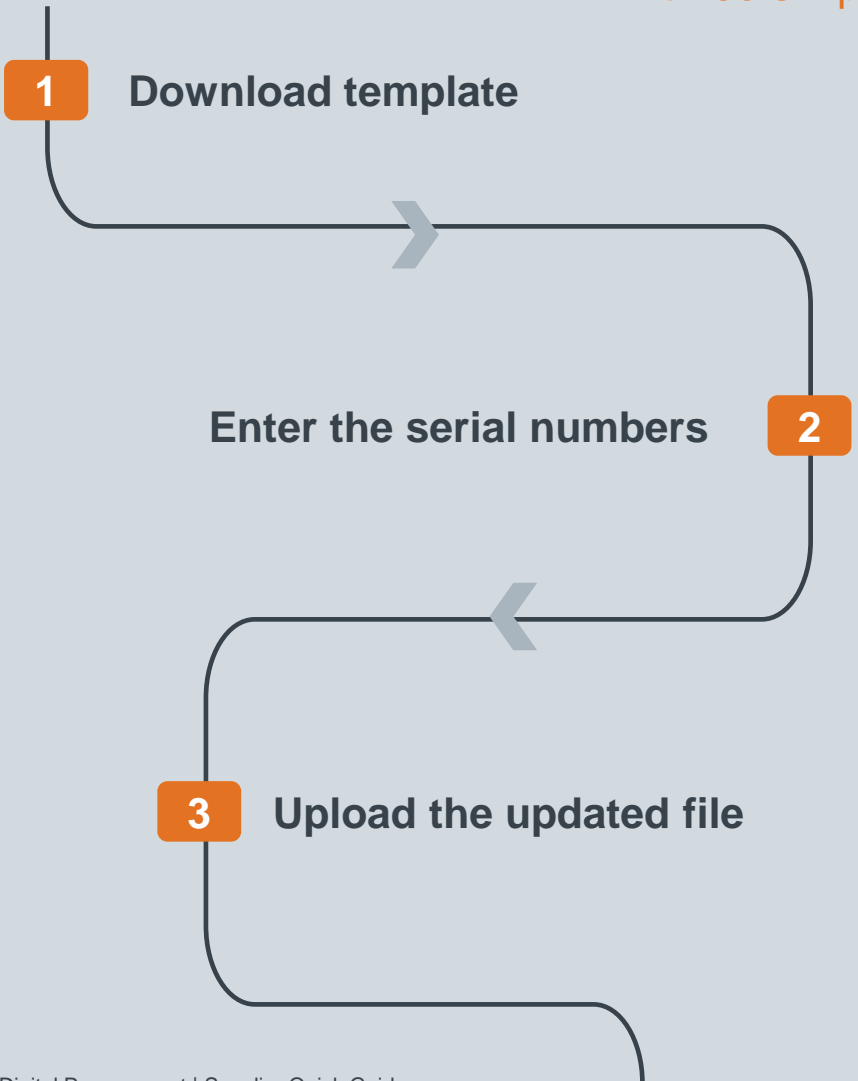


This **Supplier Quick Guide** shows you how to... **USE THE SERIAL UPLOAD TOOL**

...in **three simple steps**



HOW TO USE THE SERIAL NUMBER UPLOAD TOOL

Step-by-step

1. Click **Manage Serial Numbers** in the shipping notice screen.
2. Choose **Download Template** from the dropdown list.
3. Extract and save the .zip file on your computer.
4. Open the file in Excel.
5. Enter the serial numbers in the **Item Serial Number** column. Save the changes. The other columns are prefilled automatically, do not edit them.
6. To upload the updated file, choose **Upload** new file in the dropdown list.
7. Browse your computer and select the file and click **Add**.
8. Select **Done** to complete the upload.

Note: When shipping partial quantity (for example 5 out of 10), you can delete the remaining unneeded 5 lines, and update the total item quantity (column G) to 5 on each line

Illustration

The illustration shows the user interface for managing serial numbers. It includes a screenshot of the 'Manage Serial Numbers' dropdown menu with the 'Download template' option selected. A file explorer window shows the downloaded 'PS1234567.zip' file. Below, an Excel spreadsheet displays a table with columns for Ship Notice Number, Purchase Order ID, Item Line Number, Item Supplier Part ID, Item Customer Part ID, Item Ship Notice Line Number, Item Quantity, Item Batch ID, Item production Date, Item expiration Date, Batch Q, Item Serial Number, and Item Asset Tag. The 'Item Serial Number' column is highlighted. A dialog box titled 'Upload Serial Numbers' shows a file selection process with an 'Add' button and a 'Done' button.

Ship Notice Number	Purchase Order ID	Item Line Number	Item Supplier Part ID	Item Customer Part ID	Item Ship Notice Line Number	Item Quantity	Item Batch ID	Item production Date	Item expiration Date	Batch Q	Item Serial Number	Item Asset Tag
5	PS1234567	4507283642	10	29059013	1	52					12345672	
6	PS1234567	4507283642	10	29059013	1	52					12345673	
7	PS1234567	4507283642	10	29059013	1	52					12345674	
8	PS1234567	4507283642	10	29059013	1	52					12345675	
9	PS1234567	4507283642	10	29059013	1	52					12345676	
10	PS1234567	4507283642	10	29059013	1	52					12345677	
11	PS1234567	4507283642	10	29059013	1	52					12345678	
12	PS1234567	4507283642	10	29059013	1	52					12345679	
13	PS1234567	4507283642	10	29059013	1	52					12345680	
14	PS1234567	4507283642	10	29059013	1	52					12345681	
15	PS1234567	4507283642	10	29059013	1	52					12345682	
16	PS1234567	4507283642	10	29059013	1	52					12345683	
17	PS1234567	4507283642	10	29059013	1	52					12345684	

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

