

HOW TO CREATE ASN IN ARIBA

Digital Procurement

2024

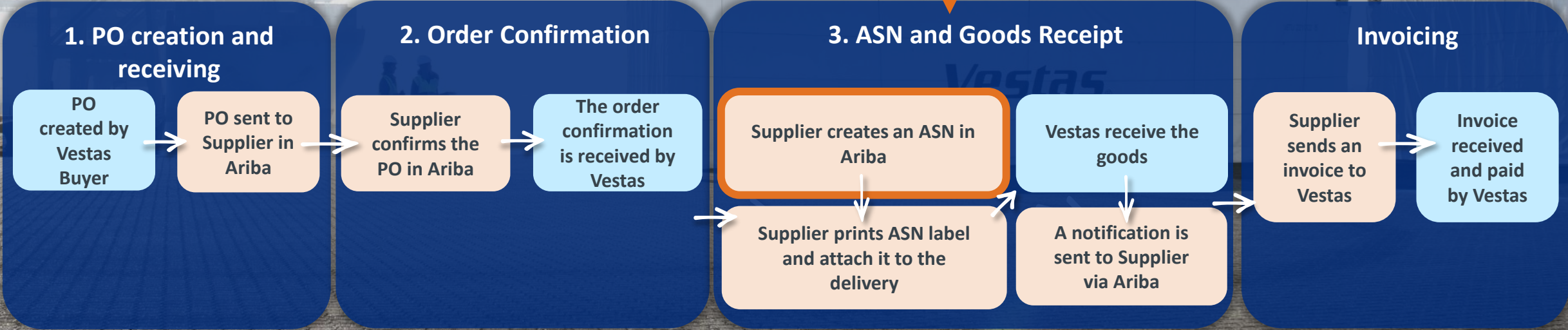


The Digital Purchase Order & Invoice Process

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



Julia, Vestas Supplier



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*

KEY POTENTIAL BENEFITS FOR SUPPLIERS USING ASN



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

ASN CREATION - INDIVIDUAL PO MANAGEMENT - 1/5

Step-by-step

There are two ways to start creating an individual shipping notice.

First, access the order from **Workbench** or **Orders** → **Orders and releases** tab:

1. Click **Actions (...)** on the PO line and select **Create ship notice**.
2. You can create ASN as well by selecting PO and clicking **Create Ship Notice** button on the top or bottom of the screen.

Illustration

The screenshot shows the SAP Business Network interface for 'Orders'. At the top, there are navigation tabs: Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. Below the navigation is a summary bar with statistics: 1 Orders, 8 Items to confirm (Last 31 days), 10 Items to ship (Last 31 days), 0 Return items (Last 31 days), and 4 New orders (Last 31 days). A red circle with the number '1' is placed over the 'Create ship notice' option in the Actions menu. Below the summary bar, there is a table with columns: Order Number, Customer, Amount, Date, and Order Status. One order is listed: 4507283642, Vestas - TEST, 258,700.00 DKK, Aug 18, 2022, Confirmed.

The screenshot shows the SAP Business Network interface for a specific Purchase Order: 4507283642. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. A red circle with the number '2' is placed over the 'Create Ship Notice' button. Below the buttons, there is a section for 'Order Detail' and 'Order History'. The 'Order Detail' section shows the following information:

Vestas	From: Customer Vestas Manufacturing A/S Hedeager 42 8200 Aarhus N Denmark Phone: Fax:	To: Test Dummy Supplier Bag Eiegårterde 1799 Copenhagen Denmark Phone: Fax: Email: time@vestas.com	Purchase Order (Confirmed) 4507283642 Amount: 258,700.00 DKK Version: 1 Track Order
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Below the order details, there is a 'Payment Terms' section: 60 days + EOM + 5 days. There is also a 'Comments' section: order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts). At the bottom, there is a 'Contact Information' section: Supplier Address. On the right side, there is a 'Routing Status' section: Acknowledged, External Document Type: Standard PO (NB), Related Documents: OC3642.

ASN CREATION - INDIVIDUAL PO MANAGEMENT – 2/5

Step-by-step

3. **Ship From** and **Deliver To** address are defaulted from the PO. These should not be edited by the supplier.
4. Provide **The Packing Slip ID**.
Note: The Packing Slip ID must be a unique number for each ASN. The Packing Slip ID should not be more than 35 Characters.
5. Provide **Shipping Date**.
 - A. In case of FCA/EXW, Shipping Date equal to the **Actual Confirmed date in PO**.
 - B. In case of DAP-Incoterms. **Shipping Date** must be Goods picked up date at Supplier end
6. Provide **Delivery Date**.
 - A. In case of FCA/EXW, Delivery Date must be the **Actual Confirmed date in PO**. **ITM Booking must be done before the ASN creation**.
 - B. In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas
6. Provide **Tracking Details**.
 - A. In case of DAP incoterms, provide **Carrier** and **Tracking Number** of your courier.
 - B. For FCA, provide **Freight Order Number** as Tracking Number.

Illustration

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. The form is divided into several sections:

- SHIP FROM:** Labeled with a red circle '3'. It contains 'Test Dummy Supplier', 'Copenhagen', and 'Denmark'. An 'Update Address' link is present.
- DELIVER TO:** Labeled with a red circle '3'. It contains 'Vestas Manufacturing A/S', 'Ringkøbing', and 'Denmark'. An 'Update Address' link is present.
- SHIP NOTICE HEADER:** A dropdown menu.
- SHIPPING:** Labeled with a red circle '4'. It includes:
 - Packing Slip ID: PS123456 (labeled with a red circle '4')
 - Invoice No.:
 - Requested Delivery Date:
 - Ship Notice Type: Select
 - Shipping Date: 31 Aug 2022 (labeled with a red circle '5')
 - Delivery Date: 31 Oct 2022 (labeled with a red circle '6')
 - Hazard Type: Select
 - Is Divisible:
 - Code:
- TRACKING:** Labeled with a red circle '7'. It includes:
 - Carrier Name: DSV (labeled with a red circle '7')
 - Tracking No.: T123456789
 - Bill of Lading No.:
 - Tracking Date:
 - Shipping Method: Select
 - Service Level:

ASN CREATION – INDIVIDUAL PO MANAGEMENT – 3/5

Step-by-step

8. Update **Shipping Payment Method**
9. Populate **Ship Qty** at line level. For all orders, the quantity can be equal or lower than the purchase order line.
Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.
10. Update **Batch ID & Expiry Date** in case material is batch managed.
*Note: It's **mandatory** to provide this information to all batch managed materials otherwise it will might cause delays in goods receipt and invoice payment.*
11. Add **Serial Number** If required. Serial numbers are optional or mandatory depending on the type of purchased product. If you click the **Add Details** button, you can manually add multiple serial numbers. It's mandatory to provide serial number for materials which are serialized in Vestas' system.

Illustration

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: * Transport Condition ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: * Prepaid By Seller ▼

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other ▼	DAF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Transport Term](#)

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
4507283642	10		29059013	52.000	EA	31 Oct 2022		4,975.00 DKK	258,700.00 DKK	1081

Description: BLADE BEARING SEGMENT, MACH

Shipment Status
Total Item Due Quantity: 52 EA

Confirmation Status
Total Confirmed Quantity: 52.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	serialNumber:
1	52	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers ▼](#)

ASN CREATION - INDIVIDUAL PO MANAGEMENT – 4/5

Step-by-step

12. Populate the **Serial Number** of the first item.
13. Click on **Add Asset** to add additional serial numbers. Please fill out only one serial number per asset field.
14. Select **OK** on the top or bottom of the screen to continue

Note: If you have many serial numbers to provide, you can learn how use the **Serial number upload** tool [here](#).

Illustration

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By
4507283642	10		29059013	52.000	EA	31 Oct 2022

Description: BLADE BEARING SEGMENT, MACH

SHIPMENT STATUS

1. Shipping 52 EA

ASSET DETAILS

The maximum number of assets you can enter is 52, which corresponds to the shipping quantity.

12	Serial Number	Asset Tag
	<input type="text" value="858585060684"/>	<input type="text"/>

13

- ▶ HAZARD DETAILS
- ▶ DELIVERY DETAILS
- ▶ PACKAGING

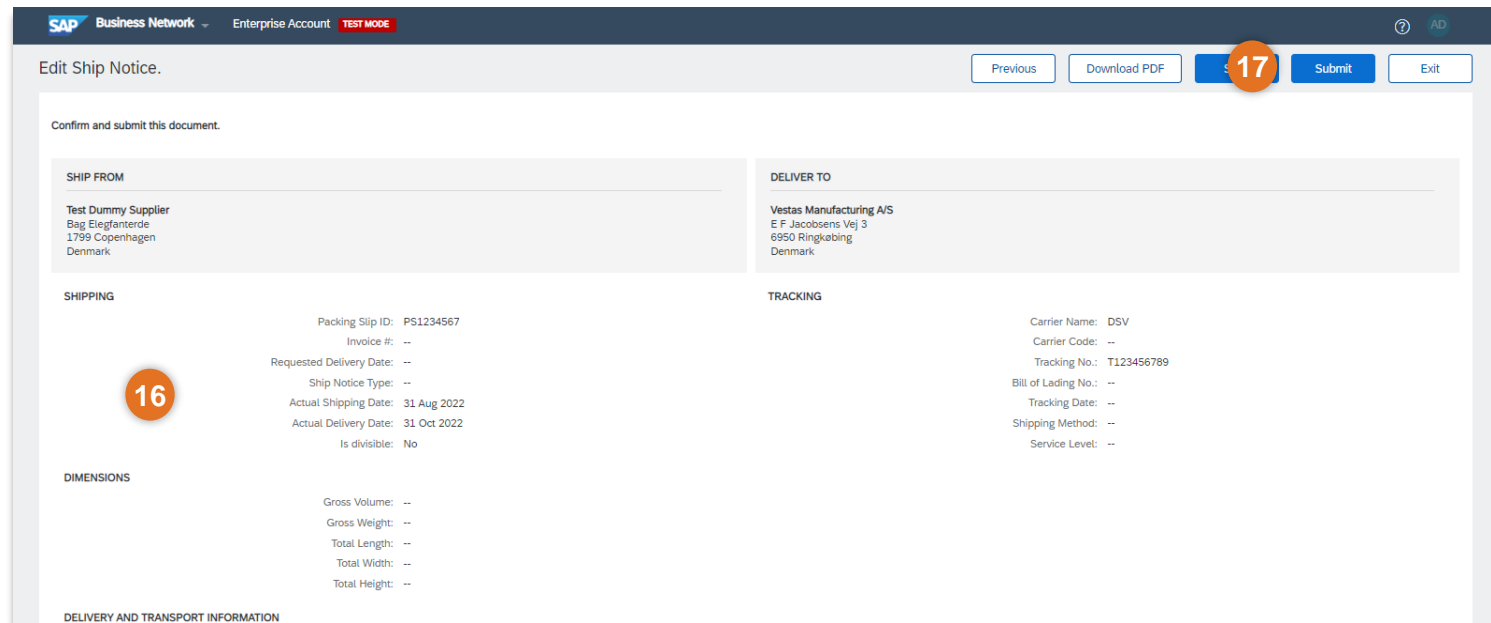
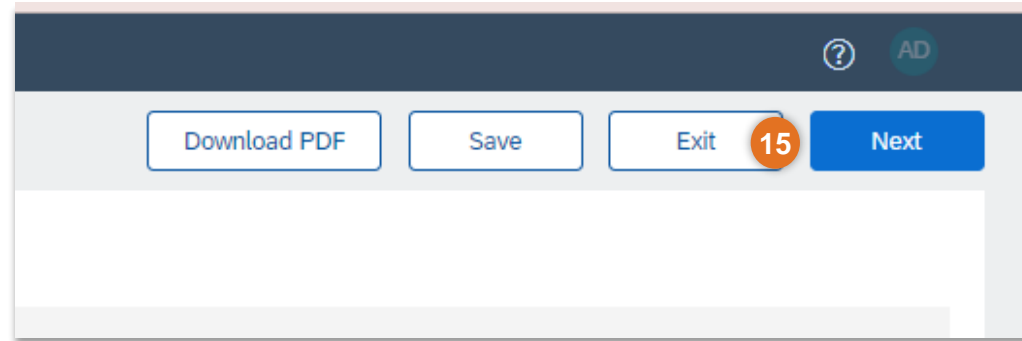
ASN CREATION - INDIVIDUAL PO MANAGEMENT – 5/5

Step-by-step

15. When all required fields are filled, click **Next** on the top or bottom of the screen.
16. Please review your input.
17. Click **Submit** to send ASN to Vestas.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

Illustration



ASN CREATION – MULTIPLE POS MANAGEMENT

Step-by-step

In case of multiple lines of PO's to be shipped and delivered to the same address on the same delivery day, you should use **Items to Ship** tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Go to **Workbench** or **Orders → Orders and Releases → Items to Ship** tab.
2. Use search filters to identify the items you need to ship. Edit default filter here if needed.
3. Suppliers can configure view of items by clicking the icon on the right-hand side of the screen.

Illustration

The screenshot shows the SAP Business Network interface. The navigation bar includes 'Home', 'Enable', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A notification banner at the top says 'Need more customization features? To create your own tiles, save filters and more, please navigate to the Workbench page. Go to Workbench'. The 'Orders' section displays a dashboard with the following metrics: 1 Orders, 8 Items to confirm (Last 31 days), 11 Items to ship (Last 31 days), 0 Return Items (Last 31 days), 4 New orders (Last 31 days), 0 Changed orders (Last 31 days), 13 Orders to invoice (Last 31 days), and 0 Orders with service line (Last 31 days). The 'Items to ship (11)' section includes filters: 'Edit filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A 'Create ship notice' button is present. The table below shows the following data:

	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment Level	Requested Quantity	Shipped	Actions
∨	Customer: Vestas - TEST Ship To Address: Vestas Manufacturing AUS, Ringkøbing, DNK										
<input type="checkbox"/>	4507283237	20		BLADE BEARING SEGMENT, MACH	1	Oct 18, 2022			36.00 EA		...
<input checked="" type="checkbox"/>	4507283640	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
<input checked="" type="checkbox"/>	4507283642	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
<input type="checkbox"/>	4507283641	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA	2	...
<input type="checkbox"/>	4507283641	20		BLADE BEARING SEGMENT, MACH	1	Oct 18, 2022			36.00 EA	2	...

ASN CREATION – MULTIPLE POS MANAGEMENT – CREATE ASN

Step-by-step

1. Review line items and create a shipping notification by selecting the relevant purchase orders per one single ship to address and one single delivery date.
2. Click **Create Ship Notice** at the top of the page and proceed to fill out details for ASN document.
3. You are allowed to combine multiple PO's in one shipping notice if they are delivered to the same address. Otherwise, Ariba will show an error message.

Illustration

Orders

1 Orders | 8 Items to confirm (Last 31 days) | 11 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 4 New orders (Last 31 days) | 0 Changed orders (Last 31 days) | 13 Orders to invoice (Last 31 days) | 0 Orders with service line (Last 31 days)

Items to ship (11)

> Edit filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

Create ship notice 2

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Ship By	Commitment Level	Requested Quantity	Shipped	Actions
Customer: Vestas - TEST Ship To Address: Vestas Manufacturing AIS, Ringkøbing, DNK 3										
4507283237	20		BLADE BEARING SEGMENT, MACH	1	Oct 18, 2022			36.00 EA		...
4507283640	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
4507283642	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA		...
4507283641	10		BLADE BEARING SEGMENT, MACH	1	Oct 31, 2022			52.00 EA	2	...

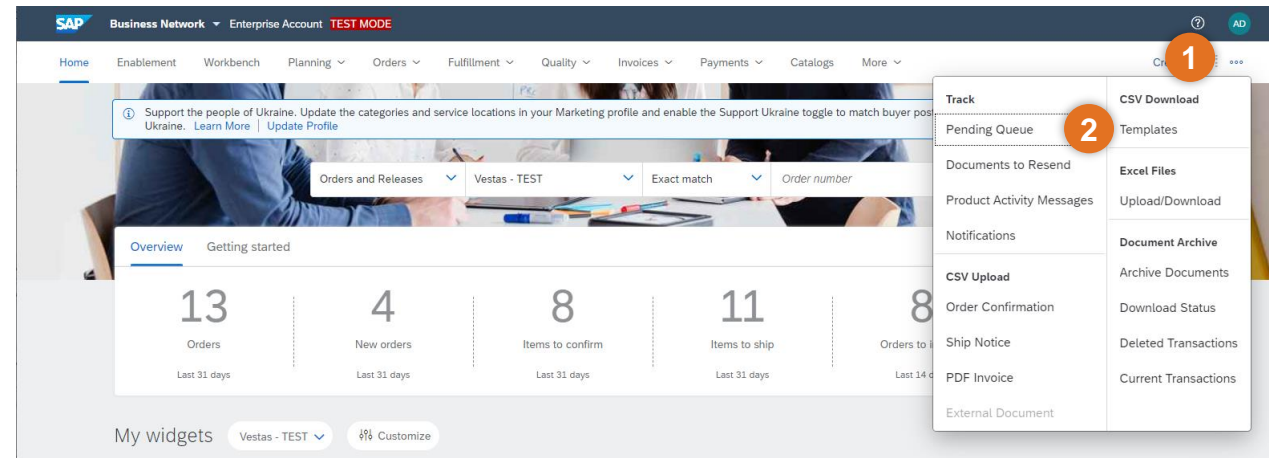
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 1/2

Step-by-step

1. Select ... - menu in the top right corner under your initials
2. Select **CSV Download** → **Templates**
3. Select **Ship Notice**
4. Select **Download** and save template to your computer.

Note: You should only choose lines with same “Need-by” dates to the same shipping notice.

Illustration



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 ↑
- Order Confirmation
- Ship Notice

Download

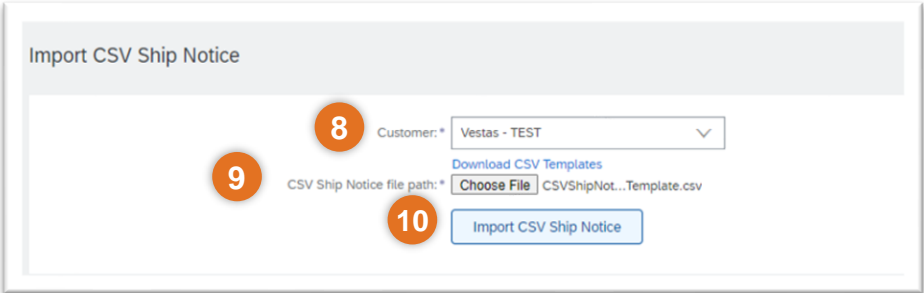
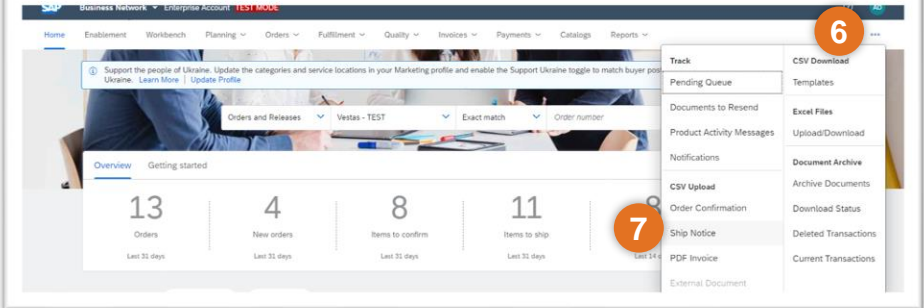
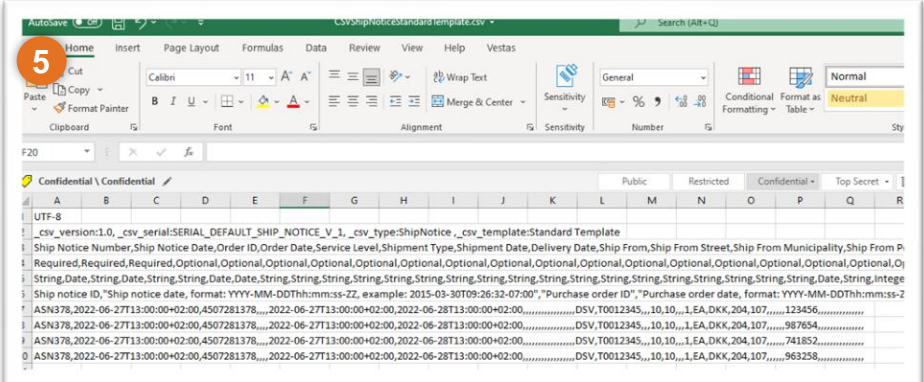
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 2/2

Step-by-step

5. Add to the CSV template ship notice/s data. Fill in all required columns. Save and close file. *Note: Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows*
6. From the Ariba Network homepage go to ... - **menu** on top right corner under your initials
7. Select **CSV Upload** → **Ship Notice** from the drop down.
8. Select *Vestas* as the customer.
9. Browse the updated template from your computer by selecting **Choose File**
10. Click **Import CSV Ship Notice**.

Note: In case any mandatory information is missing or you have errors in the updated template, you will see the error message. Fix the errors accordingly and reupload the file following the same steps.

Illustration

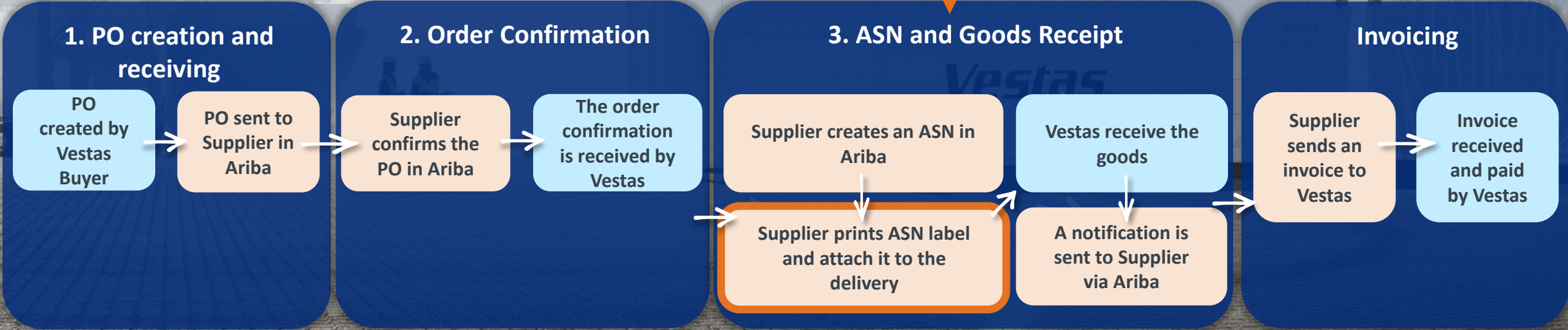


THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to print an ASN label



Julia, Vestas Supplier



VESTAS

SUPPLIER

DOWNLOAD ASN LABEL (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

1. Go to **Fulfillment** → **Ship Notices**.
2. Select Ship notice you need to print label for.
3. Select **Download PDF** → **Vestas** to download ASN label as a PDF file
4. Print the label and attach it to the delivery to Vestas.

Note: Only materials with a Vestas material number requires a label. The label should be printed and attached to the actual delivery along with the delivery note

Illustration

The illustration shows two screenshots from the SAP Business Network interface. The top screenshot shows the 'Ship Notices' page with a dropdown menu open under 'Fulfillment'. A red circle with the number '1' highlights the 'Ship Notices' option in the dropdown. A red circle with the number '2' highlights a row in the 'Ship Notices (17)' table. The table has columns for 'Packing Slip ID', 'Customer', and 'Order #'. The bottom screenshot shows the 'Ship Notice: PS9874859' detail page. A red circle with the number '3' highlights the 'Download PDF' button, and a red circle with the number '4' highlights the 'Vestas' option in the dropdown menu. To the right of the bottom screenshot is a preview of the downloaded label, titled 'Inbound delivery at Vestas', showing 'Supplier No: 0000500002' and 'Packing No: PS9874859' with two QR codes.

Packing Slip ID	Customer	Order #	Completion Status
PS3435	Vestas - TEST	4507283236	
PS3734	Vestas - TEST	4507283734	
PS9874859	Vestas - TEST	4507283641	19 Aug 2022 2:46:27 PM
PS988638	Vestas - TEST	4507283641	18 Aug 2022 11:41:23 AM
PS123456	Vestas - TEST	4507282810	15 Aug 2022 1:21:28 PM

Ship Notice: PS9874859

Cancel Edit Print Export cXML Serial Number CS Download PDF

Vestas

Detail History

Vestas
Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

DOWNLOAD ASN LABEL (STANDARD ACCOUNT SUPPLIER)

Step-by-step

1. Open PO for which Ship label needs to be downloaded and select *ASN Number* under **Related Documents**
2. Select **Download PDF** → **Vestas** to download ASN label as a PDF file
3. Print the label and attach it to the delivery to Vestas.

Note: Only materials with a Vestas material number requires a label. The label should be printed and attached to the actual delivery along with the delivery note

Illustration

Purchase Order: 4507286218

Done Previous

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

Order Detail Order History

Vestas

From: Customer
Vestas Wind Systems A/S
Hedeager 42
8200 Aarhus
Denmark
Phone:
Fax:

To: Test Dummy Supplier
Bag Elefantørde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: timve@vestas.com

Purchase Order (Shipped)
4507286218
Amount: 300.00 EUR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Current month, 30 days, due net

Comments
order confirmation within 3 days (1 day for Drop-Ship parts, 5 days for Vestas Spare Parts)

Contact Information
Supplier Address
Test Dummy Supplier 123

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: PS86218
OC86218

1

Ship Notice: PS86218

Print Export cXM Download PDF

Vestas

Detail History

2

Vestas

Inbound delivery at Vestas

Supplier No: 0000500002

Packing No: PS9874859

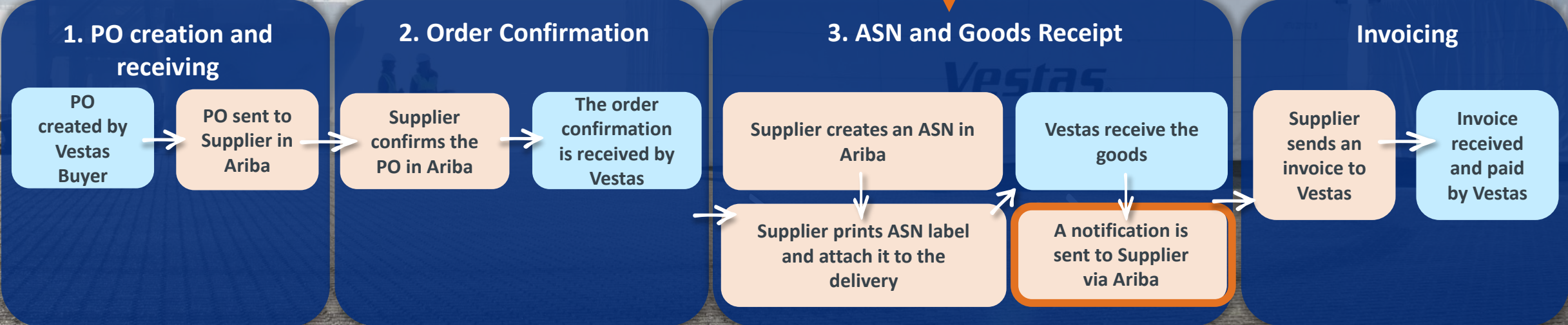
3

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to print an ASN label



Julia, Vestas Supplier



FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

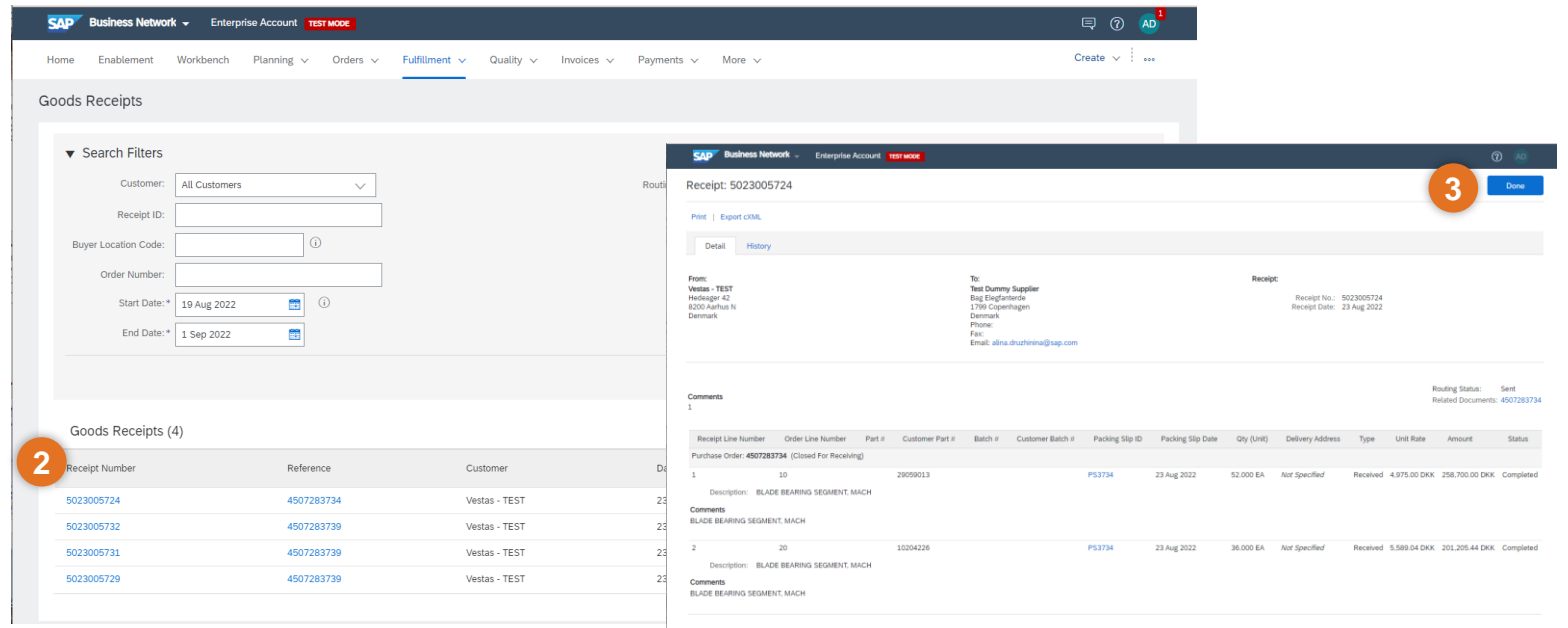
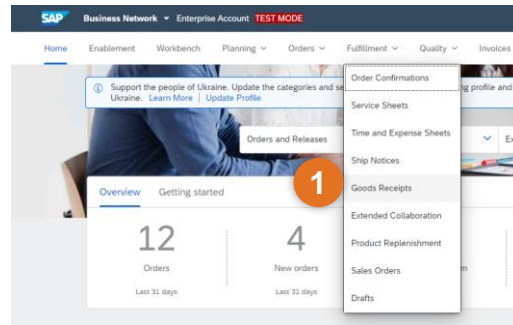
This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

You can find the Goods Receipt notification by:

1. Go to **Fulfillment** → **Goods Receipts**.
2. Use Search to find Receipt you want to see and select *Receipt Number*.
3. View details of the Receipt and select **Done** to close the document

Illustration



FIND GOODS RECEIPT NOTIFICATION (STANDARD ACCOUNT SUPPLIER)

Step-by-step

Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

You can find the Goods Receipt notification by:

1. Open PO which is "Received" or "Partially Received" and select *Receipt number* under **Related Documents**.
2. View details of the Receipt and select **Done** to close the document

Illustration

The illustration shows two screenshots of the SAP Business Network interface. The top screenshot displays a Purchase Order (PO) for 4507287184. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Order Detail' tab is active, showing the Vestas logo and contact information for the customer (Vestas Manufacturing A/S) and the supplier (Test Dummy Supplier). The PO status is 'Partially Received' with an amount of 3,000.00 DKK. A 'Track Order' button is visible. The bottom screenshot shows a Receipt for 5023012375. It includes buttons for 'Print' and 'Export cXML'. The 'Detail' tab is active, showing the receipt details and a table of receipt lines. A 'Done' button is highlighted with a red circle '2'. A red circle '1' is also present near the 'Done' button in the top screenshot.

Purchase Order: 4507287184

From: Customer
Vestas Manufacturing A/S
Hedeager 42
8200 Aarhus N
Denmark
Phone:
Fax:

To: Test Dummy Supplier
Bag Eiegfanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: timve@vestas.com

Purchase Order (Partially Received)
4507287184
Amount: 3,000.00 DKK
Version: 1

Track Order

Payment Terms: 0.000% 60

Routing Status: Acknowledged
External Document Type: Standard PO (M)
Related Documents: 5023012375

Receipt: 5023012375

From: Vestas - TEST
Hedeager 42
8200 Aarhus N
Denmark

To: Test Dummy Supplier
Bag Eiegfanterde
1799 Copenhagen
Denmark
Phone:
Fax:
Email: alina.druzhinina@sap.com

Receipt No.: 5023012375
Receipt Date: 31 Oct 2022

Routing Status: Sent
Related Documents: 4507287184

Receipt Line Number	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
1	10		189802				31 Oct 2022	1.000 EA	Not Specified	Received	300.00 DKK	300.00 DKK	

Description: TRAF0 2.0 VCS 33.0KV DYN5 50

KEY POINTS TO REMEMBER FOR YOU TO REMEMBER AS VESTAS SUPPLIER

Do's

- ✓ Suppliers must do Order Confirmation and Shipment Notice through Ariba, for all POs that were sent through Ariba.
- ✓ In case of any data should be updated on the PO (e.g. price, delivery date), please get in touch immediately with the buyer shown on the PO so they can adjust the PO
- ✓ Suppliers must invoice only through Ariba in case of Ariba invoicing is enabled their country. See list of countries [HERE](#).
- ✓ Credit notes should also flow through Ariba.

Don'ts

- ✗ Quantity split should not be made during order confirmation, If quantity has to be divided, suppliers should contact Buyers prior to confirmation and PO will be amended and re-sent.
- ✗ Do not change Delivery Date of the order in ASN. If there is any discrepancy between Confirmed Delivery Date and the actual Delivery Date, please contact the Vestas Buyer.
- ✗ Do not change Ship to and Deliver to address while creating ASN .
- ✗ Any extra costs apart from PO (e.g., packing, freight etc.) should be communicated to Buyer prior to invoicing. Line will be added on the PO which is to be re-send to supplier for e-invoicing. This will ensure the PO is matching to the invoice and it will not be blocked for further checking.

EXCEPTIONAL HANDLING & HIGHLIGHTS

Exceptional Handling

Delivery Date Issue

When you have any discrepancy with delivery dates, please reach out to Concern Buyer to get it sorted out.

Ship Labels

Attachment of Ship Labels is Mandatory Please have it attached over the consignment that you are delivering, in case if you have missed to attach the label, please send the Label PDF to Buyer via Mail.

Delivery Date in Order Confirmation and ASN

The Delivery Date in Order Confirmation and Advance Shipment Notice should be same in case of any changes please reach out to Concern Buyer.

Highlights

Impacts on failure to create ASN

1. Failure to Create ASN will affect Goods Receipt Processing which will cause delays in payment.
2. Will also affect Supplier OTD Performance

ASN before goods Shipment

ASN should be created before the goods shipment picked up from supplier end. Then supplier can be able to print the ASN label & make sure the label in goods

In case of Incoterms- FCA/EXW

Supplier need to finalize the FO and then create an ASN with ASN delivery date and Order confirmation (Ship/pickup date) being the same.

Shipping Date and Delivery date

Provide Shipping Date:

- *In case of FCA/EXW, Shipping Date equal to the **Actual Confirmed date in PO.***
- *In case of DAP-Incoterm. **Shipping Date** must be Goods picked up date at Supplier end*

Provide Delivery Date

- *In case of FCA/EXW, Delivery Date must be the **Actual Confirmed date in PO. ITM Booking must be done before the ASN creation***
- *In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas*

FREQUENTLY ASKED QUESTIONS

FAQ

Is ASN mandatory only for FCA Incoterm?

No, ASN is needed for all Orders which requires Physical delivery of goods irrespective of Incoterms.

What should be the tracking number for DAP Suppliers if we don't have one?

Please input the Vehicle(Truck) Registration or Plate Number as tracking number, if not available please input in the Purchase order Number as the Tracking Number.(For FCA/EXW-it should always be the FO number).

Can we edit the Ship Notice once Submitted?

No, ASN once submitted can't be edited, incase of any discrepancy please reach out to concern buyer.

How do we know whether the material is serialized or not?

If the material is serialized, Ariba Network will raise a prompt/warning to provide serial number.

Do we need to print and attach multiple ship Labels for orders under one ASN?

You can attach one ship label for all your orders under single ASN.

DO YOU NEED ANY HELP?

Support is available!



For questions or technical support regarding Ariba please contact ariba.ssc@vestas.com



For information and guides from the Digital Procurement program in Vestas, visit our website: www.vestas.com/en/about/our-partners/digital-procurement

