

ARIBA DIGITAL PO & INVOICING Training for Suppliers

Digital Procurement

2024



Digital PO and Invoicing Training

Purpose and Vision

Brief on Ariba

Benefits of using Ariba

PO receiving and Navigation

Order Confirmation

Goods Receipt

Invoices

Help and Support

PURPOSE

Introduce you to
Ariba
&
Build your **capabilities in creating
and managing transactions in
Ariba**

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.

What is Ariba?



- Ariba is a cloud-based solution that offers end to end procurement solutions from Source to Settle(Pay).
- Supplier can perform the following functions in SAP Ariba:
 - Receiving Purchase order
 - Order Confirmation
 - Invoice submission

Why use Ariba?



- Meeting the contractual compliance requirements by using Ariba for supplier collaboration with Vestas
- If Ariba is not being used by Supplier, it will impact your compliance and thus affects your annual Performance
- 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 and How to use Ariba?



- Supplier should use Ariba for all transactions with Vestas including PO collaboration, Order Confirmation and invoices.
- **Pre-Requisite:** Register yourself with Vestas Ariba and to have an account.

KEY POTENTIAL BENEFITS FOR SUPPLIERS



Shared data between Supplier & Vestas

With Ariba Network, Suppliers 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

SAP Ariba ensures a unified supplier experience. Suppliers can interact seamlessly with buyers, improving communication and reducing friction in the supply chain.



Accurate measure of supplier performance

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

SAP Ariba provides a unified platform to manage all source-to-settle processes. Whether it's procurement, sourcing, or supplier collaboration, everything happens within a single ecosystem.



Higher efficiency & Real time data transfer

Ariba improves the quality and efficiency of transactions so Vestas and a supplier can align mutually on deliveries

Manual Works would be reduced and avoids errors in data

Ariba facilitates easy transfer of master data. You can seamlessly integrate organization structures, supplier information, and GL data into the Ariba solution.

THE DIGITAL PO & INVOICE PROCESS

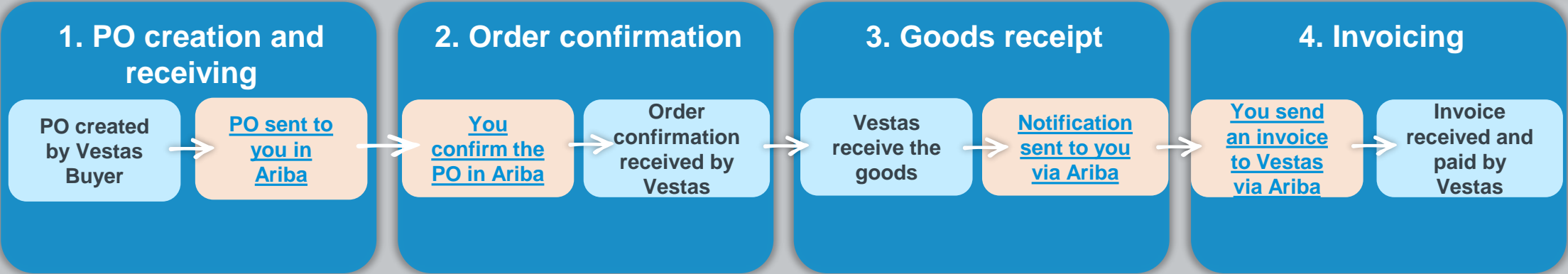
In this guide, you will learn how to handle Vestas Purchase Orders (PO) in Ariba



Julia, Vestas Supplier

Key tasks we will cover today:

- 1. How to receive and navigate Purchase Orders
- 2. How to confirm orders
- 3. How to see a Goods Receipt Notification
- 4. How to submit an Invoice



VESTAS SUPPLIER (YOU)

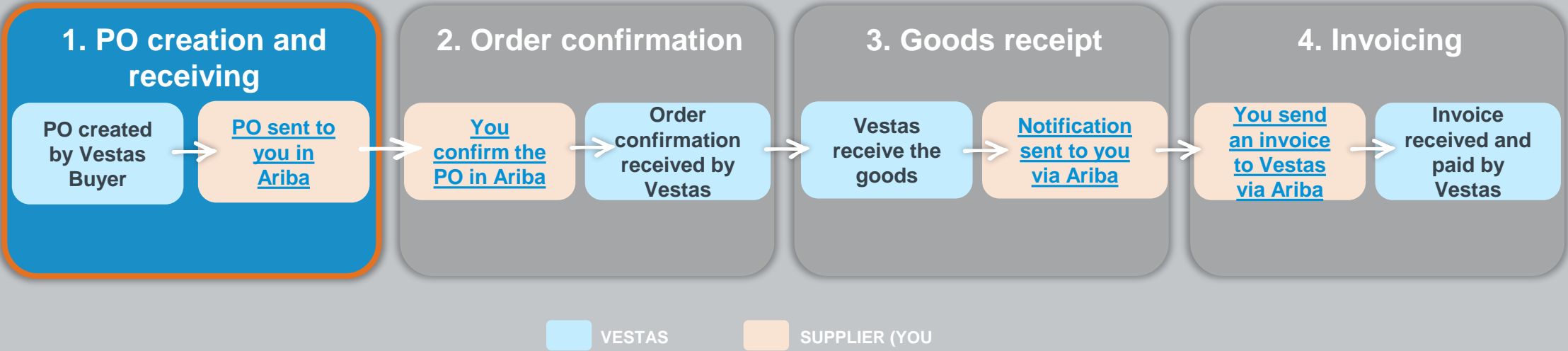
Click on boxes underlined to jump to the instruction

THE DIGITAL PO & INVOICE PROCESS

How to receive and navigate Purchase Orders



Julia, Vestas Supplier



Click on boxes underlined to jump to the instruction

RECEIVE ORDER AND LOG IN

Step-by-step

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) with the same username 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.**

Illustration

The illustration shows two screenshots from the SAP Ariba interface. The left screenshot is an email from Vestas titled 'Vestas - TEST sent a new order'. It contains a message from the customer and a 'Process order' button, which is highlighted with a red circle and the number 1. The right screenshot is the 'Supplier Login' page. It shows a message stating 'Your company Tiina TEST is already registered. If you don't have a user account, request one now.' Below this are fields for 'User Name' and 'Password', and a 'Login' button, which is highlighted with a red circle and the number 2. A red circle with the number 3 is also present near the top right of the login page.

Tips & Tricks

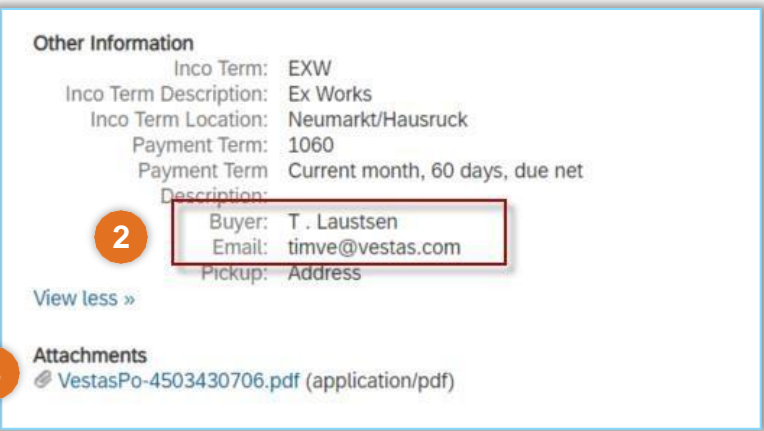
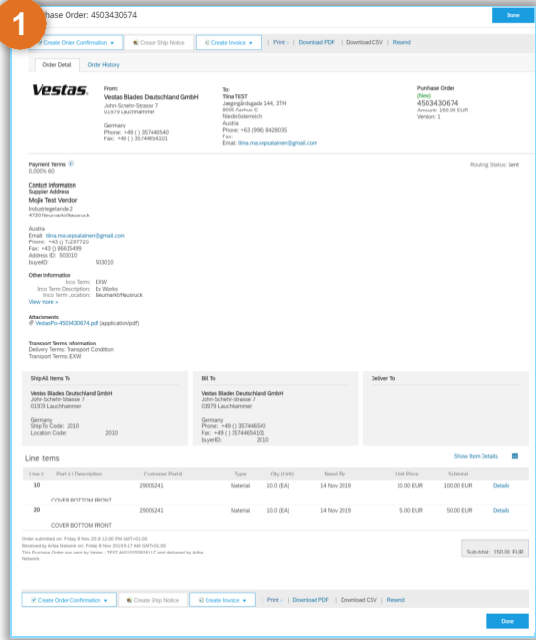
- To ensure Ariba emails are not going to your spam folder please add ordersender-prod@ansmtp.ariba.com to your 'Safe Senders' list.
- Complete your account set-up in Ariba to ensure you receive notifications for POs and invoices via the correct email address. Also, make sure to add the right users in 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.

Illustration



3

Attachments
VestasPo-4503430706.pdf (application/pdf)

Tips & Tricks

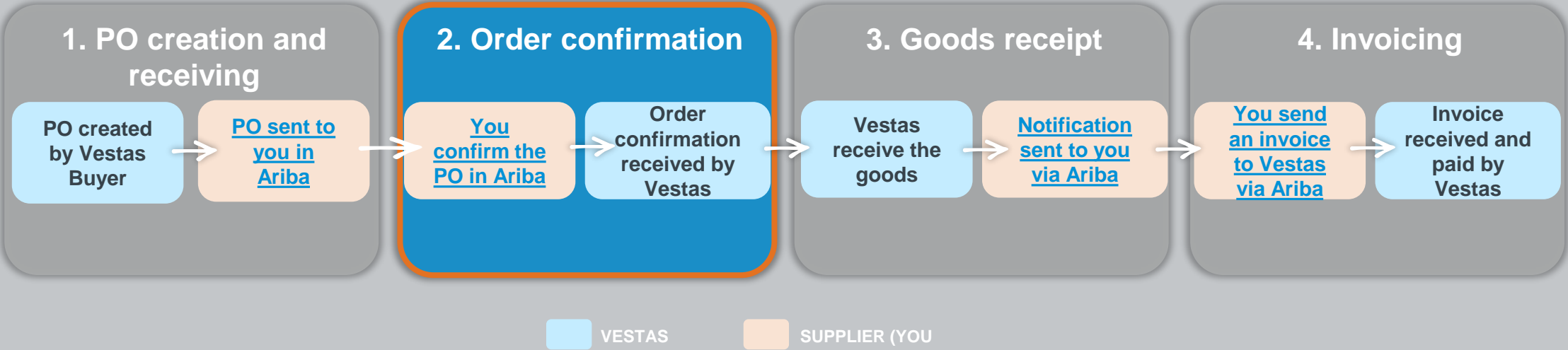
- Material drawing for direct material POs can be viewed under item details or on the Vestas PO attachment (pdf).
- You can resend the PO to your mailbox in the dashboard by choosing **Select → Send me a copy to take an action**

THE DIGITAL PO & INVOICE PROCESS

How to confirm orders



Julia, Vestas Supplier



Click on boxes underlined to jump to the instruction

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

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



SCENARIO 1

Confirm Order with
One Delivery Date



SCENARIO 2

Confirm Order with
Multiple Delivery Dates



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**.

Illustration

Purchase Order: 4503430674

1 Create Order Confirmation 2 Create Ship Notice 3 Create Invoice 4 Print 5 Download PDF

1 Confirm Entire Order 2 Review Order Confirmation

From: Vestas Blades Development
John Scheit-Strasse
91979 Leuchtermoos
Germany
Phone: +49 (0) 3574
Fax: +49 (0) 3574440

Confirmation #: 123456
Associated Purchase Order #: 4503430674
Customer: Vestas - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: 14 Nov 2019 Est. Shipping Cost:
Est. Delivery Date: 14 Nov 2019 Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
20	COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)	29006241	10.0 (EA)	14 Nov 2019	5.00 EUR	50.00 EUR

Confirmation Update

Confirmation #: 123456
Supplier Reference:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
20	COVER BOTTOM FRONT Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)	29006241	10.0 (EA)	14 Nov 2019	5.00 EUR	50.00 EUR

4 Next 5 Submit Exit

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.
- Please **do not change the Delivery Date or Quantity** when creating an order confirmation. If any amendments are necessary, kindly contact the relevant buyer to modify the Purchase Order.

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

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



SCENARIO 1

Confirm Order with
One Delivery Date



SCENARIO 2

Confirm Order with
Multiple Delivery Dates



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**.

Illustration

The illustration shows two screenshots from the Vestas Digital Procurement system. The left screenshot shows the 'Purchase Order: 4503430674' page with a dropdown menu for 'Create Order Confirmation' open, highlighting 'Update Line Items' (Step 1). The right screenshot shows the 'Line Items' page for the same purchase order, with a table listing line items. The 'Confirm All' button is highlighted (Step 3), and the 'Next' button is highlighted (Step 4). The table shows a single line item with a quantity of 10,000 and a unit price of 10.00 EUR.

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10		VT730840		Material	10,000 (EA)	25 Oct 2022	10.00 EUR	100.00 EUR

Description: 4-LEG WIRE ROPE 1T

Current Order Status: 10,000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 25 Oct 2022 - defaulted from Requested Delivery Date in order)

Confirm: Backorder: Details ⓘ

Confirm Based on Schedule Lines

Attachments: No items

Choose File no file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All ⓘ

Exit Next

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.
- Please **do not change the Delivery Date or Quantity** when creating an order confirmation. If any amendments are necessary, kindly contact the relevant buyer to modify the Purchase Order.

NOTE, THERE ARE 3 ORDER CONFIRMATION SCENARIOS!

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



SCENARIO 1

Confirm Order with
One Delivery Date



SCENARIO 2

Confirm Order with
Multiple Delivery Dates



SCENARIO 3

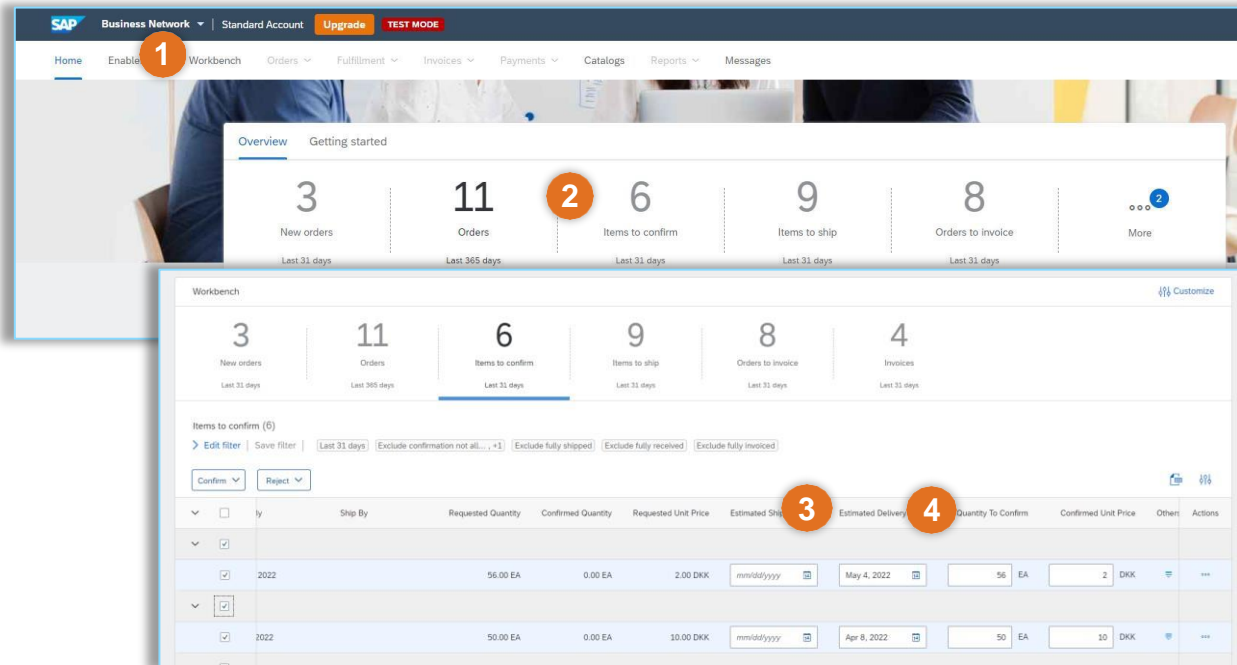
Confirm Multiple Orders
Simultaneously

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.*

Illustration



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

Items to confirm (6)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [Exclude confirmation not all... +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

Confirm

Reject

5

Confirm schedule line

Confirm entire item

Confirm entire order

☒

2022

☒

Review items to confirm

Schedule Line No.	Need By	Ship By	Requested Quantity	Requested Unit Price	Quantity To Confirm
Customer: Vestas - TEST Order No.: 4507267827 Confirmation number 4567					
Item No.: 20	Supplier Part No.:	Description: JUNCTION BOX MOUNTING PLATE			
1	May 4, 2022		56.00 EA	2.00 DKK	56.00 EA
Customer: Vestas - TEST Order No.: 4507268115 Confirmation number 2332					
Item No.: 10	Supplier Part No.:	Description: CP INTERNAL FAN SAFETY COVER			
1	Apr 8, 2022		50.00 EA	10.00 DKK	50.00 EA

7

Submit

Cancel

Workbench

2

New orders

Last 31 days

11

Orders

Last 365 days

4

Items to confirm

Last 31 days

9

Items to ship

Last 31 days

8

Orders to invoice

Last 31 days

4

Invoices

Last 31 days

8

Confirmation for Order 4507267827 has been created successfully.

Confirmation for Order 4507268115 has been created successfully.

Items to confirm (4)

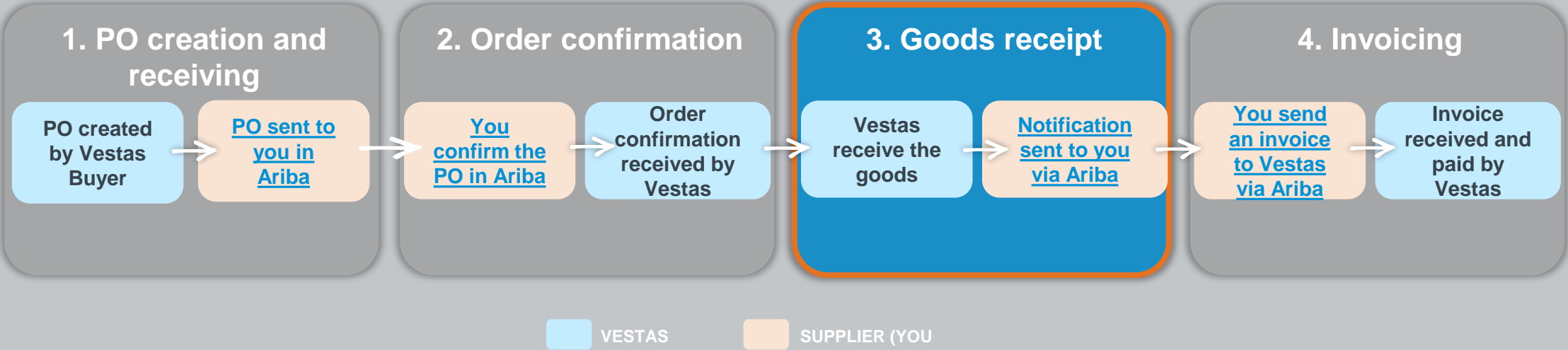
[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [Exclude confirmation not all... +1](#) | [Exclude fully shipped](#) | [Exclude fully received](#) | [Exclude fully invoiced](#)

THE DIGITAL PO & INVOICE PROCESS

How to see a Goods Receipt Notification



Julia, Vestas Supplier



Click on boxes underlined to jump to the instruction

FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

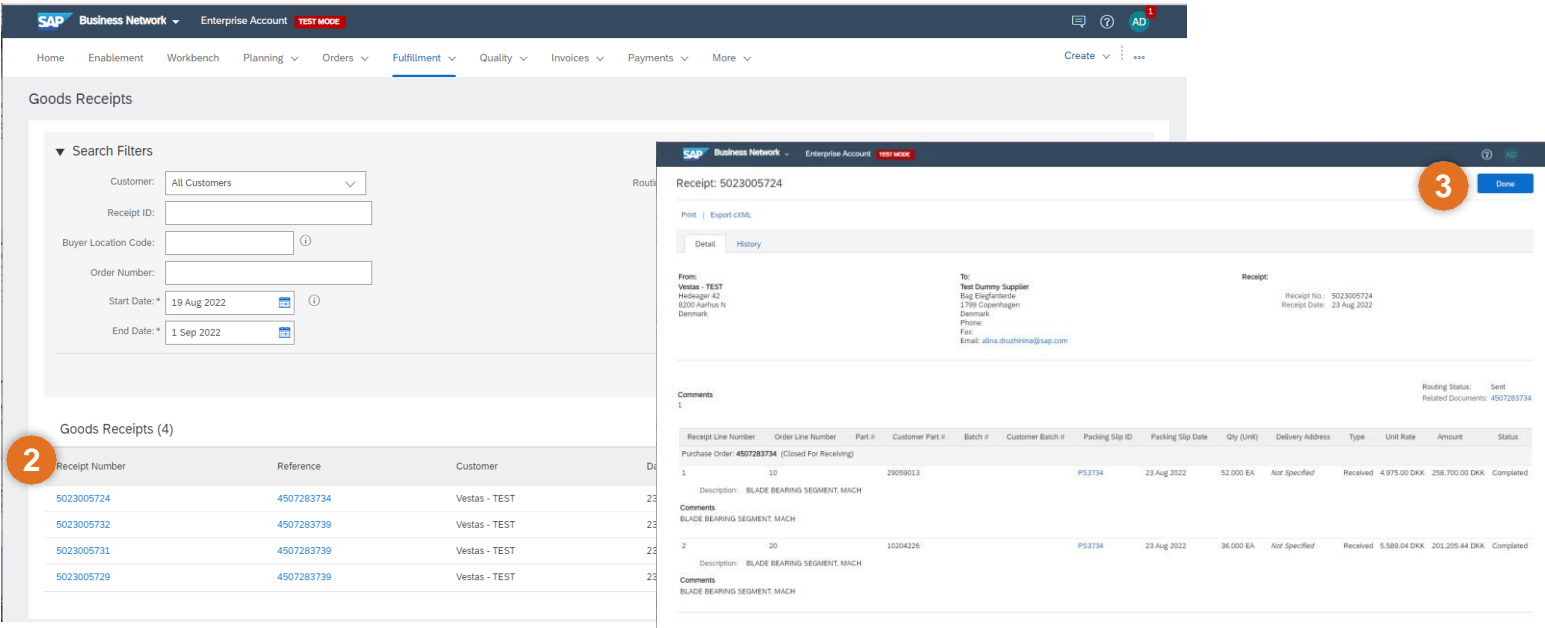
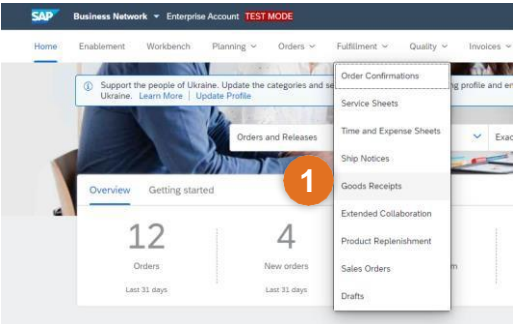
This instruction is applicable for suppliers with Enterprise Account. See previous slide for Standard Account instructions.

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

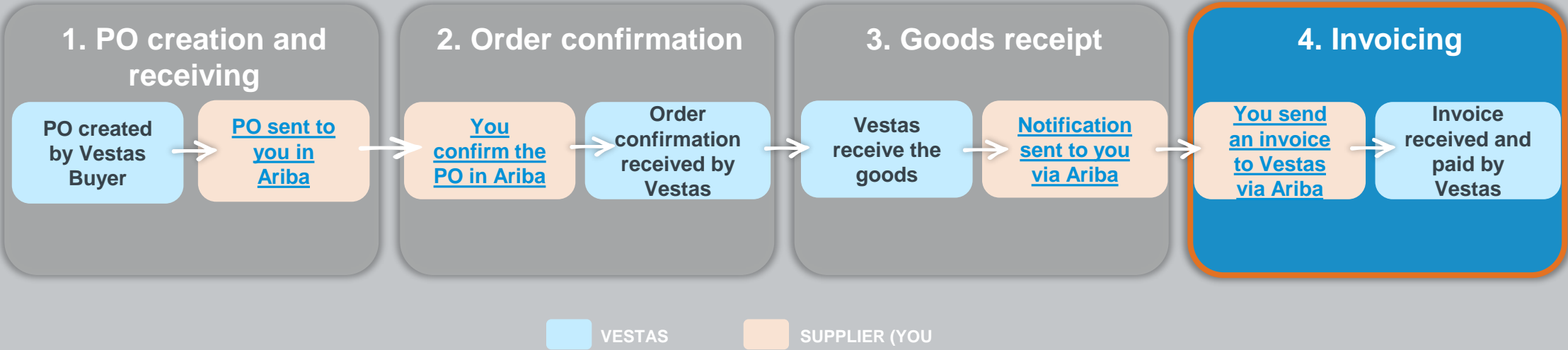


THE DIGITAL PO & INVOICE PROCESS

How to Submit an Invoice



Julia, Vestas Supplier



CREATE AN INVOICE WITH VAT/TAX

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, this should always match the data in your invoicing system.*
3. Select Tax Category. Depending on the country, this will auto populate the Tax Rate % e.g. 25% Standard VAT Denmark.
4. *If the tax rate(%) is not auto-populated, enter the correct tax rate percentage.*
5. Update the 'Date of Supply' if this is not the same as the invoice date.
6. Provide your 'Supplier VAT/Tax ID'.
7. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
8. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
9. Click 'Next', review and submit the invoice.

Illustration

The screenshot illustrates the Ariba invoice creation process with numbered callouts:

- 1:** 'Create Invoice' button in the top navigation bar.
- 2:** 'Invoice #' and 'Invoice Date' fields in the 'Invoice Header' section.
- 3:** 'Tax' section with 'Header level tax' and 'Line level tax' options, and a 'Category' dropdown.
- 4:** 'Taxable Amount' field.
- 5:** 'Date of Supply' field.
- 6:** 'Supplier VAT/Tax ID' field.
- 7:** 'Customer VAT/Tax ID' field.
- 8:** 'Include' checkbox for a line item in the 'Line Items' section.

The interface also shows a 'Purchase Order: 4503430674' at the top, a 'Vestas' logo, and a 'Summary' section with 'Subtotal: 2,211.30 DKK', 'Total Tax: 552.83 DKK', 'Total Shipping: 0.00 DKK', and 'Amount Due: 2,764.13 DKK'.

Important Information

- 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.
- If you need to include any additional costs on the invoice (such as packing, freight, etc.), please refer to the detailed guides for adding shipping costs [here](#) or additional costs [here](#).
- 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. You will have to select the line item and dropdown "Line item actions" in order to select the TAX option for that particular line item.
- See instructions for 0% VAT/TAX next slide.
- If you are asked to attach original invoice, you can have the option enabled from "Add to Header" dropdown. To avoid invoice rejection always ensure to match Invoice number, invoice date, invoice amount and billing address between Ariba invoice and attached original PDF invoice

CREATE AN INVOICE WITH 0% VAT/TAX

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, this should always match the data in your invoicing system.*
3. Select Tax Category from value list where Tax Rate = 0% (0% VAT exempt).
4. If the tax rate(%) is not auto-populated, provide the tax rate = 0
5. Provide Exempt Detail = 'Zero Rated' and provide Description = reason for Zero-Rate VAT. *Example: Invoice is VAT exempt - VAT Notice 701/30.* Please note: For some countries Description is auto populated by the Tax Category
6. Update the 'Date of Supply' if this is not the same as the invoice date.
7. Provide your 'Supplier VAT/Tax ID'
8. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
9. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
10. Click 'Next', review and submit the invoice.

Illustration

The illustration shows three screenshots of the invoice creation interface with numbered steps 1 through 10.

Step 1: The 'Create Invoice' button is highlighted in the top navigation bar.

Step 2: The 'Invoice #' and 'Invoice Date' fields are filled in the 'Summary' section.

Step 3: The 'Tax Category' is selected as '0% VAT / 0% VAT Exempt' in the 'Tax' section.

Step 4: The 'Taxable Amount' is shown as 2,211.30 DKK.

Step 5: The 'Exempt Detail' is set to 'Zero Rated' and the 'Description' is 'COVER BOTTOM FRONT'.

Step 6: The 'Date of Supply' is set to 30 May 2024.

Step 7: The 'Supplier VAT/Tax ID' is DE122254.

Step 8: The 'Customer VAT/Tax ID' is DE813392786.

Step 9: The 'Include' toggle is checked for the line item.

Step 10: The 'Next' button is highlighted at the bottom right of the 'Line Items' section.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	5.00 EUR	50.00 EUR

Important Information

- It is Supplier's responsibility to ensure correct VAT information on the invoice. To avoid invoice rejection always ensure to use correct Customer VAT Number as stated on the Purchase Order.
- Please provide valid legal reason why invoice is zero-rated in Description field (point 5) if field is not auto populated from the Tax Category.

REJECTION REASONS & ACTIONS FOR SUPPLIER

Rejection Reason	Action for Supplier
DUPLICATE INVOICE	There is already an invoice sent with the same invoice number for this Purchase Order. Please check the invoice status in the Invoice Status Portal. To avoid this error, ensure that you do not send duplicate invoice copies via email to Vestas contact persons or mailbox.
INVALID DOCUMENT	Please attach a valid copy of the original invoice from your backend system and re-submit the invoice.
MISSING ATTACHMENT	Please attach a valid copy of the original invoice from your backend system and re-submit the invoice.
PRICE/QUANTITY//VAT/TOTAL AMOUNT/ADDRESS MISMATCH	Please verify that the data in your attached PDF invoice matches the Ariba invoice submitted. If the Ariba invoice shows a different price, VAT, or total amount, it will be rejected. Edit the Ariba Invoice to align with the details in the PDF attachment. In case of a price discrepancy, please reach out to the Vestas Buyer mentioned on the Purchase Order to update the order. Once you have received an updated order, kindly re-send the invoice.
INCORRECT LEGAL ENTITY	Please update the Bill To Address on your invoice to match the Bill To Address stated on the Purchase Order and re-submit the invoice.
REPROCESS	The Vestas Finance Team has reprocessed the invoice to ensure it will be posted correctly. No action is required from the supplier. Kindly verify the invoice status in the Invoice Status Portal.
VAT RATE ISSUE	Please update the VAT Rate percentage to a valid rate. If you have entered any additional costs (e.g., shipping costs or special handling fees), please ensure that the additional cost is added to Invoice and additional cost is included in the total Tax Amount. You can find a detailed guide in the link (Shipping Cost) or the link (Additional Fees).
WRONG VAT NUMBER	Please update the Customer VAT Number on your invoice to match the Vestas VAT Number stated on the Purchase Order and re-submit the invoice.
ARIBA ENROLLED SUPPLIER	If you send an invoice via email to Vestas, it will be rejected if it should have been submitted via Ariba. Please submit your invoices via Ariba if requested on the Purchase Order.

If you're unsure why your invoice was rejected, please contact the [Vestas Finance Support Team](#).

NEED HELP?

Support is available!



For Order Related queries (delivery details, price etc.) please contact the Buyer mentioned on the Purchase Order



For Accounts Payable queries (invoice status, payment queries etc.) please contact the [Vestas Finance Support Team](#).



For **technical support in Ariba** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)

