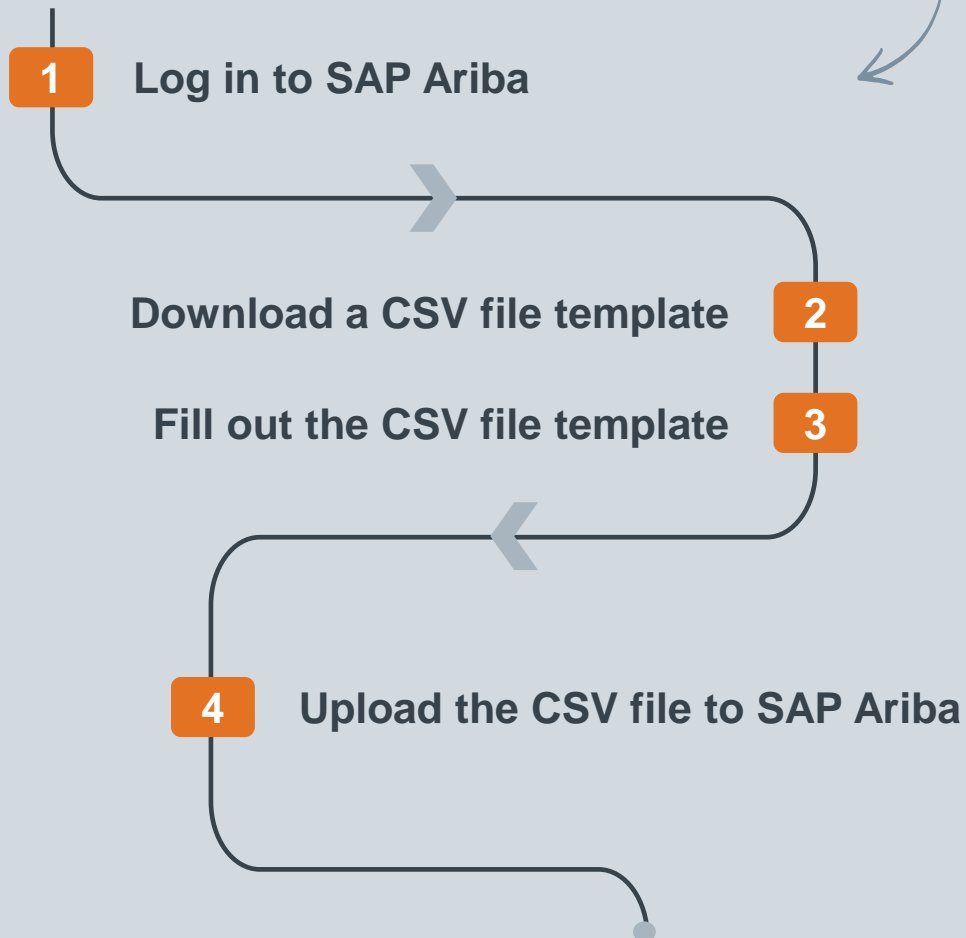


This **Supplier Quick Guide** shows you how to...

CREATE ASN THROUGH CSV UPLOAD

...in 4 simple steps



LOG IN TO ARIBA

Step-by-step

1. Go to the Ariba Portal by using the below link:
supplier.ariba.com
2. Enter your **User name and Password.**
3. Click on 'Login'.

Illustration

The illustration shows the SAP Business Network Supplier Login page. The page features a 'Supplier Login' form with fields for 'User Name' and 'Password', and a 'Login' button. A 'Forgot Username or Password' link is located below the 'Login' button. Below the form, there is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. The page also includes a 'Supported browsers and plugins' section, the SAP logo, and a copyright notice: '© 2022 SAP SE or an SAP affiliate company. All rights reserved.' At the bottom right, there are links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'. The illustration overlay shows a laptop displaying the same login page, with a 'LOG IN TO ARIBA' title and a 'Step-by-step' list: 1. Go to the Ariba Portal by using the below link: supplier.ariba.com; 2. Enter your **User name and Password.**; 3. Click on 'Login'. The illustration also shows a smartphone displaying the login page.

DOWNLOAD A CSV FILE TEMPLATE

Step-by-step

1. Open the menu (three dots) in the top right corner of the home screen.
2. Select 'Templates' under CSV Download
3. Select 'Ship notice'.
4. Click 'Download'

Illustration

The screenshot shows the SAP Business Network interface. In the top right corner, a menu is open, and the 'CSV Download' section is highlighted. The dashboard below shows several key metrics: 10 Orders to invoice (Last 31 days), 10 Orders (Last 31 days), 0 Rejected invoices (Last 31 days), Kč 0.0 CZK Remittances (Last 31 days), and Kč 0.0 CZK Early payment offers (Next 90 days). The 'My widgets' section includes an 'Order received' notification and a 'Purchase orders' widget showing 3.13 B CZK. The 'Invoice aging' widget shows 30 K CZK.

Download CSV Templates

If any of your customers use custom CSV templates, a Custom Templates section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.

Standard Templates

- Document 1
 - Order Confirmation
 - Ship Notice
- Download

4

FILL OUT THE CSV FILE TEMPLATE

Step-by-step

1. Fill out **all required fields** in the csv file.

Required fields:

Ship Notice Number(Column A)
 Ship Notice Date(Column B)
 Order ID(Column C)
 Item Ship Notice Line Number
 (Column AC)
 Item Line Number(Column AD)
 Item Quantity(Column AG)
 Item Unit Of
 Measure(ColumnAH)

Illustration

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	UTF-8																			
2	_csv_version:1.0	_csv_serii_csv_type_csv_template:Standard Template																		
3	Ship Notice Number	Ship Notice Order ID	Order ID	Service Level	Shipment	Shipment	Delivery	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From
4	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
5	String	Date	String	Date	String	Date	Date	String	String	String	String	String	String	String	String	String	String	String	String	String
6	Ship notice ID	Ship notice Purchase	Purchase	The level	Shipment	Shipment	Delivery	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From	Ship From
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				

UPLOAD THE CSV FILE TEMPLATE TO SAP ARIBA 1/2

Step-by-step

1. Click on 'Ship Notice' tab under CSV Upload.
2. Choose the CSV file from your device.
3. Click on 'Import CSV Ship Notice' to upload the document.

Note: Do not change the Column or slide and please follow the format provided in the CSV file's fields.

Illustration

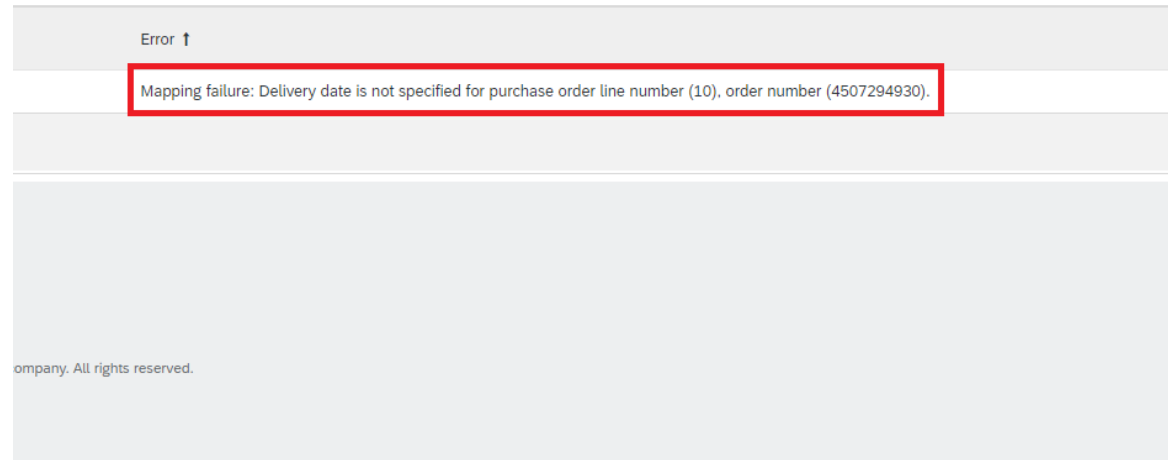
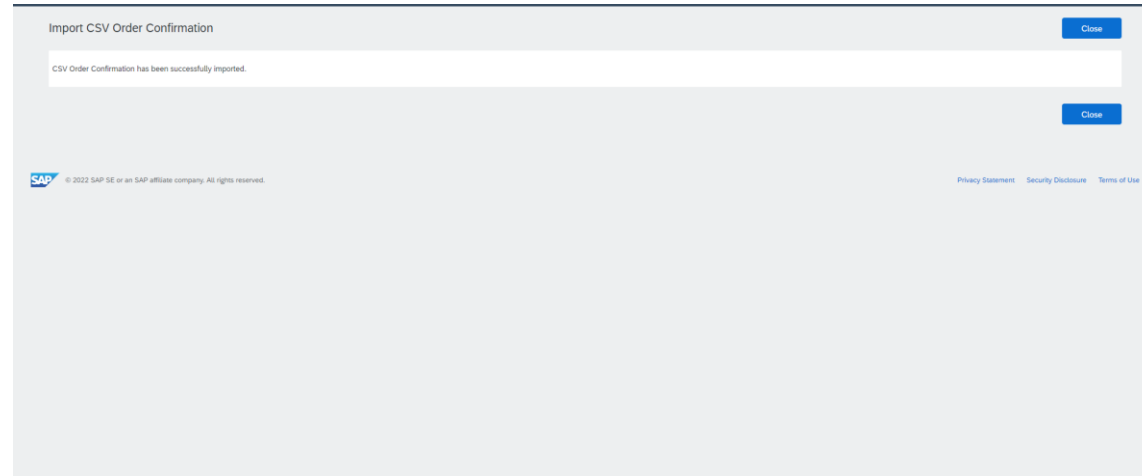
The illustration shows two screenshots from the SAP Business Network interface. The top screenshot displays the 'Overview' dashboard for 'Vestas - TEST' with various metrics. A dropdown menu is open on the right, showing the 'Ship Notice' option highlighted with a red box and a '1' in a circle. The bottom screenshot shows the 'Import CSV Ship Notice' form. The 'Customer' field is set to 'Vestas - TEST'. The 'CSV Ship Notice file path' field has a 'Choose File' button highlighted with a red box and a '2' in a circle. Below it, the 'Import CSV Ship Notice' button is highlighted with a red box and a '3' in a circle.

UPLOAD THE CSV FILE TO SAP ARIBA 2/2

Step-by-step

1. When you are uploading the CSV file, you can experience either a successful upload message or an error in the upload message.
 - 1a. If the status says 'CSV Order Confirmation has been successfully imported' **your upload was successful.**
 - 1b. **If you get an upload error, please look at the description of the error**, correct it in your CSV file and re-upload the CSV file once again.

Illustration



NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

