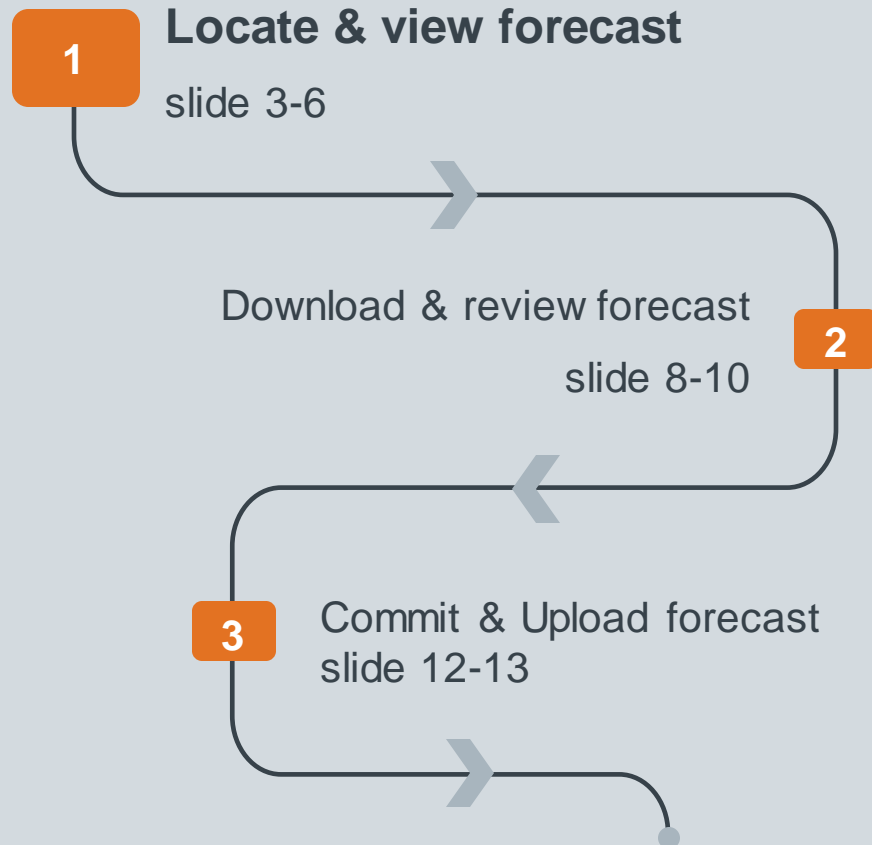


This **Supplier Quick Guide** shows you how to...

COLLABORATE WITH VESTAS ON FORECAST SHARING USING SAP ARIBA

...in **three simple steps**



VERSION: 1.0

UPDATED: MARCH 2022

Vestas

VIEW FORECAST DATA

Explanation of Field Names

Fields used by Vestas

Field	Description
Customer	Vestas' identification.
Customer Location	Vestas' Plant.
Customer Part Number	Vestas' material number.
Global Vendor ID	Vestas specific field, suppliers' Global ID
Last customer update	Time stamp of latest Forecast information update send by Vestas
Last supplier update	Time stamp of latest Forecast information update send by Supplier
Lead Time	Lead time information taken from Material Master Data in SAP
Part Category	Part Category as aligned with Vestas.
Part Status	Specifies if the part is active or inactive.
Planner Code	Vestas' planner identification.
SAP Vendor Number	Vestas specific field, suppliers' local entity ID
Show Unique Part and Plant	Once checked, the result screen will show key figures for both supplier managed inventory and forecast data
Spend Class	Vestas specific field, code used to help the categorization of material
Spend Class Description	Vestas specific field, description corresponding to Spend Class code
Supplier Part Number	Vendor's material number.

Fields NOT used by Vestas

Field	Description
External Program Code	Not used.
Line of Business	Not used.
Manufacturing Type	Not used.
Part category	Not used.
Part Type	Not used.
Product Family	Not used.
Product Sub-Family	Not used.

1. LOCATE & VIEW FORECAST

Step-by-step

1. Once you are logged in to the Ariba network navigate to **Planning**.
2. From the dropdown list select **Forecast**.
3. Search filters allow to identify specific forecast. Enter search criteria into any of the filter fields as desired.
4. Click **Search** to retrieve records.

Illustration

The screenshot illustrates the SAP Business Network interface for locating and viewing forecasts. The navigation bar at the top shows 'SAP Business Network' and 'Enterprise Account'. The main menu includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', and 'Invoices'. The 'Forecast' section is highlighted, showing 'Forecast' and 'Search filters'. The search filters include fields for Customer, Customer part no., Supplier part no., Customer location, Planner code, Part category, Line of business, Product family, Product subfamily, Program code, Part type, and Part status (Active/Inactive). A 'Search' button and a 'Reset' button are visible at the bottom right.

Tips & Tricks

- If you are linked to several customers with the same Ariba account, make sure to filter for Vestas in the customer field.
- If you are globally responsible for a group of forecasts and require access to multiple forecasts for different manufacturing sites you will be required to have different user logins per site.

2. LOCATE & VIEW FORECAST



Step-by-step

5. Review the search results.
6. You can configure the view by clicking the configure button.
7. To view forecast details click the icon on the right-hand side of you screen.

Illustration

Filter: All customers

Page 1

Customer	Customer part no.	Lead time	Part status	Last customer update	Stock		
					Stock on hand	Unit	
SCC ANK - TEST BUYER	BP-CIG-2	2	Active	4 Oct 2019 1:38:51 AM	0	EA	
BP SCC Buyer - TEST	2937	5	Active	4 Oct 2019 2:53:37 AM	0	EA	

Configuration menu (6):

- ✓ Supplier part no.
- ✓ Customer location
- ✓ Lead time
- ✓ Part status
- ✓ Last customer update
- ✓ Last supplier update

7

3. LOCATE & VIEW FORECAST

Step-by-step

8. A new window will open. This view is component specific.
9. You can set the **View by** criteria and **Starting from** date as desired. We recommend the weekly view when responding to the forecast and the yearly view when checking for overall quantities in a calendar year.
10. The blue color coding indicates the lead time for an item.*

**In the shown example the lead time is two weeks, therefore week 20 and 21 are colored in blue. This information is taking from the material master data in SAP and is just for information purposes.*

Tips & Tricks

Tip: To get aggregate view of all components in forecast navigate to download forecast.

Illustration

8 Forecast details

Customer: Vestas - TEST Customer location: Vestas SPR DE Part no.: 883262 Part description: MECHANICAL LOCK KIT EH803

9 View by: Weekly Starting from: 05/17/2021

▶ Chart

Stock on hand: 0 (EA) | [Part details](#)

Key figures	17 May 2021 Week 20	24 May 2021 Week 21	31 May 2021 Week 22	7 Jun 2021 Week 23	14 Jun 2021 Week 24
Order forecast	900				
Forecast commit					
Previous forecast	900				
Forecast deviation	-900	0	0	0	0
Forecast change	0	0	0	0	0
Upside forecast					
Firmed orders					
Priority					
DeliveredQuantity					

10 Lead time

Refresh data Copy Forecast to Commit

4. HOW TO READ THE FORECAST DATA

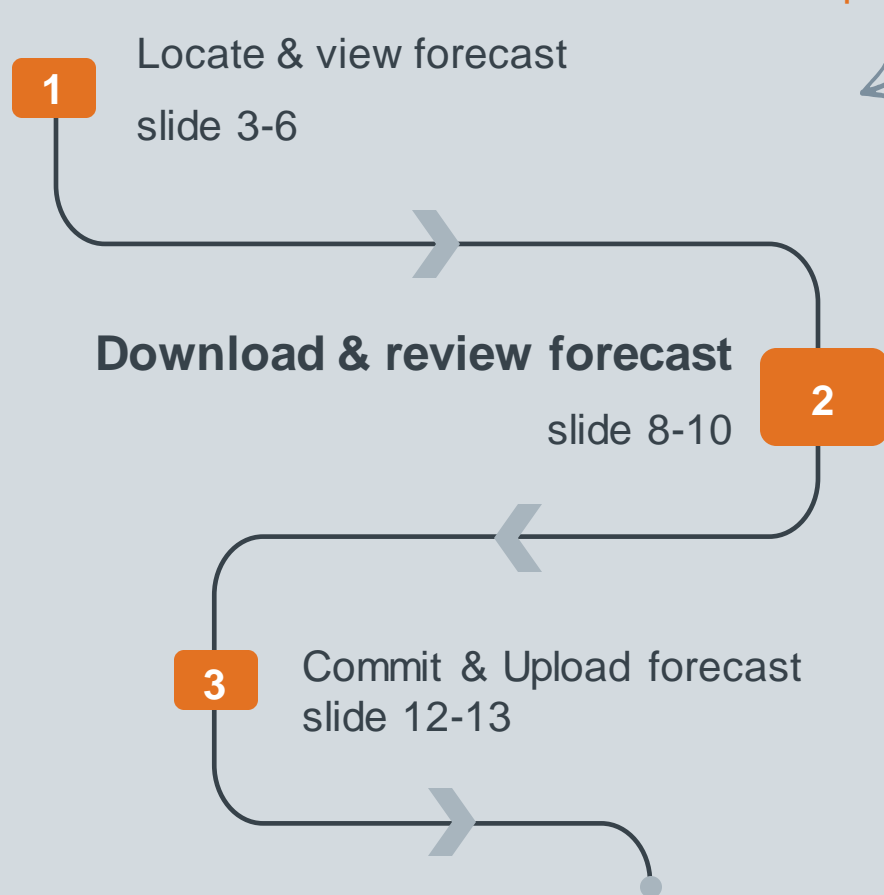
Explanation of Key Figures in the forecast view

Key Figures	Description	Data Source
Order forecast	Vestas' shared demand	Vestas input
Forecast commit	Quantity committed from supplier to Vestas	Supplier input
Previous forecast	Vestas' historic demand	Vestas input
Forecast deviation	Forecast commit minus Order forecast	Calculated value
Forecast change	Order forecast minus Previous forecast	Calculated value
Previous forecast commit	Supplier's historic commit	Supplier input
Upside forecast	Additional quantity available from supplier for Vestas	Vestas input
Firmed orders	Vestas' total confirmed order quantity within indicated time horizon	Calculated value
DeliveredQuantity	Supplier's input on delivered quantities	Supplier input

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VERSION: 1.0
UPDATED: MAY 2021

1. HOW TO CREATE A DOWNLOAD JOB

Step-by-step

1. Click **Upload/Download**.
2. Click **Create** in the bottom of the screen. A new window will appear.
3. Type a **Name** (e.g. weekly forecast) and set **Type** as Forecast, more fields will appear below.
4. Fill all mandatory fields:
 - **Customer name** “Vestas”
 - **Time period** “weekly”*
 - **Years to download** “1”
 - **Buyer last modified** (1st Tuesday in a month)
 - Tick off both boxes at the bottom to prepopulate Vestas’ demand into the commit fields.
5. Click **Save**.



* Vestas asks that you commit using the weekly view (Time period “weekly”).

Tips & Tricks

- Once you have created the job you will not need to do this again. Next time you require to pull the forecast simply re-run the job under “download”. (see next slide)

Illustration

The screenshot illustrates the SAP Supply Chain Collaboration interface for creating a download job. The interface includes a top navigation bar with 'Upload/Download' highlighted (1). Below the navigation bar, there are tabs for 'Jobs', 'Downloads', and 'Uploads'. A 'Create' button is visible (2). The 'Create/Edit Job' form is shown with the following fields and callouts:

- 3**: Name field containing 'Forecast_Weekly_Report' and Type dropdown set to 'Forecast'.
- 4**: Job Search Criteria section with fields for Customer (Vestas - TEST), Supplier part number, Buyer part number, Product family, Product sub-family, Location, Customer view (All Views), Spend Class, Spend Class Description, SAP Vendor Number, and Global Vendor.
- 4**: Time period dropdown set to 'Weekly', Years to download set to '1', and Buyer last modified field.
- 4**: Two checkboxes at the bottom: 'Download planning item attributes on all rows' and 'Prepopulate Commit time series quantities with Forecast quantities', both checked.
- 5**: 'Cancel' and 'Save' buttons at the bottom right.

2. HOW TO DOWNLOAD THE FORECAST AS EXCEL FILE

Step-by-step

1. If you have created a job (see previous page) and need to pull the forecast again you select the job you created and click **Run**. You will be transferred to **Downloads tab**.
2. Click **Refresh** status until the status changes from “Processing” to “Completed”.
3. Download the forecast file by clicking the **download icon**.
4. Save the Excel file on your computer.

Illustration

ForecastExcel Forecast

Create Edit Run Clear Downloads

Jobs Downloads Uploads

Search Filters

Downloads

Job Name	Type	Last Run ↓	Last Run By	Status	File
ForecastExcel	Forecast	20 Nov 2019 8:19:03 AM	Volha Smalianchuk	Completed	↓

Refresh Status

SAP Ariba

Ariba Supply Chain Collaboration - Forecast

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Lead Time	Last updated	Unit	Spend Class	SAP Vendor Number	Spend Class Description	Global Vendor ID	Key figures	28 Feb 2022	7 Mar 2022	1
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Order forecast	0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast commit	5	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Forecast change	0	100	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Previous forecast com			
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Upside forecast		20	
AN01025582611-T	Vestas - TEST	29157733		EF901CDE HSS NRE SEJ 2050	7	7	2 Mar 2022 3:13:11 AI EA	T01012	0000508787	0000508787	Gearbox Repair Kit Sel 0000119842	0000119842	Firmed orders			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Order forecast	20		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast commit	18		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast change	20	0	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast com	18		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Upside forecast			
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALVI 1082	81	81	28 Feb 2022 3:13:05 A EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Firmed orders			

3. HOW TO ANALYZE THE EXCEL FORECAST DOWNLOAD

Step-by-step

Each component is represented by an amber row stating customer name, no. what plant to deliver to, etc.

You will need to fill/edit the forecast commit line (marked in blue).

Forecast breakdown consists of:

- **Order forecast:**
Total forecast per week.
- **Forecast commit:** editable cell for you to provide committed quantity
- **Previous forecast:** quantity shared by VESTAS last period.
- **Forecast change:** quantity increase/decrease since last period.
- **Upside forecast*:** additional qty. which supplier can provide in excess.
- **Firmed order:** PR turned into PO's which are shared with you.

* The Upside forecast line is optional and does not need to be filled. This line can indicate if you have extra capacities in addition to what you can delivery on the respective delivery date.

Illustration

SAP Ariba Ariba Supply Chain Collaboration - Forecast																	
Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Unit	Spend Class	SAP Vendor Number	Spend Class Description	Global Vendor ID	Key figures	28 Feb 2022	7 Mar 2022
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Order forecast	0	100
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Forecast commit	5	100
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Previous forecast		
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Forecast change	0	100
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Previous forecast com		
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Upside forecast		20
AN01025582611-T	Vestas - TEST	29157733		EP901CDE HSS NRE SEJ/ 2050	Vestas SPR DE		7	2 Mar 2022 3:13:11	AI Gearbox Repair Kit Sel EA	T01012	0000508787	0000508787	Gearbox Repair Kit Set 0000119842	0000119842	Firmed orders		
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Order forecast	20
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast commit	18
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Forecast change	20
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Previous forecast com	18
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Upside forecast	
AN01025582611-T	Vestas - TEST	29120624	1071.0287	LSI PSC MODULE VALV1 1082	Vestas CON DK Hamm 81			28 Feb 2022 3:13:05	A Hydraulics - Valve	EA	II101116	0000508787	0000508787	Hydraulics - Valve	0000119842	Firmed orders	
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Order forecast	0
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Forecast commit	0
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Previous forecast	
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Forecast change	0
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Previous forecast com	0
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Upside forecast	
AN01025582611-T	Vestas - TEST	105233		ROTOR CABLE LS 3MW 1000	Vestas OTH DK Aarhus 170			28 Feb 2022 3:13:04	A LV - Non-categorised	EA	DD1215	0000508787	0000508787	LV - Non-categorised	0000119842	Firmed orders	

Tips & Tricks

- In the Forecast module of Ariba PO document reference numbers are not included. If you wish to find the PO document reference number, it can be found in Ariba under reports, called PO reconciliation report.
 - To identify the PO document reference numbers included in the forecast, take the date from the last updated column in the forecast and compare it to the PO creation date in the PO reconciliation report.
- You must provide a forecast commit quantity in the blue row per material otherwise it will show up as missing response towards VESTAS.

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...in **three simple steps**



VERSION: 1.0
UPDATED: MAY 2021

1. UPLOAD YOUR EDITED FORECAST EXCEL FILE

You have analyzed the forecast in Excel, entered committed quantities per item and are ready to submit your response:

Step-by-step

Log-in to Ariba to upload the edited forecast Excel file

1. Navigate to **Upload/Download** via the three dots in the top right-hand corner of the screen.
2. Click on the **Uploads** tab.
3. Click **Upload**. A new window will appear.
4. Enter a **Name** for the uploaded file and set the **Type** as Forecast.
5. Click on **Choose file** and select the file from your computer.
6. Click **Upload**.

The **Status** indicates whether the upload was successful:

- Failed – upload failed due to errors. Download Log file, fix the errors and reupload.
- Completed with errors – the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.
(Note: If you leave some fields blank where there is demand from Vestas, it will show as completed with errors.)
- Completed – the file has been successfully submitted.

Illustration

The screenshot illustrates the SAP Business Network interface for uploading a forecast Excel file. The interface includes a top navigation bar with 'SAP Business Network' and 'Enterprise Account TEST MODE'. The main menu includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'More' menu is open, showing options like 'Track', 'Pending Queue', 'Documents to Resend', 'Product Activity Messages', and 'Notifications'. The 'Upload/Download' option is highlighted in the 'Excel Files' section. The 'Upload' button is highlighted in the main menu. The 'Upload File' dialog box is open, showing a 'Name' field, a 'Type' dropdown set to 'Forecast', and a 'Choose file' button. The 'Upload' button in the dialog box is highlighted. Below the dialog box is a table showing the status of uploads.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
				Failed	↓	↓
				Failed	↓	↓
				Completed With Errors	↓	↓
				Failed	↓	↓
				Completed	↓	↓

2. COMMIT TO FORECAST DIRECTLY ON Ariba Network

Step-by-step

1. Navigate to the **Planning** tab and select **Forecast** from the drop-down.
2. Select a specific item and click on the **View details** icon.
3. Review the Order forecast quantities and edit Forecast commit quantities by clicking on the **blue Pencil icon**.
4. Enter **Forecast Commit** quantities and click on **Save**.
5. Once you are ready click **Send Data**.
6. A confirmation notice will appear.



Vestas asks that you commit using the weekly view (select View by “weekly” or download Time period “weekly”).

Illustration

The screenshot shows the SAP Business Network interface for forecasting. It includes a navigation bar with 'SAP Business Network' and 'Enterprise Account TEST MODE'. The main content area is titled 'Forecast' and shows details for a specific part: 'EF901CDE HSS NRE SEAL KIT'. The 'View by' is set to 'Weekly' and the 'Starting from' date is '03/21/2022'. A table displays 'Order forecast' and 'Forecast commit' quantities across several weeks. A 'Send Data' button is highlighted with a blue box and a callout '5'. A confirmation dialog box at the bottom shows a green checkmark and the message 'Your data for the next 365 days has been sent to the customer.' with an 'Ok' button, highlighted with a callout '6'.

Key figures	21 Mar 2022 Week12	28 Mar 2022 Week13	4 Apr 2022 Week14	11 Apr 2022 Week15	18 Apr 2022 Week16	25 Apr 2022 Week17	2 May 2022 Week18	9 May 2022 Week19	16 May 2022 Week20	23 May 2022 Week21
Order forecast			100						100	
Forecast commit										

Tips & Tricks

- If you want to edit the forecast response across multiple components, we recommend to download the Excel file (see section 2 of this guide).

NEED HELP?

Support is available!



For **questions or technical support** please contact ariba.ssc@vestas.com



For more **information, guides and a list of frequently asked questions** visit our Digital Procurement [website](#)



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

