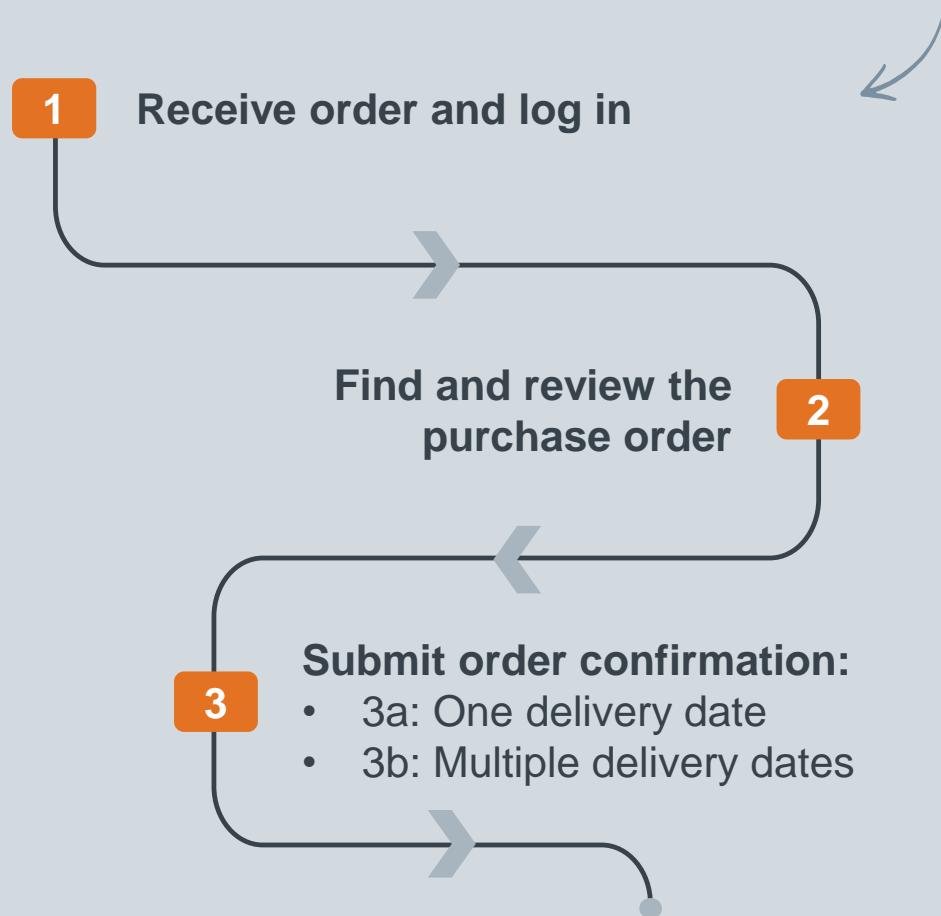


This **Supplier Quick Guide** shows you how to...

PROCESS ORDERS IN Ariba

...in **three simple steps**



VERSION: 1.0

UPDATED: NOVEMBER 2019

1. RECEIVE ORDER AND LOG IN

* Suppliers with Enterprise Account are able to use this [LINK](#) directly and process orders.

Step-by-step

1. Purchase orders from Vestas are received as interactive email from Ariba. Click 'Process order' to send an order confirmation to Vestas.*
2. Log in to Ariba 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."

Illustration

The illustration shows two screenshots from the SAP Ariba system. The left screenshot is an email titled "Vestas - TEST sent a new order" with a "Process order" button highlighted with a red circle and the number 1. The right screenshot is the "Supplier Login" page with a "Login" button highlighted with a red circle and the number 2, and a link to request a user account highlighted with a red circle and the number 3.

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](#).

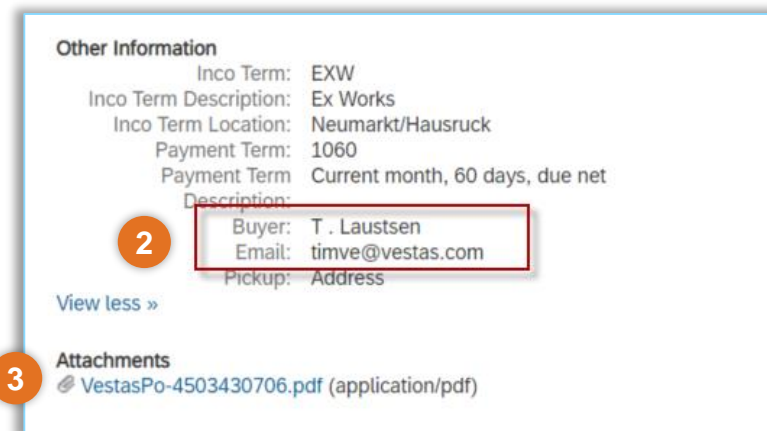
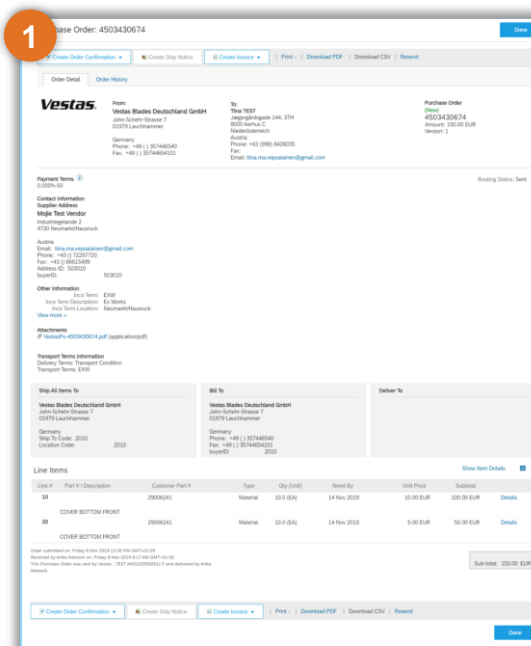
2. FIND AND REVIEW THE PURCHASE ORDER

* Suppliers with Enterprise Account are able to update orders directly in Ariba.

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



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'*
- It is possible to send order confirmations to 1) All order lines with the same delivery date OR 2) Different delivery dates for multiple order lines.

3a. 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'.
 - **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.
4. Click 'Next' to review the order confirmation.
5. Click 'Submit'.

Illustration

Purchase Order: 4503430674

1 Create Order Confirmation | Create Ship Notice | Create Invoice | Print | Download PDF

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 123456

Associated Purchase Order #: 4503430674

Customer: Vestas - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: Est. Shipping Cost:

3 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	29006241	10.0 (EA)	14 Nov 2019	10.00 EUR	100.00 EUR
Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)						
20	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019	5.00 EUR	50.00 EUR
Current Order Status: 10.0 Confirmed As Is (Estimated Delivery Date: 14 Nov 2019)						

Confirmation Update

Confirmation #: 123456

Supplier Reference:

Line Items

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

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.

3b. 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. Provide 'Quantity' in respective line.
4. Click 'Details'.
5. Provide 'Est. Delivery Date' and click 'OK'.
 - **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.
6. Click 'Next' and repeat for remaining PO lines.
7. Review order confirmation and click 'Submit'.

Illustration

Purchase Order: 4503430674

Order Confirmation Header * Indicates required field

Confirmation #: 12345
 Associated Purchase Order #: 4503430674
 Customer: Vestas - TEST
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

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

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By
10	COVER BOTTOM FRONT	29006241	10.0 (EA)	14 Nov 2019

COVER BOTTOM FRONT
 Current Order Status
 10.0 Unconfirmed

Confirm: 10 Backorder: Details

Item Part # / Description Qty Unit Need By Ship By Unit Price Subtotal
 10 COVER BOTTOM FRONT 10.0 EA 14 Nov 2019 10.00 EUR 100.00 EUR
 New Order Status: 10 Confirmed

Est. Shipping Date:
 Est. Delivery Date*: 14 Nov 2019
 Unit Price: 10.00 EUR

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.

NEED HELP?

Support is available!



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



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



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

