

Advanced Shipping Notification (ASN) Training

Vestas Digital Procurement





PURPOSE

Introduce you to
**Advanced Shipping Notifications
(ASN)**
&
Build your **capabilities in creating
and managing ASN**

VISION

Our vision is to enable **collaboration
and transparency** through a shared
and easily accessible platform(s) to
further **strengthen relationships** with
our suppliers from a quality
perspective.

KEY POTENTIAL BENEFITS FOR SUPPLIERS



Shared data between Supplier & Vestas

With ASN, Supplier share the same administrative and trading data with Vestas

This data transparency improves a supplier's accuracy and transparency in product tracing and claims of loss or poor quality

Once a shipment has been delivered, suppliers can receive a goods receipt in Ariba which serves as a proof of delivery



Accurate measure of supplier performance

The improved data efficiency will support accurate measure of a supplier's delivery performance

A supplier's performance is measured based on the on-time delivery. ASN aids in measuring the on-time delivery more accurately



Higher efficiency & Real time data transfer

ASN improves the quality and efficiency of goods delivery so Vestas and a supplier can align mutually on deliveries

Shipments will be tracked in real-time by both Vestas and Suppliers

Supplier's on-time payment is improved as efficiency in goods delivery leads to faster invoice processing



WHAT IS ASN?



- An Advanced Shipping Notification is information about the delivery of an order
- An Advanced Shipping Notification is prepared by a supplier and it is sent to Vestas via Ariba
- An Advanced Shipping Notification contains details about:
 - Which orders are being shipped?
 - Which items are being shipped and how many?
 - When will the order(s) arrive?
 - What is the carrier's e.g. FedEx, UPS or DHL tracking number?
 - Identification information of the goods to be delivered like batch numbers and / or serial numbers.

WHY USE ASN?



- Meeting the contractual compliance requirements by using Ariba for supplier collaboration with Vestas
- If ASN is not created by Supplier, Vestas will not be able to proceed with goods receipt which can impact Supplier payments
- Higher data quality/accuracy by enabling data entry and update for deliveries by suppliers
- Efficiency gain related to manual workload and inbound planning by automation of data flow.
- Higher data visibility/transparency to support product tracking

WHEN TO USE ASN?



- Supplier should send the ASN to Vestas before the shipping of the order of physical goods (both direct & indirect)*
- An ASN must be sent as close as possible to the actual shipping date to reflect the final delivery information. Once an ASN has been generated, it cannot be reversed.
- As soon as the ASN is sent, Vestas can start the preparation for receiving the delivery
- Pre-requisites: Supplier Onboarded to Ariba and receiving POs and sending Order Confirmations via Ariba

**materials with VUI excluded in MVP*



The Digital Purchase Order & Invoice Process

Below, you can see where in the Purchase Order(PO) & Invoice process ASN is placed



ASN END-TO-END TRAINING

HOW TO CREATE ENTIRE ORDER CONFIRMATIONS & LINE LEVEL CONFIRMATIONS

HOW TO CREATE AN ASN IN ARIBA

HOW TO ADD SERIAL NUMBER TO ASN

HOW TO MANAGE BATCHED PURCHASE ORDERS

HOW TO CREATE ASN FOR MULTIPLE PURCHASE ORDERS WITH DIFFERENT LINE ITEMS

HOW TO DO ASN MASS UPLOAD WITH EXCEL FILE

HOW TO DO ASN MASS UPLOAD WITH CSV FILE

HOW TO MANAGE ASN SHIP LABEL

SUMMARY

WRAP UP

ACTIONS BY YOU

1

Begin creating ASN when shipping orders to Vestas

2

Familiarize yourself with the **training material** on the [Vestas.com](https://vestas.com)

GOING FORWARD



Information about **ASN** updates will be provided to you on an ongoing basis



Get **help & support with creation of ASN** by reaching out to ariba.ssc@vestas.com or your buying contact in Vestas

THANK YOU FOR ATTENDING

