ARIBA DIGITAL PO & INVOICING
Training for Suppliers

Digital Procurement
2022
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

In this guide, you will learn how to handle Vestas Purchase Orders (PO) in Ariba

Key tasks you will learn today:
1. How to receive an order
2. How to confirm an order
3. How to create an Advanced Shipment Notification (ASN)
4. How to see Goods Receipt Notification
5. How you create & send an invoice

1. PO creation and receiving
   - PO created by Vestas Buyer
   - PO sent to you in Ariba

2. Order Confirmation
   - You confirm the PO in Ariba
   - The order confirmation received by Vestas

3. ASN and Goods Receipt
   - You create an ASN in Ariba
   - You print label and attach it to the delivery
   - A notification is sent to you via Ariba
   - Vestas receive the goods

4. Invoicing
   - You send an Invoice to Vestas via Ariba
   - Invoice received and paid by Vestas

Click on boxes underlined to jump to the instruction
How to receive and review Purchase Orders (PO)

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Julia, Vestas Supplier
1. Purchase orders from Vestas are received as an interactive email from Ariba. Click **Process order** to send an order confirmation to Vestas.

2. Log in to Ariba ([supplier.ariba.com](http://supplier.ariba.com)) with the same user name as used in the registration as Vestas supplier.

3. If your company is already registered in Ariba, you can request access by selecting **Your company [name] is already registered**. If you don’t have a user account, request one now.

**Tips & Tricks**

- To ensure Ariba emails are not going to your spam folder please add **ordersender-prod@anssmtp.ariba.com** to your ‘Safe Senders’ list.
- Complete your account set-up in Ariba to ensure you receive notifications for POs and invoices via the correct email address. Also, make sure to add the right users in your team, allowing them to process POs and create invoices in Ariba. More instructions are available [here](#).
FIND AND REVIEW THE PURCHASE ORDER

**Step-by-step**

1. Review all information contained in the PO and send an order confirmation within 3 days.
2. In case of discrepancies (e.g. new delivery date, wrong price, missing fees etc.), please get in touch immediately with the buyer shown on the PO.
3. Standard Vestas PO copy is also available in the attachment as pdf.

**Tips & Tricks**

- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can resend the PO to your mailbox in the dashboard by choosing Select → Send me a copy to take an action
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to perform an Order Confirmation

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NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios

**SCENARIO 1**
Update Multiple Order Lines

**SCENARIO 2**
Confirm Order with same Delivery Date

**SCENARIO 3**
Confirm Multiple Orders Simultaneously
SUBMIT ORDER CONFIRMATION WITH ONE DELIVERY DATE

Step-by-step

1. Click on Create Order Confirmation and select Confirm Entire Order from the drop-down menu.
2. Provide Confirmation #.
3. Provide Est. Delivery Date.
   - Note: For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date).
   - For DAP suppliers – enter goods expected arrival date in delivery date field.
4. Click Next to review the order confirmation.
5. Click Submit.

Tips & Tricks

• Only Confirmation Number and Est. Delivery Date fields are visible for Vestas Buyers. In case of any discrepancies, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.
NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios

**SCENARIO 1**
Update Multiple Order Lines

**SCENARIO 2**
Confirm Order with same Delivery Date

**SCENARIO 3**
Confirm Multiple Orders Simultaneously
SUBMIT ORDER CONFIRMATION WITH MULTIPLE DELIVERY DATES

Step-by-step

1. Click on Create Order Confirmation and select Update Line Items.
2. Provide 'Confirmation #'.
3. Select Confirm All to update all line items. All line items will be updated as per requested on the PO. In case you need to update quantity or date for any of the line items, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.
4. Click Next, review order confirmation and click Submit.

Tips & Tricks

- Only Confirmation Number and Est. Delivery Date fields are visible for Vestas Buyers. In case of any discrepancies, please get in touch immediately with the buyer shown on the PO so that they can adjust the PO.
NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

When performing order confirmations, please note that there are 3 different scenarios

SCENARIO 1
Update Multiple Order Lines

SCENARIO 2
Confirm Order with same Delivery Date

SCENARIO 3
Confirm Multiple Orders Simultaneously
CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 1/2

Step-by-step

1. Using the Workbench → **Items to Confirm** list you can confirm multiple order details simultaneously. You can find this list on your Home page or from Workbench menu.
2. Select title **Items to Confirm**.
3. Review order lines and select order line(s) you want to **Confirm**.
4. Update **Estimated Delivery** and **Quantity** if needed. By default, data is pre-filled as per requested by Vestas.
   - **Important Note.** For FCA/EXW suppliers – Enter goods shipping date in Est Delivery Date field (= ITM pick-up date).
   - For DAP suppliers – enter goods expected arrival date in delivery date field.

Tips & Tricks

- Please note you can modify filters for which items are shown in ‘Items to Confirm’ list. It’s also possible to export order data in Excel.
CONFIRM MULTIPLE ORDERS SIMULTANEOUSLY 2/2

**Step-by-step**

5. Click **Confirm** and select **Confirm Entire Item** or **Confirm Entire Order**.
6. Provide **Confirmation Number**.
7. Select **Submit**.
8. Note orders have been confirmed successfully.

**Illustration**
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an Advanced Shipping Notification (ASN)

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Advanced Shipping Notification (ASN) explained

**WHAT IS ASN?**
- An Advanced Shipping Notification is information about a delivery of an order.
- An Advanced Shipping Notification is prepared by 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 compliance requirements by eliminating/reducing manual actions in and outside system both externally and internally.
- 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 at the time of the actual shipping for all goods sent to Vestas.
- 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.
ASN CREATION

Ariba provides you with multiple options on how to maintain ASN

**Individual PO management.**
With a low volume of POs, supplier may simply go to the PO and click the **Create Shipping Notice** button that will allow supplier to fill individual shipment notification per PO.

**Multiple POs management.**
In case of multiple lines of POs to be shipped, supplier should use the tab **Items to Ship** for a one-step action.

**Mass shipping notification upload.**
In case of a high number of PO lines to be shipped, supplier may choose to notify Vestas via mass notification (file upload).

**Integrated solution (not described in this document please contact ariba.scc@vestas.com for further details)**
Suppliers may also automate ASN creation directly form Supplier ERP system integrating via EDI/cXML to Ariba.

*Note: It is a pre-requisite to create an Order Confirmation before an ASN can be created*
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.
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.
**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.
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 to use the **Serial number upload** tool [here](#).
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.
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**

![Illustration of the Items to Ship tab](image)
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

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.
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**

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.
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.
How to print an ASN label

Note: this step is only required if the order contains Vestas Material Numbers

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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**

1. **Search Filters**
2. **Download PDF**
3. **Download PDF**
4. **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.
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to find Goods Receipt notification

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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
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.
THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to create an invoice using PO Flip

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*Julia, Vestas Supplier*
CREATE AN INVOICE

**Step-by-step**

1. Click Create Invoice and select Standard Invoice.
2. Fill in the invoice number (Invoice #) and the invoice date (Invoice Date).
   *Note: These should always match the data in your invoicing system.*
3. Provide the tax rate (%) and update the Date of Supply if this is not the same as the invoice date.
4. Provide your Supplier VAT/Tax ID and Supplier Commercial Identifier.
5. Use Toggle button to include or exclude PO line from invoice.
   *Note: Only update quantity if full order quantity has not been delivered.*
6. Click Next, review and submit the invoice.

**Tips & Tricks**

- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries [HERE](#).
- Please submit invoice in Ariba as soon as possible after it’s been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.
- Any extra costs apart from PO (like packing, freight etc.) should be communicated to the Vestas buyer prior to invoicing. This will ensure that the PO is matching the invoice, helping avoid the invoice from being blocked and payment being delayed.
- If you have different tax rates for different line items please select the option Line level tax and enter the tax rate for each line separately.
KEY POINTS TO REMEMBER FOR YOU TO REMEMBER AS VESTAS SUPPLIER

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**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.

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**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 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-Incoterms. 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** please contact the Vestas SSC Ariba team via email: 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