Vestas

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HOW TO CREATE ASN IN ARIBA

Digital Procurement

2026

The Digital Purchase Order & Invoice Process

Below, you can see where in the Purchase Order(PO) & Invoice process ASN is placed

Julia, Vestas Supplier

1. PO creation and receiving

- PO created by Vestas Buyer
- PO sent to Supplier in Ariba

2. Order Confirmation

- Supplier confirms the PO in Ariba
- The order confirmation is received by Vestas

3. ASN and Goods Receipt

- Supplier creates an ASN in Ariba
- Supplier prints ASN label and attach it to the delivery
- Vestas receive the goods
- A notification is sent to Supplier via Ariba

Invoicing

- Supplier sends an invoice to Vestas
- Invoice received and paid by Vestas

VESTAS SUPPLIER

WHAT IS ASN?

- An Advanced Shipping Notification is information about the delivery of an order
- An Advanced Shipping Notification is prepared by a 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 the contractual compliance requirements by using Ariba for supplier collaboration with Vestas
- If ASN is not created by Supplier, Vestas will not be able to proceed with goods receipt which can impact Supplier payments
- 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 to Vestas before the shipping of the order of physical goods (both direct & indirect)*
- An ASN must be sent as close as possible to the actual shipping date to reflect the final delivery information. Once an ASN has been generated, it cannot be reversed.
- 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

*materials with VUI excluded in MVP

Classification: Confidential

KEY POTENTIAL BENEFITS FOR SUPPLIERS USING ASN

Shared data between Supplier & Vestas

With ASN, Supplier 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

Once a shipment has been delivered, suppliers can receive a goods receipt in Ariba which serves as a proof of delivery

Accurate measure of supplier performance

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

A supplier's performance is measured based on the on-time delivery. ASN aids in measuring the on-time delivery more accurately

Higher efficiency & Real time data transfer

ASN improves the quality and efficiency of goods delivery so Vestas and a supplier can align mutually on deliveries

Shipments will be tracked in real-time by both Vestas and Suppliers

Supplier's on-time payment is improved as efficiency in goods delivery leads to faster invoice processing

Vestas Digital Procurement Advanced Shipping Notification

Classification: Confidential

ASN CREATION - INDIVIDUAL PO MANAGEMENT - 1/5

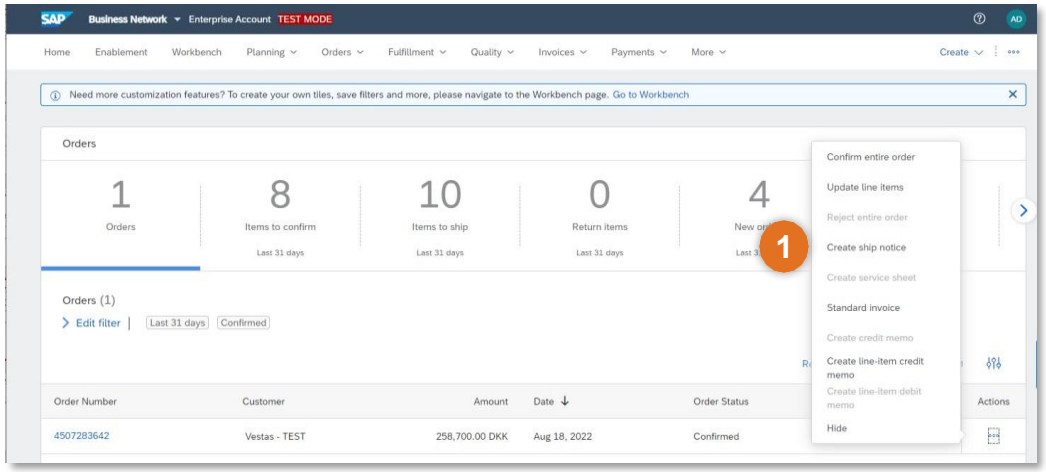
Step-by-step

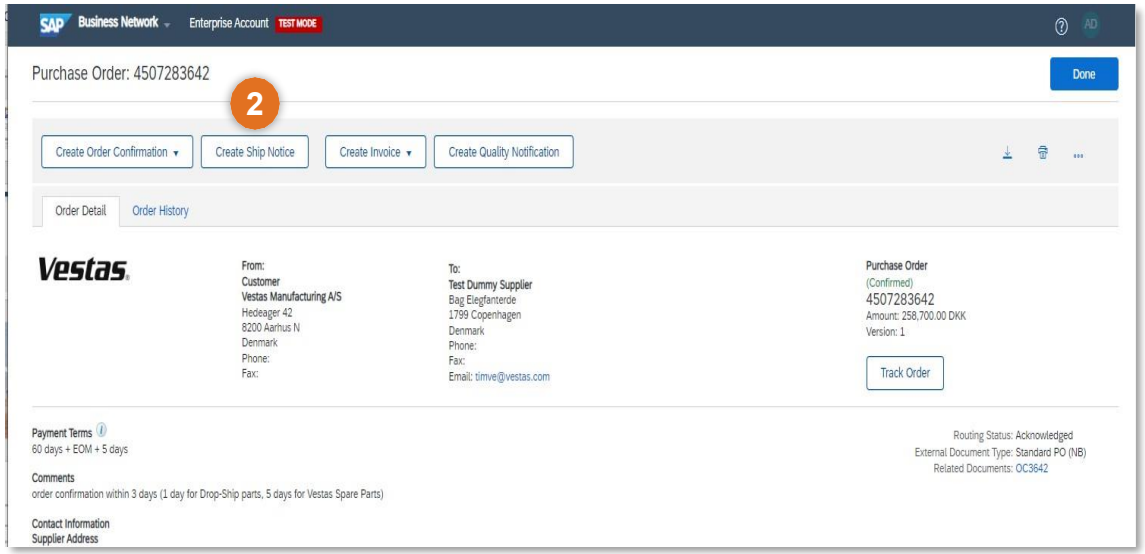
There are two ways to start creating an individual shipping notice.

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.

Illustration





Classification: Public

ASN CREATION - INDIVIDUAL PO MANAGEMENT – 2/5

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**.*

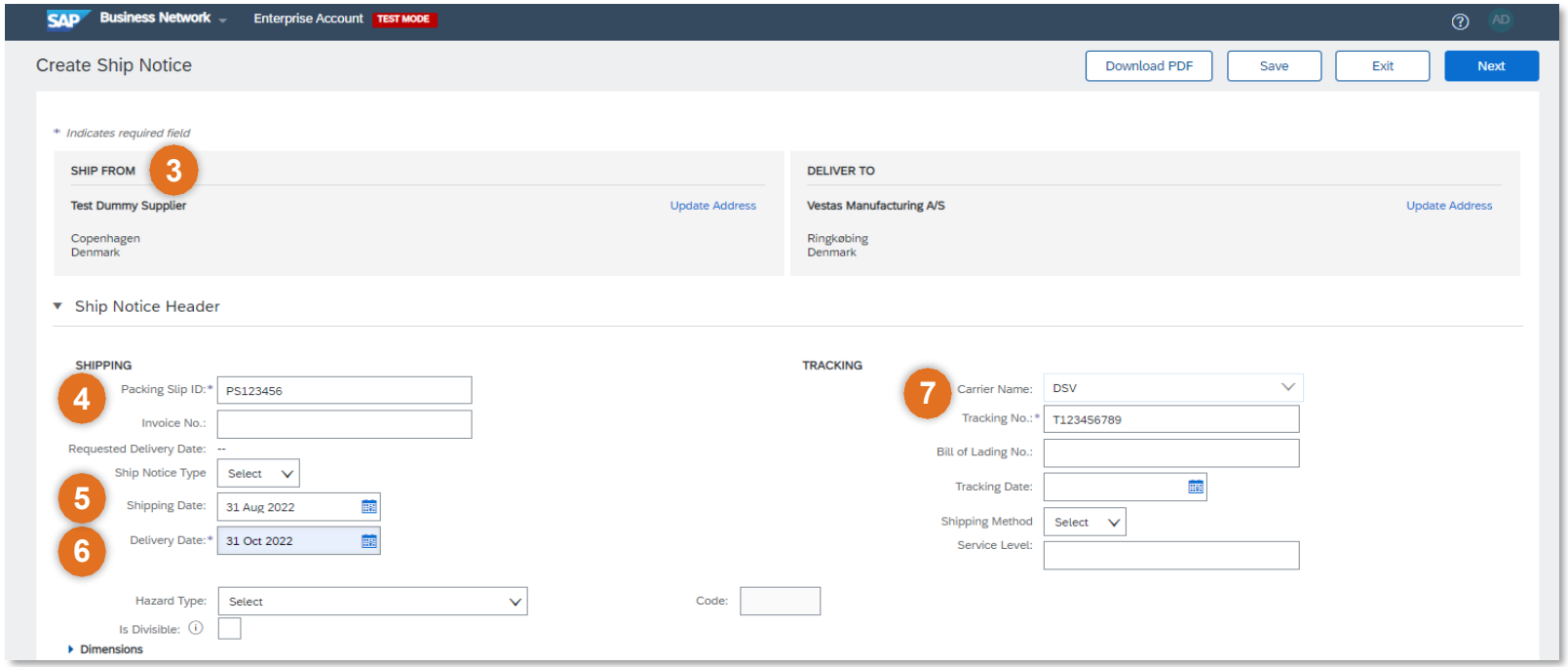
   B. *In case of DAP-It. Delivery Date must be **Confirmed Delivery Date** at Vestas*

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.*

Illustration



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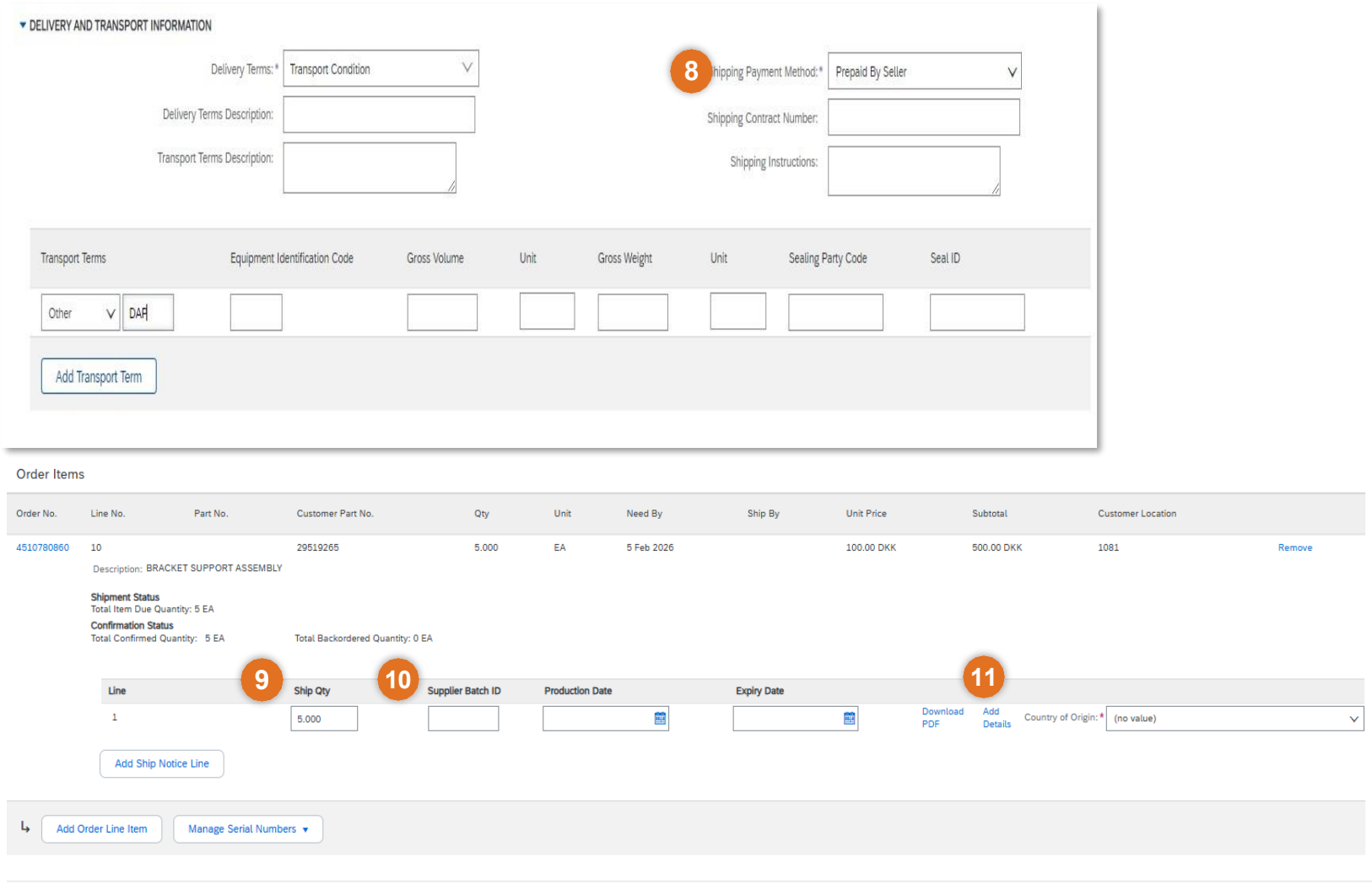
ASN CREATION – INDIVIDUAL PO MANAGEMENT – 3/5

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.

Illustration



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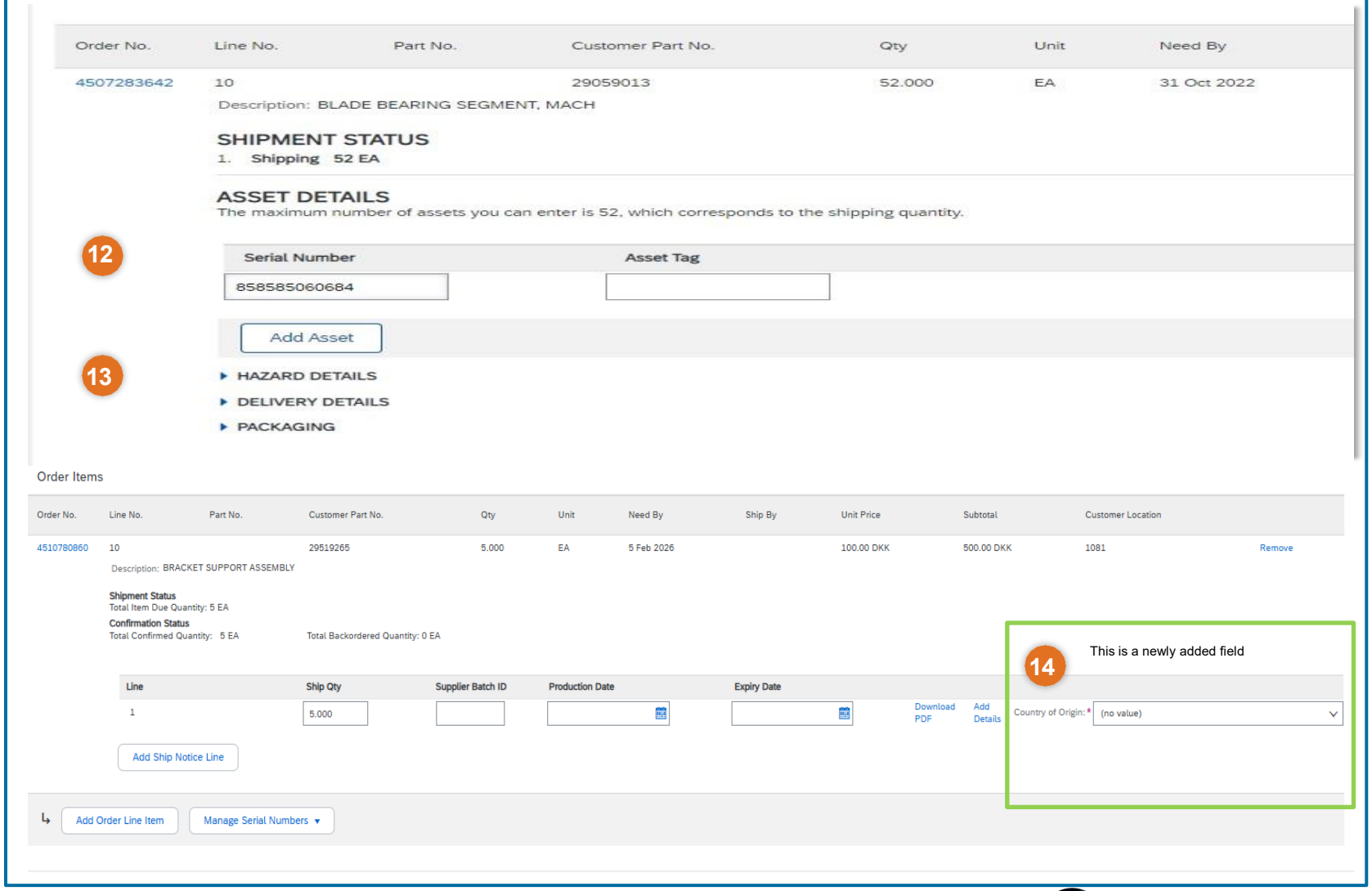
ASN CREATION - INDIVIDUAL PO MANAGEMENT – 4/5

Step-by-step

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 **Country of Origin** from drop down for each line item. Note: It is mandatory to provide the Country of Origin to ensure accurate customs declarations, delivery notes, and commercial invoices.
15. For more information on Country of Origin, please refer to the details provided in this link.
16. 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 use the **Serial number upload** tool here.

Illustration



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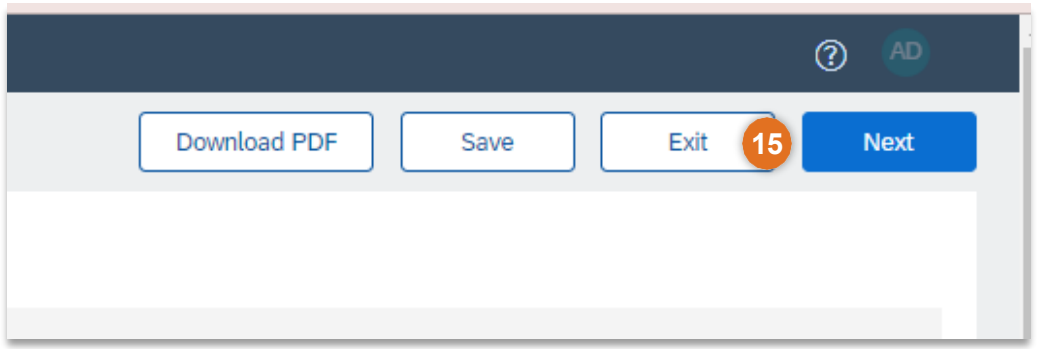
ASN CREATION - INDIVIDUAL PO MANAGEMENT – 5/5

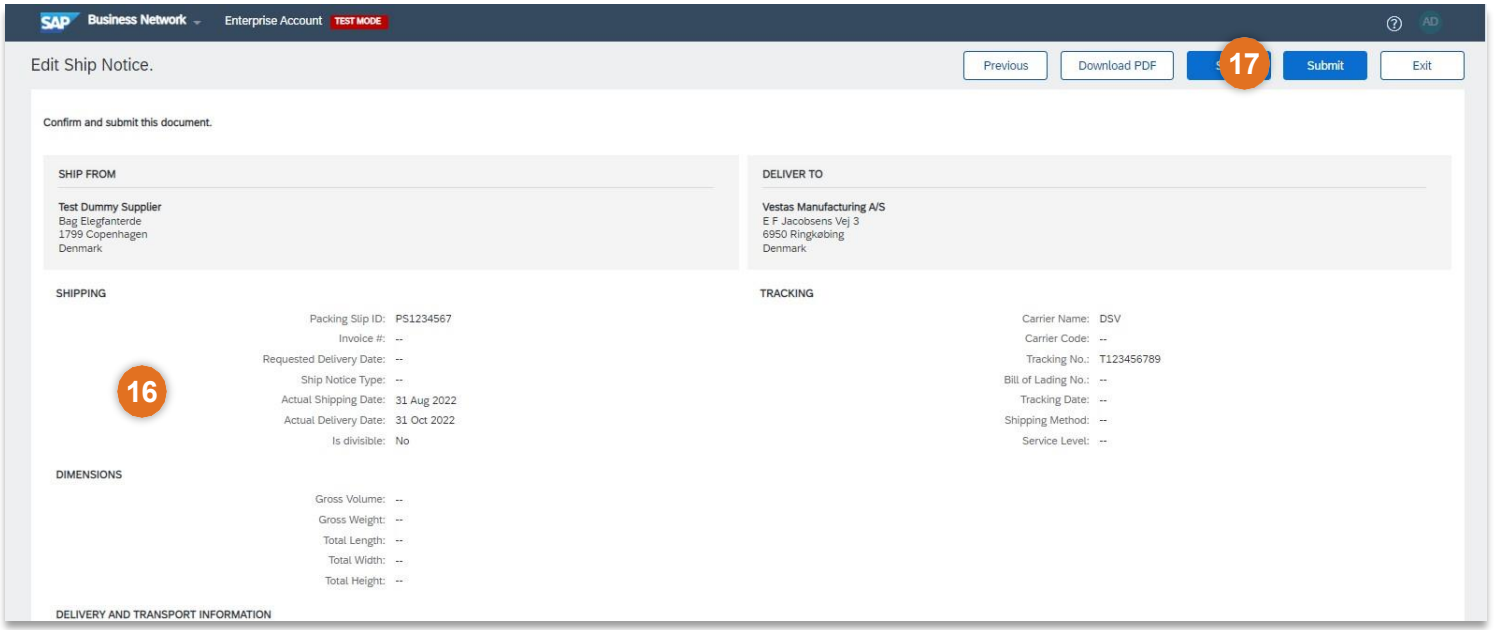
Step-by-step

15. When al 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.

Illustration





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ASN CREATION – MULTIPLE POS MANAGEMENT

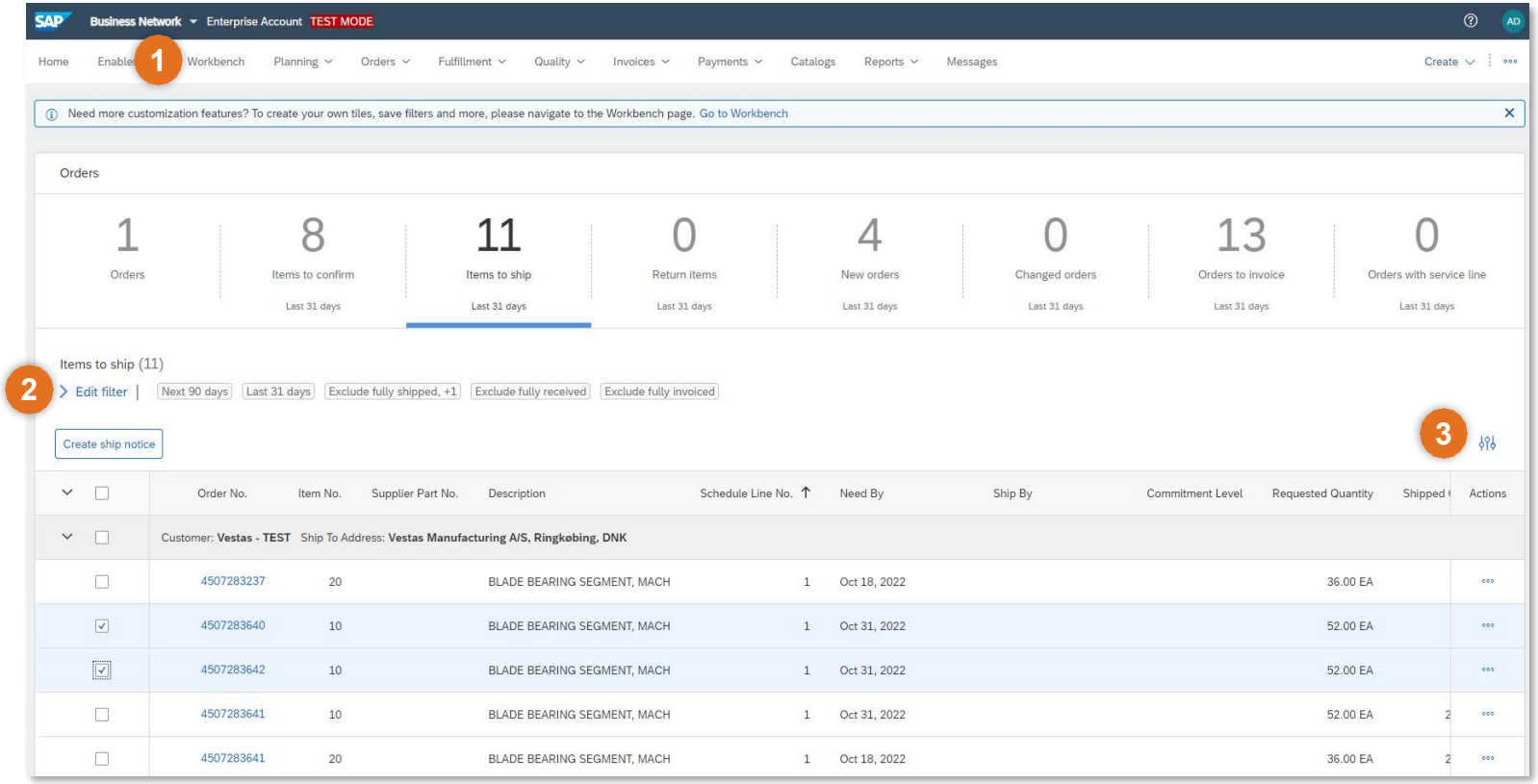
Step-by-step

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



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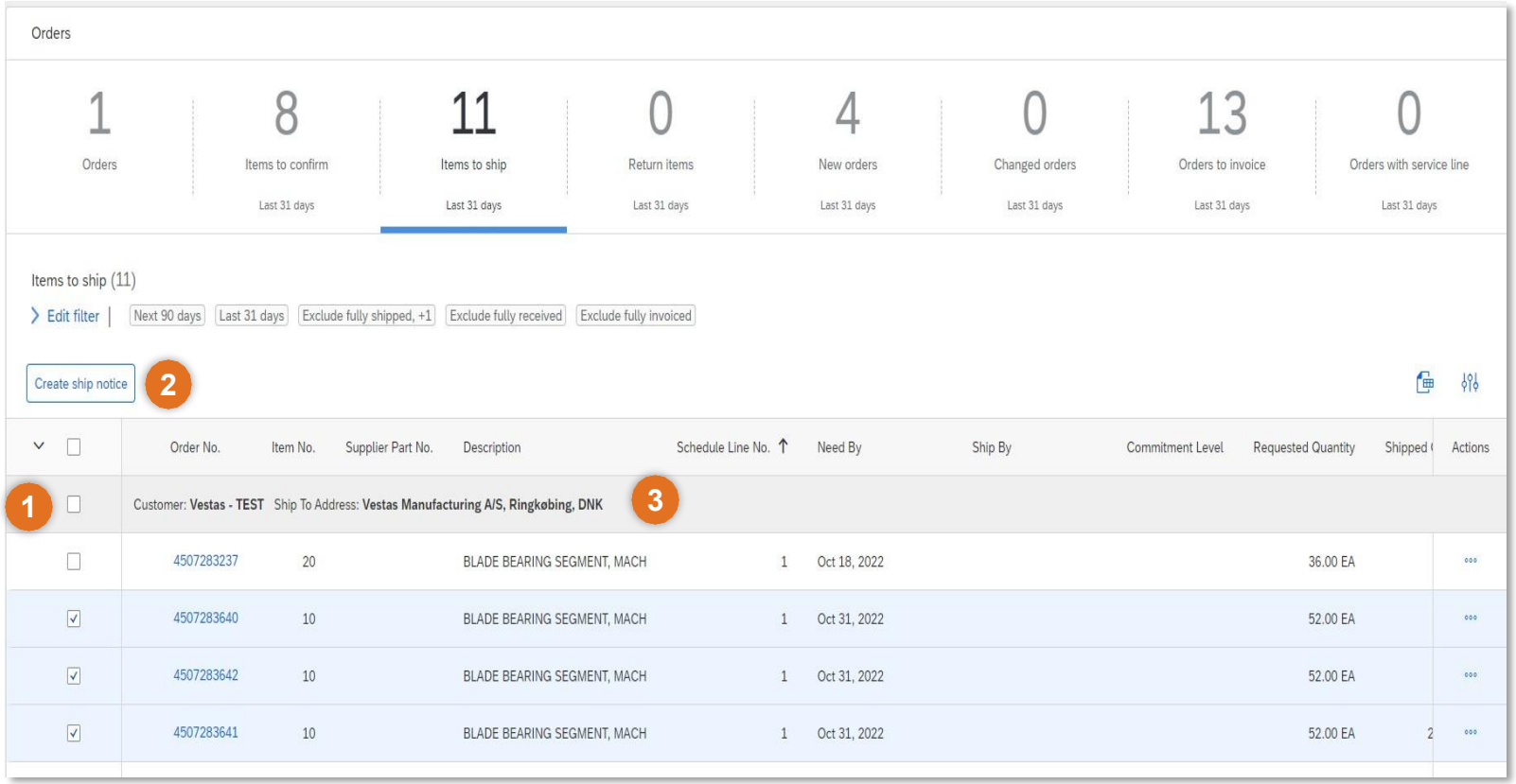
ASN CREATION – MULTIPLE POS MANAGEMENT – CREATE ASN

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



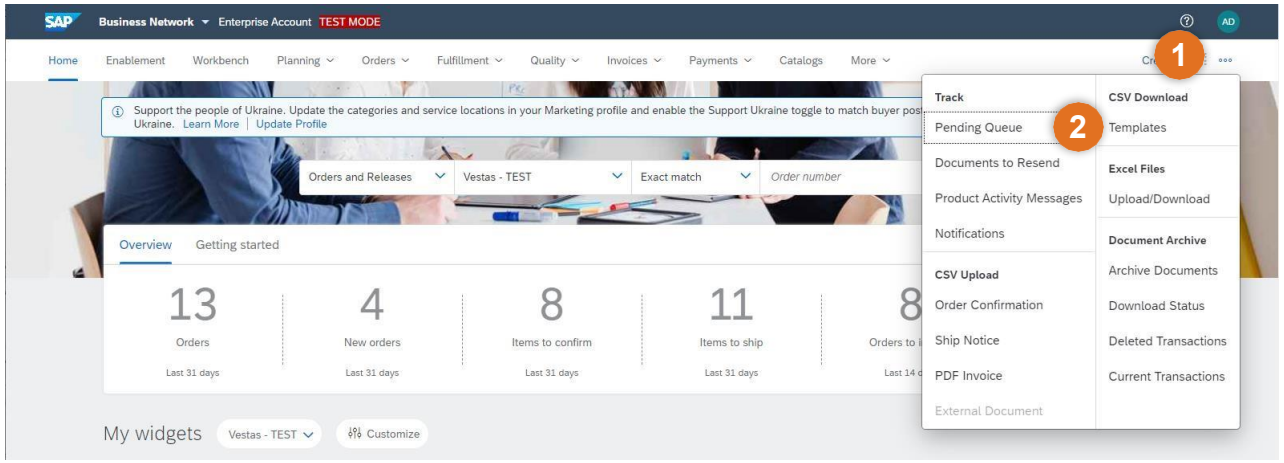
Classification: Public

ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 1/2

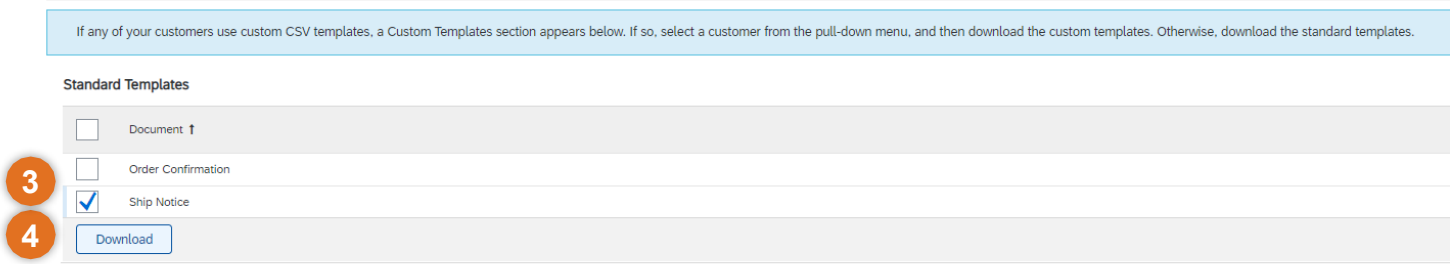
Step-by-step

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



Download CSV Templates



Classification: Public

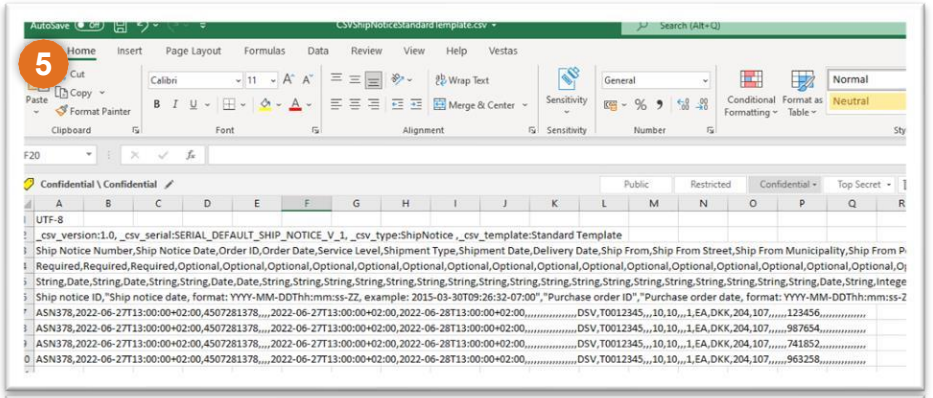
ASN CREATION – MASS SHIPPING NOTIFICATION UPLOAD – 2/2

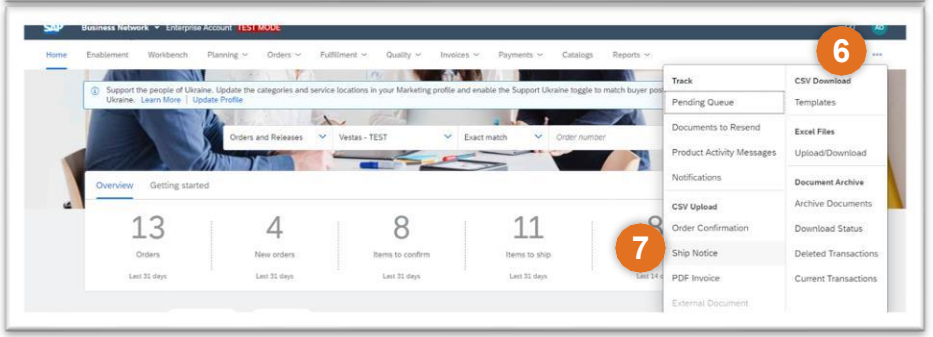
Step-by-step

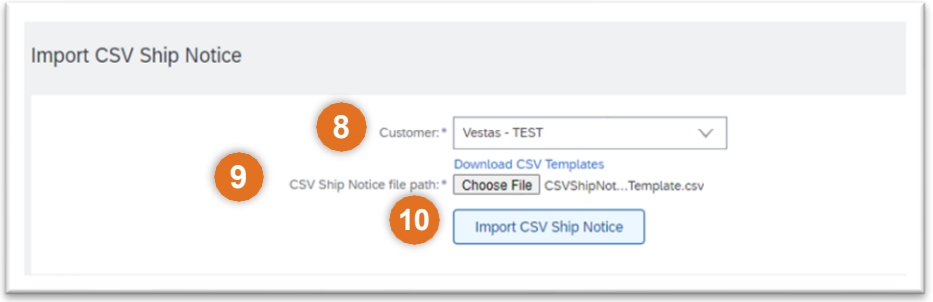
5. Add to the CSV template ship notice/s data. Fill in all required columns. Save and close file. *Note: Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows*
6. From the Ariba Network homepage go to **… - menu** on top right 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.

Illustration







Classification: Public

THE DIGITAL PURCHASE ORDER & INVOICE PROCESS

How to print an ASN label

Julia, Vestas Supplier

1. PO creation and receiving

PO created by Vestas Buyer → PO sent to Supplier in Ariba

2. Order Confirmation

Supplier confirms the PO in Ariba → The order confirmation is received by Vestas

3. ASN and Goods Receipt

Supplier creates an ASN in Ariba → Supplier prints ASN label and attach it to the delivery

Vestas receive the goods → A notification is sent to Supplier via Ariba

Invoicing

Supplier sends an invoice to Vestas → Invoice received and paid by Vestas

VESTAS

SUPPLIER

DOWNLOAD ASN LABEL (ENTERPRISE ACCOUNT SUPPLIER)

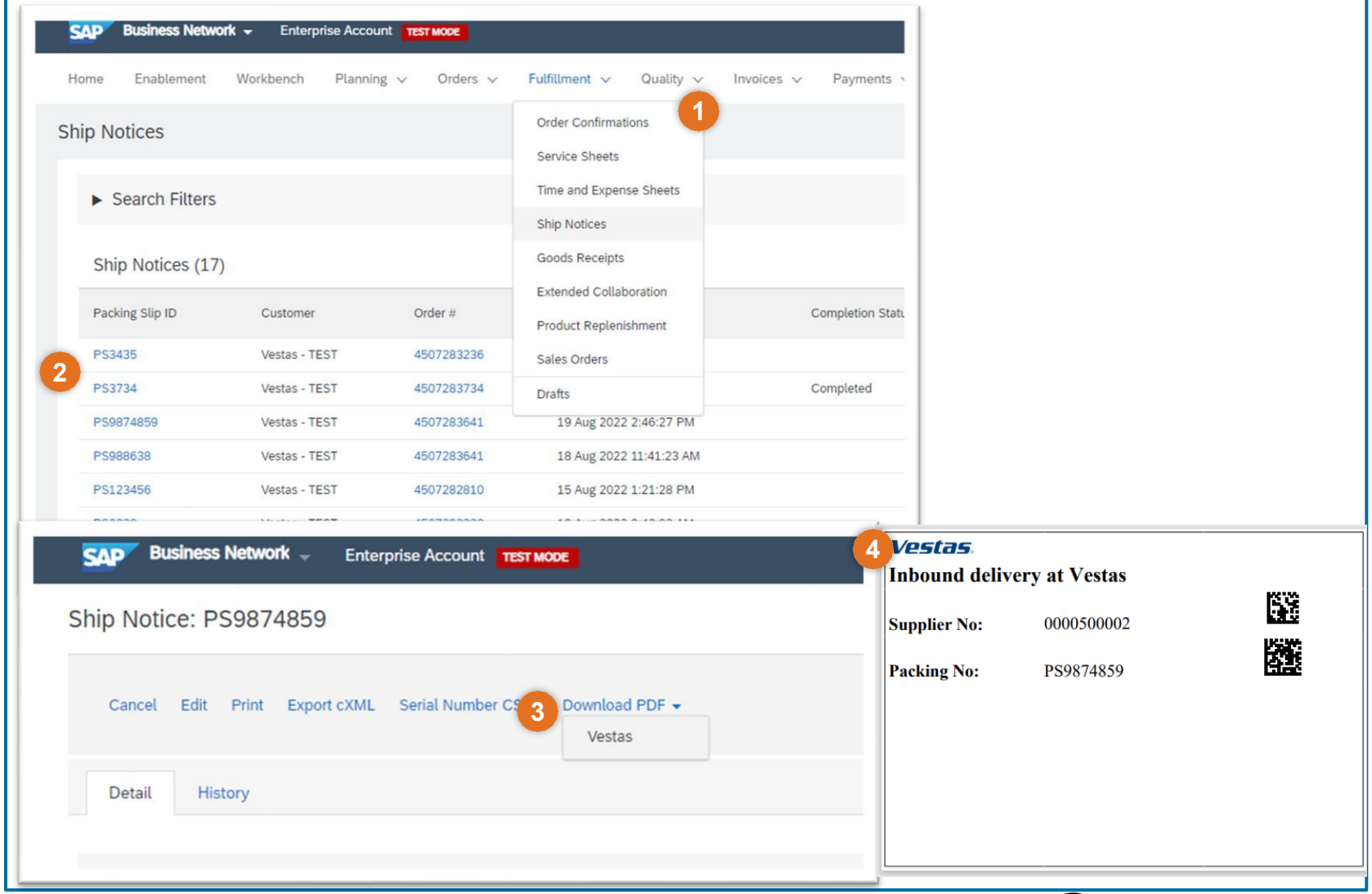
Step-by-step

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



Classification: Public

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

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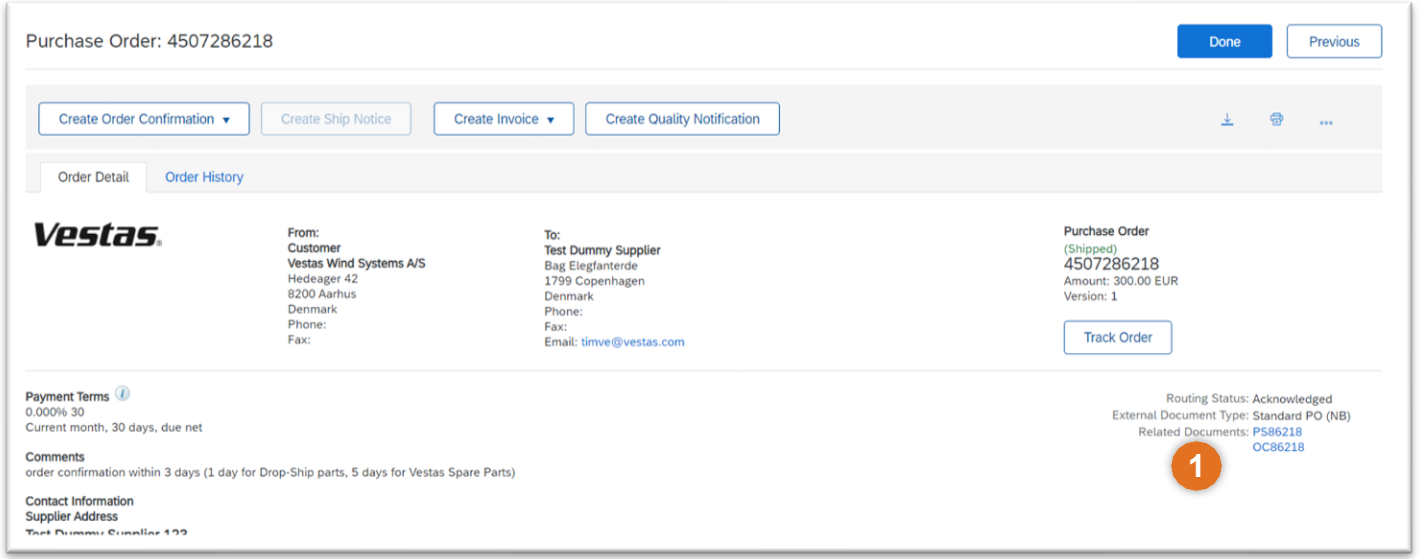

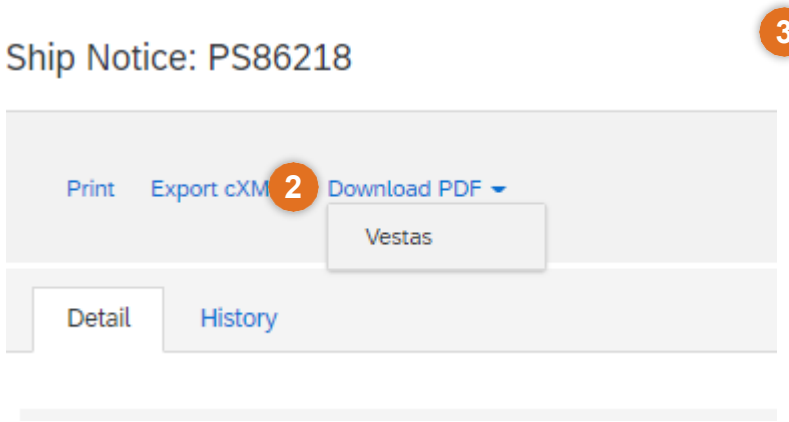

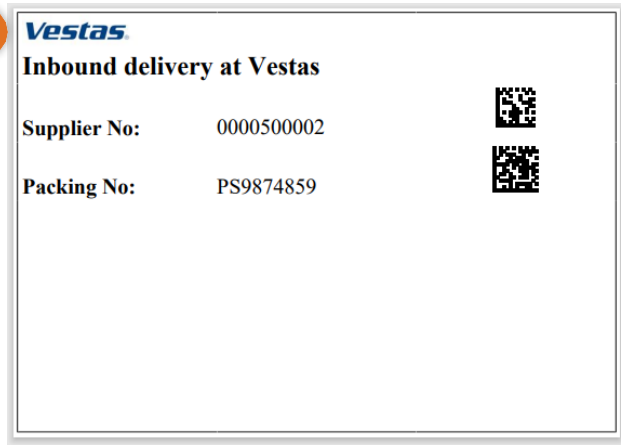

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VESTAS

SUPPLIER

FIND GOODS RECEIPT NOTIFICATION (ENTERPRISE ACCOUNT SUPPLIER)

Step-by-step

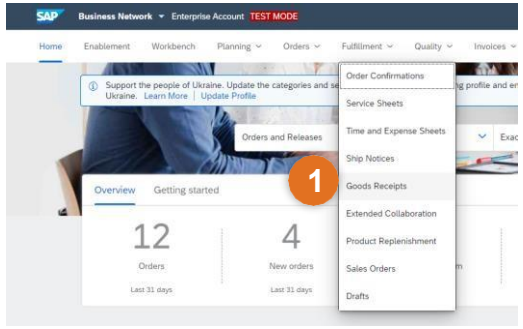
This instruction is applicable for suppliers with Enterprise Account. See next slide for Standard Account instructions.

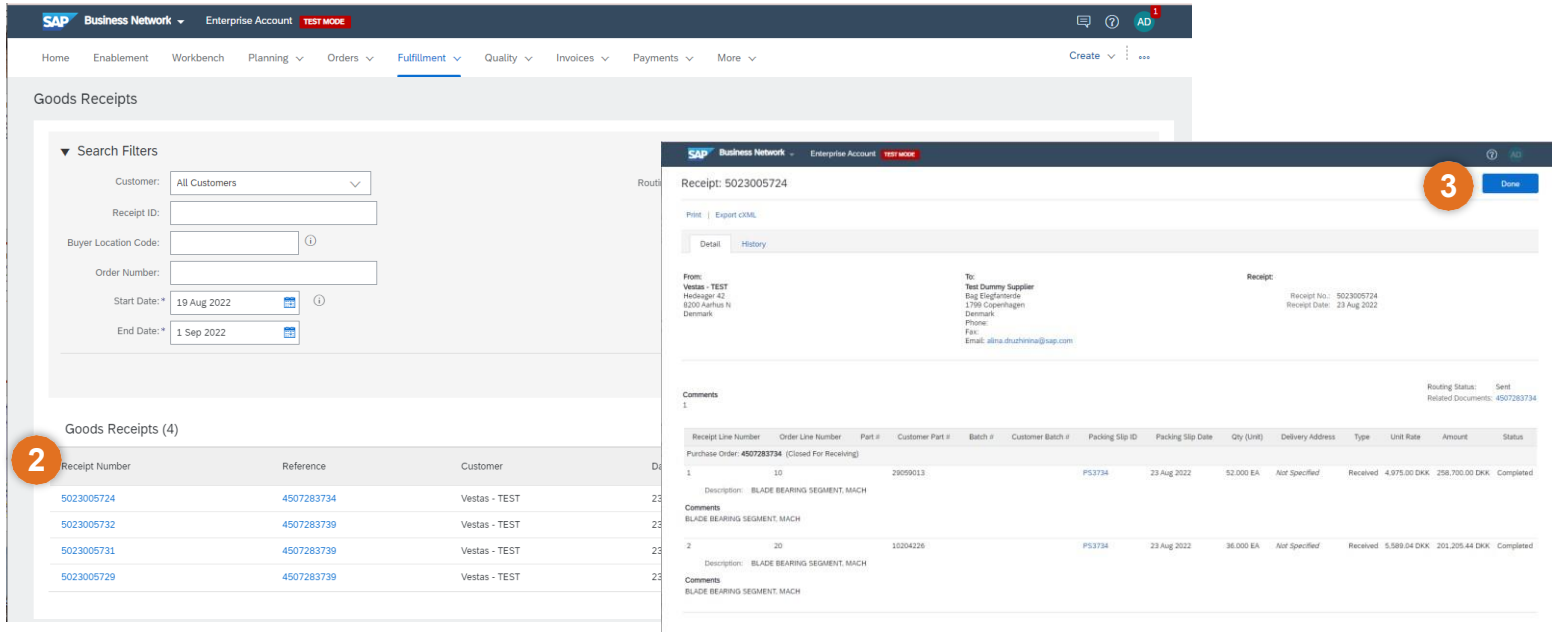
Once Goods are delivered at Vestas' end, the supplier will receive a Goods Receipts notification which can be seen by supplier in Ariba. Same time correspondent PO status is being automatically updated to Received or Partially Received.

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





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FIND GOODS RECEIPT NOTIFICATION (STANDARD ACCOUNT SUPPLIER)

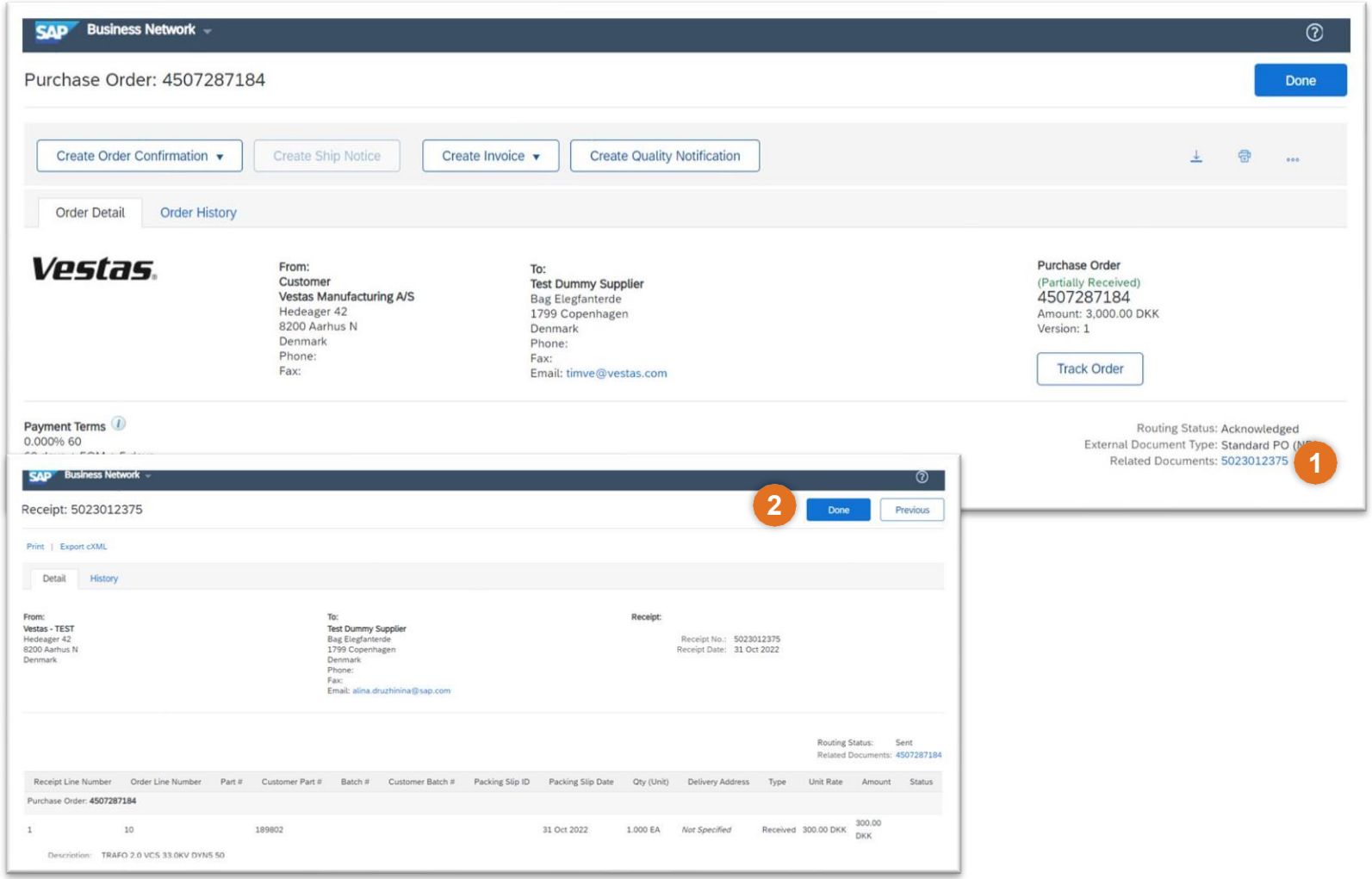
Step-by-step

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

Illustration



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KEY POINTS TO REMEMBER FOR YOU TO REMEMBER AS VESTAS SUPPLIER

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.

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.

Classification: Public

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 if 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*

Classification: Public

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.

Classification: Public

DO YOU NEED ANY HELP?

Support is available!

For **questions or technical support regarding Ariba** please contact 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