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

CREATE ASN THROUGH CSV UPLOAD

…in 4 simple steps

1 Log in to SAP Ariba

Download a CSV file template **2**

Fill out the CSV file template **3**

4 **Upload the CSV file to SAP Ariba**

Classificat

One portal for supplier collaboration
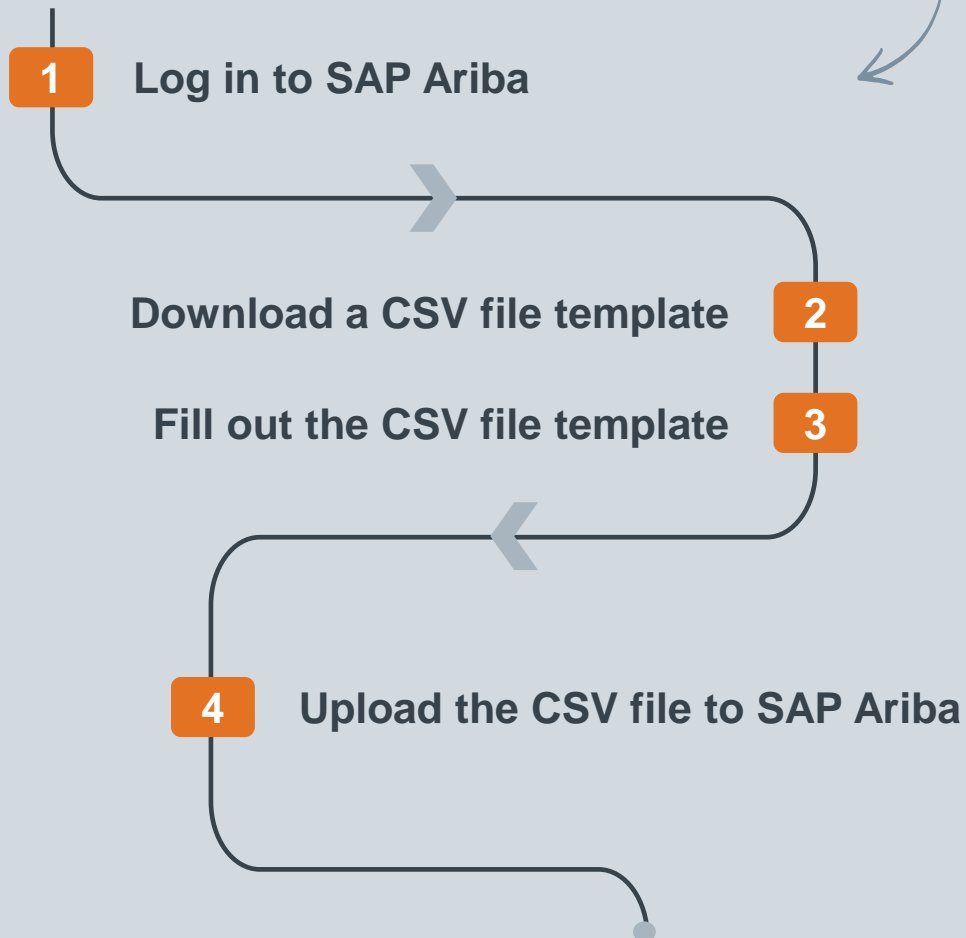
LOG IN TO ARIBA

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

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

Classification: Public

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

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.
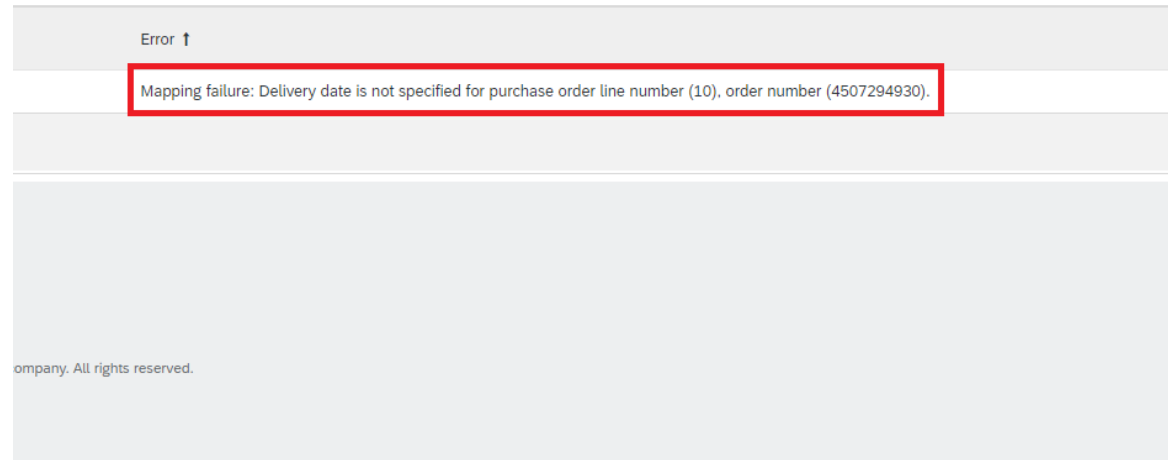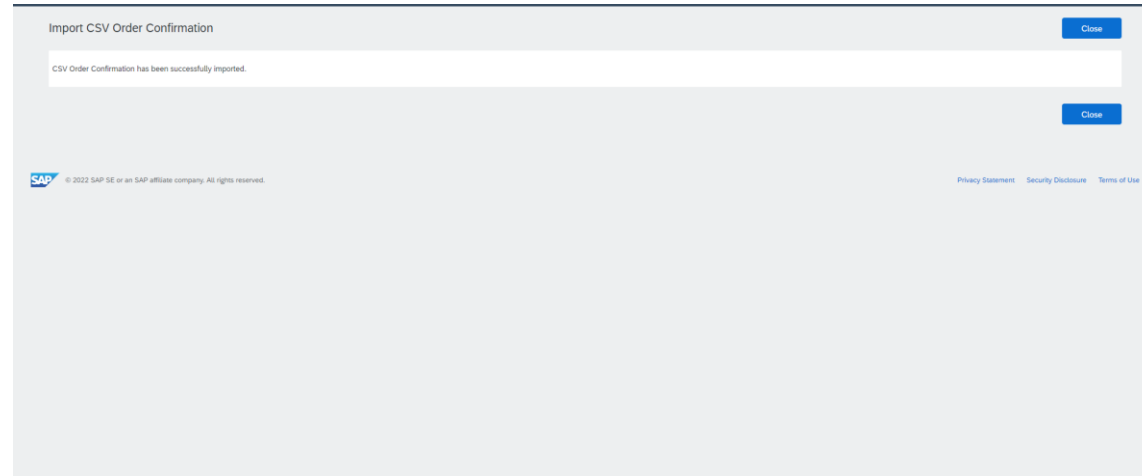
Illustration

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

Import CSV Order Confirmation   Close

CSV Order Confirmation has been successfully imported.

Close

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Error ↑

Mapping failure: Delivery date is not specified for purchase order line number (10), order number (4507294930).

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Vestas

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](#)

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