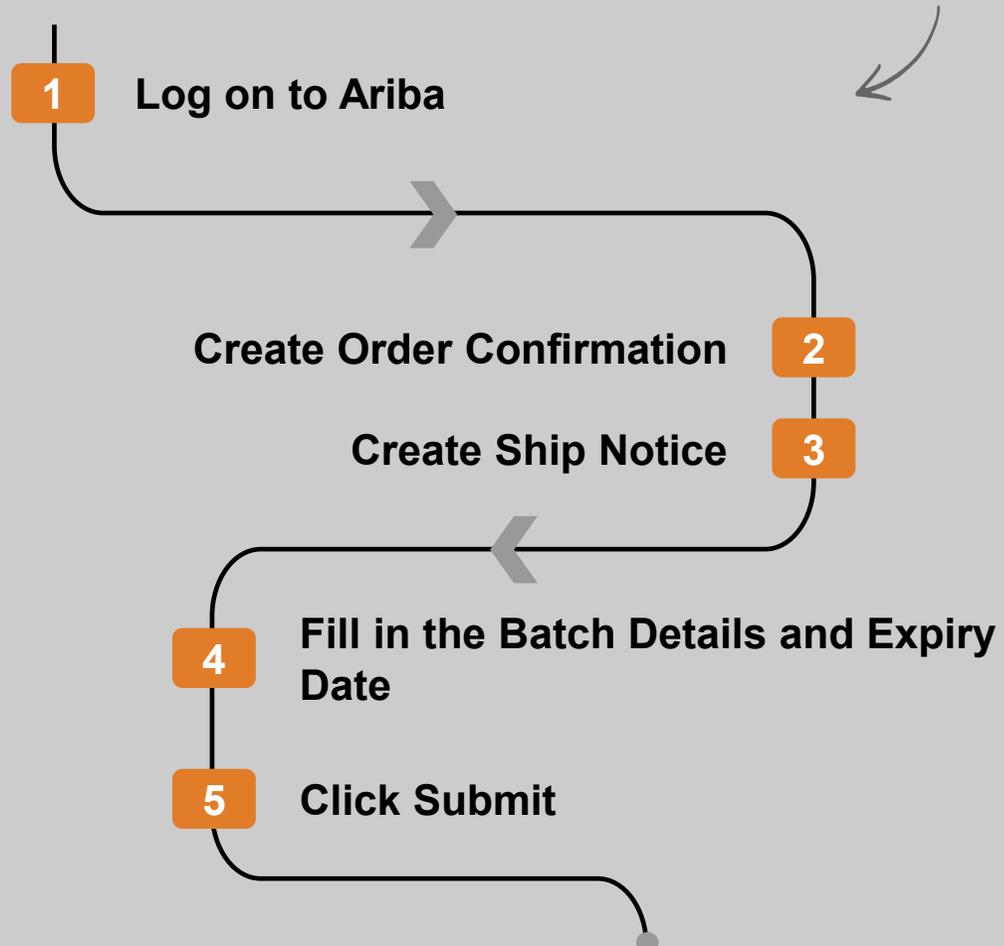


This **Supplier Quick Guide** shows you how to...

How to update Batch Numbers in ASN

...in **5 simple steps**

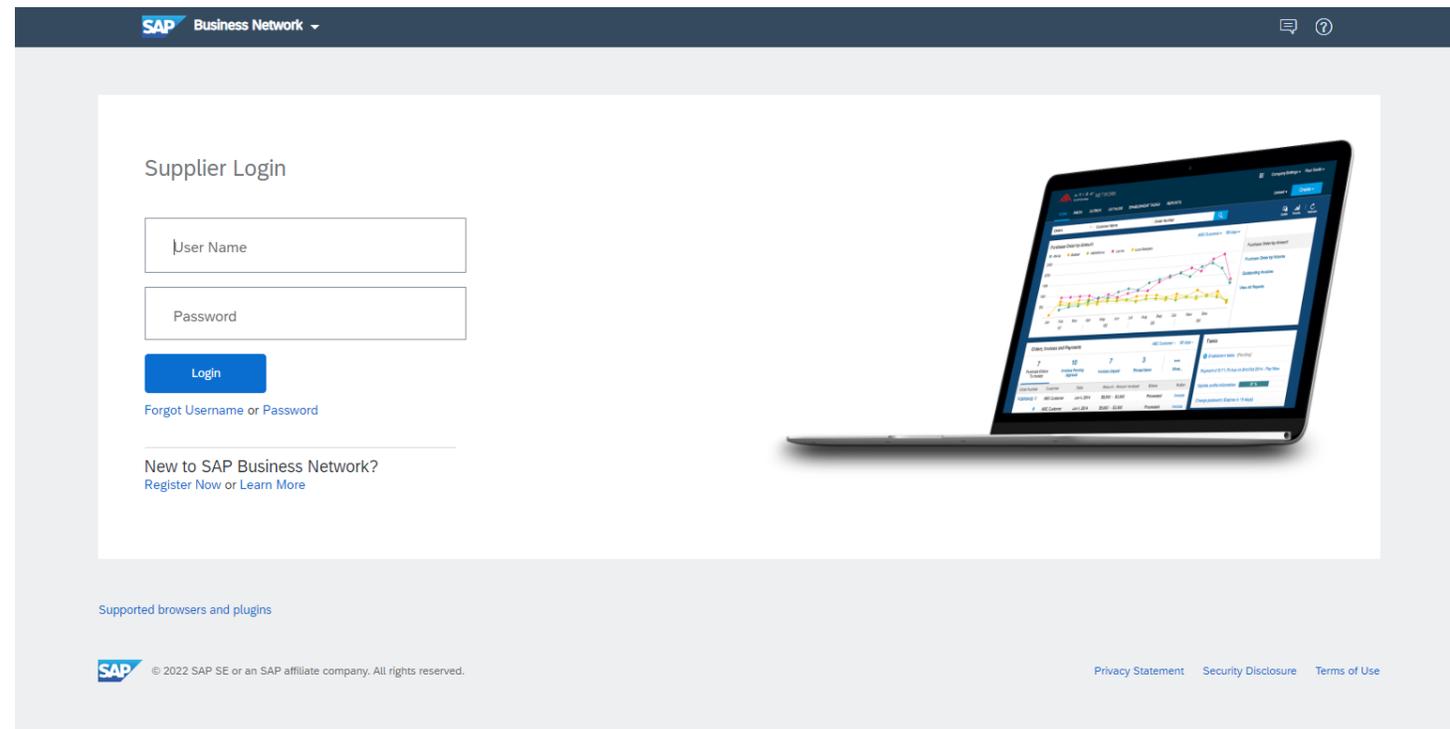


LOG IN TO ARIBA

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



HOW TO CHECK FOR BATCH MANAGED MATERIALS

Step-by-step

1. Open Your Purchase Order which you need to create ASN or Batch Managed
2. Click Item Details in Line items
3. Check if Batch is mentioned as required- if Yes- Please provide batch number when creating ship Notice.

Illustration

Line Items Show Item Details

| Line # | No. Schedule Lines | Change | Part # / Description | Customer Part # | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | Details |
|--------|--------------------|----------|-----------------------------|-----------------|----------|--------|------------|----------------------------|------------|------------|------------------------|
| 10 | 1 | → Edited | BLADE BEARING SEGMENT, MACH | 10204226 | Material | | 4.000 (EA) | 29 Feb 2024 30-Apr-2024 | 150.00 EUR | 600.00 EUR | 1 Details |
| 20 | 1 | → New | BLADE BEARING SEGMENT, MACH | 10204226 | Material | | 2.000 (EA) | 29 Feb 2024 | 150.00 EUR | 300.00 EUR | Details |

Order submitted on: Wednesday 21 Feb 2024 3:30 PM GMT+05:30

Ship Notice: allowed
Invoice: is not ERS

Information on Ship Notice [Required] 2
Supplier Batch

Schedule Lines

| Schedule Line # | Delivery Date |
|-----------------|-------------------------|
| 1 | 29 Feb 2024 4:30 PM IST |

Other Information

Receiving Type: 4
External Line Number: 10
Classification Domain: ERPCommodityCode
Classification Code: 335
Classification Domain: ERPCommodityCodeDescript
Classification Code: Oil

HOW TO CHECK FOR BATCH MANAGED MATERIALS

Step-by-step

1. When creating Ship Notice you can find the Supplier Batch ID as Mandatory which means that the material is batch managed and need to provide Batch Number
2. You can also split the batch by selecting the **Add Ship Notice Line to split quantity as per the batch.**

Illustration

Order Items

| Order No. | Line No. | Part No. | Customer Part No. | Qty | Unit | Need By | Ship By | Unit Price | Subtotal | Customer Location | |
|------------|----------|----------|-------------------|--------|------|-------------|---------|------------|-----------|-------------------|------------------------|
| 4510780922 | 10 | | 10204229 | 10.000 | EA | 28 Jan 2026 | | 5.00 EUR | 50.00 EUR | 1081 | Remove |

Description: STUD,NON STD,M30,430 mm,10.9,fZnLnc

Shipment Status

Total Item Due Quantity: 10 EA

Confirmation Status

Total Confirmed Quantity: 10.000 EA Total Backordered Quantity: 0 EA

| Line | Ship Qty | Supplier Batch ID * | Production Date | Expiry Date * | Download PDF | Add Details | Country of Origin |
|------|----------|----------------------|----------------------|----------------------|------------------------------|-----------------------------|--------------------------------------|
| 1 | 10.000 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Download PDF | Add Details | Country* (no value) of Origin: |

[Add Ship Notice Line](#)

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](#)

