPTIONS: UNDER TAX VARIANCE/ MISSING TAX EXCEPTION”

1. An invoice which was rejected for reasons citing “under tax variance” and “missing tax exceptions” are sometimes inaccurate. It is often the case that these invoices are rejected due to missing information in the customer fields when the invoice was submitted.

| | |
|------------------|---|
| Country | US |
| Customer | E&J Gallo Winery/G3 Enterprises, Inc. |
| Invoice number | 340312 |
| Invoice Status | Rejected |
| Rejected Reason: | <p>Comment: Invoice in error. Please contact SupplierSuccess@ejgallo.com for instructions on how to submit correctly. (Atwater Jennifer, 2024-02-13T16:30:58-08:00) Comment: INVOICE SUBMITTED INCORRECTLY. PLEASE CONTACT SUPPLIERSUCCESS@EJGALLO.COM FOR INSTRUCTIONS ON HOW TO RESUBMIT THE INVOICE CORRECTLY. (Oate Amber, 2024-02-22T15:08:03-08:00) line item: Line Number:2 Part Number: Description:Tax Exceptions: Under Tax Variance - Sales Tax-AP Clerk The invoice arrived without sufficient Sales taxLine item: Line Number:4 Part Number:null Description:Sales tax (auto-generated) Exceptions: Missing Tax Exception - Sales Tax-AP Clerk The invoice arrived without Sales tax, but Sales tax was expected--</p> |
| Partial Amount | 0.00 |

For this reason, it is important to review comments left by person who rejected the invoice.

- To see if the missing customer date caused the rejection, log in to your SAP Business Network account, click on **Invoices** at the top of the toolbar and select **Invoices**. Alternatively, you can select the **Invoices** tile from the middle of the screen.



- Find the invoice you wish to edit and resubmit by using either the partial or exact invoice number. Select **Apply** to search the exact invoice number. Click into the invoice number once it is found.

Invoices

Need to customize your view of the data? Create your own files, save filters, and more by navigating to the Workbench page. [Go to Workbench](#)

| | | | | | | |
|-------------------------------|--|--|--|--|--|------------------------------------|
| 1 Invoices Last 31 days | 0 Rejected invoices Last 31 days | 0 Overdue invoices - Not approved Last 31 days | 0 Overdue invoices - Approved Last 31 days | 1 Invoices pending approval Last 31 days | 0 Approved invoices pending payment Last 31 days | 0 Paid invoices Last 31 days |
|-------------------------------|--|--|--|--|--|------------------------------------|

Invoices (1)

[Edit filter](#)

Customers

Select or type selections

Invoice number

123 x Type selection

Partial match Exact match

[Apply](#)

| Invoice Number | Customer | Reference | Invoiced Date ↓ | Amount | Routing Status | Invoice Status | From address | To address |
|----------------|---|-----------|-----------------|------------|----------------|----------------|--|--|
| 123555 | E&J Gallo Winery/G3 Enterprises, Inc. R 1 TEST | | Mar 15, 2024 | \$6.35 USD | Acknowledged | Sent | TEST GEORGIA PACIFIC P ULP ACCT AN, MODEST... | E. & J. GALLO WINERY, M ODESTO, CA, USA |

- Review the invoice for the **CUSTOMER** information in one of the quadrants. If it is not there, you will need to resubmit the invoice so that the **CUSTOMER** information shows.

Invoice: NPOINVALLOW4

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

| | |
|---|--|
| <p>Status</p> <p>Invoice: Sent Routing: Acknowledged Invoice Number: NPOINVALLOW4 Invoice Date: Wednesday 9 Mar 2025 6:26 AM GMT-08:00 Original Purchase Order: Submission Method: Online Origin: Supplier Source Document: Non-PO</p> | <p>Subtotal: \$800.00 USD Total Tax: \$15.00 USD Total Gross Amount: \$815.00 USD Total Discount Amount: \$50.00 USD Discount Rate: 6.25% Total Amount without Tax: \$795.00 USD Total Net Amount: \$765.00 USD Amount Due: \$765.00 USD</p> |
|---|--|

| | | |
|---|---|---|
| <p>REMIT TO:</p> <p>PENNY PO- DO NOT INVOICE-TEST</p> <p>Postal Address: 123 Test Ave Test, CA 95350 United States Remit To ID: 0010020371</p> | <p>BILL TO:</p> <p>G3 Enterprises, Inc.</p> <p>Postal Address: 502 E. WHITMORE AVENUE MODESTO, CA 95358 United States Address ID: 80003</p> | <p>SUPPLIER:</p> <p>PENNY PO- DO NOT INVOICE-TEST</p> <p>Postal Address: 600 YOSEMITE BLVD MODESTO, CA 95353 United States</p> |
| <p>BILL FROM:</p> <p>PENNY PO- DO NOT INVOICE-TEST</p> <p>Postal Address: 600 YOSEMITE BLVD MODESTO, CA 95353 United States</p> | <p>CUSTOMER:</p> <p>G3 Enterprises, Inc.</p> <p>Postal Address: 502 E. Whitmore Avenue Modesto, CA 95358 United States Email: erprises.com</p> | |

5. On the next page, select the **Edit** button or **Edit & Resubmit**. Please note that it will only appear for rejections.

Invoice: TEST23

The screenshot shows an invoice management interface. At the top, there are several buttons: 'Edit' (highlighted with a red box), 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Print', 'Download PDF' (with a dropdown arrow), and 'Export cXML'. Below these buttons are three tabs: 'Detail' (selected), 'Scheduled Payments', and 'History'. The main content area is a light blue box titled 'Rejected Invoice:'. It contains the following text: 'Reasons: INV-38: The invoice was successfully received. INV-54: Comments from E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST: Route document to end point Ariba of system id R01CLNT10 DOC-1: INV-35: The invoice status has been successfully updated to Processing by E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST. Description: DOC-1: INV-35: The invoice status has been successfully updated to Rejected by E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST. Description: but Sales tax was expected'. At the bottom right of this box, there is a timestamp and line item information: ', 2024-09-27T13:18:54-07:00)Line item: Line Number:2 Part Number:null Descripti'. At the bottom left of this box, there is a button labeled 'Edit & Resubmit' (highlighted with a red box).

Standard Invoice

6. Scroll down to the **Additional Fields** section. Choose the appropriate address from the customer address list.

The screenshot shows the 'Additional Fields' section of an invoice form. The 'Additional Fields' tab is highlighted with a red box. There are four input fields: 'Supplier Account ID #:', 'Customer Reference:', 'Supplier Reference:', and 'Payment Note:'. Below these fields, there are two sections for supplier and bill information. The first section is labeled 'Supplier:' and contains the text 'TEST GEORGIA PACIFIC PULP ACCT AN' and 'modesto, CA United States'. The second section is labeled 'Bill From:' and contains the text 'TEST GEORGIA PACIFIC PULP ACCT AN' and 'modesto, CA United States'. Below these sections, there is a checkbox labeled 'Tax paid through a Tax Representative'. At the bottom left, there are labels for 'Supplier VAT' and 'Customer VAT'. On the right side, there is a dropdown menu titled 'Choose Address' with a list of customer addresses. The dropdown menu is highlighted with a red box and contains the following options: 'G3 Enterprises, Inc.', 'G3 Enterprises, Inc.', 'E. & J. GALLO WINERY', 'GALLO GLASS COMPANY', 'Collopack Solutions', 'Grigsby Label', and 'Search more'.

7. Ensure that the chosen address is in the field and enter your buyer's email address in the **Email** field. Please note that the email address needs to be an individual's email address only.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **PENNY PO- DO NOT INVOICE-TEST**
MODESTO, CA
United States

Bill From: **PENNY PO- DO NOT INVOICE-TEST**
MODESTO, CA
United States

Choose Address:
Customer: **E. & J. GALLO WINERY**

Modesto, CA
United States

Email: *

8. Once the customer information has been entered click **Next**.

Edit Invoice

! Please correct the following errors and resubmit

Invoice Header * Indicates required field

Summary

| | | |
|---|--|-------------------------------------|
| Invoice #* <input type="text" value="newedit"/> | Subtotal: \$150,000.00 USD | View/Edit Addresses |
| Invoice Date* 6 Jun 2024 <input type="button" value="c"/> | Total Tax: \$0.00 USD | |
| Service Description: <input type="text"/> | Total Shipping: \$0.00 USD | |
| Supplier Tax ID: <input type="text"/> | Total Special Handling: \$0.00 USD | |
| Remit To: <input type="text" value="PO BOX 844127"/> | Total Gross Amount: \$150,000.00 USD | |
| DALLAS, TX United States | Total Discount Amount: \$0.00 USD | |
| Choose Address: <input type="text" value="2000"/> | Total Amount without Tax: \$150,000.00 USD | |
| Bill To: E. & J. GALLO WINERY | Total Net Amount: \$150,000.00 USD | |
| MODESTO, CA United States | Amount Due: \$150,000.00 USD | |

Order Information

| | |
|---|--|
| Customer Order #: <input type="text"/> | Contract Number: <input type="text"/> |
| Sales Order #: <input type="text" value="Unknown"/> | Sales Order Date: <input type="text"/> |

- Review the changes made to ensure the customer quadrant is there and select **Submit** once you are ready.

Invoice: Copy of 1234562 Previous Save Submit Ex

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 SAP Business Network 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: 12
Invoice Date: Thursday 6 Jun 2024 3:06 PM GMT-07:00

| | |
|---------------------------|---------------------|
| Subtotal: | \$100.00 USD |
| Total Tax: | \$9.99 USD |
| Total Gross Amount: | \$109.99 USD |
| Total Amount without Tax: | \$100.00 USD |
| Total Net Amount: | \$109.99 USD |
| Amount Due: | \$109.99 USD |

| | | |
|---|---|---|
| REMIT TO: TEST GEORGIA PACIFIC PULP ACCT AN Postal Address: Test Test, CA 95350 United States Remit To ID: 0000030519 Tax ID of Supplier: 456558589 | BILL TO: G3 Enterprises, Inc. Postal Address: 502 E. WHITMORE AVENUE MODESTO, CA 95358 United States Address ID: 80003 | SUPPLIER: TEST GEORGIA PACIFIC PULP ACCT AN Postal Address: 1562 ariba rd modesto, CA 95354 United States |
|---|---|---|

| | |
|--|---|
| BILL FROM: TEST GEORGIA PACIFIC PULP ACCT AN Postal Address: 1562 ariba rd modesto, CA 95354 United States | CUSTOMER: E. & J. GALLO WINERY Postal Address: 600 Yosemite Blvd Modesto, CA 95354 United States Email: John.Doe@ejgallo.com |
|--|---|

WHY IS THE INVOICE BUTTON GRAYED OUT/UNAVAILABLE

1. When submitting an invoice against a PO, the invoicing button will remain grayed out/unavailable until the purchase order is confirmed.

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. This section does not allow for price changes.

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.

2. • **Reject Entire Order**

Only use this option if the entire 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.

The screenshot shows a Purchase Order confirmation interface. At the top, it displays 'Net Available' as 1 (EA) for 'test item 2' on '22 Apr 2022' with a unit price of \$5,000.00 USD and a subtotal of \$418.75 USD. The 'Current Order Status' is '1 Unconfirmed'. There are input fields for 'Confirm:', 'Backorder:', and 'Reject:'. The 'Reject:' field contains the value '1' and is highlighted with a red rectangular box. A 'Details' button is located to the right of the 'Reject:' field. Below this, there is an 'Attachments' section with a table header: 'Name', 'Size (bytes)', and 'Content Type'. The table currently shows 'No items'. At the bottom, there are buttons for 'Choose File', 'Add Attachment', 'Confirm All', 'Exit', and 'Next'.

The screenshot shows a 'Confirming PO' screen. It includes a sidebar with 'Update Item Status' and 'Review Confirmation' options. The main area displays 'Confirmation #: Unltded 09/12/2022' and 'Supplier Reference:'. Below this is a 'Line Items' table with columns: 'Line #', 'Part # / Description', 'Qty (Units)', 'Need By', 'Unit Price', 'Subtotal', and 'Tax'. The table contains two items: '1 test evaluate' and '2 test item 2'. Below the table, the 'Current Order Status' is shown as '1 Unconfirmed'. A red circle highlights the '2' in the second line item. Below the status, a red box highlights 'Current Order Status: 1 Rejected'.

| Line # | Part # / Description | Qty (Units) | Need By | Unit Price | Subtotal | Tax |
|--------|----------------------|-------------|-------------|----------------|----------------|--------------|
| 1 | test evaluate | 2 (EA) | 22 Apr 2022 | \$5,000.00 USD | \$5,000.00 USD | \$418.75 USD |
| 2 | test item 2 | 1 (EA) | 22 Apr 2022 | \$5,000.00 USD | \$5,000.00 USD | \$418.75 USD |

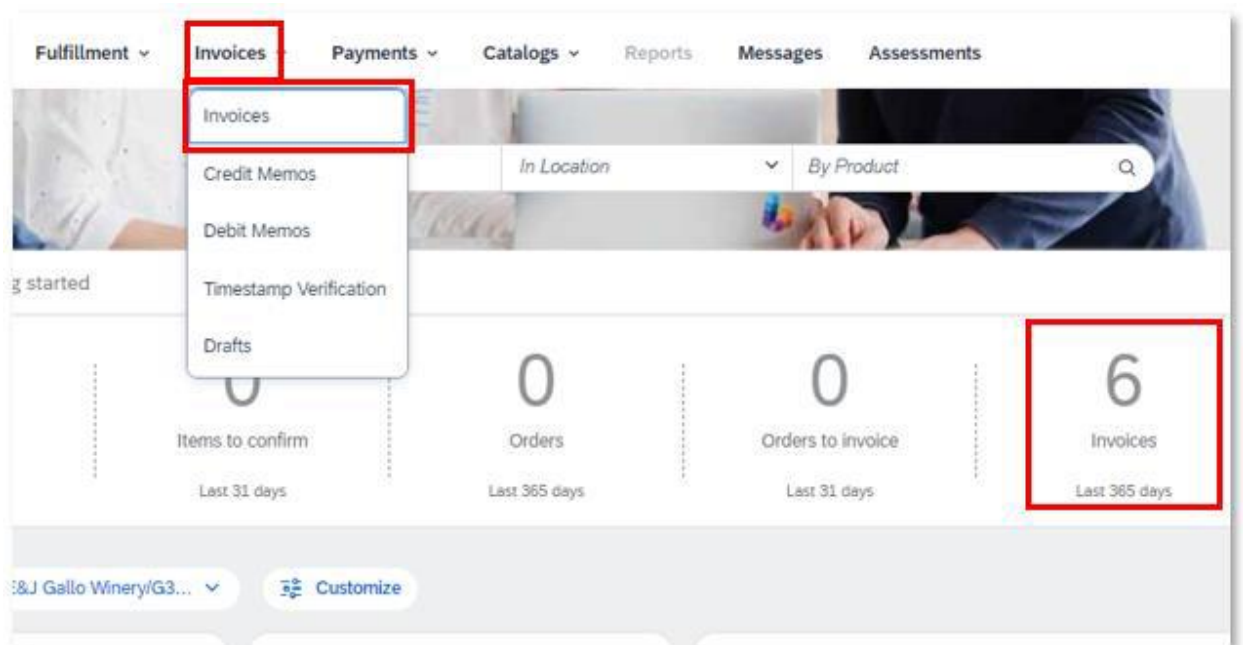
WHAT TO DO WHEN AN INVOICE IS REJECTED DUE “MATHEMATICAL ERRORS”

1. Occasionally when an invoice is rejected, you will receive a message which states “Invoice has mathematical errors”. This is usually because tax was added at both header and line level

Invoice Status: **Rejected** Received By SAP Business Network On: 6 May 2024 4:19:04 PM GMT-07:00 Routing Status: Acknowledged

| Status | Comments |
|--------------|--|
| Received | The document has been transferred to the next integration point. |
| Received | The invoice was successfully received. |
| Received | The document has been transferred to the next integration point. |
| Received | The document is ready to be picked up by the recipient. |
| Received | The document is ready to be picked up by the recipient. |
| Acknowledged | The invoice status has been successfully updated to Processing by E&J Gallo Winery/G3 Enterprises, Inc.. Description:Header Level Exceptions: Invoice has mathematical errors-AP Clerk The invoice contains mathematical errors. |
| Rejected | The invoice status has been successfully updated to Rejected by E&J Gallo Winery/G3 Enterprises, Inc.. Description:Header Level Exceptions: Invoice has mathematical errors-AP Clerk The invoice contains mathematical errors. |

2. The invoice will need to be resubmitted by clicking on **Invoices** at the top of the toolbar and select **Invoices**. Alternatively, you can select the **Invoices** tile from the middle of the screen.



- Find the invoice you wish to resubmit by using either the partial or exact invoice number. Select **Apply** to search the exact invoice number. Click into the invoice number once it is found.

Invoices

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. [Go to Workbench](#)

1
Invoices
Last 31 days

0
Rejected Invoices
Last 31 days

0
Overdue Invoices - Not approved
Last 31 days

0
Overdue Invoices - Approved
Last 31 days

1
Invoices pending approval
Last 31 days

0
Approved invoices pending payment
Last 31 days

0
Paid Invoices
Last 31 days

Invoices (1)

[Edit filter](#)

Customers

Select or type selections

Invoice number

121 X Type selection

Partial match Exact match

[Apply](#)

| Invoice Number | Customer | Reference | Invoiced Date ↓ | Amount | Routing Status | Invoice Status | From address | To address |
|----------------|---|-----------|-----------------|------------|----------------|----------------|--|---|
| 123555 | E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST | | Mar 15, 2024 | \$6.35 USD | Acknowledged | Sent | TEST GEORGIA PACIFIC PULP ACCT AN, MODEST... | E. & J. GALLO WINERY, MODOESTO, CA, USA |

- On the next page, select the **Edit** or **Edit & Resubmit** button. Please note that it will only appear for rejections.

Invoice: TEST23

Edit

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments from E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST: Route document to end point Ariba of system id R01CLNT10 DOC-1:

INV-35: The invoice status has been successfully updated to Processing by E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST. Description: DOC-1:

INV-35: The invoice status has been successfully updated to Rejected by E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST. Description: but Sales tax was expected

, 2024-09-27T13:18:54-07:00)Line Item: Line Number:2 Part Number:null Descript

Edit & Resubmit

5. Either remove the tax from the header and add it to the line level or vice versa. Click **Next** once ready.

Allowances and Charges

Service Code: * Handling Charge

Start Date: End Date:

Charge: Amount \$100 USD

Description:

Add Tax
Remove

Tax

Category: * 8.25% Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$100.00 USD

Tax Rate Type:

Rate(%): 8.25

Tax Amount: \$8.25 USD

Remove

Insert Line Item Options

Tax Category: 8.25% Sales Tax Shipping Documents Special Handling Discount Add to

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | |
|-----|-------------------------------------|----------|----------------------|---------------|----------------------|----------|------|---------------|-------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | <input type="text"/> | June invoices | <input type="text"/> | 1 | EA | \$100,000 USD | \$100 |

Tax

Category: * 8.25% Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$100,000.00 USD

Rate(%): 8.25

Tax Amount: \$8,250.00 USD

Line Item Actions

6. Review the changes made and select **Submit** once you are ready.

Edit Invoice

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 SAP Business Network 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

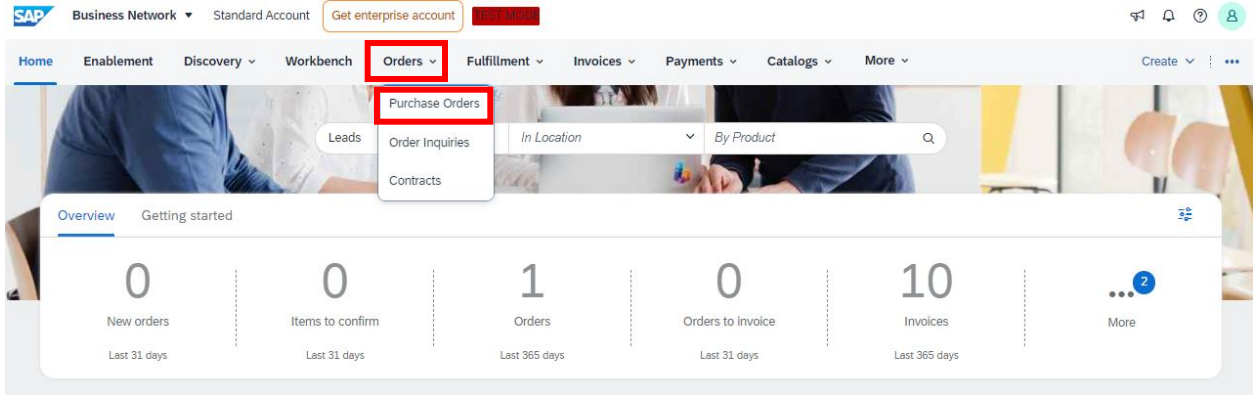
Invoice Number: newedit
Invoice Date: Thursday 6 Jun 2024 10:49 AM GMT-07:00

| | |
|---------------------------|-------------------------|
| Subtotal: | \$150,000.00 USD |
| Total Tax: | \$0.00 USD |
| Total Special Handling: | \$0.00 USD |
| Total Shipping: | \$0.00 USD |
| Total Gross Amount: | \$150,000.00 USD |
| Total Discount Amount: | \$0.00 USD |
| Total Amount without Tax: | \$150,000.00 USD |
| Total Net Amount: | \$150,000.00 USD |
| Amount Due: | \$150,000.00 USD |

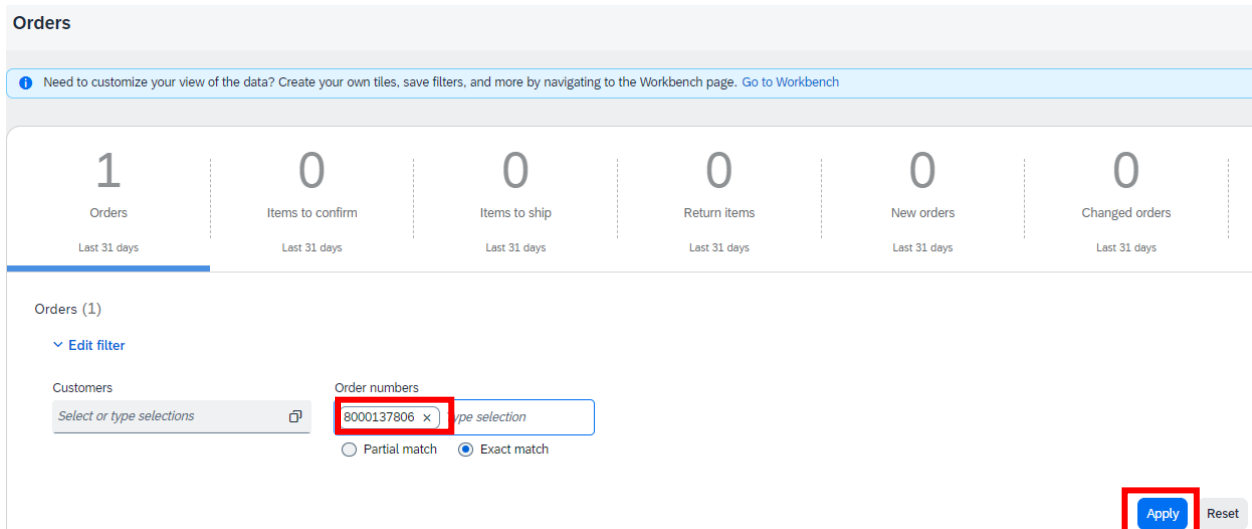
| | | |
|------------------------------|----------------------|------------------|
| REMIT TO: | BILL TO: | SUPPLIER: |
| TEST 3M AN SE OUTFSTATE-TEST | E. & J. GALLO WINERY | 3M COMPANY |
| Postal Address: | Postal Address: | Postal Address: |

WHY CAN'T I INVOICE AGAINST SOME OF THE LINE ITEMS ON MY PURCHASE ORDER

1. When you are unable to invoice against some of the line items on your purchase order, it may be because the lines are not included. You will need to log in and select **Orders** and click and **Purchase Orders**.



2. Find the purchase order you wish to invoice against by using either the partial or exact invoice number. Select **Apply** to search the order number. Click into the order number once it is found.



3. Click **Create Invoice** and select **Standard Invoice**

Purchase Order: 8000137806 Done

Create Order Confirmation | Create Ship Notice | **Create Invoice** | ⌵ ⌵ ⋮

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail | Order History

TEST


From: _____ To: _____ Purchase Order _____

4. Complete all required fields marked with an Asterisk (*).

▼ Invoice Header

Summary

| | |
|-----------------------------------|---|
| Purchase Order: 8000137806 | Subtotal: \$0.00 USD |
| Invoice #: * | Total Tax: \$0.00 USD |
| Invoice Date: * | Total Gross Amount: \$0.00 USD |
| Service Description: | Total Amount without Tax: \$0.00 USD |
| Remit To: Test | Total Net Amount: \$0.00 USD |
| | Amount Due: \$0.00 USD |

Test, CA
United States

Bill To: G3 Enterprises, Inc.

MODESTO, CA
United States

Choose Address: No value View/Edit Addresses

Customer: E. & J. GALLO WINERY

Modesto, CA
United States

Email: _____ View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: * _____
* Required field

5. Go down to the **Line Items** section and find the line item you want to invoice against. If the quantity is zero and you are unable to change the amount, click on the white switch button under the **Include** column.

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

Insert Line Item Options

Tax Category: 8.25% Sales Tax 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 type="checkbox"/> | MATERIAL | Not Available | Test Inventory | | 0 | EA | \$100.00000 USD | \$0 USD |

This switch will now be blue, and you will be able to change the quantity.

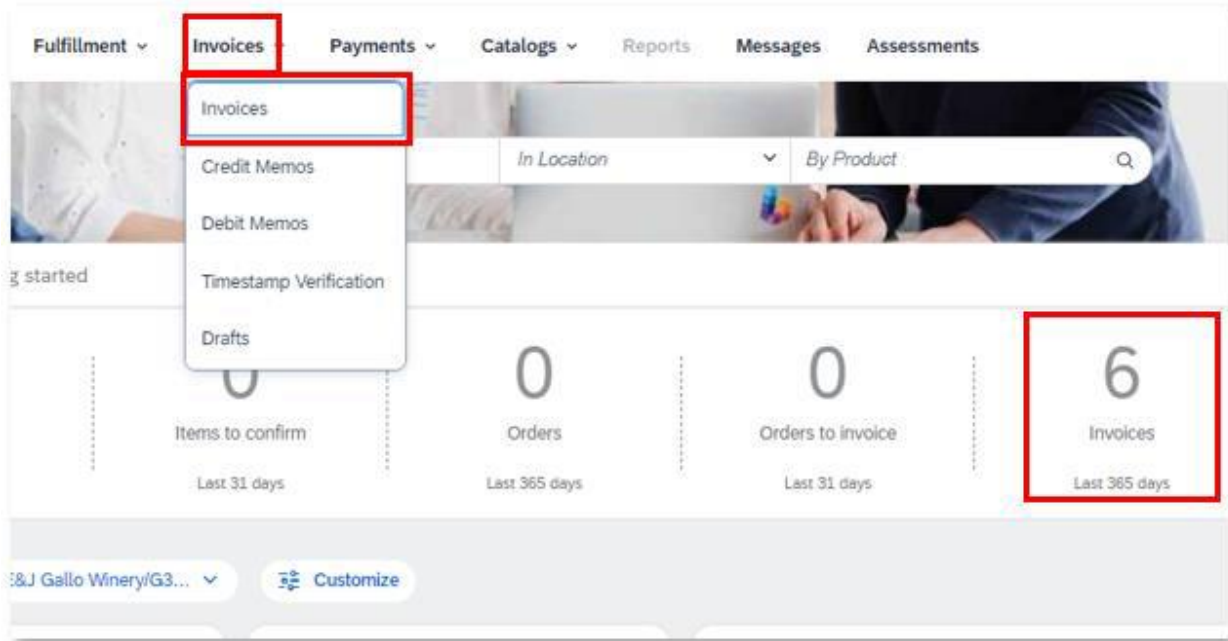
Insert Line Item Options

Tax Category: 8.25% Sales Tax Shipping Documents Special Handling Discount [Add to Included Lines](#)

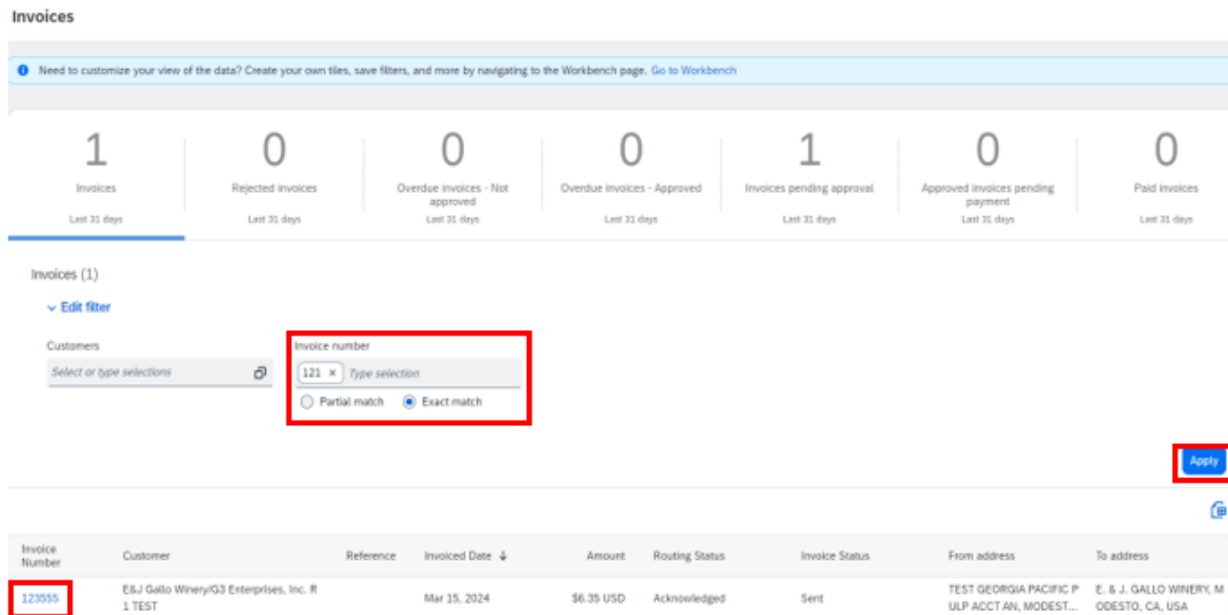
| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|----------|---------------|----------------|-----------------|----------|------|-----------------|----------------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Test Inventory | | 19 | EA | \$100.00000 USD | \$1,900.00 USD |

HOW TO COPY A NON-PO INVOICE

1. Click on **Invoices** at the top of the toolbar and select **Invoices**. Alternatively, you can select the Invoices tile from the middle of the screen.



2. Find the invoice you wish to copy by using either the partial or exact invoice number. Select **Apply** to search the invoice number. Click into the invoice number once it is found.



3. Click the Copy This Invoice button.

SAP Business Network TEST MODE

Invoice: 5PDL2

Create Line-Item Credit Memo **Copy This Invoice** Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

| | | | |
|--|--------------------------|---------------------------|--------------|
| Status | Invoice: Sent | Subtotal: | \$100.00 USD |
| Routing: Acknowledged | Invoice Number: 5PDL2 | Total Tax: | \$0.00 USD |
| Invoice Date: Friday 19 Jul 2024 1:41 PM GMT-07:00 | Original Purchase Order: | Total Gross Amount: | \$100.00 USD |
| Submission Method: Online | Origin: Supplier | Total Discount Amount: | \$5.00 USD |
| Source Document: Non-PO | | Total Amount without Tax: | \$95.00 USD |
| | | Total Net Amount: | \$95.00 USD |
| | | Amount Due: | \$95.00 USD |

REMIT TO: BILL TO: SUPPLIER:

4. Enter the new invoice number and date, You may need to enter an “A” after the invoice number to avoid a duplicate rejection.

Invoice: Copy of 5PDL2

Invoice Header

Summary

Invoice #:

Invoice Date: 23 Sep 2024

Service Description:

Remit To: Test

Test, CA
United States

Choose Address: 1010

Bill To: E. J. GALLO WINERY
MODESTO, CA
United States

| | |
|---------------------------|--------------|
| Subtotal: | \$100.00 USD |
| Total Tax: | \$0.00 USD |
| Total Gross Amount: | \$100.00 USD |
| Total Discount Amount: | \$5.00 USD |
| Total Amount without Tax: | \$95.00 USD |
| Total Net Amount: | \$95.00 USD |
| Amount Due: | \$95.00 USD |

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

5. Scroll down to the **Additional Fields** section. The previous address and customer email address will be copied over; however, this can be changed to match your new invoice.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

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

Choose Address: E. & J. GALLO WINERY
Customer: E. & J. GALLO WINERY
Modesto, CA
United States
Email: Test@EJGallo.com

View/Edit Addresses

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

View/Edit Addresses

Tax paid through a Tax Representative

6. Scroll down to select **Add to Header** and click **Attachment**.

Add to Header

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

8.25% Sales Tax Shipping Documents Special Handling Discount

| Part # | Description |
|--------|-------------|
| IAL | test |

Discount Discount (%): 5

Line Item Actions Delete Add

7. Select **Choose File** and click **Add Attachment** once the invoice file is selected. The file attached will appear below.

Attachments

The total size of all attachments cannot exceed 100MB

Remove

Choose File No file chosen **Add Attachment**

| Name | Size (bytes) | Content Type |
|--|--------------|-----------------|
| <input type="checkbox"/> LRQA_Billing_form_Non_Adobe.pdf | 240534 | application/pdf |

Delete

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

- Scroll down to the **Line Items** section. The line items will copy over from the previous invoice; however, you can change any of these fields to best match your new invoice. Click **Next**.

Line Items 1 Line items, 1 included, 0 previously fully invoiced

Insert Line Item Options

Tax Category: 8.25% Sales Tax 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 | | test | | 1 | EA | \$100 USD | \$100.00 USD |

Discount Discount Amount: Remove

Line Item Actions

- Review your invoice and click **Submit** when you have confirmed that everything is correct.

Invoice: Copy of SPDL2 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 SAP Business Network 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

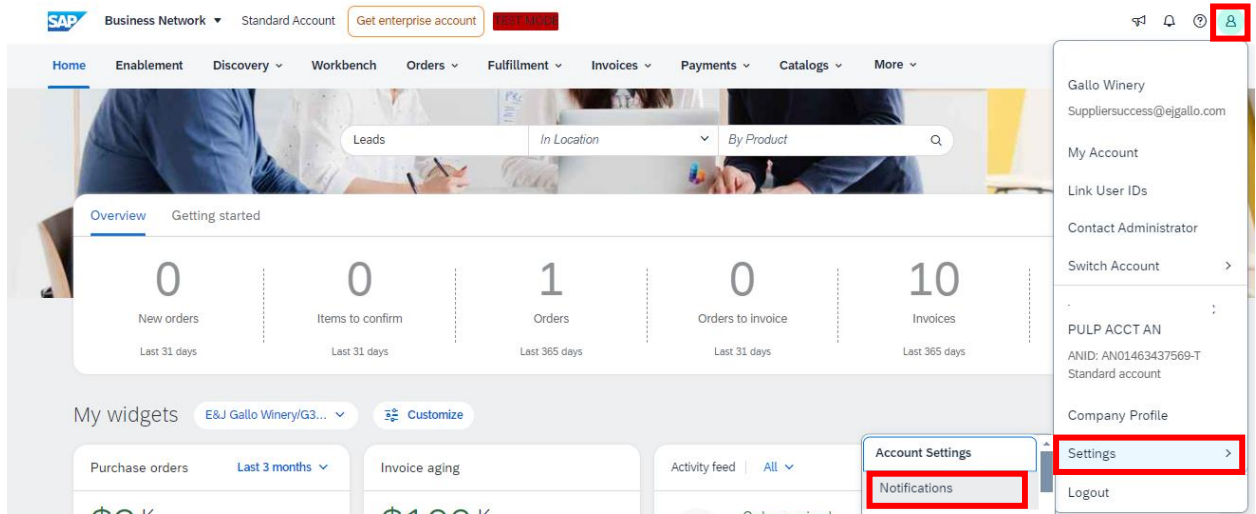
Invoice Number: 4567X
Invoice Date: Monday 23 Sep 2024 3:57 PM GMT-07:00

| | |
|---------------------------|--------------|
| Subtotal: | \$100.00 USD |
| Total Tax: | \$0.00 USD |
| Total Gross Amount: | \$100.00 USD |
| Total Discount Amount: | \$5.00 USD |
| Total Amount without Tax: | \$95.00 USD |
| Total Net Amount: | \$95.00 USD |
| Amount Due: | \$95.00 USD |

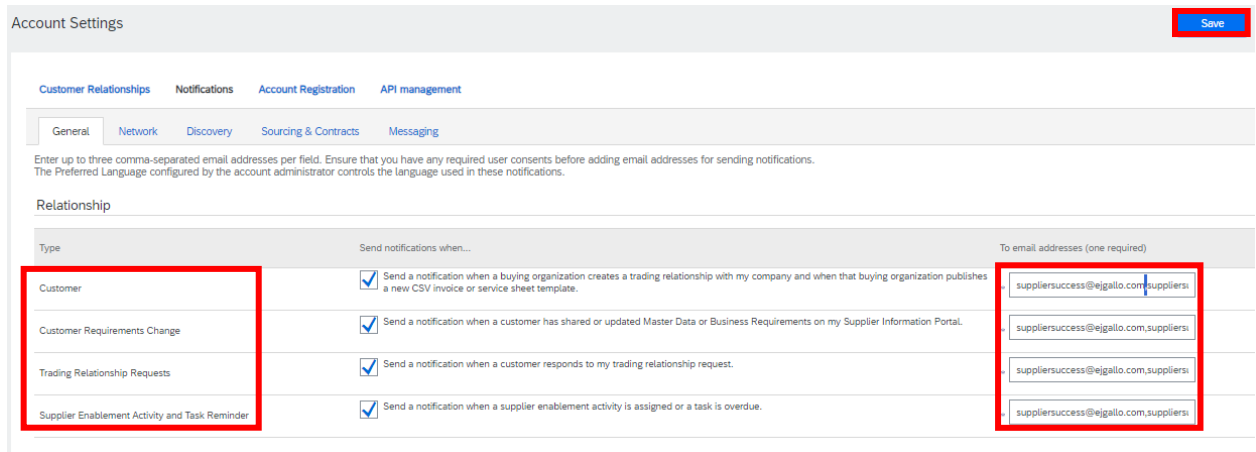
| | | |
|--|--|--|
| <p>REMIT TO:</p> <p>TEST PULP ACCT AN</p> <p>Postal Address: Test, CA 95350 United States Remit To ID: 0000030519 Tax ID of Supplier: 456558599</p> | <p>BILL TO:</p> <p>E. J. GALLO WINERY</p> <p>Postal Address: 600 YOSEMITE BLVD MODESTO, CA 95354 United States Address ID: 1010</p> | <p>SUPPLIER:</p> <p>TEST PULP ACCT AN</p> <p>Postal Address: 502 E. WHITMORE AVENUE MODESTO, CA 95358 United States</p> |
| <p>BILL FROM:</p> <p>TEST PULP ACCT AN</p> <p>Postal Address: 502 E. WHITMORE AVENUE MODESTO, CA 95358 United States</p> | <p>CUSTOMER:</p> <p>E. J. GALLO WINERY</p> <p>Postal Address: 600 Yosemite Blvd Modesto, CA 95354 United States Email: Test@EJGallo.com</p> | |

HOW DO I UPDATE EMAIL NOTIFICATIONS IN THE SAP BUSINESS NETWORK

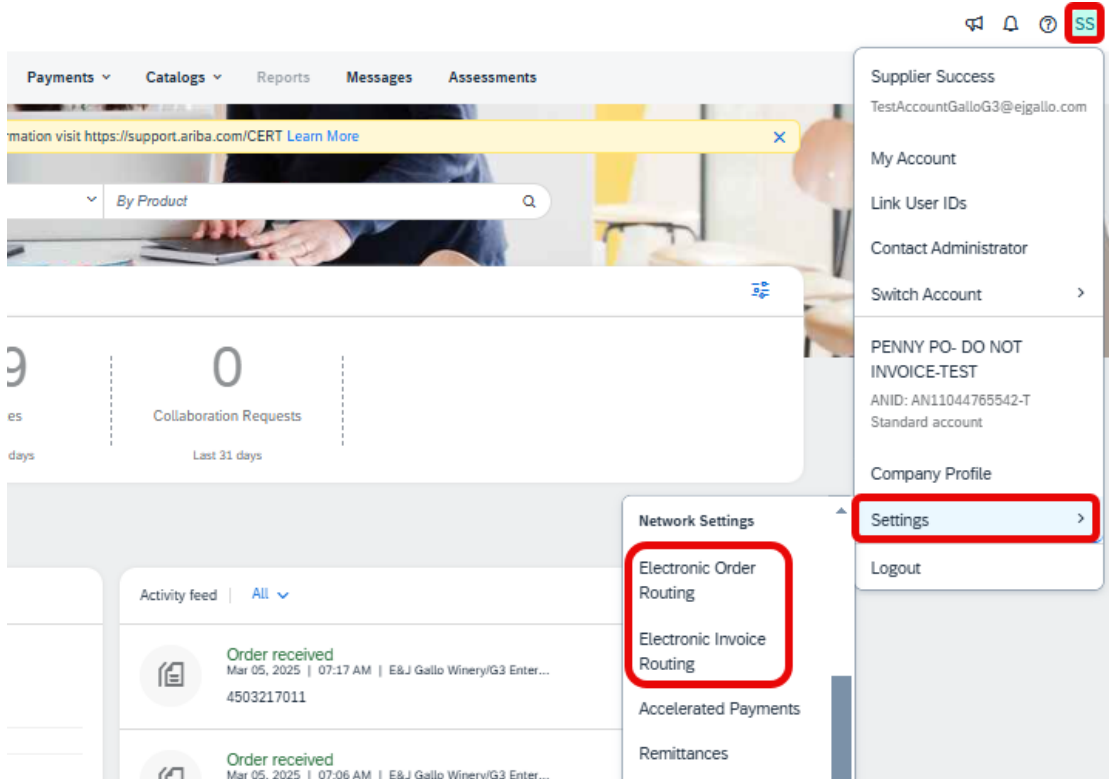
1. From your homepage, click on your initials on the top right. Go to **Settings** and click **Notifications**.



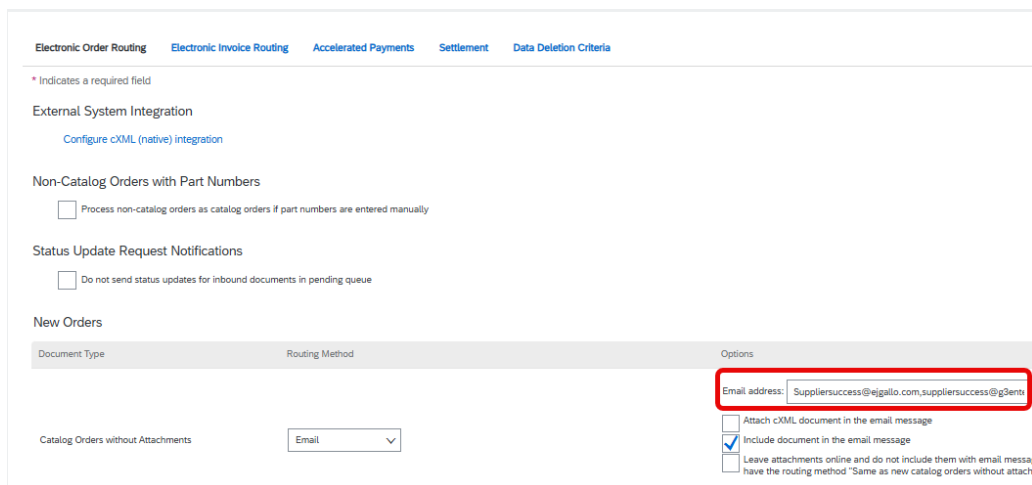
2. Change or add the email address on the appropriate field. An additional email address can be added to the field by first adding a comma after the previous email address (up to five).



3. If you did not find all the email notifications that you were looking for, there are a few more places you can update such as **Electronic Order Routing** and **Electronic Invoice Routing**.

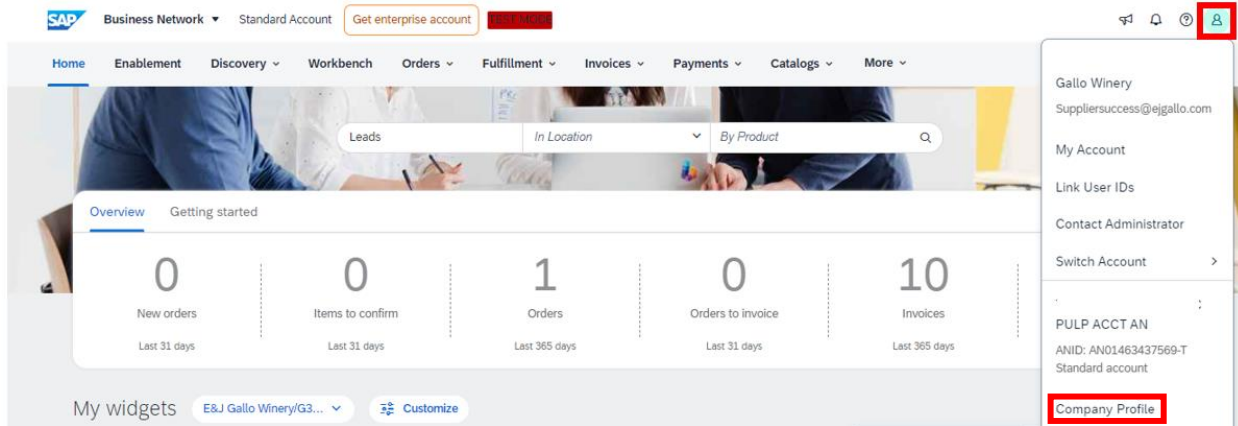


4. As with the other email notifications, change or add the email address on the appropriate fields. Up to five additional email addresses can be added to the fields by first adding a comma after the previous email address.

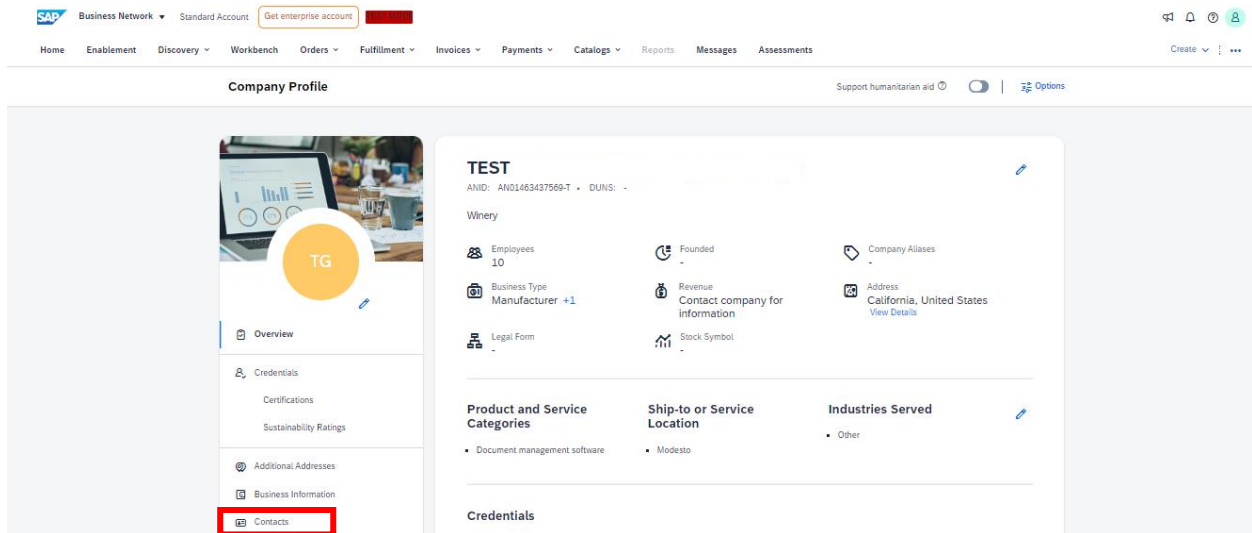


HOW DO I UPDATE THE COMPANY PROFILE EMAIL ADDRESS

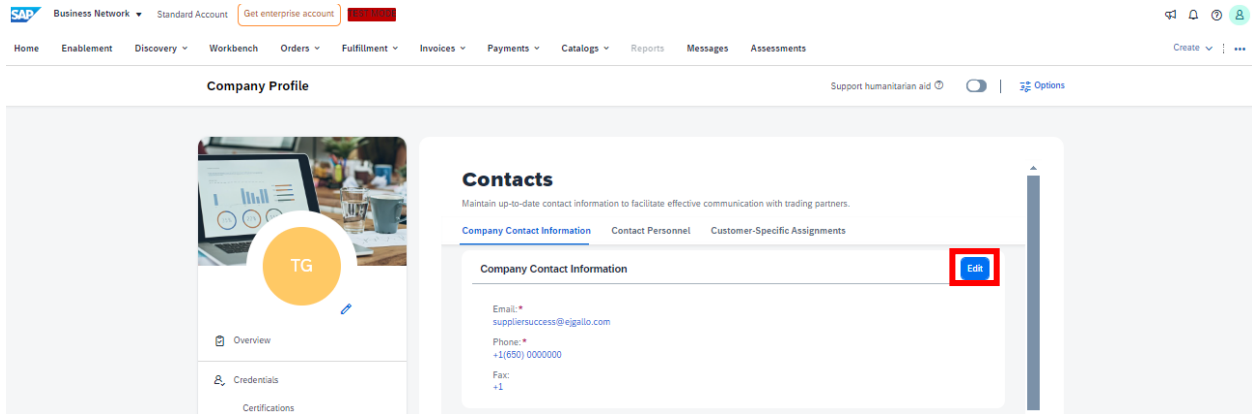
1. From your homepage, click on your initials on the top right. Go to **Company Profile**.



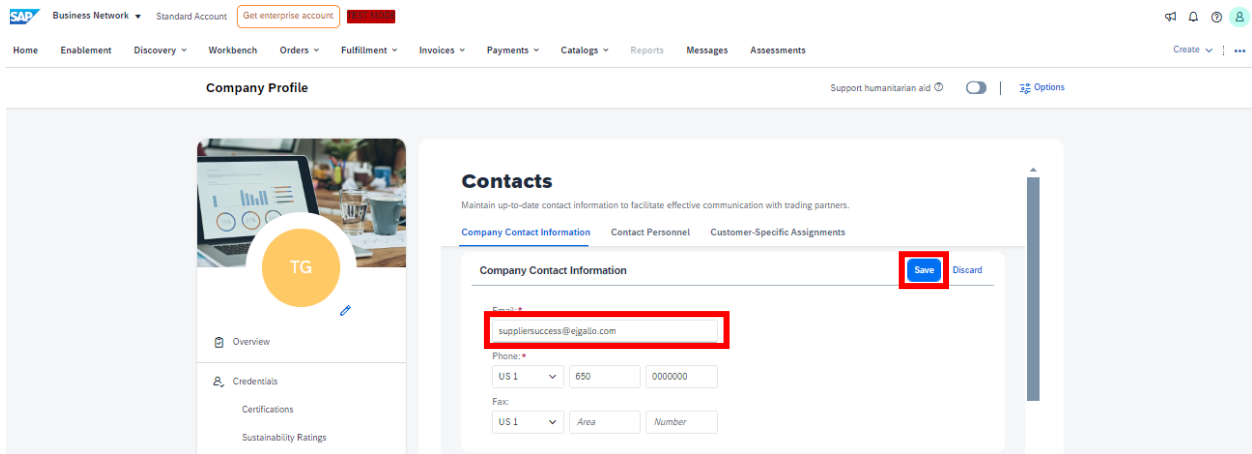
2. Click **Contacts** on the left side of the page.



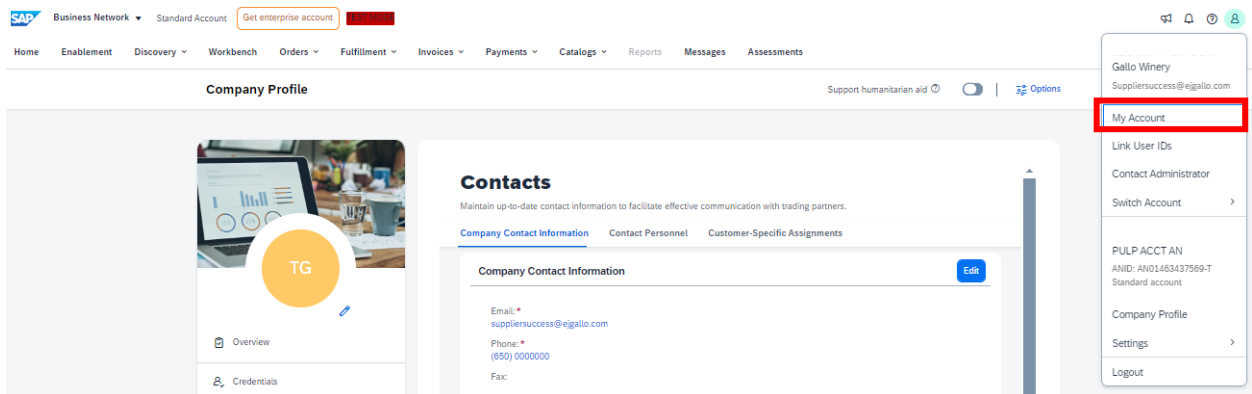
3. Click **Edit** under Company Contact Information.



4. Change the email address and click **Save**.



5. Click on your initials on the top right of the page and click **My Account**.



6. Change your email address and click **Save** on the top right of the page.

SAP Business Network TEST MODE

My Account Save Close

Account Settings [Mobile Settings](#)

* Indicates a required field

Account Information

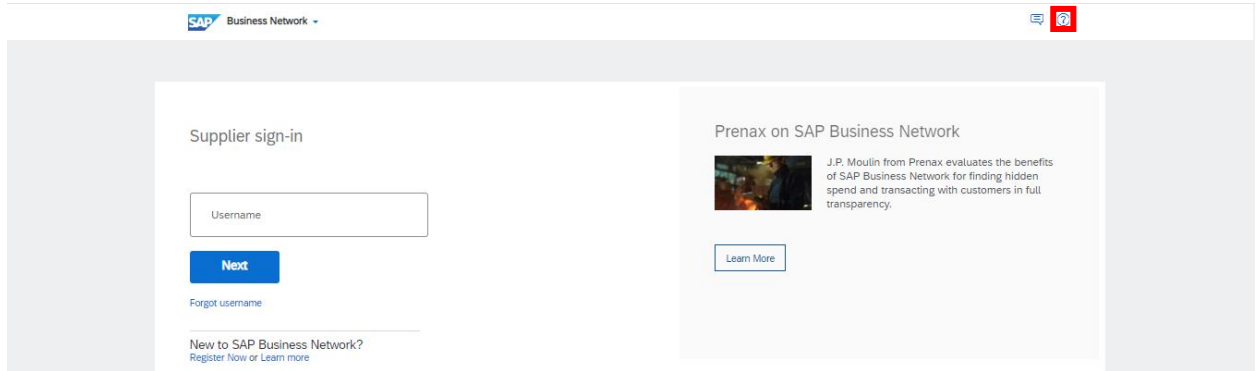
Username: * ⊙
[Change Password](#)

Email Address: *

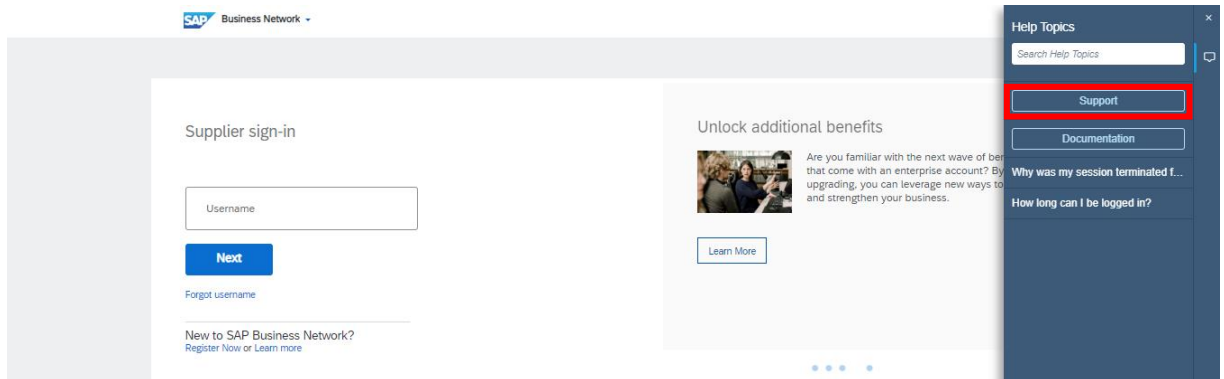
First Name: *

HOW TO SUBMIT A SUPPORT TICKET

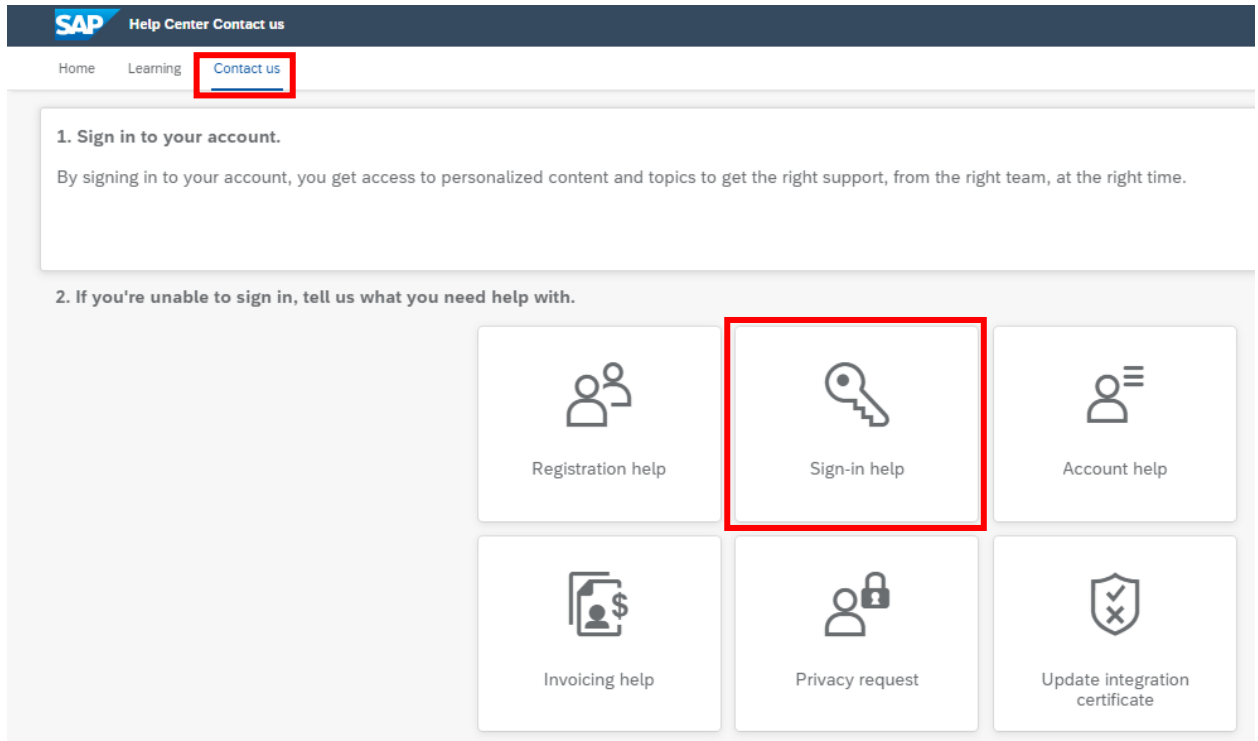
1. Go to the SAP Business Network [Login Page](#). Click on the question mark on the top right of the page.



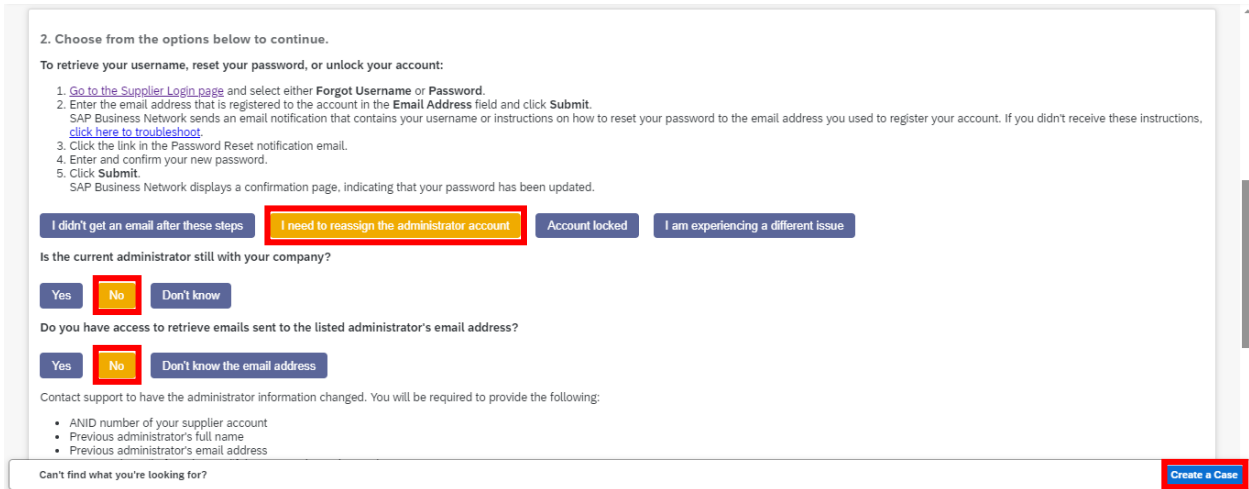
2. Click on **Support**.



3. On the next page, click **Contact us** and select **Sign-in help**.



4. Scroll down and click the appropriate options.




Click **Create a Case** on the bottom right of the page.

5. Write a description of the issue you are experiencing and upload any relevant files in the corresponding fields.

1. Tell us what you need help with.

Subject:

Full description: * 3000 characters remaining

Attachment: 

Top Recommendations:

- [How do I change the administrator user in my SAP Business Network supplier account?](#)
- [How do I reset/change my SAP Business Network password?](#)

6. Scroll down to provide your contact information including your first name, last name, company name, email address and phone number in the corresponding field. Check the box next to **I agree** and click **One last step** on the bottom left.

2. Provide your preferred contact details:


First name: *

Last name: *

User Name:

Company: *

Email: *

Phone: * 

Extension:

Confirm phone: *

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the SAP Ariba Privacy Statement and applicable law.

I agree

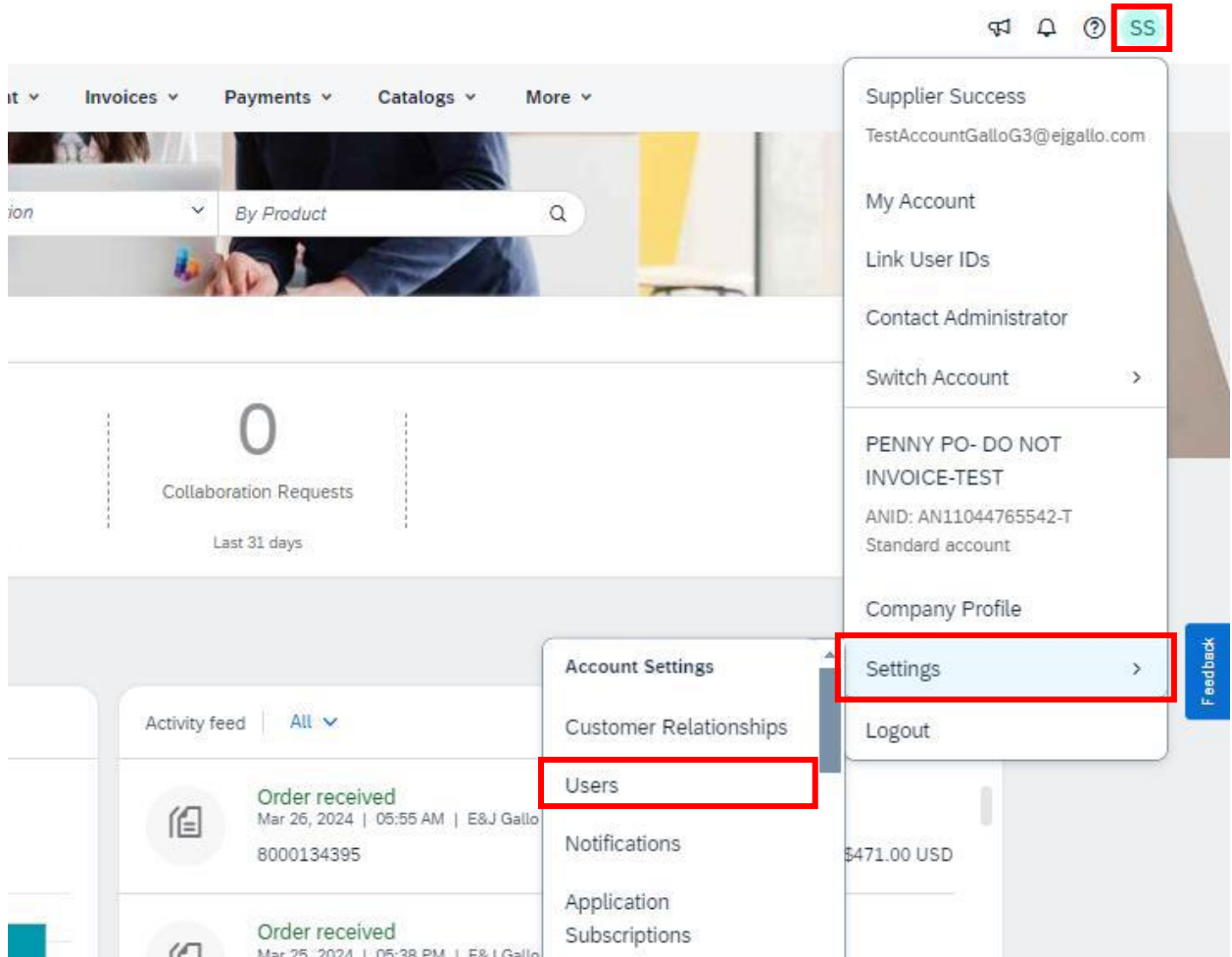
One last step

Search

- [How do I change the administrator user in my SAP Business Network supplier account?](#)
- [How do I reset/change my SAP Business Network password?](#)
- [How do I contact SAP Business Network Customer Support as a supplier?](#)
- [How do I contact my buyer?](#)
- [How do I accept a customer's trading relationship request / invitation?](#)
- [Error: "Your company has already connected with this buyer company using a different account and SAP Business Network ID \(ANID\)..."](#)
- [What is the link to the Ariba Help Center?](#)
- [How do I establish a trading relationship with a buyer?](#)
- [Why am I not receiving emails from SAP Ariba?](#)
- [How do I add a new user to my company's SAP Business Network supplier account?](#)

HOW TO ADD PERMISSION TO A USER

1. From the Home Screen, click on the **Company Initials** bubble, on the top right. Then select **Settings** and under Account Settings click **Users**.



2. Click the **Role Name** you would like to update.

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management Generative AI

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Roles (3)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned
Apply Reset

| Role Name | Users Assigned | Actions |
|---------------|------------------|---------|
| Administrator | Supplier Success | |
| default role | | |
| Role# 2 | | |

3. Check boxes next to the **Permissions** you want to give those roles and click **Save**.
Optionally, you can click the top checkmark to select all permissions

Edit Role Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.
* Indicates a required field

Selected Role Information

Name: default role
Description: test

Permissions

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

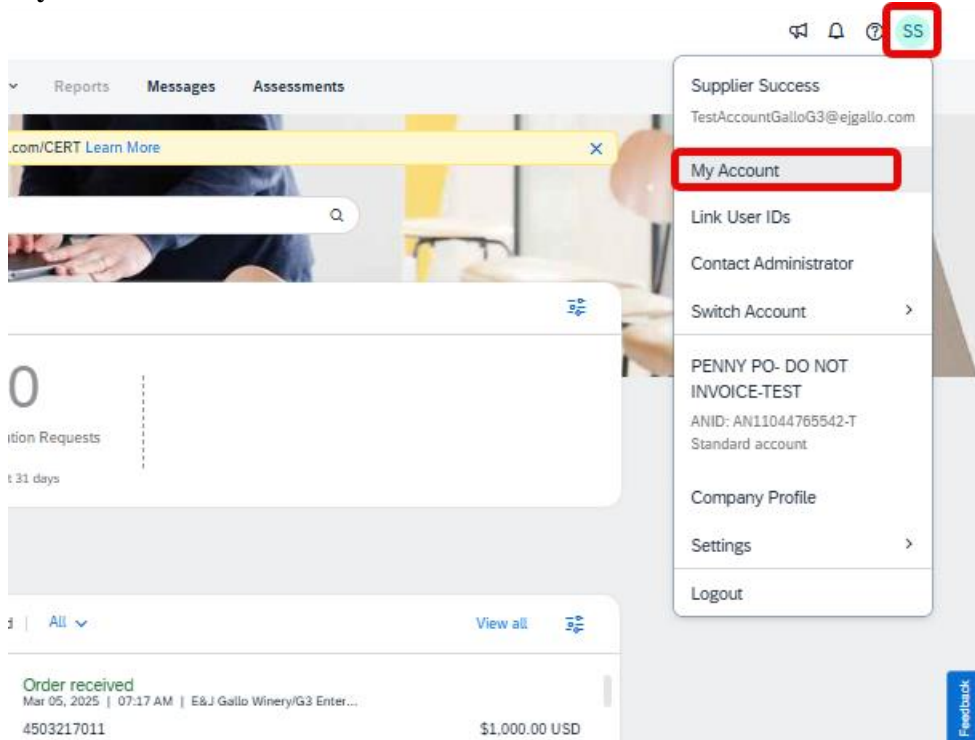
Show me all the available permissions

| Permission | Description |
|--|--|
| <input checked="" type="checkbox"/> DOX Extraction Access | Access to SAP DOX Service to create/edit templates |
| <input checked="" type="checkbox"/> Folio Management | Create, activate and delete folio ranges used for tax invoicing. |
| <input type="checkbox"/> Goods Receipt Report Administration | Access to Reporting, and Goods Receipt report type |
| <input checked="" type="checkbox"/> ID Registration Access | Register unique identifiers, like email domains |
| <input type="checkbox"/> Inbox and Order Access | View and search documents in Inbox and take actions based on your role |
| <input type="checkbox"/> Integration Management Full Access | Access and update the questionnaire. View the compatibility dashboard. Access the comparison tool to reconcile, save, and download updated templates |

« Page 2 »

HOW TO CHANGE CURRENCY IN YOUR ACCOUNT

1. From the Home Screen, click on the **Company Initials** bubble, on the top right. Then select **My Account**.



2. On this next page, you will click the Select **Currency** button.

A screenshot of the 'My Account' settings page. The page is titled 'My Account' and has two tabs: 'Account Settings' and 'Mobile Settings'. Below the tabs, there is a note: '* Indicates a required field'. The 'Account Information' section contains several input fields: 'Username' (TestAccountGalloG3@ejgallo.ct), 'Email Address' (Suppliersuccess@ejgallo.com), 'First Name' (Supplier), 'Middle Name' (empty), 'Last Name' (Success), and 'Business Role' (Customer service representative). The 'Preferences' section includes 'Preferred Language' (English), 'Preferred Timezone' (America/Los_Angeles), and 'Default Currency' (US Dollar). A red rectangle highlights the 'Select Currency' button next to the 'Default Currency' field. There is also a checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox'.

3. Select your preferred currency. There are a few more pages of currencies if you don't immediately see yours.

Choose Currency

Click **Select** to choose the desired currency. You can also click a page number to display the values that appear on that page, and then make your selection.

Page 1

| ISO Code | Name | Actions |
|----------|------------------------------|---------|
| USD | US Dollar | Select |
| EUR | Euro | Select |
| ADP | Euro | Select |
| AED | UAE Dirham | Select |
| AFA | Afghanistan Afghani | Select |
| AFN | Afghanistan Afghani | Select |
| ALL | Albanian Lek | Select |
| AMD | Armenia | Select |
| ANG | Netherlands Antilles Guilder | Select |

4. Now that your new default currency is shown. Click **Save** then **Close** to get back to the homepage

SAP Business Network Standard Account Get enterprise account TEST MODE

My Account Save Close

✓ Your profile has been successfully updated.

Account Settings Mobile Settings

* Indicates a required field

Account Information

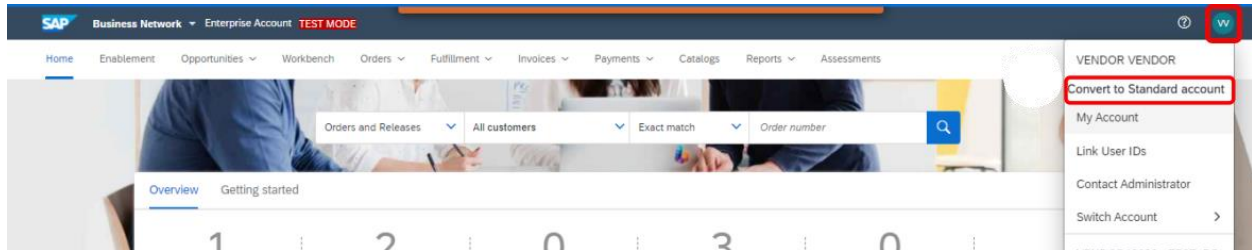
Username: * Suppliersuccess@ejgallo.com

Change Password

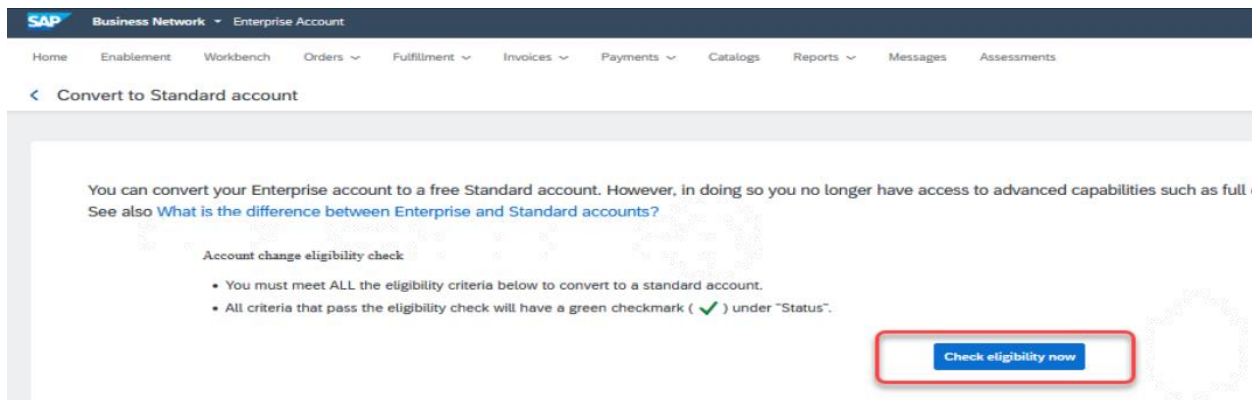
Email Address: * Suppliersuccess@ejgallo.com

HOW TO DOWNGRADE MY ENTERPRISE ACCOUNT

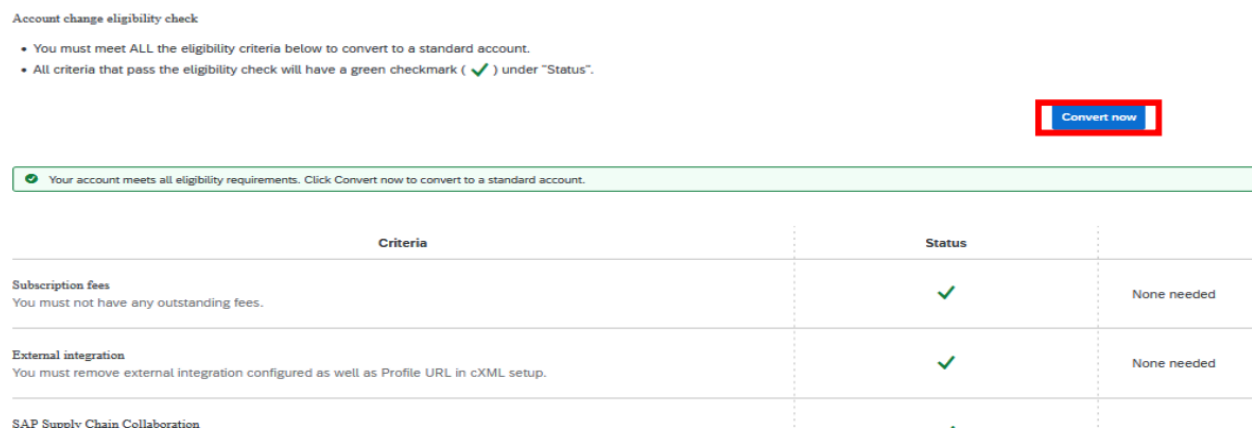
1. Go to your initials at the top right of the page. From the drop-down menu, Select **Convert to Standard account**.



2. Click **Check eligibility now**.

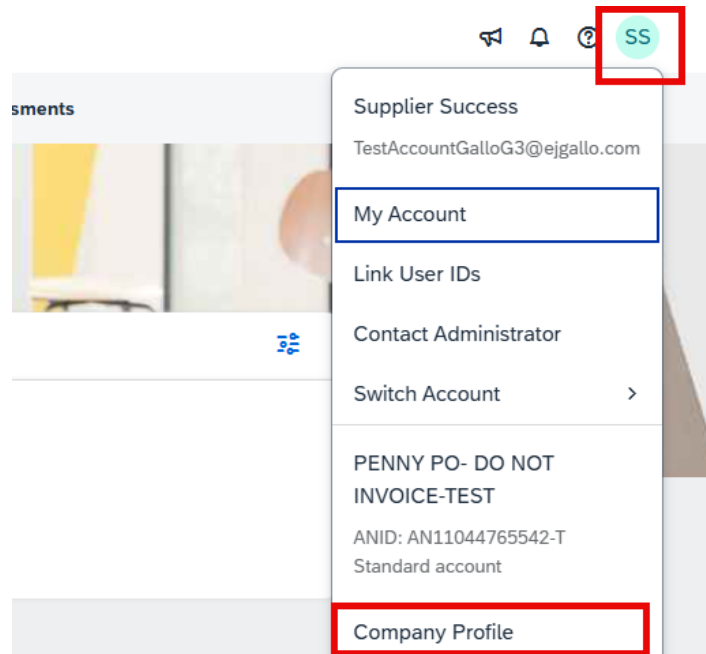


3. If the status indicates that your account meets all eligibility requirements, click **Convert now**.

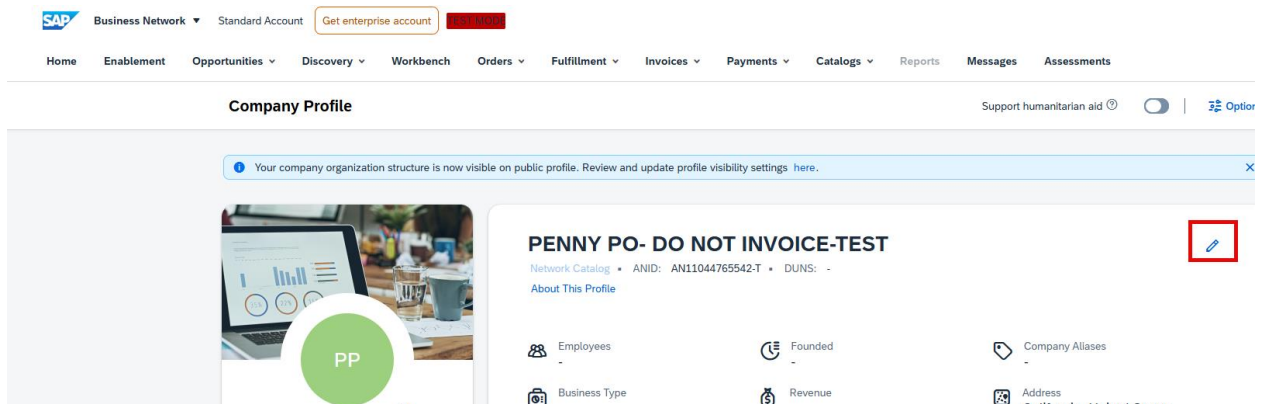


HOW TO CHANGE MY COMPANY'S NAME

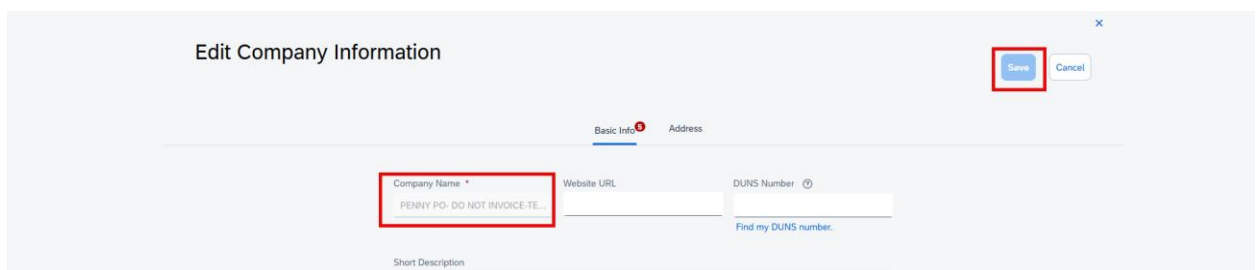
1. Go to your initials at the top right of the page. Click **Company Profile**.



2. Click the pencil next to the company name

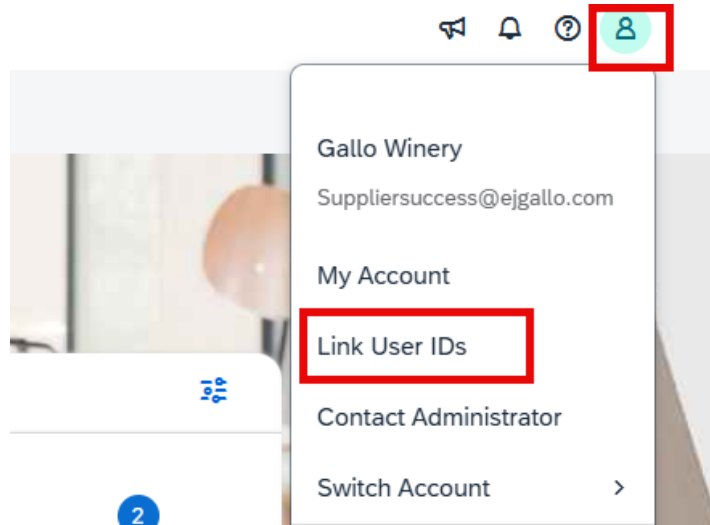


3. Make the change to your company name. Please note that you will only be able to this if you're the account administrator or have the required privileges assigned. Click **Save**.



HOW TO MERGE ACCOUNTS WITH SEPARATE ANIDS

1. Click your initials at the top right of the page. Select **Link User IDs**.



2. You can send an invitation to the other account, in which case you will need to enter their username/email address, or you can login directly if you already have the login username and password.

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:*

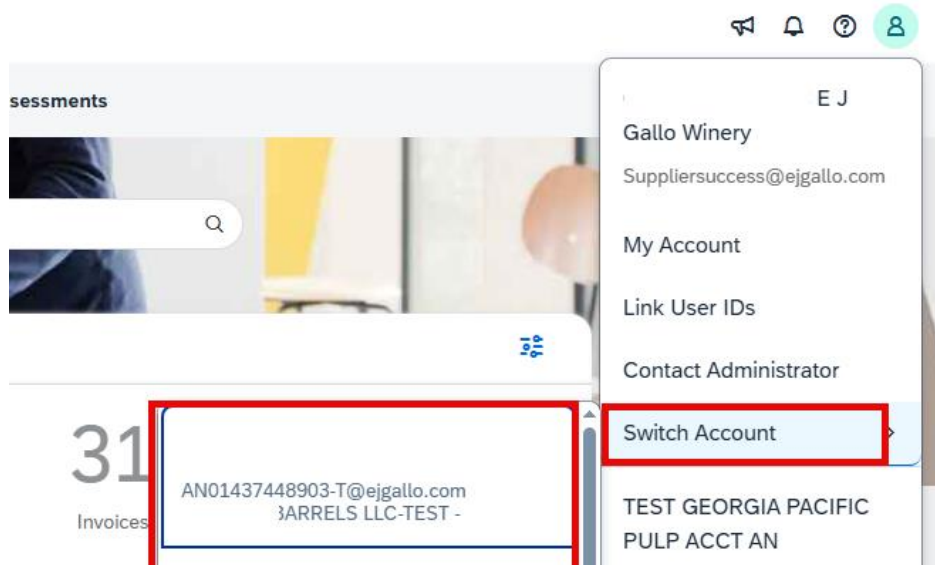
NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:*

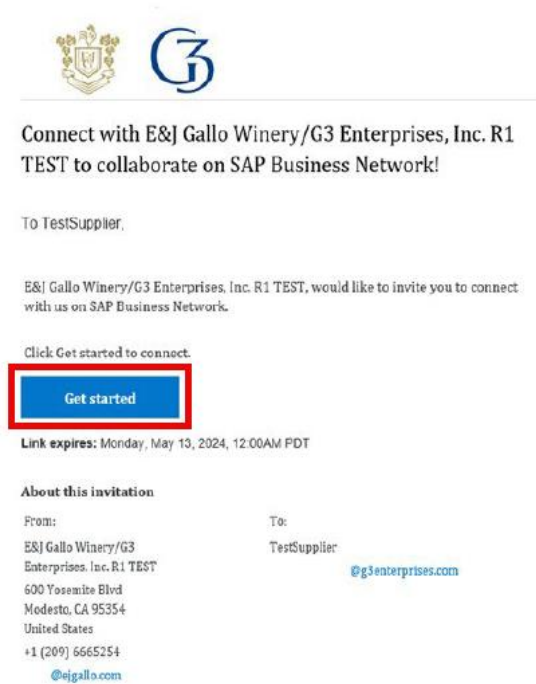
Password:*

3. Once this is complete, you can switch between accounts using the **Switch Account** button. This can be done from any linked account.

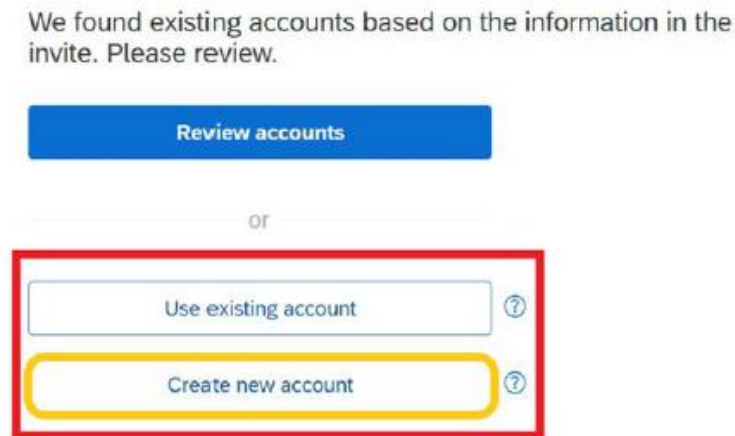


HOW TO ACCEPT SAP BUSINESS NETWORK INVITATION

1. When you receive the email invitation to transact with Gallo via the SAP Business Network, you will need to click the **Get started** link.



2. You will be given a couple of options on the next page. If you already have an SAP Business Network account, please click the **Use existing account** button and log in. If you do not already have an account, please use the **Create new account** button.



Please disregard the **Review accounts** button.