



**WELCOME TO BEING A SUPPLIER  
OF  
E & J GALLO WINERY  
AND  
G3 ENTERPRISES, INC.**

**ABSTRACT**

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

**E & J Gallo Winery/  
G3 Enterprises, Inc. -  
Supplier Operations  
Enablement Teams**



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## Welcome to E & J Gallo Winery/G3 Enterprises, Inc.

E & J Gallo Winery/G3 Enterprises, Inc. uses the SAP Business Network (Ariba Network) platform for efficiency, visibility, networking, and reliability in the way we transact with suppliers. Our Supplier Operations teams, in conjunction with SAP, will be working with you to establish a business relationship with your company through the SAP Business Network.

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

If you already transact on the SAP Business Network (Ariba Network):

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

E & J Gallo Winery Supplier Operations: [SupplierSuccess@ejgallo.com](mailto:SupplierSuccess@ejgallo.com)

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

If you are new to the SAP Business Network:

Our Supplier Operations Team can establish a relationship through a Penny Flip Purchase Order via the Network. Contact the Supplier Operations Team to provide a Penny Flip Purchase Order. 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 or Penny Flip Purchase Order sent to help complete the configuration of your Ariba Account.**

### SAP Business Network Account Types

There are two supplier account types:

- Standard Account
- Enterprise Account



### Standard Account: Basic functionality, free for suppliers

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

**Help in setting up your account using your Purchase Order from E & J Gallo Winery/G3 Enterprises watch this short video, Click [Process first PO](#)**

### Enterprise Account: Advanced capabilities

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

[SAP Business Network Fee and Pricing Structure](#)

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

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

Learn more about SAP Ariba.

Standard Account Supplier Summit: [Training Video](#)

[Welcome to your SAP Ariba Standard Account](#)

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

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

Cheers!

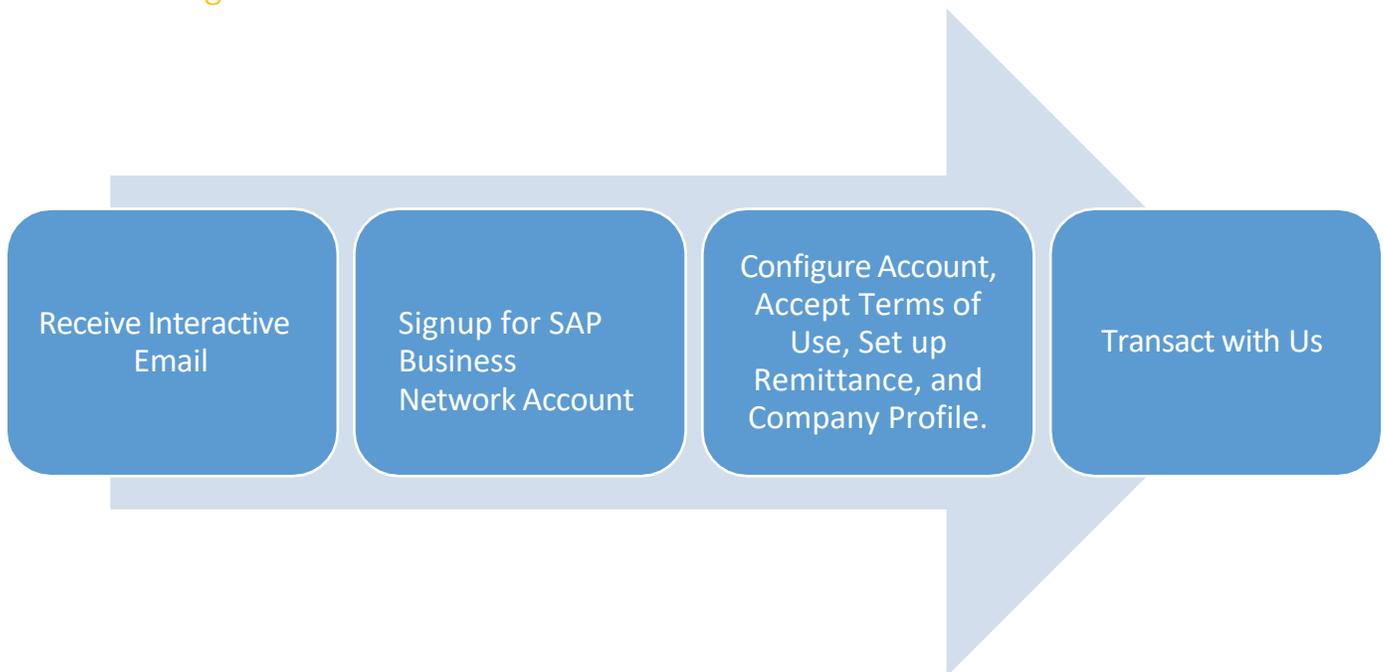
E & J Gallo Winery/G3 Enterprises, Inc. Operations Teams



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



## Onboarding Process Flow





Access the SAP Business Network through Interactive Email

Purchase Orders from E & J Gallo Winery/G3 Enterprises, Inc. provide an Interactive Email to access the SAP Business Network. This allows suppliers to establish a relationship over the SAP Business Network with E & J Gallo Winery/G3 Enterprises, Inc.

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

A new purchase order from  
is waiting for your response on SAP Business  
Network.

Hello John Doe

We, , would like to invite you to connect with us on  
SAP Business Network.

10 + purchase orders are waiting for your response. To access the  
purchase order, please click on process order and register on SAP  
Business Network for free account  
*Customer content: user can overwrite this part:*  
Thank you in advance for your support. Electronic Purchase Orders and  
Invoices are a standard part of doing business with us, and we're excited  
to bring you along on this e-commerce journey. We look forward to our  
enhanced business relationship. Please contact us at

Click Process order to register and connect

[Process order](#)

Reply to this email to send your customer a message. If your company received this email by  
mistake, you can stop receiving purchase orders via SAP Business Network.

**Purchase order details**

Order number	Amount
PO202107131836030	\$ 400.00 USD



## Login or Register

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

**Supplier Login**

User Name

Password

**Login**

[Forgot Username or Password](#)

**New to SAP Business Network?**  
[Register Now](#) or [Learn More](#)

**SAP Business Network**

Create a free company account to connect with your customers on SAP Business Network

**Company information**

Company (legal) name \*  
Enter company legal name

Country/Region \*  
United States [ USA ]

Address line 1 \*  
Address line 2  
Address line 3

City \*  
State \*  
Choose a state

Zip \*

New to SAP Business Network click Register Now to create a free account.

If an existing account already exists for your company, you may be prompted with this screen.

Connect with **Network** to collaborate on Ariba

Invited by

We found existing accounts based on the information in the invite. Please review.

**Review accounts**

or

**Use existing account**

**Create new account**

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)



**Congratulations!** You are now connected to E. & J. Gallo Winery/G3 Enterprises, Inc. on the SAP Business Network.

Please **follow the steps below** to finalize your account configuration. Once complete, transact with E. & J. Gallo Winery/G3 Enterprises, Inc. using this account.

### Configure Account Settings (Administrators)

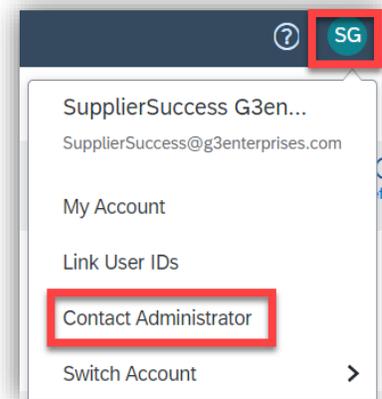
Only the Administrator can create roles and set up additional users. There can only be one Admin on the account.

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

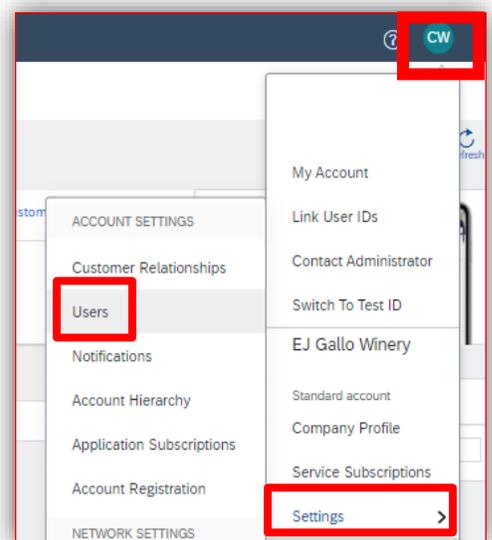
Name: Supplier Operations  
Email Address: [supplieroperations@eigallo.com](mailto:supplieroperations@eigallo.com)

### Configure Users and Roles

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

Click **Settings**

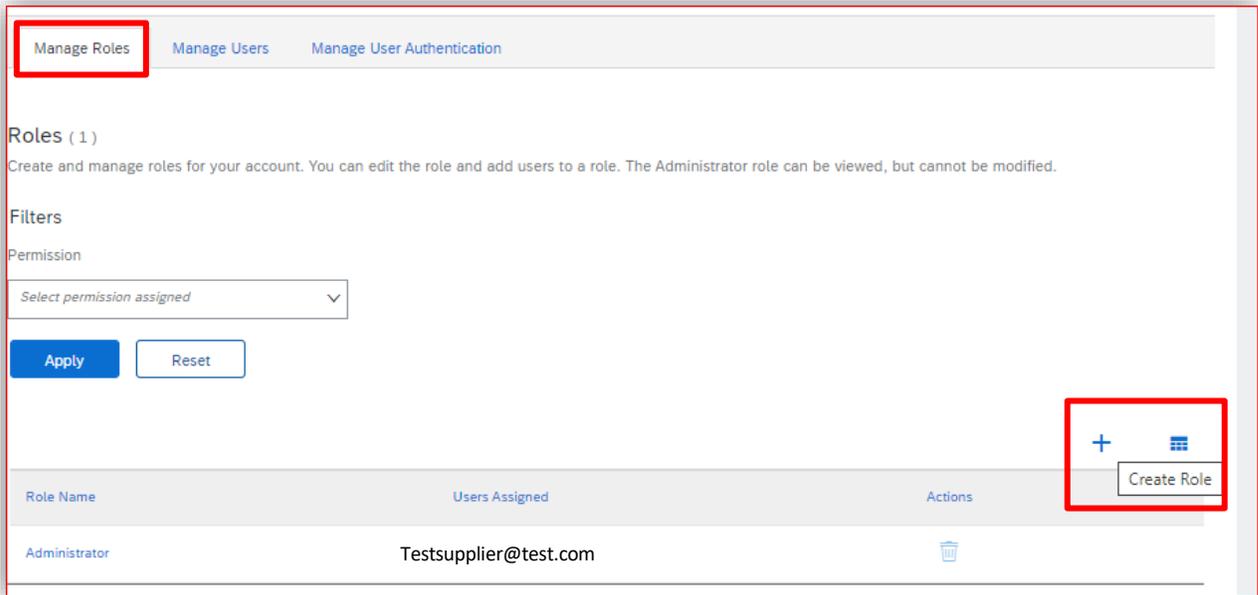
Under Account Settings select **Users**





## 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 Ariba 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 Ariba:

## [Business Role Reference](#)

Click **save** to create the role

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 )

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 ▼ Enter username +

Apply Reset

Filtered Results (0)

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

**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:  Area:  Number:

Country: USA 1

**Role Assignment**

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

Choose the Role to be assigned to the User.

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

Click **Done**



The User will now display.

The screenshot shows a user management interface. At the top, there are 'Apply' and 'Reset' buttons. Below them, it says 'Filtered Results (1)'. The table has the following columns: Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. The table contains one row with the following data: Username: i@ejgallo.com, Email Address: suppliersuccess@ejgallo.com, First Name: Supplier, Last Name: Success, Ariba Discovery Contact: No, Role Assigned: Test, Authorization Profiles Assigned: All(0), Customer Assigned: All(0), and Actions: Actions (with a dropdown arrow). Below the table, there are two buttons: 'Add to Contact List' and 'Remove from Contact List'.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
<input type="checkbox"/>	i@ejgallo.com	suppliersuccess@ejgallo.com	Supplier	Success	No	Test	All(0)	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 Ariba Support to change the Admin. [SAP Ariba Supplier Enablement](#)*

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

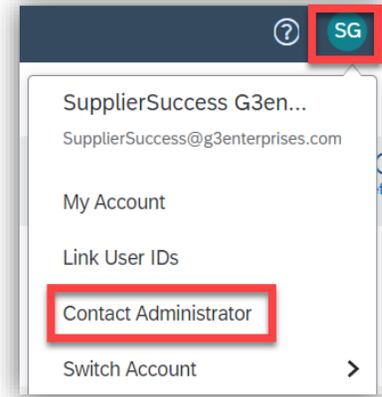


## Configure Network Settings (Administrators)

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**



### 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: [suppliersuccess@eigallo.com](mailto:suppliersuccess@eigallo.com)

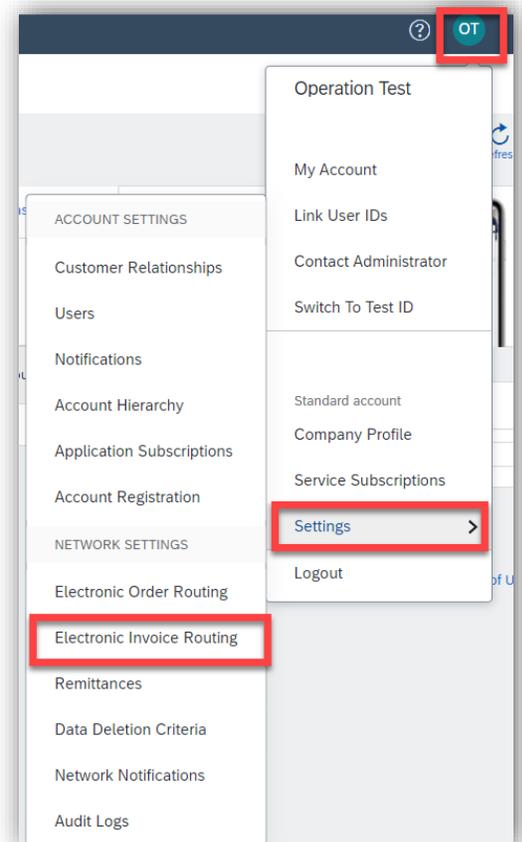
## Configure Tax ID/VAT ID

From the Home Screen

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

Click **Settings**

Under Network Settings select **Electronic Invoice Routing**





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

Under Tax Information, enter your **Tax ID** or **Vat ID** (whichever is applicable)

The screenshot shows the 'Network Settings' window with the 'Tax Invoicing and Archiving' tab selected. The 'Tax Information' section contains the following fields:

- Tax Classification: (no value) [v]
- Taxation Type: (no value) [v]
- Tax ID: XXXXXXXXX [i] Do not enter dashes
- State Tax ID: [ ] Do not enter dashes
- Regional Tax ID: [ ] Do not enter dashes
- Vat ID: [ ]
- VAT Registered
- VAT Registration Document: <No document> [Upload]
- Tax Clearance
- Tax Clearance Number: [ ]
- Tax Clearance Document: <No document> [Upload]
- Tax Clearance Expiry Date: [ ] [calendar icon]
- Exempt from Backup Withholding:  Yes  No

## Configure Remittances

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

**Your remittance ID is a 10-digit number assigned by E & J Gallo Winery/G3 Enterprises, Inc.**

Please find your Remittance ID referenced in the 'Welcome to E & J Gallo/G3 Enterprises, Inc.'

Email or contact your Supplier Success representative to request your Remittance ID.

Click the **Settlements** tab

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

The screenshot shows the 'Network Settings' window with the 'Settlement' tab selected. The 'EFT/Check Remittances' section is highlighted, and the 'Create' button is also highlighted. The table below shows no items.

Address ↑	City	State	Country/Region	Default
No items				

Buttons: Edit, Delete, 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

Enter the ten-digit number.

**Your remittance ID is a 10-digit number assigned by E & J Gallo Winery/G3 Enterprises, Inc.**

Click **OK**

Click **SAVE**

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



## Accessing Purchase Orders (using interactive email)

### Purchase Order are sent via email.

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

### Key Point for Acting on Purchase Order:

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

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

A new purchase order from is waiting for your response on SAP Business Network.

Hello John Doe

We, , would like to invite you to connect with us on SAP Business Network.

10 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account

Customer content: user can overwrite this part:  
Thank you in advance for your support. Electronic Purchase Orders and Invoices are a standard part of doing business with us, and we're excited to bring you along on this journey. We look forward to our enhanced business relationship. Please contact us at

Click Process order to register and connect

Process order

Reply to this email to send your customer a message. If your company received this email by mistake, you can stop receiving purchase orders via SAP Business Network.

**Purchase order details**

Order number	Amount
PO202107131836030	\$ 400.00 USD

From: Sam Smith  
To: John Doe

229 Main Street, Central city  
Switzerland, 927090  
+41 65367890

123 Main Street, rm 202,  
San Francisco, CA, USA, 94307  
+1 6506906996

**Learn more:**

- [Learn more about SAP Business Network](#)

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Arbia is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Offices | [Data policy](#) | [Privacy policy](#) | [Customer support](#)

Powered by



## Accessing Purchase Orders (using your Ariba Business Network Portal)

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

The screenshot shows the SAP Business Network dashboard. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'More'. Below this is a banner with a notification about supporting Ukraine. The main dashboard area has several tiles: 'New orders' (0), 'Items to confirm' (0), 'Orders' (0, highlighted with a red box), 'Orders to invoice' (0), 'Invoices' (1), and 'More' (2). Below the tiles are 'My widgets' and 'Purchase orders' filters.

By default, the access tiles are set to the last 31 days.

If you do not see the purchase order you are looking for, click “Edit filters” to widen your search criteria date.

The screenshot shows the 'Orders (10)' filter panel. The 'Creation date' dropdown is set to 'Last 365 days' and is highlighted with a red box. The 'Apply' button is also highlighted with a red box. Below the filters is a table of purchase orders.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
8000066379	E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST	\$2,750.00 USD	Oct 19, 2021	Invoiced	\$2,750.00 USD	...
8000066376	E&J Gallo Winery/G3 Enterprises, Inc. R1 TEST	\$2,750.00 USD	Oct 19, 2021	Invoiced	\$2,750.00 USD	...

Click on the purchase order number to view the Purchase Order details.

Note: Order confirmation is required before you can invoice.



## 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.

- **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 total size of all attachments cannot exceed 100MB

2 Not Available 1 (EA) 22 Apr 2022 \$5,000.00 USD \$5,000.00 USD \$418.75 USD

test item 2

Current Order Status

1 Unconfirmed

Confirm:  Backorder:  **Reject:**   ⓘ

Attachments:

Name	Size (bytes)	Content Type
No Items		

No file chosen

The total size of all attachments cannot exceed 100MB

ⓘ

Confirming PO

1 Update Item Status

2 Review Confirmation

Confirmation #: Untitled 05/02/2022  
Supplier Reference:  
Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Test item 1	1 (EA)	22 Apr 2022	\$5,000.00 USD	\$5,000.00 USD	\$418.75 USD
Current Order Status: 1 Unconfirmed						
2	Not Available test item 2	1 (EA)	22 Apr 2022	\$5,000.00 USD	\$5,000.00 USD	\$418.75 USD
Current Order Status: 1 Rejected						

## Creating Ship Notice

Note: A Ship Notice is not required.

Click **Create Ship Notice**

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

Purchase Order: 8000000075

Order Detail  Order History

**E&J Gallo Winery**

From:  
E & J Gallo Winery BW-CA-4213  
600 YOSEMITE BLVD  
MODESTO , CA 95354  
United States

To:  
TEST GEORGIA PACIFIC PULP ACCT AN  
769 Test Street  
Modesto , CA 95354  
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
<b>Shipment Status</b> Total Item Due Quantity: 1,000 EA										
<b>Confirmation Status</b> Total Confirmed Quantity: 1,000 EA    Total Backordered Quantity: 0 EA										
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date						
1	<input type="text" value="1,000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>					

Click **Next**

Click **Submit**



## Creating Invoice from a Purchase Order

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

Click **Create Invoice**

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

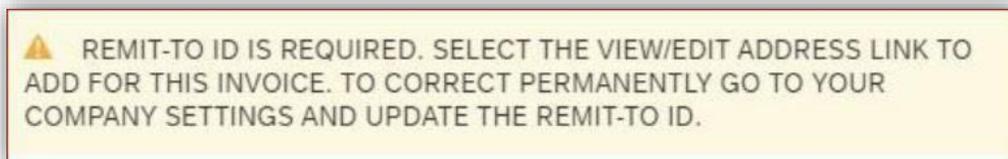
Choose **Standard Invoice**



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

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

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





## Invoice Header Section

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

▼ Invoice Header

---

Summary

Purchase Order: 8000074827	
Invoice #: *	<input type="text"/>
Invoice Date: 22 Jun 2022	<input type="text"/>
Service Description:	<input type="text"/>
Remit To: 123 Test Ave	<input type="text"/>
Test, CA United States	
Bill To: G3 Enterprises, Inc.	
MODESTO, CA United States	

Subtotal:	\$10,000.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$10,000.00 USD
Total Amount without Tax:	\$10,000.00 USD
Total Net Amount:	\$10,000.00 USD
Amount Due:	\$10,000.00 USD

### Enter **Invoice number**

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

## Tax Section

Choose tax at Line level

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

Tax ⓘ

Header level tax ⓘ

Line level tax ⓘ



## Shipping From/To Section

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:

Supplier: **TES AN**  
MODESTO, CA  
United States

Bill From: **TES AN**  
MODESTO, CA  
United States

Choose Address:  [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:

Customer:

- G3 Enterprises, Inc.
- Grigsby Label
- E. & J. GALLO WINERY
- Collopack Solutions
- GALLO GLASS COMPANY

Email:

Note: The **Customer, email address, and Tax ID** are required fields for submitting invoices to E & J Gallo Winery/ G3 Enterprises, Inc.



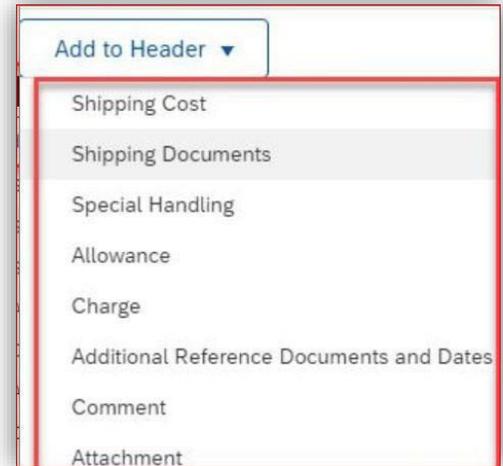
## Additional Options: Add to Header

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

- Example 1:

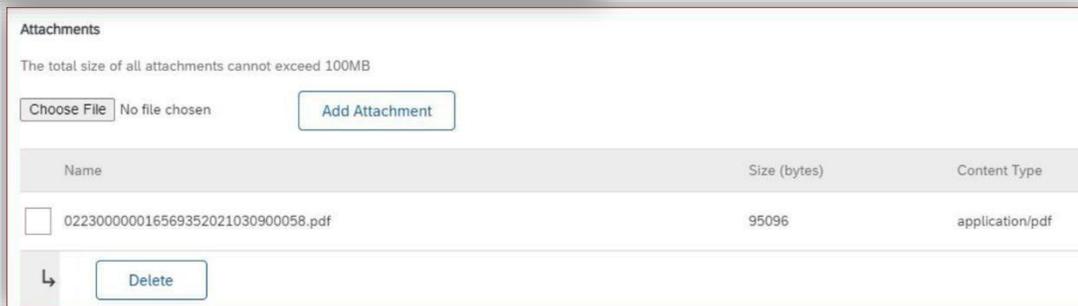
Choose “Attachment” to add detailed invoice or other reference documents to this invoice.

Click choose file



Choose the file from your computer  
“Add Attachment”

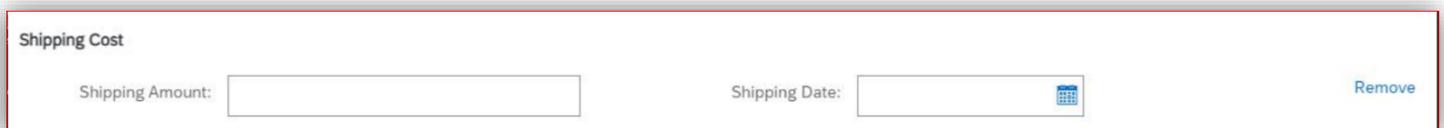
The attachment will be shown on your screen.



- Example 2:

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

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





## 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

↳

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

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,

Invoicing Entire order

For Partial Invoicing

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

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

<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	Not Available	Testing PO amount tolerance		1	EA	\$5,000.00 USD	\$0.00 USD
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Not Available	PO amount tolerance		0	EA	\$5,000.00 USD	\$0 USD

*Excluded line items cannot be modified.*

↳

Click **Next**



## Review Invoice

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 123456789	Subtotal:	<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**

Print or Exit

**Invoice 1235 has been submitted.**

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



## Creating a Credit Memo

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

For standard account, you will need to resend a copy of the original invoice email to create a credit memo.

**Login to your SAP Ariba Portal:**

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

From your Workbench, choose the invoice tile.



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

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

Invoices (3)

[Edit filter](#) | [Save filter](#) | Last 365 days

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

Click **Create Line-item Credit Memo**

Invoice: 98745 Done

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



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

▼ Invoice Header

Summary

Credit Memo #:\*

Credit Memo Date: 22 Jun 2022

Original Invoice No: 12336tes

Original Invoice Date: 29 Apr 2022

Remit To: 123 Test Ave

Test, CA  
United States

Bill To: E. & J. GALLO WINERY

MODESTO, CA  
United States

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

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

Click **Update**

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

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount

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

↳

Scroll up to review total credit amount



## Enter Reason for Credit MEMO

**Comment**

Reason for Credit Memo:\* did not get items

Default Credit Memo Comment Text:

Click Next

**Credit Memo Type**

You are creating a Credit Memo with Quantity Adjustment.

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

**Summary**

Credit Memo #:* 123475	Subtotal: \$-5.00 USD	<a href="#">View/Edit Addresses</a>
Credit Memo Date:* 5 Apr 2021	Total Tax: \$-0.41 USD	
Original Invoice No: 98745	Total Gross Amount: \$-5.41 USD	
Original Invoice Date: 31 Mar 2021	Total Amount without Tax: \$-5.00 USD	
	Total Net Amount: \$-5.41 USD	
	<b>Amount Due: \$-5.41 USD</b>	

Verify information  
Click **Submit**

**Create Line-Item Credit Memo** [Previous](#) [Submit](#) [Save](#) [Exit](#)

Confirm and submit the line-item credit memo. 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.

**Line-Item Credit Memo**

(Original Invoice No: 98745)

Credit Memo Number: 123475	Subtotal: \$-5.00 USD
Credit Memo Date: Monday 5 Apr 2021 1:11 PM GMT-07:00	Total Tax: \$-0.41 USD
Original Invoice Number: 98745	Total Gross Amount: \$-5.41 USD
Original Invoice Date: Wednesday 31 Mar 2021 3:46 PM GMT-07:00	Total Amount without Tax: \$-5.00 USD
	Total Net Amount: \$-5.41 USD
	<b>Amount Due: \$-5.41 USD</b>



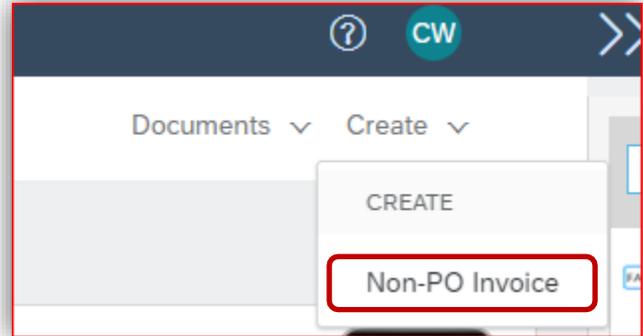
## Creating a Non-PO Invoice (Standard Account)

**Login to your Ariba 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**

Create Non-PO Invoice Next Exit

For a trading relationship already on Ariba Network

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

Type of Invoice:  Standard Invoice  Credit memo

For a new trading relationship

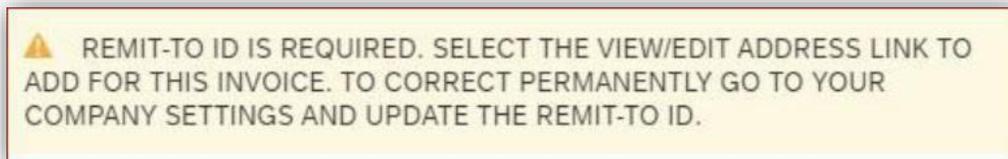
You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To [More](#)

[Invoice New Customer \(Requires Customer Code\)](#)

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**

<b>Purchase Order:</b> 8000074827	
<b>Invoice #:</b> *	<input type="text"/>
<b>Invoice Date:</b> *	22 Jun 2022 <input type="text"/>
<b>Service Description:</b>	<input type="text"/>
<b>Remit To:</b>	123 Test Ave <input type="text"/>
	Test, CA United States
<b>Bill To:</b>	G3 Enterprises, Inc.
	MODESTO, CA United States

<b>Subtotal:</b>	<b>\$10,000.00 USD</b>
<b>Total Tax:</b>	\$0.00 USD
<b>Total Gross Amount:</b>	\$10,000.00 USD
<b>Total Amount without Tax:</b>	\$10,000.00 USD
<b>Total Net Amount:</b>	\$10,000.00 USD
<b>Amount Due:</b>	<b>\$10,000.00 USD</b>

### Enter **Invoice number**

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

### Click **Choose Address Bill To**

## Additional Fields Section

### 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:

Email:

Tax paid through a Tax Representative

### Supplier VAT

Supplier VAT/Tax ID: \*

⚠ 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.



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

Choose Address: No value

Customer: GALLO GLASS COMPANY

Email: E. & J. GALLO WINERY

G3 Enterprises, Inc.

Collopack Solutions

Grigsby Label

[Search more](#)

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 E & J Gallo Winery/ G3 Enterprises, Inc.

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



## Additional Options: Add to Header

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

Example 1:

Choose **Attachment to add detailed invoice** or other reference documents to this invoice.

Click **Choose File**

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

⚠️ 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

Add to Header ▾

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

**Choose file** from your computer Add attachment

The attachment will be shown on your screen.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

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

↳ Delete

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

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:

Remove



## Other Information:

### Order Information

Customer Order #:

Contract Number:

Sales Order #:

Sales Order Date:  

## **DO NOT USE THIS SECTION**

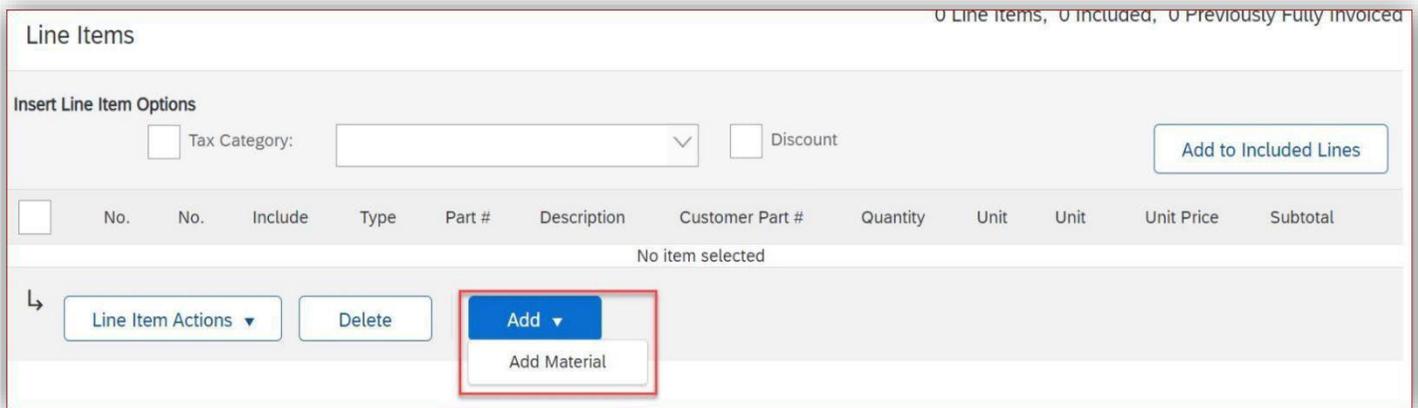
If you have a "Customer Order #" (Purchase order #), please exit and submit invoice against the PO in your workbench. *\* If this section is used for Non-PO invoices, your invoice will be rejected*

## Line-Item Section

Start to add your line items

Click **Add**

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



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

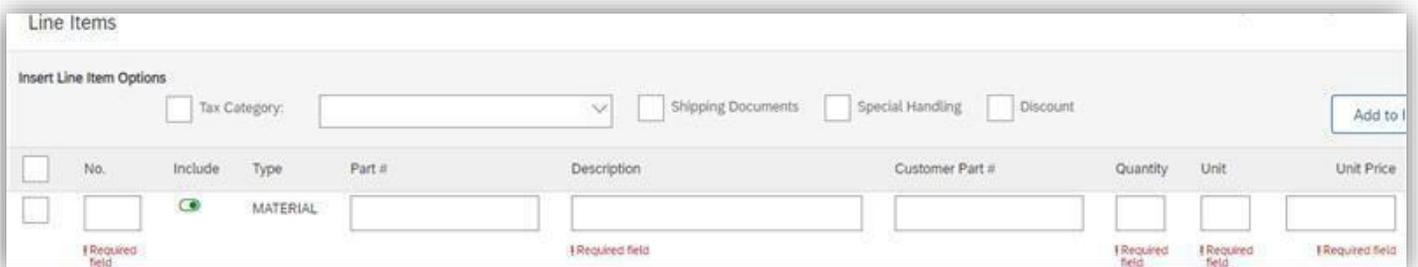
Insert Line Item Options

Tax Category:   Discount Add to Included Lines

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions  **Add**

New blank line item will display



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

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount Add to I

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

! Required field ! Required field ! Required field ! Required field ! Required field



## Example: Line Item added

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
1	<input checked="" type="checkbox"/>	MATERIAL		Test Items for TEST		10	EA	50.00

- 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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
1	<input checked="" type="checkbox"/>	MATERIAL		Test Items for TEST		10	EA	\$50.00 USD
2	<input checked="" type="checkbox"/>	MATERIAL		ANOTHER ITEM		5	EA	200.00

Line Item Actions ▼ Delete Add ▼

Update

## Additional Options- Line-Item Section

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

Edit
Add
Tax

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

↳ Line Item Actions ▼ Delete

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



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

Click **Next**

Review **Create Invoice**

Click **Submit**

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>

**Invoice 1235 has been submitted.**

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



## Home Screen/Workbench

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

The screenshot displays the SAP Business Network Home Screen/Workbench. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this is a navigation menu with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A banner at the top right contains a notification: 'Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More | Update Profile'. The main dashboard features a 'Getting started' section with six key metrics: 1 Enablement Task (Last 31 days), 0 New orders (Last 31 days), 0 Items to confirm (Last 31 days), 18 Orders (Last 365 days), 0 Orders to invoice (Last 31 days), and a 'More' button with a notification icon. Below this is the 'My widgets' section, which is currently set to 'E&J Gallo Winery/G3 Ent...'. It contains several widgets: 'Purchase orders' showing \$82.3 K USD with a line chart for Apr, May, and Jun; 'Invoice aging' showing \$2.36 K USD with a bar chart for 0-30, 31-60, and 61-90 days; 'Activity feed' listing three 'Order received' events with dates, times, and amounts; 'Company profile' showing a 15% completion rate; 'On-time payment rate' showing 0% for the last 12 months; 'Paid invoices' showing \$0 USD for the last 12 months; and 'Payment days late' showing 0.0 average days for the last 12 months.



From your Workbench:

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

The screenshot shows the Workbench interface with the following data:

Category	Count	Time Period
New orders	0	Last 31 days
Items to confirm	0	Last 31 days
Orders	18	Last 365 days
Orders to invoice	0	Last 31 days
Invoices	3	Last 365 days
Pinned documents	0	

Below the statistics, the 'Invoices (3)' section is visible with the following filters:

- Customers:** Select or type selections (highlighted with a red box)
- Invoice number:** Type selection
- Order number:** Type selection
- Creation date:** Last 365 days (dropdown menu open, showing options: Last 24 hours, Last 7 days, Last 14 days, Last 31 days, Last 90 days, Last 365 days, Custom date range)
- Invoice status:** All
- Invoice type:** All
- Routing status:** All
- Payment net due date:** None
- To country:** Select or type selections
- Status change date:** None
- Min amount:** [ ]
- Max amount:** [ ]
- Currency:** USD
- External invoice number:** Type selection
- Submitted by:** All

Buttons for **Apply** and **Reset** are located at the bottom right of the filter section.

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

The screenshot shows the Workbench interface with the 'Invoices' card highlighted by a red box. The data is as follows:

Category	Count	Time Period
New orders	0	Last 31 days
Items to confirm	0	Last 31 days
Orders	18	Last 365 days
Orders to invoice	0	Last 31 days
Invoices	3	Last 365 days
Pinned documents	0	

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



Workbench Customize

0  
New orders  
Last 31 days

0  
Items to confirm  
Last 31 days

18  
Orders  
Last 365 days

0  
Orders to invoice  
Last 31 days

3  
Invoices  
Last 365 days

0  
Pinned documents

Invoices (3)

Edit filter

Customers

Invoice number

Order number

Creation date  
Last 365 days

- Last 24 hours
- Last 7 days
- Last 14 days
- Last 31 days
- Last 90 days
- Last 365 days
- Custom date range

Invoice status

Invoice type

Routing status

Payment net due date

To country

Status change date

Min amount

Max amount

Currency

External invoice number

Submitted by

Apply

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

You can also configure your dashboard default tiles

## Help and Support

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

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